



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



**PLAINFIELD YMCA**  
**SCHOOL AGE CHILD CARE**

**2022-2023 PARENT HANDBOOK**  
Effective September 28, 2022

# TABLE OF CONTENTS

<b>ABOUT THE YMCA</b>	<b>1</b>	<b>REGISTRATION &amp; CONTACT INFORMATION</b>	<b>8</b>
Welcome	1	Registration	8
Goals	1	Tuition	8
Mission	1	Instructions For Entering On-Line Billing Method	8
Financial Assistance & CCCC Subsidy	1	Site Contact Information	8
<b>ABOUT OUR PROGRAM</b>	<b>1</b>	<b>PARENT INVOLVEMENT</b>	<b>8</b>
Programs & Locations	1	<b>YMCA SCHOOL AGE CHILD CARE KIDS AGREEMENT</b>	<b>8</b>
Curriculum	1	Definitions of the YMCA Core Values:	9
Outdoor Activities	1	<b>INFORMATION TO PARENTS LETTER*</b>	<b>9</b>
Staff	2	<b>PLAINFIELD YMCA SCHOOL AGE CHILD CARE</b>	<b>11</b>
<b>PROGRAM POLICIES &amp; PROCEDURES</b>	<b>2</b>	<b>HANDBOOK ACKNOWLEDGMENT</b>	<b>11</b>
Supervision of Participants	2	Please check desired options:	12
Treatment of Children	2	<b>REGISTRATION/EMERGENCY FORM</b>	<b>13</b>
Behavior Policy	2	EMERGENCY CONTACTS:	13
Service Termination Policy	2	<b>MEDICAL RELEASE FORM</b>	<b>14</b>
One-to-One/Being Alone with Children Policy	3	<b>SPECIAL INTERESTS QUESTIONNAIRE</b>	<b>15</b>
One to One/Being Alone with Children Procedure	3	<b>CONTRACT FOR ADMISSION</b>	<b>16</b>
Hugging and Touching of Children Policy	3	<b>PICK-UP POLICY</b>	<b>17</b>
Hugging and Touching of Children Procedure	3	<b>PAYMENT AUTHORIZATION</b>	<b>18</b>
Outside Contact Policy	4	<b>INSTRUCTIONS FOR ENTERING ONLINE BILLING METHOD</b>	<b>18</b>
Dating Policy	4	PAYMENT AUTHORIZATION AGREEMENT	18
Communication Policy	4	<b>PARENT/GUARDIAN STATEMENT OF UNDERSTANDING</b>	<b>19</b>
Technology & Social Media	4	<b>RECEIPT OF INFORMATION FORM</b>	<b>20</b>
<b>ADDITIONAL POLICIES &amp; PROCEDURES</b>	<b>4</b>		
School Closing Policy	4		
Snow Days Policy	5		
After School Care Pick Up Procedures	5		
<b>HEALTH POLICIES</b>	<b>5</b>		
General Health Information	5		
Allergies	5		
Illness & Medication Policy	6		

## PHILOSOPHY

We believe that every child deserves the opportunity to learn, grow and thrive in a safe, nurturing environment. We understand that the children who enter our care today are tomorrow's leaders. Our programs support parents by providing age-appropriate ways for children to develop social skills, to discover their individuality and creativity and to explore the world around them.

# ABOUT THE YMCA

## WELCOME

Thank you for joining Plainfield YMCA's School Age Child Care Program. Greater Somerset County YMCA is the area's largest child care provider serving over 950 children in our Early Education and School Age Child Care Programs. When parents entrust their children to the Y, we strive to fulfill our promise to make each day an opportunity for every child to learn, grow and thrive.

In our School Age Child Care Programs, children will get opportunities for academic support through homework help, as well as social interaction through physical activity and other extracurricular activities. Our program allows parents to go to work knowing that their child will be well cared for in a safe and supervised environment.

We look forward to an engaging and inspiring school year.

## GOALS

The main goal of our School Age Child Care Program is to provide a happy, safe and structured environment for children after their school day. Our programs provide children with a comfortable transition from the school day to the non-school part of their day. We strive to make the non-school environment one that allows children to relax and enjoy themselves while still partaking in a variety of structured activities.

## MISSION

Greater Somerset County YMCA is a charitable service organization, rooted in Christian values and dedicated to helping all people grow in spirit, mind and body. We are guided by our principles of caring, honesty, respect and responsibility.

## FINANCIAL ASSISTANCE & CCC SUBSIDY

Thanks to funds raised through our Annual Campaign, we are able to ensure Y programs are accessible to everyone. To apply for our confidential Financial Assistance Program, please contact Kate Russo at [faplainfield@gscymca.org](mailto:faplainfield@gscymca.org) or visit our website at [gscymca.org/fa](http://gscymca.org/fa)

If the child/family is eligible for a third party subsidy through Community Coordinated Child Care (CCCC) for school age child care and/or summer camp, parent/guardian is responsible for providing documentation of subsidy daily rate or denial letter. Information can be found at [cccunion.org](http://cccunion.org)

# ABOUT OUR PROGRAM

## PROGRAMS & LOCATIONS

All are 2:35 pm – 6:00 pm

- Cedarbrook (K-8)  
1049 Central Avenue, Plainfield, NJ 07060
- Clinton Elementary School  
1302 W 4th St, Plainfield, NJ 07063
- Cook Elementary  
739 Leland Avenue, Plainfield, NJ 07062
- Dewitt D. Barlow Elementary School  
2 Farragut Rd, Plainfield, NJ 07062
- Emerson Community  
305 Emerson Avenue, Plainfield, NJ 07062
- Evergreen Elementary School  
1033 Evergreen Ave, Plainfield, NJ 07060
- Jefferson Elementary School  
1750 W Front St, Plainfield, NJ 07063
- Stillman Elementary School  
201 W 4th St, Plainfield, NJ 07060
- Washington Community School  
427 Darrow Ave, Plainfield, NJ 07060

