



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

## **SOUTH MOUNTAIN YMCA** **School Age Child Care Programs**

# **PROGRAM POLICIES AND PARENT HANDBOOK**

Revised August 2017



**SOUTH MOUNTAIN YMCA**  
13 Jefferson Avenue  
Maplewood, NJ 07040  
Phone: 973.762.4145  
[www.smountainymca.org](http://www.smountainymca.org)

Dear Parents/Guardians,

Welcome to the South Mountain YMCA School Age Child Care (SACC) Program. We appreciate the important trust that you have placed in us.

The Y's goal is to build strong kids, strong families and strong communities by concentrating on youth development, healthy living and social responsibility. Our School Age Child Care programs are an excellent example of how we make a positive difference in the lives of the children, their families and the community at large. Our professional, caring staff will communicate with you on a consistent basis regarding your child's experiences.

The Parent Handbook is a helpful resource for the many questions you may have regarding our programs, as well as a guide to understanding the Y's SACC program and policies. Please save a copy to your computer or print a copy to refer to as necessary. In addition, information on Y programs including our American Camping Association-accredited Summer Camps or Vacation Camp Programs for when schools are scheduled to be closed are posted on our website and updated on a regular basis. Please bookmark [www.smountainymca.org](http://www.smountainymca.org) for future reference.

Thank you again for choosing the South Mountain YMCA as your child care provider. We look forward to working with you and your child(ren) in an enriching Before and After School Care experience.

Sincerely,



Leah Greene  
Director of School Age Child Care  
[lgreene@metroymcas.org](mailto:lgreene@metroymcas.org)

Our offices are located at the Civic House:

124 Dunnell Rd  
Maplewood, NJ 07040  
Phone: 973.762.0183  
Fax: 973.275.1692

**South Mountain YMCA is a Branch of the Metro YMCA of the Oranges**

**Mission Statement**

**Strengthen community through youth development, healthy living, and social responsibility**

Comments/Communication/Concerns for these SACC programs should be addressed to:

YMCA Welcome Center, 13 Jefferson Avenue  
Leah Greene, Director of School Age Child Care [lgreene@metroymcas.org](mailto:lgreene@metroymcas.org) 973.762.4145  
973.762.0183

# BEFORE SCHOOL CARE PROGRAMS

## Before School Care at Maplewood/South Orange Elementary School Sites

Locations & Times: This Program is offered to children in grades K-5 and is held on site, in the individual school cafeterias at the following elementary schools:

Opening at 7:15am \*\*

Clinton

Jefferson

South Mountain/ S Mnt Annex\*

Montrose

Opening at 7:30am\*\*

Marshall

Seth Boyden

Tuscan

\*The program for South Mountain Annex students is held at the South Mountain Elementary School, and it is the responsibility of the parent to ensure that there is a space reserved with the school district for bus transportation to the Annex site each morning.

\*\* A delayed opening cancels the Before School Care Program at that School.

**Program Description:** Students will be engaged in activities and playtime until it is time to be accompanied to their class line-ups. This program runs 5 days a week. There is a drop-in/coupon program for up to 10 days in a school year.

# AFTER CARE PROGRAMS

## Both In School & Off-Site

This program is held: **In School** at your child's elementary school in the South Orange/ Maplewood School District until 6:30pm

or

**Off-Site** at either the Y's Program Center, 13 Jefferson Avenue in Maplewood or at the Civic House, at 124 Dunnell Road in Maplewood until 7:00pm

Program description: Daily activities include a healthy snack provided by the program. Activity time may include art, crafts, games, dance, outdoor play/organized recreation, and a designated Quiet Time when homework is encouraged.

The Horizon Blue Cross Foundation has sponsored a program called the "Healthy U!" for all New Jersey YMCA After School Care programs. Its' goal is to combat childhood obesity by instituting behavioral changes in children in a multi-pronged approach that includes nutrition education, increased physical activity and a focus on family. The program insures that all after-school childcare participants get a minimum of 30 minutes of physical activity and that they are offered healthy snack choices each day. The CATCH (Coordinated Approach to Child Health) program is utilized by the YMCA and your child's school. CATCH helps guide children and their families to develop healthier habits and lifestyles.

