



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# DISCOVER A WORLD OF EDUCATION AND ENRICHMENT



## CHILD CARE PARENT HANDBOOK

Freehold YMCA  
470 East Freehold Road, Freehold, NJ  
732.462.0464

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## At the Y...

We view parents as our partners. When it comes to this most important person in your life, we want you to be involved.

- Visit us at anytime
- Participate in our Family Days and Special Events
- Come to our Parent-Teacher conferences and let's talk about Your child
- Read your child's Daily Activity Reports and discuss their day with them
- Communicate with your child's teacher daily
- Read the monthly newsletters which keep you informed of our events
- Volunteer in your child's classroom

Let's work together to achieve a successful school experience for you and your child.

### School Extensions:

Office Exts: 114, 103, 122

Infants: Ext. 200    Waddlers: Ext. 205    Toddlers: Ext. 202    Pre-School 3's: Ext. 203    Pre-K: Ext. 204

## **Our Mission**

The YMCA of Western Monmouth County is an association of members devoted to community service and good works. Although rooted in the Judeo Christian Heritage, the YMCA serves all people regardless of religion, race, age, income, ability, or gender. Our purpose is to help all who wish to be part of our fellowship, to develop to their fullest in spirit, mind, and body, to strengthen families to develop leadership in youth and to build international understanding.

## **Y Cares Financial Aid Assistance Program**

Y Cares is a confidential financial assistance program that helps those needing support to participate in YMCA programs and services.

## **Philosophy**

Nothing compares to the quality of YMCA Childcare. You're entrusting us to care for the most important person in your life. We believe that during a child's formative years, nothing is more important than experiencing a wide variety of enriching activities in a warm, safe and loving environment. Our state licensed childcare program has been carefully designed to provide your child with the best possible learning opportunities. We are committed to developing each individual child's physical, social, intellectual and emotional growth.

## **Curriculum**

**All of our programs are offered year round on a full or part time basis.**

In an environment that is warm, friendly and nurturing, our curriculum is designed to spark your child's imagination and encourage lifelong, positive values. Our age-appropriate curriculum is based on understanding the ways in which young children learn best, combining the right balance of structure and independence. Our teachers will engage your child in enriching activities that promote intellectual, emotional, social and physical growth. Our program emphasizes the YMCA's core values of caring, honesty, respect, and responsibility while instilling an appreciation for diversity. Our center is committed to providing a healthy, safe and loving environment for each child.

Our programs provide a variety of hands-on, individual, and group experiences in each of the following areas:

- Sensory Activities
- Fine Motor Skills
- Science and Math
- Cooking
- Music and Drama
- Gym Activities
- Community Awareness
- Language Development
- Gross Motor Skills
- Arts and Humanities
- Mac Lap Top Computers
- Swim Lessons
- Outdoor Playgrounds
- Fitness Fun
- Spanish Language Adventure Program



## **Infants** –Ages 6 weeks to 15 months

Our infant room provides individualized attention in a “home away from home” environment that is safe, clean and secure. Warm, nurturing YMCA staff works with you to create a partnership in caring for your very special baby. We respond to your little ones individual schedule of needs. Daily reports will be sent home to keep you in touch with your child’s milestones and routines. Classrooms are carefully designed to take into consideration your baby’s needs for interactive play, self discovery as well as quiet time. Monthly themes and activities stimulate your child’s natural curiosity. In an atmosphere that encourages growth, exploration, and the development of social, physical and language skills, your child’s full potential can be achieved.



Please provide your child with bedding, a crib mobile if desired, changes of clothing, a bag of soiled items, diapers, food and any other personal items. All items must be labeled. Refrigerator, microwave and crock-pot for bottle warming are provided.

## **Waddlers** – Ages 15 months to 27 months

Our waddler room provides a comfortable, nurturing and stimulating environment for our young toddlers to transition from the individual schedules of the infant room, to a loosely structured flexible setting.

During these months, waddlers experience tremendous growth particularly in their ability to understand, imitate, remember and convey thoughts using simple language. During this stage their ability to understand is 10 times greater than their language skills, often causing frustration. Our warm, patient staff will encourage your child to develop their independence, social interaction and self-esteem. They will provide age-appropriate play spaces that are safe and inviting. They will support your child in developing basic self-help skills, fine and gross motor abilities, intellectual, language and sensory skills. Waddlers will have their first introduction to routines such as mealtime, naptime, circle time and story time.

Our waddler program has all the comforts of the infant room while encouraging individual growth, curiosity and independence.

