



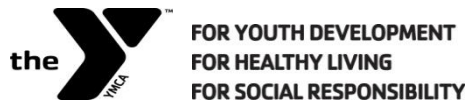
FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SCHOOL AGE CHILD CARE

Parent Handbook  
2018 - 2019

YMCA of Western Monmouth County  
470 East Freehold Road, Freehold, New Jersey 07728  
732-462-0464, ext. 155  
732-431-1750 - Fax

[www.ymcanj.org](http://www.ymcanj.org)



## Welcome

Dear Parents/Guardians,

We are pleased to welcome your family to our 2018-2019 Before and After School Care Program and would like to thank you for choosing the School Age Child Care Program for your childcare needs. We are looking forward to providing a positive experience for your family. This handbook contains information about our policies and procedures. Refer to this handbook throughout the year to help answer any questions that may arise or you may contact your child's Field Coordinator.

Besides placing emphasis on caring, respect, honesty and responsibility, our staff will focus on an atmosphere that cultivates self-esteem, teaches conflict resolution skills and promotes cultural diversity. Your child will spend mornings/afternoons in a program designed to provide him/her with caring staff, enriching projects and fun. He/she will participate in activities including homework, snack/socialization time, arts and crafts, organized sports and special theme activities.

We look forward to working with you to achieve a rewarding and memorable experience for your child.

Sincerely,

Elaine Geiger

VP School Age Childcare, School Aged ChildCare and Camp Topanemus



# DIRECTORY

Mission Statement.....	3
Financial Assistance (YCaress Program) .....	3
Philosophy .....	3
Curriculum.....	3
Staff, Substitute & Volunteer Policy .....	3
Program Rules .....	3
Policies & Procedures .....	4-6
* Enrollment, Homework, Snacks, Half Days, Belongings, Baby-sitting, Holidays, Kids Day Out .....	4
* Tuition, Changes in Days Attending, Refunds, Credits, Withdrawal Procedures,.....	5
* Receipts, Emergency Closings Late Pick-ups, Other After School Activities, Reporting Absences, Respect for Property and Staff, Sign In/Out Procedures, Cell Phones .....	6-7
Discipline Policy	
* Conduct, Suspension/Expulsion Policy.....	7-8
Bullying Policy .....	8
Health & Safety	
* Communicable Disease Policy, First Aid and Emergency Procedures, Illness during Program Hours, Medication Policy .....	9-10
Release of Child and Family Social Networking Policy.....	10-11
Information to Parents .....	12-13
Inquiries .....	14





## 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 services all people regardless of religion, race, age, income, ability or sex. Our purpose is to help all who wish to be part of our fellowship, to develop to the fullest in spirit, mind and body, to strengthen families, to develop leadership in youth and to build international understanding.

### **Proud Participant of the State Alliance of New Jersey YMCA's YCares Financial Assistance Program**

*YCares is a confidential financial assistance program that helps those needing support to participate in the YMCA programs and services. If you'd like to participate, you can obtain an application at the front desk or online.*

## Philosophy

The YMCA believes that School-Age Child Care should provide opportunities and experiences that stimulate a child's physical, social, intellectual and emotional development.

The look and feel of each Y After School Care Program is unique because the YMCA believes that quality programs capitalize on the available community resources, the individual talents of staff, the interests expressed by the children and the particular needs of the local community.

## Curriculum

The After School Care Program includes activities each month in each of the following areas:

- Arts & Crafts
- Literacy
- Social Competence
- Character Development
- Nutrition
- Clubs
- Health, Fitness & Wellness
- CATCH (Coordinated Approach to Child Health)
- STEAM/STEM (Science, Technology, Engineering, Arts & Math)

## Staff, Substitutes and Volunteers

All staff including substitutes and volunteers must meet the requirements set forth by the Department of Children & Families of the State of New Jersey. In addition, all childcare employees are subject to both a criminal background check and state child abuse check. All employees must also participate in a YMCA Staff Orientation and Child Abuse Prevention training. All staff are First aid and CPR certified. 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.

## Program Rules

Below is a list of rules that we generally use at each of our programs. Please familiarize your child with these rules.

1. Follow directions, be cooperative with staff
2. Keep your hands and feet to yourself.
3. Swearing, name calling and obscene gestures will not be allowed.
4. Respect other people's property.
5. Be friendly and cooperative when playing with other children.
6. Cell Phone use is prohibited.