# IN-SCHOOL AFTER CARE PROGRAMS

## at Maplewood/South Orange Elementary School Sites

The In-School After Care Programs held at your child's school (Clinton, Jefferson, Marshall, Seth Boyden, South Mountain, South Mountain Annex and Tuscan Elementary Schools) run from school dismissal time until **6:30pm**. Your child should be directed to go to their school cafeteria for this program after being dismissed from their school day. This is a 5 Day/week program and follows the South Orange/Maplewood School district calendar. The cost of this program includes the longer days associated with the School District's scheduled "half days". Students need to bring a peanut-free, complete lunch on these "half days".

### **Direct Lines for SACC Staff:**

Clinton	973.762.0218
Jefferson	973.762.3499
Marshall	973.761.5801
Montrose	862.400.6019
Seth Boyden	973.762.0256
South Mtn	973.762.8914
South Mtn Annex	973.761.1238
Tuscan	973.762.0241

## **OFF-SITE AFTER CARE PROGRAMS**

### **Y Program Center or Civic House**

The After School Care Programs, held off-site from your child's school, run from school dismissal until 7:00pm. The Y will pick up pre-registered children at school dismissal time and bus them to the after school care site for which you have registered your child - either the Program Center or the Civic House. If there is a delay in the bus schedule, children will be supervised by Y staff from the IN-School SACC program held in the school's cafeteria. This is a 5 days/week program and follows the South Mountain/Maplewood School District calendar. The cost of this program includes early pick-up on longer days associated with the School District's scheduled "half days". Students will need to bring a peanut-free, complete lunch on these "half days".

#### **The Program Center is located at 13 Jefferson Avenue in Maplewood.**

Located below the Early Childhood Learning Center, **this location serves children in Kindergarten through 2<sup>nd</sup> grade**. This location offers easy access to other Y programs for which you may register for an additional fee (such as basketball or gymnastics programs) children participating in these pre-registered programs will be escorted by staff to and from their class.

#### **The Civic House is located at 124 Dunnell Road in Maplewood.**

Located in the heart of Memorial Park, just one block from the Maplewood Train Station, **this location serves children in Grades 3-5**. At this location we will be piloting new Internet devices allowing students to complete web-based homework (i.e ST Math)

### **Direct Lines for SACC Staff:**

Y Program Center	973.762.3658
Y Civic House	973.762.0183

### **Program Philosophy**

At the South Mountain YMCA, we believe that building a child's healthy spirit; mind and body are essential keys to their overall growth and development. The Y provides positive ways to build a child's self esteem so children can learn to be successful in the world. We encourage development of each child's critical thinking skills, language skills and self-expression, while using their creativity and imagination. Our programs and activities are designed to meet the needs of the whole child. Our hands-on, experience-based approach promotes comprehensive child development, while fostering a love of learning.

### **Scheduled Early Dismissals, Emergency and Weather- Related School Closings**

Our School-Age Child Care Program follows the South Orange/Maplewood School District Calendar. Scheduled Early Dismissal "Half Days" are included in your monthly tuition for all after school care sites. Please send your child to school with a peanut-free lunch on these days.

**If your child's school is closed due to inclement weather or emergency closing during school hours, there will be no Y School Age Child Care Programs.** If during the school day or after school, the weather forecast is predicting a snowstorm, we recommend that you contact your emergency person for early pick up. This includes emergency school closings, holidays and weather emergencies. If in doubt, please visit the Y's website for up-to-date information at [www.SMountainYMCA.org](http://www.SMountainYMCA.org)

Vacation Camp care is available for scheduled school closings at an additional cost and requires a separate pre-registration. Spaces for this program are limited so early registration is encouraged.

### **Reporting Absences/Changes and Contact Information for all SACC Sites**

If your child is going to be absent from After School Care on a regularly scheduled day, please call the direct line for your child's program and leave a message for the program staff prior to 2:00pm (or by 11:30am on scheduled early dismissal days.) Illnesses should be reported in these communications to enable our staff to keep track of illnesses and will only be shared on a need to know basis. (Communicable disease diagnosis information needs to be shared so other parents can be notified that their child may have been exposed without alerting the parents of which child is ill). **If your child is expected at After School Care and does not arrive, the program staff must make all attempts to locate your child, which causes unnecessary stress at the beginning of the program as well as holds up our transportation process to the SACC programs held off-site from your child's school.** Failure to alert the Y of your child's expected absence uses valuable program staff to try to locate your child requires unnecessary phone calls to be made and creates unnecessary panic for all involved, including the school staff.