## CURRICULUM

The key to success is our curriculum's flexibility to match each child's needs. We strive to present a variety of stimulating activities, and to offer children the independence to choose those that personally interest them. We want our programs to be a place children look forward to spending time after school. Our program curriculum includes, but is not limited to:

- Daily Fitness (CATCH Curriculum)
- Sports and Games
- Arts and Crafts
- STEAM Activities
- Outdoor/Indoor Activities
- Homework Time: We will provide 30 minutes of quiet time for the children to work on their homework.
- Nutritious Snack
- Character Development

## OUTDOOR ACTIVITIES

We believe that health and education go hand-in-hand. All program participants will have time outside every day, weather permitting. Please note that during the winter months we will still continue to provide outside time as long as the temperature is 32 degrees or above. It is important that the children are dressed appropriately.

## **STAFF**

Each School Age Child Care Site has a Site Supervisor who is responsible for the daily operation of the program. The Site Supervisor plans, prepares and implements the daily activities. Site Supervisors are individuals who have had extensive experience and training in childcare. Each Site Supervisor reports to the Y's Program Director. All Site Assistants working at a site are highly qualified individuals who have had past experience working with children. Each site maintains a staff-to-child ratio between 1:10 and 1:15.

# **PROGRAM POLICIES & PROCEDURES**

## **SUPERVISION OF PARTICIPANTS**

In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff member be alone with a single child where they cannot be observed and/or interrupted by others. All children who are registered into programs should be supervised by YMCA staff at all times. This includes bathrooms, locker rooms and changing areas.

## **TREATMENT OF CHILDREN**

Staff/volunteers shall not abuse or allow children to be abused. This may include, but not be limited to abuses such as:

- Physical abuse – striking, hitting, shaking, grabbing
- Emotional abuse – humiliating/shaming, bullying, threatening, harsh or improper language
- Sexual abuse – inappropriate touch, exposing, exploitation, improper verbal exchange
- Neglect – withholding/forcing food, clothing or shelter, basic care

## **BEHAVIOR POLICY**

Discipline is a learning process for children. It is used to guide them in achieving behavior that is positive and acceptable. The methods of guidance and discipline used at our School Age Child Care Programs are positive and consistent with the age and developmental needs of the children. They are rooted in our core values of Respect, Honesty, Caring and Responsibility, which will also lead to the children's ability to maintain self-control.

It is expected that all children will exhibit acceptable behavior. This would include such things as courteousness, kindness, following

rules and respect for adults in the program as well as other participants. Unacceptable behavior includes uncontrollable temper tantrums or outbursts, ongoing physical or verbal abuse to children and/or staff or a child's inability to adjust to the aftercare setting after a reasonable amount of time.

Staff will not withhold active play time as a means of discipline unless a child's actions or behaviors present a danger to themselves or others.

Deviations from this acceptable behavior may result in a "time-out" from an activity. "Time out" will be brief and is utilized to help the child regain his/her self-control and acceptable behavior. At all times, the child will be visible to a staff member. Serious infractions will be documented. Repeated deviations from this expected behavior will result in a conference between Site Supervisor, (or Program Director) and the parents. At the conference, a plan will be set up between the parents, Site Supervisor and the child to modify the unacceptable behavior. A one-month probation period will also be part of this plan. If the behavior does not change within the probationary time period, the child will be asked to leave the School Age Child Care Program. An exception to the one-month probationary period would be if the child's behavior is such that there is a risk of causing serious injury to other children or himself/herself. This behavior may result in immediate dismissal. All of the above rules and regulations will be discussed with enrolled children.

Within our child care programs, our goal is to create a relationship with our child care families that is positive and promotes growth in all areas. Our goal is to work with parents and children to address and remedy any behavioral issues in a positive manner for the child, the parent and the program.

## **SERVICE TERMINATION POLICY**

While we look forward to a relationship with children and families that lasts throughout the school years, we are aware that there may be some extenuating circumstances that may require an early termination.

If parents choose to leave our program we ask that they provide the Director with a 30-day written notice.

As per our tuition contract payments to the YMCA will be drafted on the 1st of each month. Repeated

insufficient funds may result in a termination of service. Likewise, habitual tardiness upon pick up could result in a termination of service. In addition to the payment requirement, all parents must submit all required forms. These forms must be received by the child care administration in order for children to remain in the program.

Our Behavior Policy outlines our expectations for acceptable behavior as well as the plan for modifying any unacceptable behavior. Outlined in the Behavior Policy is a process for altering the unacceptable behavior and if the behavior does not change, the child will be asked to leave the program. Please refer to the Behavior Policy for details as to the steps that will be taken. If after the one month probationary period the unacceptable behavior does not improve, we reserve the right to ask the child to leave the program. We will give parents a two-week notice of the child's dismissal from the program so that they may seek alternate child care arrangements.

We as staff are committed to treating all of our parents with courteousness and respect. It is also expected that parents will treat all staff and other program participants and parents with mutual respect. If a parent threatens physical harm or intimidating actions toward a staff member or exhibits verbal abuse to staff in front of enrolled children, this behavior may result in a child's immediate dismissal from the program.