## YMCA Policies and Procedures

### Program Enrollment

Each child must have an application with all information completed and payment form on file in the school age child care office. A note should be sent to your child's teacher advising them as to the days your child will be attending the after school program.

### Homework

A certain amount of time is allotted during the program for homework and homework assistance. The children will be asked if they have homework and will be taken at their word. Our staff is NOT permitted to search a child's book bag for homework. If a parent does not wish their child to do homework, the Site Supervisor should be notified in writing and the child will be asked to play quietly so as to allow the other students to concentrate on their homework. *Participants should bring homework paper and pencils.* If a child forgets to bring a book to the after school program, they will NOT be permitted to return to their classroom to retrieve it.

### Snacks

The YMCA provides water, pretzels, crackers, and healthy snacks. If your child has any dietary needs or has early lunch and requires a snack immediately at the start of the program, he/she may bring something from home. Special dietary food and/or allergies needs should be noted on the health form. For AM programs, your child may bring his/her breakfast.

### Half Days

Our staff will be at the After School Care Site at the earlier dismissal time on scheduled half days. Participants should bring a labeled lunch. Cost of half days is included in the monthly tuition if half days occur on child's regularly scheduled day. Any other days will incur an additional fee.

### Personal Belongings Policy

The YMCA discourages bringing toys. Electronics are not allowed. The YMCA is NOT responsible for lost or stolen property.

The use of headphones & cell phones inhibits children from being able to hear our staff; therefore, headphones & cell phones are **NOT** permitted at the program. If you need to contact your child, please call the SACC office, 732-462-0464.

### Baby-sitting/Tutoring

It is the policy of the YMCA that staff *are not permitted* to baby-sit or tutor for the families attending the program, so please do not put them in an awkward position by asking them.

### Kids Day Out Program

Your solution when school is closed. Holiday programs run from 7:00 AM to 6:30 PM at the Freehold Y Branch, 470 East Freehold Road, Freehold. The children will participate in in-house programs. Registration is available at the front desk and online 3 weeks prior to the date of program. For more information, please email us at [kidsdayout@ymcanj.org](mailto:kidsdayout@ymcanj.org). *In the event of insufficient enrollment, the program will be cancelled.* Any YMCA balances must be up to date to register for this program. Kids Day out is a separate program from after care. The program is scheduled for: September Holidays, NJEA Convention, and Spring Break.

## YMCA Policies and Procedures (cont'd)

### Tuition

Monthly tuition requirements are based upon the number of school days in the year divided into 10 equal payments. Therefore, credits are not given for holidays and short months. Failure to keep up regular draft tuition payments will result in dismissal from the After School Care program. Participation in any other YMCA program is contingent on payment of all after school care fees.

Tuition is paid via Automatic Draft. Checking or credit card accounts will be debited on the 20th of each month (or next official bank day) for the next month's tuition. (E.g. your account will be debited on August 20th for September tuition and so on. Your last tuition payment will be debited on May 20<sup>th</sup>).

If you become aware of a problem with your bank account or credit card, you must notify the aftercare office immediately. If any payment is not honored by your bank or credit card account for any reason a \$25 service fee will be incurred in addition to all other payments. This will be in addition to any service fee that your bank or credit card may charge you.

### Changes In Days Attending, Phone Number, Address, Emergency Contacts

All changes and notifications must be submitted in writing to Anna Breyburg at [abreyburg@ymcanj.org](mailto:abreyburg@ymcanj.org) to be considered a valid change. A permanent change of specific days attending or in the number of days attending requires a **written notice** by the 15<sup>th</sup> of the month prior to the bank draft to allow for adjustments in your tuition plan. A switch fee of \$15.00 will be incurred for each change including reinstatement. *Changes to your child's schedule cannot be made before October 1<sup>st</sup>* because of our high volume of applications in the beginning of the school year.

Registered days should be consistent each week. Substituting one day for another within the same week is allowed on an occasional basis, provided the YMCA Office, as well as your child's school office and teacher are notified in writing. You **cannot** substitute a non-school day for another school day or reschedule a full day for a scheduled half day.

### Refunds

After the draft is processed no tuition will be refunded. Refunds on tuition will only be considered for approval in the event of extenuating circumstances and must be submitted in writing of which a *10% processing fee will be charged.* Registration fees are non-refundable.