Parent communication is essential for your child's safety and ensuring that our staff knows the whereabouts of your child at all times. If staff is unable to determine where your child is on a scheduled day to attend the program, we will call the local police to help locate your child. Please add your site and our Administration office's contact info into your cell phone for easy access. **The numbers listed below are NOT the schools' main number. They are specific to the SACC program.**

SACC Administration Office	973.762.0183
Clinton SACC Site	973.762.0218
Jefferson SACC Site	973.762.3499
Marshall SACC Site	973.761.5801
Seth Boyden SACC Site	973.762.0256
South Mountain SACC Site	973.762.8914
South Mt. Annex SACC Site	973.761.1238
Tuscan SACC Site	973.762.0241
Y Program Center SACC Site	973.762.3658
Y Civic House SACC Site	973.762-0183

**All changes in information or registration (contact info, attendance, withdrawals, etc.) must be emailed to [lgreene@metroymcas.org](mailto:lgreene@metroymcas.org)** to be forwarded to your child's SACC Site Director, as well as the Accounting Department in the YMCA's Association Services.

### **Financial Assistance**

It is the policy of the Metropolitan YMCA of the Oranges to offer financial assistance to individuals who cannot afford to participate in YMCA programs but need our services. The end result of this policy will be to assist individuals and families who have extenuating financial circumstances. Funds for financial assistance are raised through community donations to the Y's Strong Kids Campaign and are awarded to those in need within the community. Instructions and forms for Financial Assistance requests can be found on our website at [www.SMountainYMCA.org](http://www.SMountainYMCA.org)

### **Tuition and Other Fees**

Monthly tuition is determined based on the number of school days for the school year and is the same amount each month of the number of school days or scheduled early dismissal days in any given month.

The Y offers monthly credit card draft with our Auto-Pay option. For those not on auto pay, we send monthly statements and payment receipts. Payments are due before the 1<sup>st</sup> of each month and can be made online through **MY Y ACCOUNT** at [www.SMountainYMCA.org](http://www.SMountainYMCA.org). A \$35.00 returned check fee will be added to your Y account if checks do not clear properly.

**Registration fee of \$50** is waived each year with priority enrollment periods for returning families before the program registration is open to the general public.

**Deposits in the amount of the monthly payment** are required at the time of registration and are used for the June payment, or your last month's tuition, when a 30-day written notice is given. **Payments are not accepted at the program sites. The payment remittance address is:**

**Metro YMCA of the Oranges - Child Care  
139 East McClellan Ave.  
Livingston, NJ 07039**

**Membership Fee:** The South Mountain YMCA is a membership organization, and offers a very comparably priced program membership fee for your child and family. Current membership is required for all children participating in YMCA Childcare services throughout their participation. Membership allows for registration in year-round programs, such as youth sports, enrichment and camps, and members pay a lower fee for Vacation/Holiday Camp care when the school district is closed during the year. Spaces for these programs are limited so early registration is encouraged.

**Late Pick-Up Fee:** Punctuality is a crucial element in our operation. A late fee charge of \$15.00 for every fifteen-minute increment late, is charged on late pickups. If you cannot arrive before the specified closing time for your child's program, it is your responsibility to arrange for an alternate contact to pick up your child. **Continuous late pick-ups will result in termination from the program. Call the direct line for your child's program if you will be late to alert the staff as early as possible.**

### **Subsidized Payments**

The Y accepts childcare subsidy payments. Parents must complete all required paperwork in a timely manner to continue enrollment in Y programs. Deposits are still required in the amount of the monthly payment plan arranged for these families. Parents must provide official confirmation of enrollment in the subsidy program and an approved start date, end date and co-pay amount.

### **Sibling Discounts**

If more than one child from the same family is enrolled in the program, a discount of 10% of the lowest monthly tuition charge will be awarded to each additional sibling.

### **Staff and Ratios**

NJ State Licensing requires a minimum ratio of 1 staff for every 15 children. The Y aspires to greater standards and therefore strives' to schedule SACC programs at a 1:10 ratio. These ratios will help the Y provide greater mentoring opportunities, better supervision and implement youth development initiatives for your child(ren).

Regardless of the number years of employment with the Y, our caring staff members receive professional development training on a yearly basis which includes: child abuse prevention, customer service, YMCA orientation, harassment, re-directive behavior counseling, emergency procedures, character development and SACC procedures. The South Mountain YMCA offers regularly scheduled staff meetings and training opportunities to keep staff current on childcare regulations regarding the safety and welfare of children. Most of our staff members are year-round employees that work in other YMCA departments seasonally.