As per the "Information to Parents Letter" included in this handbook, parents have the right to contact the New Jersey Department of Human Services if they feel that our center is in violation of licensing requirements. While we would encourage parents to speak with us directly regarding any issues or concerns they may have, we will not terminate a child's participation within our program based on such a report or questioning of our policies and procedures.

While we are hopeful that this "Service Termination Policy" will never be utilized, we must inform parents of these procedures as per our licensing requirements. We look forward to a positive and productive relationship.

### **ONE-TO-ONE/BEING ALONE WITH CHILDREN POLICY**

Staff members should never have direct care of a single child. If a staff member becomes alone with a child, she/he should promptly move to a location where she/he can be observed by other YMCA staff members.

### **ONE TO ONE/BEING ALONE WITH CHILDREN PROCEDURE**

- Staff members are not to have children enter closets or storage areas to retrieve equipment.
- Volunteers will never be alone with children or supervise children. As staff supervise children, they should space themselves in a way that other staff can see them.
- Children should always be within sight and sound of a staff member.
- The "rule of three" specifies that there should always be at least three people present, i.e. one employee and two children or two employees and one child. A volunteer may be included in the "rule of three" when it includes an employee with 1 child.
- Should a staff member find him/herself unintentionally in a one-to-one situation with a child, she/he will document the encounter in a logbook, recording the time, date, location, and other outstanding details of the situation.

### **HUGGING AND TOUCHING OF CHILDREN POLICY**

Appropriate physical contact is important in the emotional development of all children, and children at different developmental levels will need differing degrees of physical contact. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no.

### **HUGGING AND TOUCHING OF CHILDREN PROCEDURE**

- Staff members should not perform frontal hugs of children – hugs should be from the side.
- Staff should get down to the child's physical level when possible.
- Staff should not touch children in any body location that would be covered by a bathing suit.
- Staff members should not pick-up school-aged children.
- School-aged children should not be allowed to sit on staff laps.
- Staff will always have hands visible as much as possible.
- Staff should refrain from kissing or showing intimate displays of affection.
- Tickling, horseplay or roughhousing are prohibited.
- Staff should not place themselves in a situation where someone may misjudge their actions.

### **OUTSIDE CONTACT POLICY**

Staff and volunteers will refrain from any interactions outside of program activities with children under eighteen years of age that are participants in programs of the YMCA.

### **DATING POLICY**

Staff 18 years of age and older may not date Staff/volunteers, program participants or members under the age of 18.

### **COMMUNICATION POLICY**

We are committed to creating an open and honest line of communication between our Center and our parents. This exchange of information will enable us to provide a comprehensive program for your child.

Communication regarding your child's development and daily routine will be through your child's Site Supervisor in the form of conferences, phone calls and daily reports. Newsletters, flyers and email correspondence will also be used to inform you of the Site's daily operations.

In the event of an illness or emergency related situation, we will reach out to you first via telephone with an email back up if necessary. It is imperative that we have accurate contact information from all families.

Open communication is encouraged between parents and teachers. Our contact information can be found in our Parent Handbook.

### **TECHNOLOGY & SOCIAL MEDIA**

Greater Somerset County YMCA takes very seriously its obligation to protect children. Y employees should not have contact or communication with minors (under age 18) who participate in Greater Somerset County YMCA programs outside of Greater Somerset County YMCA work time. With today's electronic communication options (email, text messages, blogging, and social networking sites) it is more important than ever that all employees understand Greater Somerset County YMCA's policy on such contact or communication in order to protect youth and employees. For purposes of this policy, a "youth" is anyone under eighteen (18) years of age who participates in Greater Somerset County YMCA programs/membership or whom a Y employee has met through Greater Somerset County YMCA programs/membership.

- Employees should not initiate personal phone calls with or receive personal phone calls from

a youth. A call is considered "personal" if it does not involve both a Greater Somerset County YMCA phone and Y-specific subject matter. When employees receive calls from youth on non-Greater Somerset County YMCA phones and/or regarding a non-Y subject, this must be immediately reported to a supervisor.

- Text messaging with youth is not permitted. If an employee receives a text message from a youth, a supervisor must immediately be made aware.
- Employees must not share any personal email addresses or electronic id names or nicknames with youth. Employees should not initiate or respond to email or instant messages from youth while using any personal (non-Y) connection to the Internet.
- Use of social networking sites to communicate with youth is only permitted if done through a YMCA sponsored or approved site. No personal blog or social networking site should be used. Any website or blog maintained by an employee should not have pictures of or make reference to any youth, and employees should not request or accept to be linked as "friends" or connections with youth via social networking sites.
- Communication between employees and youth should only be through Greater Somerset County YMCA email accounts and phones during the course of business and any such communication with youth should be immediately reported to the employee's supervisor.
- Parents and staff are prohibited from posting videos or photographs of children other than their own on any social media platform.
- Our use of television, computers and videos will be for educational and instructional use only. These devices will be utilized in a developmentally appropriate manner and not used as a substitute for planned activities. Viewing will be limited to children over the age of 2 for not more than 30 minutes per day.

## **ADDITIONAL POLICIES & PROCEDURES**

### **SCHOOL CLOSING POLICY**

The School Age Child Care Programs will not run on the days that school is not in session. Please refer to the program site's calendar for specific dates located in the Emergency Contact Forms.

### **Half Day School Closings**

On days when a half-day due to Teacher's

Conferences or In-Service Training occurs, the School Age Child Care Program will begin at the early dismissal time. These half-day closings are included in the monthly tuition amount if that day is a child's regularly scheduled day to attend the School Age Child Care Program. If not, there will be an additional charge for that day.

### **Full Day School Closings**

On days when a full-day closing occurs (i.e. Teacher's Convention, In-Service, etc.), care will not be provided for the full day.

