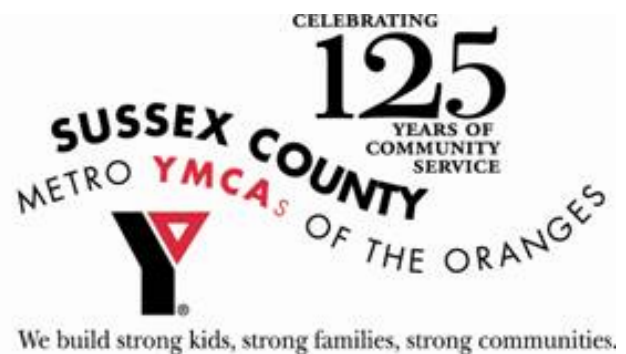


# SUSSEX COUNTY YMCA School Age Child Care Programs

## Program Policies & Parent Handbook



Sussex County YMCA  
15 Wits End Road  
Hardyston, NJ 07419  
Phone: 973-209-9622  
Fax: 973-209-1483  
[www.sussexcountyyymca.org](http://www.sussexcountyyymca.org)

Dear Parents/Guardians,

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

The YMCA's goal is to build strong kids, strong families and strong communities. 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 experience and achievements.

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 YMCA'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 YMCA programs including our Summer Camps are posted on our website and updated on a regular basis. Please bookmark [www.sussexcountyyymca.org](http://www.sussexcountyyymca.org) for future reference.

If you have any questions or concerns, please contact the following staff at 973-209-9622:

Samantha Walter, Director of School Age Child Care	ext. 209
June Papa, School Age Child Care Registrar	ext. 217

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

Sincerely,

*David M. Carcieri*

David M. Carcieri  
Executive Director

**The Sussex County YMCA is a Branch of the Metro YMCA of the Oranges.**

### **Our Mission Statement**

The Metro YMCA of the Oranges enriches the lives of the children, families, and communities we serve, through programs that build spirit, mind, and body, welcoming all people, in an environment nurturing positive values.

### **Program Philosophy**

At the Sussex County YMCA, we believe that building a child's healthy spirit, mind and body are the essential keys to their overall growth and development. The YMCA provides positive ways to build a child's self esteem so children can learn to adapt successfully to 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.

Children enrolled in our School Age Child Care (SACC) Programs will be exposed to a core curriculum throughout the school year, which includes physical health, and nutritional education, character building, and personal growth.

### **Hours of Operation**

Before School Programs begin at 7:00am for our Blairstown and Hardyston Schools and run until the start of the school day. If there is a delayed opening for your child's school then there will be no Before School Program.

After School Programs run from school dismissal until 6:00pm. Punctuality is a crucial element in our operation. *A late fee of \$15.00 per 15 minutes is charged on late pickups.* If you cannot arrive before 6:00pm, it is your responsibility to arrange for an emergency contact to pick up your child. Continuous late pick-ups will result in termination from the program

Our SACC programs follow the School Calendar. Scheduled early dismissals are included in your monthly tuition. Please send your child with their lunch on these days.

### **Inclement Weather**

If your child's school is closed due to inclement weather or emergency closing, all YMCA SACC Programs will be closed. 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.

### **Extra Days**

Your child(ren) may attend the Before/After Care Programs for an additional day that he/she is not regularly scheduled to attend at a rate of \$15.00 per day. This must be approved prior to the date needed. Please remember to call the Program phone number to inform the staff that your child will be attending that day. You will be required to sign an Extra Day voucher at pick up and will be billed accordingly.

No "swapping" days. If your child is absent on their regularly scheduled day, you may not make up that day later in the week. Please follow the schedule you have selected for your child.

## **Scheduling Changes or Withdrawals**

Additions or reductions in your child's program schedule must be submitted in writing via email to June Papa at [jpapa@metroymcas.org](mailto:jpapa@metroymcas.org). Two weeks notice is required for any schedule changes.