### Credit

Credits are not given for vacations, sick time or emergency/weather related school closings. Half week's credit will only be given to your next month's tuition for an illness lasting 5 consecutive days or more with a doctor's note only.

### Withdrawal Procedures

Please keep in mind that payments are processed on the 20th of the month prior. Written notice by the 15<sup>th</sup> of the month prior to the draft is required to cancel your automatic payment plan and/or satisfy any outstanding tuition balances. (e.g. If you need to withdraw your child from the program effective March 1, the After School Care office requires written notification by February 15th.)

## YMCA Policies and Procedures (cont'd)

### Receipts

Tuition receipts are available for the current school year must be requested by email to the After School Care Office. A request should be emailed to Helene Silverman at [hsilverman@ymcanj.org](mailto:hsilverman@ymcanj.org). Please allow 3-5 business days for response.

### Emergency Early Closing Procedures

When schools have a mid-day emergency closing, there is NO After School Care. When a school has a delayed opening, there is NO Before School Care. Announcements of emergency closings are made on your school's website. For emergency mid-day closings, please be certain your child's school has your work telephone number and that the school and your child know where he/she is to go.

If the weather becomes inclement during program hours, please arrange to have your child picked up as early as possible. If you are going to be late to pick-up your child, please make alternate arrangements and page someone in the after school care office (732-462-0464 ext. 0) so that we can notify our staff at the program.

### Late Pick-Ups

If you anticipate being late picking up your child, please call the office at 732-462-0464 ext. 0, so that we may notify our staff. Also, arrange to have an authorized person pick-up in your place. Your child will not be released to anyone who does not appear on the pickup list of your application. There will be a \$15 late charge per 15 minute interval. Please note that there will be a \$15 minimum late fee charge. Participation in all YMCA programs is contingent on payment of these fees. Participation in the After School program may be denied after three late pick-ups. *All late fees will be charged to your account once notification is received by the office.*

### Other After School Activities

If your child is involved in a club/activity resulting in them arriving late at after school care; an activity form must be completed and returned to the site supervisor, in order for your child to be released to the club/activity. *The child must check in with the Site Supervisor before attending the club/activity.* The YMCA will not be responsible for your child until he/she arrives back at the program from the activity.

### Reporting Absences

It is a terrifying feeling not to know where your child is. *If your child is going to be absent from After School Care, please call the YMCA's Attendance Line (732) 462-0464 Ext. 139. It is not sufficient to contact only the school; YOU MUST ALSO CONTACT THE YMCA.* Please note: do not email the aftercare office staff.

### Respect For Property & Y Staff

It is understood that students will show respect for Y property (games, sports equipment, etc.) school property and for the property of the other students. It is also understood that Y Staff will be treated with the same respect as a classroom teacher. Continued lack of respect may result in possible suspension and/or expulsion from the program.

## YMCA Policies and Procedures (cont'd)

### Sign-In/Sign-Out Procedures

AM children must be escorted into the program and signed in by an adult. PM children must check in upon arrival and be signed out by an authorized person, 18 or older, whose name appears on their application. *Pick-Up person will be identified by the staff. CHILDREN WILL NOT BE RELEASED TO ANYONE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL.* All persons must be prepared to show identification at all times.

### Cell Phone Use

If your child brings a cell phone to the program, it must remain in his/her book bag on vibrate. If you need to contact your child in an emergency, please call the YMCA at 732-462-0464 ext 0 and ask for After School Care. Cell phone use, *including texting and photography*, is NOT allowed at our program by students or staff.

### TV/Computer/Video Policy

Television screen time is limited to 30 minutes per week, if at all. Sites do not watch television or movies on a regular basis. Exceptions may be made with approval by the Field Coordinator on certain "special days" like half days or special occasions. The YMCA prohibits the use of laptops/tablets unless students are completing homework, or special accommodations have been made with the YMCA School Age Office Administration.

## 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 and the group.

If inappropriate behavior develops, staff will encourage the child to verbalize his/her feelings and help develop an understanding of why certain behavior is not appropriate. If inappropriate behavior continues, we will try to redirect the child to a new activity to change the focus. If the behavior still continues, the child will be seated away from the group/activity.