Please provide your child with bedding, lunch and snacks, change of clothing, a bag for soiled clothing, diapers and any other personal items. All items must be labeled. Refrigerator and microwave provided.

## **Toddlers** – Ages 27 months to 3 years

Our toddler room provides a world of hands-on learning and play. Through a structured, yet flexible routine, children are encouraged to explore, try new things, and make new friends.

Our caring staff guides your child to build cognitive, language, motor and social skills through the use of sensory activities and the introduction of group interaction and games.

While playing in our carefully designed learning centers, toddlers have opportunities for self-discovery. In addition to our classroom experiences we play and learn in our newly constructed toddler playground and pre-school gymnasium.

In a fun and stress-free environment, your child is introduced to feeding, dressing and potty-training. At this important stage of growth and independence, we work at your little one’s own pace, along with you, to develop these important self help skills.

Please provide your child with bedding, lunch and snacks, changes of clothing, a bag for soiled items, diapers, and any personal items. All items must be labeled.

Refrigerator and microwave provided.

## **Pre-School** – Ages 3 – 4 years (must be fully potty trained)

Pre-school (Pre-K) programs are offered year-round on a full or part-time basis. Our pre-school program stresses socialization and interaction while introducing an academic element. In a fun and motivating environment, we set the foundation for enthusiastic learning and future academic



Planned around weekly themes, our program emphasizes age-appropriate, hands-on projects, activities and learning centers. As reinforcement to our curriculum, children will be introduced to lessons on the computer. To enhance your child's gross motor skills, gym time, swimming lessons and outdoor play are part of our program. We emphasize the whole child and are sensitive to their individual needs. Our teachers understand that your child's intellectual, emotional, physical and social growth play an important role in their development. Please provide your child with bedding, lunch, seasonal appropriate changes of clothing, a bag for soiled items, swimming suit and towel in a backpack for swim day, and any personal items. All items must be labeled. Refrigerator and microwave provided.

## **Pre-K** – Ages 4-5 years (entering Kindergarten the following September)

Our Pre-school (Pre-K) programs are offered year-round on a full or part-time basis.

Our Pre-K class is a readiness program designed to give your child the foundation necessary for a successful transition to kindergarten.

We offer a curriculum that expands upon the fundamentals learned in our pre-school program while incorporating essential kindergarten skills necessary for future academic achievement.

Our program combines structured classroom experiences with creative learning centers, helping your child to develop self-confidence, independence and a sense of accomplishment. A fun-based, educationally-sound curriculum will enhance your child's academic success and love of learning. Classroom challenges will be modified for all levels, allowing children to work, play and learn at their own pace. The Pre-K curriculum also includes computer lessons, swimming, gym, and outdoor play.

Please provide your child with bedding, lunch, changes of clothing, a bag for soiled items, swimming suit and towel in a backpack for swim day, and any personal items. All items must be labeled. Refrigerator and microwave provided.

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## **Nap/Rest Time**

All children under the age of 5 who attend our center for four or more consecutive hours are required to nap/rest for a period during each day. A quiet alternative activity is provided for those children who have rested or slept and do not appear to need additional rest or sleep. Please be sure to take your child's bedding home weekly or more often if needed to be laundered.

## **Birthdays**

Birthdays and special occasions become even more meaningful when shared with friends. Parents are encouraged to share these days with their child's "Y Family". Please discuss any plans you may have for a special celebration with your child's teacher.

## **Parent Involvement**

Parent involvement is vital to your child's successful early learning and development. We have an Open Door Policy, encouraging parents to visit their child, observe them in the classroom environment and become involved in activities. We are here to talk to you, listen to you, and share your child's accomplishments. You are invited to join us at our many family activities throughout the year.



## **About our Staff**

All Child Care staff including substitutes and volunteers must meet the requirements set forth by the State of NJ, Department of Children and Families. In addition, all childcare employees are subject to both a criminal background check and a state child abuse check. All employees must also participate in a YMCA Staff Orientation and Child Abuse Prevention training. First aid and CPR training is offered to all staff as well. In addition, all childcare staff must attend regular staff meetings as well as a minimum of 8 hours of training annually in the areas of Child Growth and Development, Positive Guidance and Discipline, and Health and Safety Procedures.