### **Holidays**

The School Age Child Care Programs do not operate on the following holidays: Labor Day, Thanksgiving and the day after, Christmas Eve, Christmas Day, New Year's Day, President's Day and Memorial Day.

### **Vacations**

During full-week closings, when space is available, vacation camps will be offered at Somerville YMCA. However, this will entail a separate registration and fee and is not part of the monthly tuition amount.

**Note:** During all half-day and week long vacations, children must bring their own lunch and drink.

### **SNOW DAYS POLICY**

When the school is dismissed early due to inclement weather, After School Care is unavailable. The school will send children home. When this happens, it is the parent's responsibility to contact the school to inform them how children will get home; whether it will be by bus or parent will pick them up. The school will not dismiss a child who attends After School Care unless they hear directly from a parent on an early dismissal day due to inclement weather. For emergency closing information, please visit [plainfieldnj12.org](http://plainfieldnj12.org)

If weather becomes bad during the After Care hours, parents will be called for an early pick-up.

### **AFTER SCHOOL CARE PICK UP PROCEDURES** **Pick Up**

Only the individuals that are listed on the Emergency Contact forms are authorized to pick up children from the School Age Child Care Program. These individuals must be at least 18

years old and present proper photo identification at the time of pick up. We will not release children to anyone that is not on the pick up list and/or neglects to present proper photo identification. If parents would like to add an individual to the list; please do so in writing to the Director at least 24 hours in advance.

### **Custody Letter**

All children from separated or divorced homes must have a letter and/or court order on file stating who has primary custody. This protects the child and is now a state requirement. Please submit this letter or a copy of the custody paper as soon as possible.

### **Late Pick Up Policy**

If parents arrive after program's scheduled end time, they will be charged \$10.00 per child for every 15 minutes or part thereof. **Late fee payments will be automatically charged to the credit card and/or banking information on file.**

Please understand that our staff has additional responsibilities that they need to attend to after closing time. If parents are running late and are able to call us, please do so. This call however, does not release parent from paying the late fee.

## **HEALTH POLICIES**

### **GENERAL HEALTH INFORMATION**

The Center has a responsibility to ensure that daily health is optimal for the growth and development of the children. If an issue is suspected, parents are contacted to discuss the concern.

### **ALLERGIES**

As part of your child's **Medical History/Medical Release Form** we ask about any allergies your child may have. In addition to documenting allergies on your child's form, we ask that you speak with the staff members regarding any allergies so that we may effectively provide for your child's safety and well-being. If your child requires medication for allergies, please see the Center Director for the appropriate forms.

## ILLNESS & MEDICATION POLICY

As per the New Jersey Manual of Requirements of Child Care Centers, we are not permitted to allow children to attend the Center who exhibit the following signs of illness:

- Severe pain or discomfort;
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to 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 over in conjunction with behavior changes;
- Lethargy that is more than expected tiredness;
- Yellow eyes or jaundiced skin
- Red eyes with discharge;
- 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; or
- Stiff neck.

A child will be also excluded from the Center if they display one of the following communicable diseases. The following list contains the various communicable diseases and our responsibility as a Child Care Center for reporting these illnesses:

### CONFIRMED OR SUSPECT CASES TELEPHONE IMMEDIATELY TO THE LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- Haemophilus influenzae, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak of suspected outbreak of illness, including, but not limited to, foodborne, waterborne, or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

### REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS TO THE LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob Disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in day care center or food handler)
- Ehrlichiosis
- Escherichia coli, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome

- Salmonellosis
- Shigellosis
- Staphylococcus aureus, with intermediate-level resistance (VISA) or high-level resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- Streptococcus pneumoniae, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chicken pox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

### **REPORTABLE DIRECTLY TO THE NEW JERSEY DEPARTMENT OF HEALTH**

#### **Hepatitis C, acute and chronic, newly diagnosed cases only**

- Written report within 24 hours

#### **HIV/AIDS**

- 609 984 5940 or 973 648 7500
- Written report within 24 hours
  - AIDS
  - HIV infection
  - Child exposed to HIV perinatally

#### **Sexually transmitted diseases**

- 609 826 4869
- Report within 24 hours
  - Chancroid
  - Chlamydia, including neonatal conjunctivitis
  - Gonorrhea
  - Granuloma inguinale
  - Lymphogranuloma venereum
  - Syphilis, all stages and congenital

#### **Tuberculosis (confirmed or suspected cases)**

- 609 826 4878
- Written report within 24 hours

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

Any child who requires medication while at the School Age Child Care Program must have that medication in the original container that is labeled with the child's name, type of medication and amount to be administered. A signed note from the parent must accompany the medication giving complete instructions as to times and amount to be administered.

#### **Parental Consent for Emergency Treatment**

In the event a child gets injured, Muhlenberg Regional Medical Center will provide emergency treatment. In order to receive this treatment, parents are asked to sign a consent for doctor's treatment, which is included on the Emergency Contact Form. This form must include child's doctor's name and phone number as well as a parent/guardian signature.

# REGISTRATION & CONTACT INFORMATION

## REGISTRATION

Greater Somerset County YMCA processes all registration forms. Since we are licensed through the State of New Jersey – Department of Children and Families, we are required to keep all forms up to date. **Please notify the Director immediately** if any information on the registration forms has changed. In case of an emergency, we will contact the parent or guardian listed on the registration forms.