### **Character Development**

Our goal at the Y is for everyone to choose to do the right thing because they believe in the Y's core values. Our staff works together with the children to model and instill the Y's Core Values: CARING, RESPECT, HONESTY and RESPONSIBILITY.

### **Activities**

Children enrolled in our SACC Programs will be exposed to a core curriculum throughout the school year, which includes physical health and nutritional education, character building experiences, and personal

growth opportunities. The Y provides opportunities for a well-rounded experience for participants. Enrichment Specialist are scheduled on a rotating basis and may vary by site. Outdoor activities are provided daily, weather permitting. Activities offered in the past include: dance, crafts, cooking, Robotics, Glee, Guitar/Ukulele, Ultimate Frisbee, drumming, recycled sculpture, music, drawing, sports, playground, drama, talent shows, etc. We are always open to your suggestions for new activities.

### **Holiday and Vacation Camp Program**

Vacation Camp Programs for Grades K – 5 offers a great variety of activities to keep your child engaged and happy while you're at work during scheduled school closings. Activities are organized around seasonal themes and may include swimming, sports, games, arts, crafts, cooking and occasional trips or special guests. Pre-registration is required. Please check the website [www.smountainymca.org](http://www.smountainymca.org) under the "Events" tab for the registration information and activity schedules. These programs are held at the YMCA facility on Jefferson Avenue or the Civic House in Maplewood.

### **Communication from the Y**

SACC Orientation events are held prior to or at the start of the school year. You will receive an email alerting you of your child's site orientation. (Due to the space availability at the schools, your orientation may not be held at your child's school site.) All of the Y's information about the SACC programs can be found on our website at [www.smountainymca.org](http://www.smountainymca.org). We are continuously striving to make registration and communication processes easier for our busy working families.

**Providing your email address to the Y and keeping it updated will be critical** for the distribution of timely and up-to-date information about SACC and Y programming. You will receive regular communication from the Y about school age childcare programs and Y membership opportunities via email. Participation surveys will also be administered via email as we value your feedback. We strive to provide the very best programs and we would not be successful without your input.

Misconduct Reports and Ouch Reports will be provided to you, if necessary. These reports will require your signature when picking up your child. This signature simply attests to receipt of the report and does not imply agreement. In-depth discussions can be scheduled with the Site Leader at a mutually convenient day and time.

### **Homework Assistance**

Homework completion is encouraged during the designated daily quiet times (except Fridays). Our staff will assist and encourage your child with any general questions about their homework assignments. Group tutorials may become available at your child's site. If requested in writing, our staff will encourage your child to continue their homework after the specified quiet time in the program, if needed. These children will have the option to participate in other activities once homework assignments are complete. Please note that all sites cannot guarantee a quiet place for children to do homework assignments before or after the designated quiet time. Our programs need to work around other school-related activities and outdoor space is weather-dependent. The Y will provide fun, active and enrichment options for all children daily, before and after quiet time.

### **Children's Dress and Personal Items**

Children are not encouraged to bring toys or electronic games from home, such as: iPods, DSs, cell phones, or jewelry. The Y is not responsible for these items if they are lost or damaged. We climb, run, jump and use paints and glue regularly. Please send your child dressed appropriately to participate in these activities.

### **Healthy U**

Our School Age Child Care Program incorporates the Healthy U program as part of the curriculum. Using the CATCH (Coordinated Approach to Child Health) Kids Club program, our staff seeks to positively influence children's attitudes and behaviors towards nutrition and physical activity. In the largest school-based health promotion study that has ever been done in the United States, CATCH was shown to improve children's food and activity behaviors, increase levels of activity in physical education classes, and improve ability to concentrate on schoolwork. We incorporate a minimum of 30 minutes of fun physical activity into our programs each day and serve healthy snack choices. We also offer resources, support and family-focused events throughout the year for Y families and community members to encourage a healthy lifestyle.

## Withdrawals

**Thirty days written notice is required for withdrawals from the program and need to be emailed to [lgreene@metroymcas.org](mailto:lgreene@metroymcas.org).** A withdrawal **cannot** be communicated only to the direct site staff, as this information needs to be updated in our billing system. The office will notify the site staff.

When proper notice has been received, the deposits held on your account will be applied to any outstanding balance where applicable and a refund will be issued if your Y account has any overage.

