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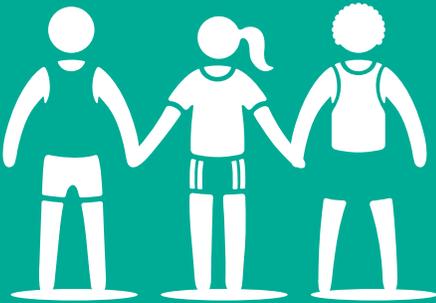
**SOMERSET HILLS YMCA**  
**SCHOOL AGE CHILD CARE PROGRAM**  
2022-2023 PARENT HANDBOOK  
Effective September 1, 2022

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## 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.



## WELCOME

Thank you for joining Somerset Hills YMCA's School Age Child Care Program. Somerset Hills YMCA is the area's largest child care provider serving over 300 children in our all-day Early Education, as well as Before and After School 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 Programs is to provide a happy, safe and structured environment for children before and 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

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 email [shyfa@gscymca.org](mailto:shyfa@gscymca.org) or visit our website at [gscymca.org/fa](http://gscymca.org/fa)

## PROGRAMS AND LOCATIONS

### BERNARDSVILLE SCHOOLS (GRADES K-8)

#### Bedwell School

141 Seney Drive  
Bernardsville, NJ 07924

Before Care

7:00 am – 8:35 am

After Care

3:30 pm – 6:00 pm

#### Bernardsville Middle School

(Held at Bedwell School)

After Care

2:45 pm – 6:00 pm

Bernardsville Middle School students will meet a YMCA staff member in the lobby of the Middle School and walk over to the Bedwell School where the program will be held. If children are involved in after school activities we will need a parent note. Please include child's name, activities begin and end time, name of the teacher or adult in charge and location. Please be advised that there will be only one additional pick up time after the schools dismissal, that additional pick up time will be at 4:00.

### BEDMINSTER SCHOOLS (GRADES K-8)

#### Bedminster School

234 Somerville Road  
Bedminster, NJ 07921

Before Care

7:00 am – 8:50 am

After Care

3:30 pm – 6:30 pm

## 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 before and after school. Our program curriculum includes, but is not limited to:

- Social Emotional Learning (Sanford Harmony Curriculum)
- Sports and Games
- Arts and Crafts
- STEM 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 Director of School Age Child Care Programs. 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 Director of School Age Child Care) 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 the 10th-12th 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 classroom teacher in the form of conferences, phone calls and daily reports. Newsletters, flyers and email correspondence will also be used to inform you of the Center’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 AND 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 run on many of 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.

### FULL DAY SCHOOL CLOSINGS

On days when a full-day closing occurs (i.e. Teacher's Convention, In-Service, etc.), care will be provided for the full day. These full-day closings are an additional charge for that day.

### DELAYED OPENINGS (BEDMINSTER & BEDWELL)

On those days that the school has a scheduled delayed opening (i.e. Parent/Teacher conferences and back to school nights), there will be care beginning at its regularly scheduled time and the children will be dismissed to their classroom.

### 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. However, this will entail a separate registration and fee and is not part of the monthly tuition amount.

**Note:** During all half-day and full-day closings and weeklong vacations, children must bring their own lunch and drink.

### SNOW DAYS POLICY

A Snow Day Program will be offered to our families. If the weather allows for the Y to be open, we will be able to offer a limited number of families the ability to attend a full day program at our main Y facility on Mt. Airy Rd. during a day when school is closed due to inclement weather. Sign up for these days will either be the night before or the day of using our on-line registration system. There will be an additional fee for this day as it is not part of our regular calendar.

On days with delayed openings, the Before School Care Programs will be open at 9:00 am. This is subject to change at any time by the schools custodians. We will do our best to keep everyone informed of any changes. 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.

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

## BEFORE AND AFTER SCHOOL CARE DROP OFF AND PICK UP PROCEDURES

### DROP OFF

Parents are required to escort children attending the Before School Care into the Site and to sign them in. This policy is for the safety of the children since the staff is unaware of the child's arrival into the building until an adult signs them in. Thank you in advance for understanding.

### PICK UP

Only the individuals that are listed on the registration form are authorized to pick up children from the After School 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. This is a state licensing requirement.

### 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

Greater Somerset County YMCA 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 a child's Medical History/Medical Release Form, we ask about any allergies children may have. In addition to documenting allergies on our form, we ask that parents speak with the staff members regarding any allergies so that we may effectively provide for their child's safety and well-being. If children requires medication for allergies, please see the Center Director for the appropriate forms.

### ILLNESS AND MEDICATION POLICY

If symptoms are exhibited at the site, the child will be separated from the other youngsters and parents or authorized individuals will be called to pick up the child. Children that do not attend school cannot attend the After School Care Program. Once the child is symptom free he/she may return to the program (see table below).