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 resilience and self-esteem while learning independence and respect for themselves and others.

### Conduct Reports

Any child who does not behave in an appropriate manner may be issued a conduct report:

- 1<sup>st</sup> Report .....Written Warning
- 2<sup>nd</sup> Report.....Loss of Privileges
- 3<sup>rd</sup> Report .....Meeting with Parents & Field Coordinator

If a child receives 3 conduct reports, he/she will be suspended or expelled from the program. *REFUNDS ARE NOT GIVEN WHEN PARTICIPANTS ARE SUSPENDED FOR UNACCEPTABLE BEHAVIOR.* Any child who hits another child or a staff member may be suspended. If a child or a parent physically or verbally abuses staff or another participant, the child may be suspended from the program.



## Discipline Policy (cont'd)

### Suspension/Expulsion Policy

There are reasons we have to suspend or expel a child from our program. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

#### Immediate Causes for Expulsion

The child is at risk of causing serious injury to other children; himself/herself or staff.  
Parent threatens physical or intimidating actions toward staff members.  
Parent exhibits verbal abuse to staff in front of enrolled children.

#### Parental Actions for Child's Expulsion

Failure to pay/habitual lateness in payments.  
Habitual tardiness when picking up your child.  
Physically or verbally abusing staff or another participant.

#### Child's Actions for Expulsion

Failure of child to adjust after a reasonable amount of time.  
Uncontrollable tantrums/angry outbursts.  
Ongoing physical or verbal abuse to staff or other children.  
Biting.

In the event remedial actions have not worked, the child's suspension will be issued in writing. During the suspension, the YMCA expects the child to work on the target behavior, so he/she can return to the program in a positive way. Failure to comply with the terms of the suspension may result with an expulsion from the program.

## Bullying Policy

As defined by the New Jersey Coalition for Bullying Awareness and Prevention, "Bullying is an act or threat that is unprovoked, repeated, aggressive, intended to cause fear, distress, harm, may be physical, verbal, or psychological in nature or combination, and maybe bias/prejudice."

"Acts of bullying may include name-calling, slurs, epithets, put-downs, taunts, teasing, bodily harm, hitting, kicking, tripping, shoving, taking or damaging personal property, saying/writing inappropriate things, starting rumors, public humiliation, deliberate exclusion, and coerced actions." (New Jersey Coalition for Bullying Awareness and Prevention).

Any child observed bullying another child will have their parents notified along with the child being bullied by the YMCA School Age Office Administration. If the problem persists the YMCA of Western Monmouth County may remove the child who has committed the act or acts of bullying from the Before or After School Care Site.

## Health & Safety

### Communicable Disease Policy

We will not serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be:

1. Confined to home under a health care provider's immediate care; or
2. Admitted to a hospital for medical care and treatment.

Our before and after school sites will not permit a child to attend who has any of the illnesses or symptoms of illness specified below on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

- i. Severe pain or discomfort;
- ii. 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;
- iii. Two or more episodes of acute vomiting within a period of 24 hours;
- iv. Elevated oral temperature of 101.5 degrees Fahrenheit or over or axillary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- v. Lethargy that is more than expected tiredness;
- vi. Yellow eyes or jaundiced skin;
- vii. Red eyes with discharge;
- viii. Infected, untreated skin patches;
- ix. Difficult rapid breathing or severe coughing;
- x. Skin rashes in conjunction with fever or behavior changes;
- xi. Weeping or bleeding skin lesions that have not been treated by a health care provider;
- xii. Mouth sores with drooling;
- xiii. Stiff neck

Once the child is symptom-free, or a health care provider indicates that the child poses no serious health risk to himself or herself or to other children, the child may return to the site.

If a child who has already been admitted to the site manifests any of the illnesses or symptoms of illness specified above, the site shall remove the child from the group of well children to a separate room or area, until he or she can be taken from the center; or the director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

The site may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the site.

### The following provisions relate to excludable communicable diseases:

We will not permit a child or staff member with an excludable communicable disease, as set forth in the Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, revised July 2011, and available at [http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf), to be admitted to or remain at the center, until:

- i. A note from the child's or staff member's health care provider states that the child or staff member, respectively, has been diagnosed and presents no risk to himself, herself, or to others;
- ii. The site has contacted the Communicable Disease Program in the State Department of Health, or the local health department pediatric health consultant, and is told the child or staff member poses no health risk to others; or
- iii. If the child or staff member has chicken pox, the center obtains a note from the parent or staff member stating that all sores have dried and crusted.