### **After School Activities Administered by Your Child's School**

Please help the Y keep your child safe at all times during after school hours. The Y will not accept responsibility for your child during other after school activities that may be authorized by you. **SACC participants are not permitted to leave and return without an adult (authorized by parents/guardians for the responsibility of the participant with advanced written notice) to sign them out of the After School Care program and escort them back to the program for re-sign-in by the assigned adult.** Children will not be escorted to these programs on-site at your child's school by a Y staff member. If your child will be attending any additional after school activities in the school buildings such as: Scouts, PTA or Enrichment Programs, we can not accommodate a late bus pick-up from the school to one of the Y's off-site facilities for After School Care. PLEASE leave a voicemail alerting your child's site that your child will not be attending SACC when going to these programs.

**Late Arrival Notification Forms** should be used when children will go **directly** to the non-Y programs upon school dismissal when registered for SACC at the school sites. **Alternate Pick-Up Forms** should be used for activities that do not start immediately at school dismissal time when registered for SACC at the school sites. These activities will require an authorized adult to sign your child out of the Y program (and signed back in, if needed). Both forms are available on the [website](#).

### **Parental Responsibilities**

It is your responsibility as the parent/guardian to read through the SACC Program Policies and Parent Handbook and understand its content. You are required to complete and sign all enrollment, parent information and medical release forms *before* your child starts our program. Your child will not be allowed to start the program with incomplete paperwork.

**We ask that you inform your child's school and teacher that he/she will be attending the Y's After School Care program.** Each child attending the **IN-school After Care Program at the school** should be directed to the program located in the school's cafeteria by their teacher. Each child attending the **Off-Site After School Care program at the Program Center or Civic House locations** should be directed to the designated bus pick up area in the school to be bused to either of these Y facilities. The Y will share rosters for these programs with the school office, but these do not always get forwarded to the classroom teachers before the first day of school or anytime a new child joins the program.

We encourage parents to discuss any questions or concerns about the policies and practices of the program with us. Parents of enrolled children may visit the program at any time without having to secure prior approval. We will also share information via regular email newsletters and distribute an on-line survey each year. By giving us your input, we can work together to continue to develop a high quality program for your children. Also, if during the holidays or any other special occasion you wish to participate in any way, please let us know.

### **Snacks and Supplements**

All children will receive a healthy snack option each day as part of the After School Care Program. These snacks will be healthier options such as pretzels, crackers or low-sugar cookies and fresh fruits or vegetables when ever possible. Please inform staff if your child has any food allergies or restrictions. You may provide an additional healthy snack for your child to supplement the Y snacks or send your child to the Before School Care with breakfast at drop-off in the morning.

## **Special Needs, Court Orders and Confidentiality**

Our programs comply with the New Jersey Law Against Discrimination and the Americans with Disabilities Act in accepting children with special needs. Our programs provide child care in a large group setting, which can be overwhelming to children who are accustomed to small classes with low student-teacher ratios. Our staff will make reasonable accommodations to meet the needs of individual children. Your cooperation and communication with staff is essential to your child's success in our programs. Please contact us if your child may need special accommodations.

In cases where an enrolled child is the subject of a court order, the Y must be provided with the original certified copy of the most recent order and all amendments for our information and files. In the absence of a court order on file with the Y, both parents will be afforded equal access to their child as stipulated by law.

Confidential and sensitive information will only be shared with employees who need to know in order to provide the most appropriate and safe care for your child and to help them be successful in our programs. Employees are strictly prohibited from discussing information about someone else's child with you. If you believe our programs are not in compliance, you may contact the New Jersey Department of Law and Public Safety or the United States Department of Justice to file a complaint, however, we would appreciate you bringing it to the attention of the Sr. SACC Director.

## **Babysitting Policy**

In accordance with the Metro YMCA of the Oranges' Child Abuse Prevention Policies and Staff Code of Conduct, YMCA staff and/or volunteers are not to initiate contact with or accept supervisory responsibility for participating children outside approved YMCA activities. Staff and/or volunteers may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior approval from the Executive Director.

## **Photographs and Media Policy**

We value the privacy of our members. No photos or videos are to be made of any child without the consent of the Y staff. This includes the use of cell phones cameras/videos. Your child's photo may be taken for SACC newsletter purposes. It may also be taken for use in media advertisements or articles. Close-up footage where your child may be the focal point might be used for media release. This footage and use will be shared with you in advance for your approval and knowledge.