The YMCA requires four (4) weeks notice on withdrawals from the program. When the proper four (4) weeks notice has been received, the deposits held on your account will be applied to any outstanding balance or where applicable, a refund will be issued.

## **Absences**

If your child is going to be absent from the program on a regularly scheduled day, please call the direct phone number to the program site and leave a message for staff prior to 2:00pm. If your child is expected at the program 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. Parent communication is essential to for your child's safety and ensuring our staff is aware of the whereabouts of your child at all times.

## **After School Activities**

If your child is to attend any after school activities in the school building such as: Scouts, Sports or Enrichment Programs, etc., please inform the staff in writing at least one day ahead. You must indicate the location of the activity within the building and the approximate time your child will be returning to the After School program. If this is an ongoing activity, you may send in a letter stating all the dates on which that activity takes place.

It is not the responsibility of our staff to escort your child to or from any activity.

## **Holiday and Vacation Care Program**

Vacation Care Programs for Grades K – 5 offers a great variety of activities to keep your child engaged and happy, while you're at work. Activities are organized around seasonal themes and include swimming, sports and games, arts and crafts, and cooking. Pre-registration is required. Please check the website [www.sussexcountyyymca.org](http://www.sussexcountyyymca.org) for the program fee and registration information.

## **Healthy U**

All of our School Age Child Care sites incorporate 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 30 minutes of fun physical activity into our programs each day and serve healthy snacks. We also offer resources and support throughout the year to our YMCA families to encourage a healthy lifestyle.

## **Character Development**

Our goal at the YMCA is for everyone to choose to do the right thing because they believe in the YMCA's core values. Our staff works together with the children to model and instill the YMCA's Core Values: Caring, Honesty, Respect, and Responsibility.

## **Snacks**

All children will receive a healthy snack each day as part of the School Age Child Care Program. Please inform staff if your child has any food allergies or restrictions. You may provide additional snack for your child.

## **Children's Personal Items**

Children are not encouraged to bring toys or electronic games from home. For example, DSs, Gameboys, iPods or cell phones. The YMCA is not responsible for these items in the event they are lost or damaged.

## **Children With Special Needs**

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 used 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.

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.

## **Parental Responsibilities**

It is your responsibility as the parent/guardian to read through the Parent Handbook and understand the content and YMCA policies. 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 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 monthly email newsletters and distribute an on-line survey twice per year. By giving us your input, we can work together 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.

**The following policies are required as part of the Licensing of our programs through the State of New Jersey:**

### **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 center 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.

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### **Enrollment and Payment Policy**

1. Tuition is charged on a monthly basis. Tuition remains the same regardless of the number of days in a school month. Tuition is based on the child's schedule for that month. Tuition is not prorated for absences.
2. Tuition is due prior to the first of the month. Payments may be made in advance.
3. The YMCA offers monthly credit card draft. Please fill out the Child Care Credit Card Draft Agreement form and hand it in with your registration. For those not on auto draft we send monthly statements. Payments are due on the 1<sup>st</sup> of each month and can be made online through Member Link at [www.metroymcas.org](http://www.metroymcas.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**
4. Checks are 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).
5. 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.
6. 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.
7. 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.
8. 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.
9. A month's security deposit is due at the time of enrollment. Upon withdrawal from the program, the deposit is applied to 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.
10. Changes to the child's schedule must be requested two weeks in advance. Any change is subject to approval of the Child Care Director.

11. Financial assistance is granted based on financial need and availability of funds. Application forms are available through your director.

12. Miscellaneous fees:

- A one time non-refundable registration fee is required for all new children.
- The child must be a YMCA member. Membership fees are assessed annually.
- Please see the schedule change form for additional fees charged for extra days of attendance
- 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 Programs and out of the After School Programs each day. For your child's safety you or your emergency contact should be prepared to show identification to our staff.