**If parents would like to make any changes in attendance schedule or withdraw from the program completely, we require one month's written notice.** Please submit a written request to the Senior Program Director, Leonardo Gonzalez, [lgonzalez@gscymca.org](mailto:lgonzalez@gscymca.org)

## TUITION

Tuition will automatically be withdrawn from the bank or credit card account on file. Any payments that decline on the due date are subject to a \$25.00 late fee. We do not mail out statements or bills. Our payment procedure allows parents to pay for child care in one of two ways, either a Bank Draft Method or a Credit Card Payment. The Bank Draft Method allows parents to have the monthly tuition fee drawn from their bank account on a monthly basis. The Credit Card Draft allows parents to designate which Credit Card they would like to use and we will automatically charge it on a monthly basis. Both the Bank Draft and the Credit Card Draft will be done on the 1st of each month. Parents must have their preferred billing method on file before the start of the program. Parents can do this by entering the information directly into their account by accessing our website, see instructions below. If parents have more than one payment method that will be used for monthly tuition, please contact the Director to enter the second form of payment and allocate the correct amount of money from each account.

If the child/family is eligible for a third party subsidy or financial assistance, the parent/guardian is responsible for proper documentation of attendance as well as all fees not covered or paid by the third party subsidy/financial assistance.

## INSTRUCTIONS FOR ENTERING ON-LINE BILLING METHOD

1. Visit [gscymca.org](http://gscymca.org), click Member Login found at top-right of screen.

2. Once logged-in, click My Account next to Programs and select View Account > Scroll down to Membership Billing Info
3. To add a billing method click Add Payment Method.
4. For a Bank Draft enter Name on Account, Routing Number and Account Number, then click Submit.
5. If parents wish to change the existing method of payment on file they must notify the School Age Child Care Director of this change so that they may link the appropriate payment option to the child care account.

Our Tax I.D. # is 22-1559439

## SITE CONTACT INFORMATION

If children will not be attending the School Age Child Care Program for any reason on any particular day, parents are required to let us know. Calls to the individual program sites must be made prior to 2:00pm. All sites have voicemail as well as a mailbox in the main office of that school. Site contact information will be emailed prior to the start of school.

For any questions, please contact:

Leonardo Gonzalez  
908 766 5770 x8202  
[lgonzalez@gscymca.org](mailto:lgonzalez@gscymca.org)

# PARENT INVOLVEMENT

As we are interested in exposing the children to a wide variety of experiences, we encourage the parents to volunteer some time sharing a talent, cultural activities, career opportunities, playing a game, etc., whenever possible. If interested, please contact the Site Supervisor at the child's program site.

In order to ensure we are continually meeting the needs of the children and families, we will ask parents to evaluate our program. Evaluation forms will be e-mailed.

# YMCA SCHOOL AGE CHILD CARE KIDS AGREEMENT

As participants in the School Age Child Program, each child has an opportunity this year to interact with diversity of people and experience many new adventures. This is an opportunity to increase personal responsibility, self-respect, sportsmanship, and have FUN! In keeping with

the Y's mission and core values: caring, honesty, respect, and responsibility; appropriate behavior is expected from all participants.

### **DEFINITIONS OF THE YMCA CORE VALUES:**

#### **Caring**

- To love others
- To be sensitive to the well-being of others
- To help others

#### **Honesty**

- To tell the truth
- To act in such a way that you are worthy of trust
- To have integrity; making sure our choices match our values

#### **Respect**

- To treat others as you would have them treat you
- To value the worth of every person, including you

#### **Responsibility**

- To do what is right, what you ought to do
- To be accountable for our behavior and obligations

We have outlined a set of guidelines to help us work through situations that may arise throughout the year. Please read over these guidelines with children. When parents are sure their child understands these expectations and the consequences associated with them, we ask that parents sign and date this agreement. Please keep in mind that we believe it is important to model behavior that allows children to believe that our actions have an effect on others.

#### **1st Warning**

- Verbal warning (between staff and child)
- Each occurrence will be noted

#### **2nd Warning**

- Parent will be informed at pick-up time.
- A courtesy call will be given to ask the parent to set aside some time at pick-up to speak with a staff member if much time is needed.

#### **3rd Warning**

- Director is involved
- Possible suspension from program

We are sensitive to the fact that each situation is delicate to its own circumstances. Appropriate

and respectful interactions with program participants and YMCA staff are essential to having a successful experience. If behavior becomes unmanageable or is threatening to the well-being of others, the YMCA reserves the right to dismiss any participant from the program for the year.

## **INFORMATION TO PARENTS LETTER\***

(a) The center shall give to the parent(s) of every enrolled child and to every staff member, a written Information to Parents document designated by the Office of Licensing and indicating that the center is required to:

1. Be licensed by the Office of Licensing, Department of Children and Families;
2. Comply with all applicable provisions of this chapter;
3. Post its license in a prominent location within the center;
4. Retain a current copy of this chapter and make it available for parents' review;
5. Indicate how parents can secure a copy of this chapter and obtain information about the licensing process from the Office of Licensing;
6. Make available to parents, upon request, the Office of Licensing's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;
7. Post a listing or diagram of those rooms and areas that have been approved by the Office of Licensing for children's use;
8. Comply with the inspection and investigation functions of the Department, including the interviewing of staff members and children;
9. Afford parents the opportunity and time to review and discuss with the center director, sponsor, or sponsor representative any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of this chapter;
10. Advise parents that if they believe or suspect that the center is violating any requirement of this chapter, they may report such alleged violations to the center sponsor, sponsor representative, or director or to the Office of Licensing;