The following policies are required as part of the State of New Jersey Licensing process:

### **Department of Children and Families**

#### **Office of Licensing**

#### **INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member.

Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it. Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800)514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm) Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

## Enrollment and Payment Policy

1. Enrollment is open to children who are residents of Maplewood/South Orange enrolled in grades K-5, pending availability of licensing capacities. Enrollment shall be granted without regard to race, color, creed, national origin, gender or disability.
2. Tuition is charged on a monthly basis for 180 days of school. Tuition remains the same regardless of the number of days in a school month. Tuition is not prorated for absences.
3. Tuition is due prior to the first of the month. Payments may be made in advance.
4. The Y offers monthly credit card draft. Please fill out the Child Care Auto Pay Agreement form and hand it in with your registration. For those not on auto pay, we send monthly statements. Payments are due before the 1<sup>st</sup> of each month and can be made online through Member Login at [www.smountainymca.org](http://www.smountainymca.org).

### Payments are not accepted at the program sites.

Remittance address is: Metro YMCA of the Oranges - Child Care  
139 East McClellan Ave.  
Livingston, NJ 07039

5. Checks should be made payable to **Metropolitan YMCA of the Oranges**. All payments are to be made by check, money order or credit card (American Express, MasterCard, Visa and Discover).
6. A charge of \$35 will be levied for any returned check. After two returned checks, payments must be made by certified check, money order or credit card.
7. If more than one child from the same family is enrolled in the program, a discount of 10% of the lowest monthly tuition charge will be awarded to each additional sibling.
8. A late charge of \$15 will be assessed for any payments received after the 5<sup>th</sup> business day of the month. In the event your tuition is not received by the 15<sup>th</sup> of the month, services may be suspended until payment is made.
9. In the event the parent/guardian is in default and fails to make payment, the parent/guardian is responsible for all costs of collections, including attorney's fees and legal costs.
10. A one-month security deposit is due at the time of enrollment. Deposits are applied to June or the last month of attendance and any credit balance will be refunded. Withdrawal from the program requires that you give one month's written notice or the deposit will be forfeited.
11. Financial assistance is granted based on financial need and availability of funds. Application forms are available on the website – [www.smountainymca.org](http://www.smountainymca.org) – under the Child Care tab.
12. Miscellaneous fees:
  - A one time non-refundable \$50 registration fee is required for all new children and those registering after the priority registration period.
  - The child must be a Y member. Membership fees are assessed annually.
  - Late pick up fees of \$15 per fifteen minutes are assessed after the program site's closing.
13. Child care services may be terminated for:
  - Failure to make payment on time
  - Continuous pick up after program closing time

## Policy on the Release of Children

**Children must be signed into Before School Care Programs and out of the After School Care Programs each day** by the child's custodial parent/guardian or designated emergency contact person. For your child's safety you or your emergency contact should be prepared to show identification to our staff. EVERYONE must provide a photo ID the first time they pick up.

- Parents must provide information, on the Registration Form, for three adults who are authorized to pick up your child in your absence. Children are never permitted to leave the Site with unauthorized individuals.
- Please verify that these individuals will be available to come for your child when you cannot.
- Parents must provide written updated telephone numbers and alternate pick-up information whenever a change occurs.
- All children MUST be signed out by an adult (18 years of age and older), unless the parent or guardian has authorized the child to walk home unsupervised or with a minor. A Walk Home Waiver must be signed and maintained on file. We do not provide these forms online as to alert strangers of this policy. You must request this form from the Y's Welcome Center.

**Important Note:** If a parent or person authorized by the parent appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Supervisor or other staff member, the child would be placed at risk of harm, staff shall ensure that the child will not be released to such an impaired individual.

### Discipline, Suspension and Expulsion Policy

At the Y, discipline is viewed as a learning experience. Through interaction with caring adults, children acquire interpersonal skills to work cooperatively with others and manage conflict situations. Rules will be posted at each program site to remind children of our behavior guidelines. Staff will consistently apply consequences for rules.

The goal of our Discipline Policy is to correct a situation in a positive manner and separate the action from the child, leading to the child's ability to develop and maintain control. Our staff encourages positive behavior and seeks to redirect children to other activities before negative behavior occurs. When an incident has occurred, our staff may remove the child from the group activity to give them time to regain control, while still under the supervision of staff. Our staff will discuss with the child how he/she could have made better choices, discuss follow up with their parent if appropriate and allow the child to rejoin activities.

As per the Metro YMCA of the Oranges Staff Code of Conduct, staff shall not abuse or neglect the children in our care. A child will never be deprived of food, struck, name called, threatened, or ridiculed. No child will be isolated or left unsupervised at any time.