- Parents must provide information on the Registration Form of three adults who are authorized to pick up your child in your absence. Children are never permitted to leave the Center with unauthorized adults.
- Please verify that these individuals will be available to come for your child when you cannot.
- Parents must provide 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 signed permission slip must be signed and maintained on file.

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

### **Babysitting Policy**

In accordance with the Metro YMCA of the Oranges' Child Abuse Prevention Policies and Staff Code of Conduct, staff members are not allowed to sign out any child from the program or transport any child in their own car unless the staff and the child or child's family or guardian are related. Staff members may not be alone with the children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their home.

### **Discipline and Expulsion Policy**

At the YMCA, discipline is viewed as a learning experience. Through interaction with caring adults, children acquire interpersonal skills such as the ability to work cooperatively with others and manage conflict situations.

The goal of our Discipline Policy is to correct a situation in a positive manner and separate the action from the child. Our staff encourages positive behavior and seeks to redirect children to other activities before problems occur. When an incident has already occurred, our staff may take the child aside, explaining that their actions are not appropriate and suggest another way in which they could make a better choice in this particular situation. If appropriate, we may have the child take a "time-out". Our policy on the length of time-out is no longer than the child's age (For example: a five-year-old child would sit out for 5 minutes). During this period, the child will be removed from the group and remain under the supervision of staff. At the end of the time-out,

our staff will discuss with the child how he/she could have made better choices and allow them to rejoin activities.

The YMCA 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 Site Supervisors, Assistants or other children.
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 YMCA policies, goals and objectives inclusive of, but not limited to:
  - Appropriate notification of schedule changes;
  - Lack of responsive communication;
  - Unavailability;
  - Lack of appropriate emergency contacts;
  - Not providing the YMCA 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 the Site Supervisor with written notice of the warning sent home for parental review.
3. Communication from the School Age Child Care Director requesting corrective measures at home and/or conference in our office.
4. Suspension or termination from the Before/After School program without refund.
5. The YMCA has a zero tolerance policy on violence of any kind. Extreme or violent behaviors by parent or child can and will warrant immediate suspension or expulsion without refund.

As per the Metro YMCA of the Oranges Staff Code of Conduct, 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.

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

To ensure the health and well being of all children in the YMCA Before and After School Program, 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 required the child to 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

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 in number 2 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 their 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> <hr/> <p><b>Gastro-Intestinal Illnesses</b></p> <p>Campylobacter*  Escherichia coli*  Giardia Lambli*  Hepatitis A*  Salmonella*  Shigella*</p>
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\* 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**

No medication will be administered to your child by staff in the Before/After Care Programs without prior consent from the School Age Child Care Director and written permission from the child's physician. Please complete the *Permission to Administer Medication Form* for medications such as Epi-pens and asthma inhalers.

## **IMPORTANT CONTACTS**

***Paperwork Changes*** (address, attendance, schedule changes, withdrawals, etc.)

June Papa, School Age Child Care Registrar  
Sussex County YMCA  
15 Wits End Road, Hardyston, NJ 07419  
Phone: (973) 209-9622  
Fax: (973) 209-1483  
Email: jpapa@metroymcas.org

***Payment Inquiries:*** (receipts, payments, etc)

Metro YMCA of the Oranges – Child Care  
139 E McClellan Ave  
Livingston, NJ 07039  
Phone: (973) 758-9622  
Fax: (973) 535-2786  
Email: etecza@metroymcas.org

**For your convenience, monthly credit card draft is available for your child's tuition. Please complete the Pre-authorized Monthly Credit Card Form.**

***Program Site Voice Mail #s:***

**Please leave a message on your child's Program Site phone if your child will not be attending on their regularly scheduled day.**

**Blairstown (908)362-5153**

**Frankford (973)609-6001**

**Franklin During the school day, please call the YMCA  
During program hours (973)827-9775, x228**

**Hardyston (973)609-6033**

**Montague (973)609-6062**