11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements;
12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;
13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;
14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request;
15. Indicate, through this document, that any person who has reasonable cause to believe that a child has been or is being subjected to child abuse or neglect is required by N.J.S.A. 9:6-8.10 to report such allegations to the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) immediately, and indicate that such reports may be made anonymously;
16. Indicate through this document how parents and staff members may secure information about child abuse and neglect from the Department;
17. Inform parents of the center's policy on the release of children;
18. Inform parents of the center's policy on administering medication and health care procedures;
19. Provide parents with a copy of the center's policy on management of communicable diseases;
20. Provide parents with a copy of the center's policy on the expulsion of children from enrollment;
21. Inform parents that the center is required to provide reasonable accommodations for children and parents with disabilities and 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.), and indicate that 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 or 800 514 0383 (TTY); and
22. Inform parents that the center is required to maintain and update, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and make the list available to staff and parents or provide parents with the CPSC website at [cpsc.gov/Recalls](http://cpsc.gov/Recalls).  
 (b) The center shall distribute a copy of the Information to Parents document to each child's parent(s) upon enrollment and to every person upon becoming a staff member and secure and maintain on file a record of each parent's and staff member's signature attesting to receipt of the document.

\*The center shall maintain on file a copy of the Information to Parents document.

# HANDBOOK ACKNOWLEDGMENT

We are happy to have you as a part of Plainfield YMCA's School Age Child Care program. This handbook outlines important information for children and parents. Please familiarize yourself with the handbook in its entirety. Please acknowledge the following by checking each box and signing below:

- I acknowledge receipt of Plainfield YMCA's School Age Child Care Handbook
- I acknowledge that it is my responsibility to read the handbook and I accept full responsibility for familiarizing myself with the entire contents of this handbook
- I acknowledge that it is my responsibility, as a parent/guardian, to share information in this handbook with my son or daughter at my discretion.
- I acknowledge receipt of Greater Somerset County YMCA's School Age Child Care Program COVID-19 Addendum

\_\_\_\_\_  
Parent/Guardian 1 Name (print)

\_\_\_\_\_  
Parent/Guardian 1 Name (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian 2 Name (print)

\_\_\_\_\_  
Parent/Guardian 2 Name (signature)

\_\_\_\_\_  
Date

## PLAINFIELD YMCA

A branch of Greater Somerset County YMCA

 PlainfieldY

 gscymca

 gscymca

[gscymca.org](http://gscymca.org)

Greater Somerset County YMCA is a leading nonprofit committed to strengthening community by connecting all people to their potential, purpose and each other. The Y empowers everyone—no matter who they are or where they're from—by ensuring access to resources, relationships and opportunities for all to learn, grow and thrive. For information about Greater Somerset County YMCA and financial assistance, visit us at [www.gscymca.org](http://www.gscymca.org).

# PLAINFIELD YMCA

# SCHOOL AGE CHILD CARE

## EMERGENCY CONTACT FORM

Dear Parent,

Welcome to the School Age Child Care Program! This packet includes the following items for review and completion.

- Registration/Emergency Form
- Medical Release Form
- Special Interests Questionnaire
- Contract for Admission
- Pick-Up Policy
- Payment Authorization
- Parent/Guardian Statement of Understanding
- Information to Parents Document
- Release of Children Policy
- Behavior Policy
- Parent Communication Policy
- Illness Policy
- Service Termination Policy
- Technology and Social Media Policy
- Receipt of Information Form
- Parent Handbook
- COVID-19 Addendum

PLEASE CHECK DESIRED OPTIONS:				MONTHLY COST**			
LOCATION	PROGRAM	TIME*		5 DAYS	4 DAYS	3 DAYS	2 DAYS
<input type="checkbox"/> Barlow	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114
<input type="checkbox"/> Cook	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114
<input type="checkbox"/> Cedarbrook	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114
<input type="checkbox"/> Clinton	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114
<input type="checkbox"/> Emerson	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114
<input type="checkbox"/> Evergreen	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114
<input type="checkbox"/> Jefferson	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114
<input type="checkbox"/> Stillman	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114
<input type="checkbox"/> Washington	After Care	2:30pm-6pm	<input type="checkbox"/>	\$285	<input type="checkbox"/> \$228	<input type="checkbox"/> \$171	<input type="checkbox"/> \$114

**If you would like to make any changes or withdraw from the program, we require one month's written notice.**

\*Half Days will be starting at 12:00PM  
 \*\*One-time registration fee: \$20

We welcome your family to our "family" and look forward to working with you. If you should have any questions, please do not hesitate to contact us.

Sincerely,  
**Leonardo Gonzalez**  
 Senior Program Director  
 lgonzalez@gscymca.org | 908 766 5770 x8202 | gscymca.org

# REGISTRATION/EMERGENCY FORM

Child's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_ Age \_\_\_\_\_

School Attending \_\_\_\_\_

Address \_\_\_\_\_ Male  Female

Home Phone Number \_\_\_\_\_ Parent's E-mail \_\_\_\_\_

Parent's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Email \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Parent's Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Email \_\_\_\_\_

Work Address \_\_\_\_\_ Work Phone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

## EMERGENCY CONTACTS:

In case of an emergency, every effort will be made to contact parents or guardians of children.

We also request the following information to have on file as additional contacts in case of emergency:

Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

# MEDICAL RELEASE FORM

---

Child's Name

D.O.B.

Age

---

Address

This release will only be used in case of an extreme emergency where we can not make contact with any of the parents.

In the event that I cannot be reached in an emergency, I give my permission to the physician selected by the Greater Somerset County YMCA's Branch After Care Director or their representative to hospitalize, secure proper treatment for and to order injection, anesthesia or surgery for my child.