The Y defines the following as behavior problems:

1. Behavior on the part of the child that interferes with the safety and well being of himself/herself, or any other person.
2. Verbal disrespect of YMCA staff or other person.
3. Lack of respect for school property and/or the property of others.
4. Abusive language or gestures.
5. Parental interference or behavior which defies the Y policies, goals and objectives inclusive of, but not limited to:
  - Appropriate notification of absence;
  - Lack of responsive communication and availability to program staff;
  - Continuous late pick-ups or payments;
  - Lack of appropriate emergency contacts;
  - Not providing the Y with pertinent information, i.e. change of workplace, address, phone numbers, etc.

Behavior and disciplinary problems will be handled in one of the following manners dependent upon the infraction:

1. Verbal warning from the Site Supervisor.

2. Verbal warning from Site Supervisor with written notice of the infraction sent home for parental review.
3. Communication from the SACC Supervisor requesting conference in our office.
4. Suspension or expulsion from the Before/After School program without refund.
5. Extreme or violent behaviors by parent or child may warrant immediate suspension or expulsion without refund.

If the remedial actions of discipline have not worked, the child's parent/guardian will be advised verbally and in writing about the behavior warranting a suspension or expulsion. A suspension action is a period of time where the parent/guardian may work on the child's behavior or come to an agreement with the site. The parent/guardian will be informed about the length of the suspension and the expected behavioral changes required in order for the child or parent to return to the site. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the site.

In case of expulsion, the parent/guardian will be given a specific date that allows sufficient time to seek alternate child care.

A child cannot be expelled from the program if their parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

### **Policy on Illnesses/ Communicable Diseases**

To ensure the health and well being of all children in the Y Before and After School Care Programs, the following policy will be adhered to:

1. Under no circumstances shall any program serve or admit any child who has any illness or symptom of an illness or disease that a physician determined the child should be confined to home, or admitted to a hospital for medical care and treatment.
2. A child will not be admitted to a program if they have the illness or symptoms of illness listed below, unless the center receives a written medical diagnosis from a licensed physician that indicates that the child poses no serious health risk to themselves or others. Such illnesses or symptoms include, but are not limited to the following:
  - Severe pain or discomfort
  - Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea.
  - Two or more episodes of acute vomiting within a period of 24 hours
  - Elevated oral temperature of 101.5 degrees Fahrenheit or above or an auxiliary temperature of 100.5 degrees Fahrenheit or above in conjunction with behavior changes
  - Lethargy that is more than expected tiredness
  - Yellow eyes or jaundiced skin
  - Infected, untreated skin patches
  - Difficult rapid breathing or severe coughing
  - Skin rashes in conjunction with fever or behavior changes
  - Weeping or bleeding skin lesions that have not been treated by a health care provider
  - Mouth sores with drooling
  - Stiff Neck
  - Conjunctivitis ('pink eye')

Once the child is symptom free, or a licensed physician indicates that the child poses no serious health threat to themselves or others, the child may return to the program.

If a child who has already been admitted to the program manifests any of the illnesses or symptoms of illness specified above, the program shall remove the child from the group to a separate room or area

until the child can be picked up by a parent or person authorized by the parent; or the School Age Child Care Director or designee has communicated verbally with a licensed physician, who indicates that the child poses no serious health risk to themselves or to other children, at which time the child may return to the group.

### **Communicable Diseases**

The School Age Child Care Director shall not permit a child or staff member with an excludable communicable disease (see list below) to be admitted or remain at the program until:

- a. A note is received from a physician that states that the child or staff member has been diagnosed and presents no risk to themselves or others.
- b. The School Age Child Care Director contacts the Communicable Disease program in the State Department of Health, and is told that the child or staff member poses no health risk to others.
- c. In the case of chicken pox, the School Age Child Care Director obtains a note from a parent or staff member that at least six days have lapsed since the onset of the rash, or that all sores have dried or crusted.