## **Health & Safety (cont'd)**

### **First Aid and Emergency 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 parents by the end of the day. In the event of accident or injury, which requires professional care, we will simultaneously advise the parent of the event and call 911. All staff maintain current First Aid/CPR certifications.

### **Illness During Program Hours**

We care deeply about the health of all of the children in our program. Any child who is sick and exhibits any of the symptoms outlined in the Communicable Disease Policy will be isolated and parents will be called immediately to take the child home.

### **Medication Policy**

The After School Care staff will supervise the administering of prescription medications only under the following guidelines:

- Medications must be prescribed in the child's name,
- be stored in the original container labeled with the child's name,
- labeled with the name of the medication,
- date prescribed and proper expiration date,
- Directions for administration.

Please give all medication to your child's Site Supervisor for safe storage. Parent must provide written approval for dispensing of medications on an official YMCA Special Care Plan form obtained from the Site Supervisor.

Note: Refrigeration is not available.

The YMCA of Western Monmouth County regularly reviews the Department of Law and Public Safety (DLPS), Division of Consumer Affairs' (DCA), list of unsafe children's products and certifies that there are no unsafe products at your child's before or after school care program.

The DLPS, DCA, list of Unsafe Children's Products 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 additional information about this list, call the DLPS, DCA, toll-free at 1-800-242-5846.

## **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. All persons must be prepared to show identification at all times.

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 on file, and comply with the terms of the court order.

## Policy on the Release of Children (cont'd)

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:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. 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 Division's 24 Hour Child Abuse Hotline (1-800-792-8610) 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:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternate arrangements, a staff member shall call the Division's 24 Hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

## Family Social Networking Policy

The YMCA of Western of Western Monmouth County recognizes that many of our families use social media such as Facebook, Twitter, LinkedIn, YouTube and Pinterest to name a few. However, a family's public use of social media could become a problem if it:

- Displays photos of children whose families have not given permission to be viewed in a public forum
- Is used to harass or discriminate against other families or staff members
- Creates a hostile environment
- Divulges confidential information about our YMCA or our members or staff
- Harms the good will and reputation of our YMCA.

As a result we encourage families to use social media within the following guidelines.

### **Social Media Guidelines:**

- Do not post any comment or picture involving an employee, volunteer or member of our YMCA without their expressed consent.
- If you post any comment about our YMCA, you must clearly and conspicuously state that you are posting in your individual capacity and the views posted are yours alone and do not represent the views of our organization.
- Unless given written consent, you may not use our logo or any organizational material in your posts.
- Do not link to the organization's website or post any material on a social media site without written permission from the President/CEO.
- You are responsible for what you write or present on social media. You can be sued by other employees or any individual that views your social media posts as defamatory, harassing, libelous, or creating a hostile environment.



## Information to Parents

### Social Media and Communication Policy

The YMCA of Western Monmouth County, School Age Child Care Department uses Constant Contact, an email marketing platform, to periodically email our families of important information. The email address that is written on your child's application is entered into our system for the use of email communication. The YMCA SACC also uses Remind, a free text messaging app to relay information quickly and effectively. Instructions on how to opt-in to our text messages are available at your child's site and will be emailed periodically throughout the school year. The YMCA SACC also utilizes a closed group on Facebook to share photos of students enjoying various activities in our Before and After School Care Programs. The YMCA SACC Administrative staff controls the closed group on Facebook and approves joining the group on an individual basis to protect the privacy of our students. Permission to photograph your children is located on the Application Form. Any photos taken of your child by our staff is for the use of our social media presence on Facebook and for promotion of our programs in the use of advertisements and promotional materials. The YMCA, in accordance with the State of New Jersey, Department of Children and Families licensing regulations, prohibits the posting of any photographs or videos of any child other than your own.

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.

## Information to Parents (cont'd)

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.



## Inquiries

YMCA Main Telephone Number .....732-462-0464  
YMCA Fax Number.....732-431-1750

### Contacts

Reporting Absences on the Attendance Voicemail..... Ext. 139  
General Information..... Ext. 155  
In an Emergency..... Ext. 0

### Administrative Staff

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