---

Child's Physician

Phone Number

---

Insurance Company

---

Policy Number

---

Signature of Parent

Date

---

List of child's allergies

---

List of child's physician approved medications to be administered at the program

---

Allergy Response Plan/Directions

# SPECIAL INTERESTS QUESTIONNAIRE

Child's Name

D.O.B.

Age

What languages are spoken at home?

Who lives at home?

Does your child know others at the program? (Names)

Other adults or children who are important in your child's life? (Name and relationship)

Any previous experience with after care programs?

Any special fears?

What activities does he/she like best?

What special concerns would you like to share about your child?

Recommendations in terms of handling your child's general behavior.

What do you want your child to gain most from his/her experience here?

In what environment does your child learn best? (sounds, space, comfort)

Does your child typically require extra time to complete school assignments?

Does your child struggle keeping on task? If so, what helps to keep them focused?

## ADDITIONAL COMMENTS:

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# CONTRACT FOR ADMISSION

Please read the statements below regarding the information contained in this packet. Please sign and return at the time of enrollment of your child.

I/We \_\_\_\_\_ the parent(s) of \_\_\_\_\_ certify that I/we have been given a copy and have read all the material in the Greater Somerset County YMCA's School Age Child Care Program Parent Handbook as well as all information contained in the Registration Packet. In addition, I/we confirm that I/we have received a copy of the Information to Parents letter that has been distributed to me by the New Jersey Division of Health and Human Services. I/We understand all the information that is contained herein and agree to all the conditions and terms, as well as the policies and procedures of the Greater Somerset County YMCA's School Age Child Care Program.

I/We hereby give permission for my child to have his/ her picture/video taken for use in the Greater Somerset County YMCA's School Age Child Care Program marketing materials or advertising. I/ We understand that any time my child is taken on a field trip I will be informed of such trip and sign a permission slip for each individual trip. This is not a blanket permission to take my child on a field trip but rather informs me of what will be done. In all cases whenever a child is taken on a trip away from the school that proper safety restraints will be utilized.

Furthermore, I/ We agree to pay the Greater Somerset County YMCA's School Age Child Care Program

\_\_\_\_\_ per month for the following program option: \_\_\_\_\_. Tuition payments must be made on a monthly basis. All tuition payments will be electronically drafted between the 10th and 12th of each month. Tuition is drafted one month in advance of the service provided. I understand that this is a continuous payment plan and will remain in effect as long as my child is in the program. Please see attached authorization form. I/We understand that full tuition is due every month of the year and that no reduction in tuition will be allowed for any reason. Please abide by the hours for the program you have your child (ren) registered. Late fees at the rate of \$10.00 per 15 min or part there of will be assessed for anyone who arrives past their scheduled pick up time. At the end of the month any late fees you incur will be included into the following month's tuition.

I understand that a Membership is required for my child(ren) to be admitted to the program. This may be either a Youth Membership or Family Membership. This must be completed prior to your child's enrollment. Membership can be completed in person at the Welcome Center or online at [gscymca.org/main/join-the-y/](http://gscymca.org/main/join-the-y/). The payment method that is used for your child's membership payment will be used for your child care draft unless you give the Director of the Center alternative draft information for your child care payments.

Please note that your membership drafts run interdependent from your SACC Program Tuition drafts. If you wish to terminate your membership you must do so with a 30 days written notice of your final draft which can be provided in person at the Welcome Center or via email at [bysy-membership@gscymca.org](mailto:bysy-membership@gscymca.org)

\_\_\_\_\_  
Printed Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Guardian Signature

\_\_\_\_\_  
Date

# PICK-UP POLICY

In an effort to continually improve the safety and security of our YMCA, we utilize a system called Raptor which instantly screens visitors against registered sex offender databases in all 50 states. This is in addition to sex offender screenings the Y regularly conducts on all members, participants, and staff.

We understand that you sometimes need to have other people pick up your child due to car trouble, business delays, etc. In an effort to make this possible without any tragic situations, we will be asking for some information for our files and to promote a seamless pick-up process. First, we would like you to list those individuals who are authorized to pick up your child. You may list as many or as few individuals as you like.

\_\_\_\_\_  
Child's Name Date

Individuals Authorized to pick up

\_\_\_\_\_  
First Name Last Name D.O.B.

\_\_\_\_\_  
1. Name D.O.B. 5. Name D.O.B.

\_\_\_\_\_  
2. Name D.O.B. 6. Name D.O.B.

\_\_\_\_\_  
3. Name D.O.B. 7. Name D.O.B.

\_\_\_\_\_  
4. Name D.O.B. 8. Name D.O.B.

\_\_\_\_\_  
Printed Parent/Guardian Signature Date

\_\_\_\_\_  
Printed Parent/Guardian Signature Date

At the time of enrollment and submission of this Pick-Up form, authorized pick-ups will receive School Age Child Care Pick-Up cards. 1 Pick-Up card will be provided to each authorized pick-up of the child and will be unique to them. Each card will contain the following information: First Name, Last Name, Date of Birth, Photo, Name of Child the individual is authorized to pick-up, and Barcode of a Yellow YMCA Access Scan Card.

A Yellow YMCA Access Scan Card will also be provided to each authorized pick-up at enrollment. This Scan Card must be scanned at the Welcome Center upon entrance to the building and will alert the staff that you are an authorized pick-up of a School Age Child Care participant.

Pick-Up Cards must be presented to School Age Child Care staff at each pick-up before signing out the child. If you forget your Pick-Up Card, the Yellow YMCA Access Scan Card may also be used to verify identity and pick-up authorization. If a Pick-Up Card and Yellow YMCA Access Scan Card are not presented, government-issued photo ID is required to be displayed to staff before a child can be released.