### **Table of Excludable Communicable Diseases**

<p><b>Respiratory Illnesses</b></p> <p>Chicken Pox  German Measles*  Hemophilus Influenza*  Measles*  Meningococcus*  Mumps*  Strep Throat  Tuberculosis*  Whooping Cough*</p>	<p><b>Contact Illnesses</b></p> <p>Impetigo  Lice  Scabies  Shingles</p> <p><b>Gastro-Intestinal Illnesses</b></p> <p>Campylobacter*  Escherichia coli*  Giardia Lamblia*  Hepatitis A*  Salmonella*  Shigella*</p>
--	---

\* Reportable Diseases: If an enrolled child or staff member has been diagnosed as having contracted or is suspected of having a reportable disease, then the School Age Child Care Director must report it to the Local Health Department. If there is any outbreak of an Excludable Disease at the program, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

### **Administration of Medicine**

The SACC On-Site programs are unable to properly secure medication. Required medication must be administered by the school nurse before the child comes to the After Care Program. Children are not permitted to have prescribed or over-the-counter medication in their possession during school or SACC. This includes aspirin, acetaminophen, cough drops, cough syrup, as well as prescribed drugs. Inhalers prescribed by a doctor for the child to administer are permitted when the parent or guardian has signed the Permission to Medicate form (found on the SACC web page). Parents of children who may require the administration of any medication or an Epi-pen need to speak directly to the Director, Tommy Donaldson.



## Metro YMCA of the Oranges Code of Conduct for Staff and Volunteers

1. In order to protect staff, volunteers, and program participants, at no time during a program is a staff/volunteer person to be alone with a single child where they cannot be observed by others. Staff and/or volunteers supervising children should space themselves in a way that other staff/volunteers can see them.

2. Staff and/or volunteers should never leave a child unsupervised.

3. Restroom supervision: Children who are participating in YMCA programs are not to be sent to bathrooms without a YMCA staff member present. The buddy system or three children together are not acceptable practices and are no longer permitted at the YMCA. For single stall bathrooms the YMCA staff will be positioned outside of the bathroom to make sure no one else enters the restroom. When multiple children are in the bathroom or locker room, YMCA staff members will be standing in the doorway so they can have at least auditory supervision of the children. Staff members can and are encouraged to be inside the facilities so they can be easily seen by the children and so they are able to immediately stop any inappropriate activity. This is best done with multiple staff members so individual staff are not subjected to unwarranted allegations. Protocols that address the variety of unusual circumstances possible during outdoor or off-site activities shall be established and made part of that program/activity's operating guidelines.

4. Staff and/or volunteers should conduct or supervise private activities in pairs, e.g., diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff and/or volunteers should be positioned so that they are visible to others.

5. Staff and/or volunteers shall not abuse children in any way including:

Physical abuse: striking, spanking, shaking, slapping, etc.

Verbal abuse: humiliating, degrading, threatening, etc.

Sexual abuse: touching or speaking inappropriately

Mental abuse: shaming, withholding kindness, being cruel, etc.

Neglect: withholding food, water, basic care, etc.

**Any form of abuse will not be tolerated and may be cause for immediate dismissal.**

6. Staff and/or volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff and/or volunteers will have age-appropriate expectations and setup guidelines and environments that minimize the need for discipline. Physical restraining is used only in predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.

7. Staff and/or volunteers will conduct a visual health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening manner. Any questionable marks or responses will be documented.

8. Staff and/or volunteers will respond to children with respect and consideration and treat all children equally, regardless of gender, race, religion, culture, disability or economic level of the family.

9. Staff and/or volunteers will respect children's rights to not be touched or looked at in ways that make them feel uncomfortable, and their right to say "No." Other than diapering or as required by safe instructional methods, children are not to be touched on areas of their bodies that would be covered by a bathing suit.

10. Staff and/or volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.

11. Staff and/or volunteers are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
12. Staff and/or volunteers must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. YMCA staff and/or volunteers will not initiate contact with or accept supervisory responsibility for participating children outside approved YMCA activities. Staff and/or volunteers may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior approval from the Executive Director.
19. Staff and/or volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
20. Staff and/or volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
21. Staff and/or volunteers should not give excessive gifts (e.g., video games, jewelry) to youth nor be exclusive. Gifts around celebrations and holidays are to be shared with all participants.
22. Staff and/or volunteers may not date program participants who are under the age of 18.
23. Under no circumstances should staff and/or volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
24. Employees who, in the course of their work, have access to confidential information have an obligation not to disclose that information to other employees, members or other persons within or outside the Association.
25. Staff and/or volunteers are required to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
26. Staff and/or volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject as instructed by a supervisor and listed in the Metro YMCAs of the Oranges Personnel Guidelines and Child Abuse Prevention Policy and Procedures.
27. Staff and/or volunteers will display and uphold the Character Development values of Caring, Honesty, Respect and Responsibility, as consistent with the Mission of the YMCA, of leading by example and incorporating these values in their programs and positions.