## **YMCA Policies and Procedures**

### **Tuition**

Monthly tuition requirements are based upon annual fees divided into 12 equal payments. Therefore, credits are not given for holidays and short months. Failure to keep up tuition payments will result in dismissal. Participation in any other YMCA program is contingent upon payment of all fees. Tuition payments are made through Automatic Bank Draft. Your checking account or credit card account will be debited on the 20<sup>th</sup> of each month for the next's month's tuition. Should your monthly amount not be honored by your bank or credit card for any reason, there will be a \$25 service fee applied by the YMCA, in addition to any service fee your bank or credit card may charge.

### **Credits**

Half credit can only be given for illness lasting a week or more and documented by a doctor's note. Credits for illness may not exceed two weeks during the school year. Half credit will be given for vacations of one week or more with advanced notification given. Credit for vacations may not exceed two weeks during the school year.

### **Refunds**

Registration fees and membership fees are non-refundable. Refunds on tuition will only be considered for approval in the event of extenuating circumstances and must be submitted in writing. A 10% processing fee will be charged.

### **Arrival and Departure**

All children must be signed in or out by an authorized adult who is at least 18 years of age. Children will only be released to the authorized adults listed on your registration form. If alternate arrangements need to be made, please notify the Child Care office in advance, in writing. Always be prepared to present identification if requested to do so by the staff. It is for your child's protection. Children will not be released to anyone who appears to be under the influence of drugs or alcohol or who, in the judgment of the Director, would place the child at risk. If after 1 hour past closing, the parent has not arrived or has been called and suitable arrangements cannot be made with the parent or emergency contacts, the State Central Registry and Child Abuse Hotline, toll free at 1-(877) NJ ABUSE (652-2873) must be called. Such reports may be made anonymously.

### **Late Pick-Ups**

If you anticipate being late to pick up your child, please call the office 732-462-0464 Ext. 114, so that we can notify our staff. Also, arrange to have an authorized person pick up in your place. There will be a \$15 charge per 15-minute interval, i.e. 6:31-6:45pm \$15, 6:46-7:00 pm \$30. Fees will be charged to your automatic draft. While we understand that emergencies do arise, arrangements must be made for your child to be picked up by closing time.

### **Reporting Absences**

If your child is going to be absent from school, please call the childcare office at 732-462-0464 ext. 114, to inform your child's teacher.

### **Emergency Closing Procedures/ Inclement Weather**

Announcements of emergency closings, delayed openings and cancellations will be made on our website at [www.ymcanj.org](http://www.ymcanj.org) or call the YMCA main number at 732-462-0464 or the childcare office at 732-462-0464 ext. 114.

### **Changes in Schedule, Phone Number, Address, Emergency Contacts**

Any schedule changes must be pre-approved and are based on program availability. Any additional payment must be made at that time. Please provide the office of any changes in writing. Please notify the childcare office in writing of any changes to address or phone numbers (work, home cell) for parent/guardian or emergency contacts.

### **Withdrawal Procedures**

Thirty day written notification is required to withdraw from the program. For those on automatic bank draft, a cancellation authorization form must be submitted. All outstanding tuition balances must be paid in full.

### **Babysitting**

It is the policy of the YMCA that staff is not permitted to babysit for the families attending our program.

### **Photographs and Videotapes**

We want to inform you that we will periodically be taking photographs of our childcare program for publicity purposes. You may opt to not have your child's photograph taken. Please inform your child's teacher and the childcare office if you choose to not have your child's photo taken.

### **Discipline Policy**

The YMCA believes that we should always be positive with our children. Children respond and cooperate when they feel good about themselves. Learning to be responsible for oneself and one's own actions is a basic need of all children. Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual, the group, and the adult. If inappropriate behavior develops, staff will encourage that child to verbalize his/her feelings and help develop an understanding of why certain behavior is not appropriate. If inappropriate behavior continues, the child will be seated in a brief "time out" as a cooling off period. If the disruptive, inappropriate, or dangerous behavior still continues, a parent conference will be scheduled. Continued inappropriate behavior will result in a conduct report. If a serious situation occurs, that child may be sent home for the remainder for the day. If there are repeated episodes, the child may be asked to leave the program. Under no circumstances will we use any

form of hitting, corporal punishment, abusive language, ridicule, humiliating or frightening treatment in our programs, our aim is to help each child develop self-control and self-esteem while learning independence and respect for themselves and others.

### **Expulsion Policy**

In certain circumstances, it may be necessary for the Director to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child, the other children in the class, and the overall operation of the center to terminate enrollment. Every effort will be made to correct a problematic situation before the final decision is made. Termination of enrollment may be the result of the following:

- Non-payment of tuition (immediate termination)
- Abuse of children, staff or property
- Disruptive or dangerous behavior
- The center's inability to meet the child's needs
- Continued violation of YMCA policies by student or parents

Whenever possible, written notification of one week will be provided to the parent in the event of termination of enrollment.