If a Pick-Up Card, Yellow YMCA Access Scan Card, and government-issued photo ID are not presented at pick-up, the child will not be released until the pick-up's identity is verified.

# PAYMENT AUTHORIZATION

Our payment procedure allows you to pay for your child care in one of two ways, either a Bank Draft Method or a Credit Card Payment.

The Bank Draft Method allows you to have the monthly tuition fee drawn from your bank account on a monthly basis. The Credit Card Draft allows you to designate which Credit Card you would like to use and we will automatically charge it on a monthly basis. Both the Bank Draft and the Credit Card Draft will be done between the 10th and the 12th of each month, one month in advance of the service provided.

You must have your preferred billing method on file before the start of the program. You can do this by: (1) entering the information directly into your account by accessing our website (see instructions below) or (2) stopping by the YMCA so that your After Care Director can assist you. Please note that the Greater Somerset County YMCA does not allow for billing information to be copied or written down. If you choose this option please allow time for the Director to process your information directly into our billing system.

## INSTRUCTIONS FOR ENTERING ONLINE BILLING METHOD

1. Visit [gscymca.org](http://gscymca.org), click MEMBER LOGIN found at top-right of screen.
2. If you have an account, use "I want to sign in to my account" box. Enter username and password, then click Sign In.  
If you do not have an account, use "I want to set up online access for my account" and follow instructions.
3. Once logged-in, click My Account next to Program Search and scroll down to Payment Methods.
4. To add a billing method, click Add credit card or Add bank draft (EFT).
5. Enter the requested information based on the payment type selected then click Submit.
6. If you wish to change your existing method of payment on file you may do so by following steps 1-3. Note that in order for the new payment method to be in effect you must also notify the Director of Child Care of this change so that they may link the appropriate payment option to your child care account.

## PAYMENT AUTHORIZATION AGREEMENT

1. This is a continuous payment plan. I understand that this child care draft will remain in effect for as long as my child(ren) remain within the child care program.
2. I understand that I will also have to provide 30 days written notice of my membership directly to the Membership Department.
3. The YMCA Board of Directors may, at their discretion, adjust the monthly tuition fees. I understand that I will receive prior notification to any such change.
4. Should any child care tuition draft not be honored by my bank, I realize that I am still responsible for that payment plus a service charge. This is in addition to any service fee that my bank or Credit Card Company may charge. I understand that it is my responsibility to notify the YMCA in writing should I change my financial institution and/or account at any time.
5. I hereby authorize Greater Somerset County YMCA to initiate electronic fund entries to my account on file.

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Printed Parent/Guardian Signature

Date

---

Printed Parent/Guardian Signature

Date

# PARENT/GUARDIAN STATEMENT OF UNDERSTANDING

The following information is important for the safety and protection of your child. Please read the information, sign this form, and return it to the YMCA along with your program registration forms. A copy will be filed with your child's (this applies to child age 17 and younger) records.

I understand that YMCA staff and volunteers are not allowed to baby-sit or transport children in their personal vehicles at any time outside the YMCA program. Immediate disciplinary action will be taken by the YMCA toward staff and volunteers if a violation is discovered.

I agree not to, directly or indirectly, offer to employ, contract or otherwise hire, or assist anyone else in the employment of Greater Somerset County YMCA's School Age Child Care employees.

I understand that Greater Somerset County YMCA's School Age Child Care staff and volunteers are not allowed to initiate contact with members and program participants for any other purpose than YMCA membership or program business. Staff and volunteers are not allowed to share personal websites and/or web blogs. E-mail communication is restricted to YMCA business only.

I understand that I am not to leave my child or children 10 years of age and younger at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child. I understand that my 10 and younger age child must be escorted to and from the program area by me or another person authorized by me. It is my responsibility to have written authorization on file with the applicable Department Director. Children 10 and younger may not be dropped off and/or picked up outside of the YMCA building or offsite program location.

I understand children should not receive excessive gifts (e.g., TV, video games, jewelry) from YMCA staff or volunteers, and I should report this to a supervisor if they do.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child, including older siblings or other relatives, must be listed with the YMCA and must be at least 18 years old. I understand it is my responsibility to notify the appropriate Program Director to inform them of a change or a last minute emergency.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. (Please do not put staff in a position where they have to make this judgment call.)

I understand that if an hour after closing time a child is still not picked up and no contact has been made by the parents or authorized persons, and the staff member can no longer remain with the child they will call the NJ ABUSE Hotline Number for assistance in caring for the child until the parent or authorized pick-up is able to come.

I understand that I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I too will monitor volunteer and staff interactions with my child and ask him/her specific questions about program activities and volunteer or staff relationships with my child.

I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

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Parent or Guardian Signature:

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Printed Parent/Guardian Name

---

Date

---

Address

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Printed Name of Child

# RECEIPT OF INFORMATION FORM

As per the requirements from the Office of Licensing, below is a listing of all documents and policies that we must provide to our families

- Information to Parents Document
- Release of Children Policy
- Behavior Policy
- Parent Communication Policy
- Illness Policy
- Service Termination Policy
- Technology and Social Media Policy
- Parent Handbook
- COVID-19 Addendum

I have read and received a copy of the information/policies listed above.

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Child/(ren)'s Name(s)

---

Parent/Guardian 1 Name (print)

---

Parent/Guardian 1 Name (signature)

---

Date

---

Parent/Guardian 2 Name (print)

---

Parent/Guardian 2 Name (signature)

---

Date

## PLAINFIELD YMCA

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 PlainfieldY

 gscymca

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