### **Health and Safety**

As a licensed childcare center, it is required that your child has a medical examination by a licensed physician. For children who are 2 ½ years of age or younger the exam must be given within 6 months prior to admission. For children above 2 ½ years the exam must be given within 12 months prior to admission. Completed medical forms signed by both parent and physician must also be on file prior to admission. Please update these records in addition to your child's immunization records as necessary. Flu shots are also mandatory for all children enrolled in childcare.

### **Illness**

Children who exhibit any of the following symptoms will not be admitted to the program:

Elevated fever of 100.5 within the last 24 hours

Severe pain or discomfort

Acute diarrhea characterized as twice the child's usual frequency of bowel movement with a change to a looser consistency within a period of 24 hours

Sore throat or severe coughing

Heavy nasal discharge

Yellow eyes or jaundiced skin

Red eyes with discharge

Infected skin patches

Difficult rapid breathing

Skin rashes, excluding diaper rash, lasting more than one day

Weeping or bleeding skin lesions that have been treated by a physician

Swollen joints

Visibly enlarged lymph nodes

Stiff neck

Blood in urine

## **Illness during Center Hours**

We care deeply about the health of all of the children in our care. Any child who is sick or exhibits any of the above symptoms will be isolated and parents will be called to take the child home. We cannot and will not keep sick children at the program.

## **Return to School following Illness**

Children must be fever free for 24 hours before returning to the program.

Children with strep infection or conjunctivitis must be fever free on medication for 24 hours, and symptom free before returning. In all other cases, a child must be symptom free or have a physician's note stating that the child no longer poses a serious health risk to themselves or others. The YMCA reserves the right to require a physician's note if, in our judgment, there remains a chance of a child infecting others.

## **Medication Policy**

A designated staff member will administer prescription medication only. Exceptions may be made for extenuating circumstances. Prescription medications must be prescribed in the child's name, be stored in the original container labeled with the child's name, name of medication, date prescribed, and directions for administration. Medication will only be administered after receipt of written approval from the child's parent or guardian. Prior to medication being administered, we require that the parent sign our medical log for each day medication is administered. Please give all medication to your child's teacher for safe storage.

Non-prescription medications such as antihistamines, decongestants, fever reducing medication, cough suppressants, and topical ointments will not be administered. The only exception will be sunscreen with pre-authorization in our medical log.

## **First Aid Procedures**

In the event of accident or injury to a child in our care, which does not require professional medical attention, we shall administer appropriate first aid, and notify the parent by the end of the day. At all times someone certified in first aid and CPR is on the premises. In the event of an accident or injury to a child who requires professional care, we will simultaneously contact the parent and call 911. If necessary, the child will be transported to CentraState Hospital by emergency services and accompanied by a member of our staff.

## **Communicable Disease Policy**

Children who have the following communicable disease will not be admitted to, nor allowed to remain at the center until a note from the child's physician states that the child has been diagnosed and posed no risk to himself or others; or the center has contacted the State Department of Health's Communicable Disease Program or local Health Department and is told that the child poses no health risk to others.

**Respiratory Illness:** Chicken Pox, German Measles\*, Hemophilus Influenza\*, Measles\*, Meningococcus\*, Mumps, Strep Throat\*, Tuberculosis\*, Whooping Cough

**Gastro-Intestinal Illness:** Giardia Lamblia\*, Hepatitis A\*, Salmonella\*, Shigella\*.

**Contact Illnesses:** Impetigo, Lice, Scabies

\* Denotes reportable diseases

## **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.

### **Policy on the Release of Children**

Each child may be released only to the child's parent(s) or person (s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. If a non-custodial parent has been denied access, or granted limited access, to a child by court order, the center shall secure documentation to that effect, maintain a copy of file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick-up a child at the time of the center's daily closing, the center shall ensure that:

- The child is supervised at all times.
- Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s);
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call The State Central Registry and Child Abuse Hotline, toll-free at 1 (877) NJ ABUSE (652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) 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 if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual.
- Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s).
- If the center is unable to make alternate arrangements, a staff member shall call The State Registry and Child Abuse Hotline, toll free at 1 (877) NJ ABUSE (652-2873) to seek assistance in caring for the child.



**FUN  
FOR THEM.  
PEACE  
OF MIND  
FOR YOU.**