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
- Red eyes with discharge
- Acute diarrhea
- Infected, untreated skin patches
- Difficult or rapid breathing
- Stiff neck
- Sore throat or severe coughing
- Visibly enlarged lymph nodes
- Vomiting
- Mouth sores with drooling
- Blood in urine
- Swollen joints
- Yellow eyes or jaundice skin
- Fever greater than 101.5 F

- Skin rashes, in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions not treated by a physician

Per state guidelines, the School Age Child Care Programs cannot permit any child with an excludable communicable disease to attend or remain at the program until site staff receives a note from the child's physician that the child presents no risk to his/herself or others. Outbreaks of such excludable communicable diseases will be announced through written notes to each parent (see below).

- Chicken Pox
- Whooping Cough
- Hepatitis
- Meningococcus
- Measles
- Strep Throat
- German Measles
- Impetigo
- Mumps
- Tuberculosis
- Scabies
- Shigella
- Hemophilus Influenza
- Salmonella
- Lice
- Giardia Lamblia

Youngsters exhibiting the symptoms listed below may not attend the programs. If symptoms are exhibited at the site, the child will be separated from the other youngsters and parents or authorized individuals will be called to pick up the child. Children that do not attend school cannot attend the After School Care Program. Once the child is symptom free he/she may return to the program (see below).

- Severe Pain
- Blood in Urine
- Acute Diarrhea
- Jaundiced Skin
- Swollen Joints
- Visibly enlarged lymph nodes

- Sore Throat
- Severe Coughing
- Yellow eyes or red eyes with discharge
- Temperature over 101.5
- 2 or more episodes of acute vomiting within 24 hours
- Infected or untreated skin patches or rash lasting more than 1 day
- Infected or untreated skin patches or rash lasting more than 1 day

Any child who requires medication while at the Before and/or After School 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 parents 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, Morristown 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

Somerset Hills 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 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 **Julia Van Liew** at [jvanliew@gscymca.org](mailto:jvanliew@gscymca.org) or **Eddie Norgard** at [enorgard@gscymca.org](mailto:enorgard@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 between the 10th and the 12th of each month, one month in advance of the service provided. 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.

## INSTRUCTIONS FOR ENTERING ON-LINE BILLING METHOD

1. Visit [gscymca.org](http://gscymca.org), click **My Account** found at top-right of screen.
2. If parents have an account, use “I want to sign in to my account” box. Enter username and password, then click Sign In. Current or past members, or those who have registered for programs in the past, but haven’t set up an online account, should select “I want to set up online access for my account” and follow instructions. Those who have never been a member or enrolled in any of our programs or classes, should select “I don’t have an account but want to create one.
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 Name on Account, Routing Number and Account Number, then click **Submit**.
6. If parents wish to change the existing method of payment on file they may do so by following steps 1-3. Note that in order for the new payment method to be in effect parents must also 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 After School 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 2:30 PM. All sites have voicemail as well as a mailbox in the main office of that school.

### **Bernardsville:**

Bedwell School: 732 496 0514  
Bernardsville Middle School: 732 496 0514

### **Bedminster:**

Bedminster School: 908 482 0046

For any questions, please contact:

#### **Julia Van Liew**

School Age Child Care Coordinator  
908 766 7898 x8546  
[jvanliew@gscymca.org](mailto:jvanliew@gscymca.org)

#### **Eddie Norgard**

Associate Branch Executive Director  
908 766 7898 x8605  
[enorgard@gscymca.org](mailto:enorgard@gscymca.org)

## PARENT INVOLVEMENT

Parents of enrolled children are invited to visit the School Age Child Care sites at any time without having to secure prior approval from the Director or any staff member. Please feel free to do so. We welcome visits from our parents. 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 After School 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\***

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 Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey," and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the

Office of Licensing toll free at 1-877-667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945,c. 169 (N.J.S.A. 10:5-1 et seq.) and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Departments 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at **(800) 638-2772**.

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 Central Registry Hotline, toll free at **1-877-NJ ABUSE / (877)652-2873**. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at **1-609-292-0422** or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications

\*New Jersey Division of Children and Families

# SPECIAL INTERESTS QUESTIONNAIRE

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Child's Name

D.O.B.

Age

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What languages are spoken at home?

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Who lives at home?

---

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

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

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Any previous experience with after care programs?

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Any special fears?

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What activities does he/she like best?

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

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

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

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

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

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

Does your child have a school or medically issued IEP or learning accommodation plan?

YES  NO

If yes, please provide a copy to our program director.

## Additional Comments:

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# EMERGENCY CONTACT FORM

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

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

School \_\_\_\_\_ Grade (as of September) \_\_\_\_\_ Start Date \_\_\_\_\_

Special Needs/Education:  Yes  No  Unspecified  I give permission for YMCA to contact my child's teacher/counselor: \_\_\_\_\_  
Teacher/Counselor Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Place of Employment \_\_\_\_\_

Business Address \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Place of Employment \_\_\_\_\_

Business Address \_\_\_\_\_

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

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Nearest Relative/Neighbor \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

## Names of Individuals (at least 18 years of age) who will be permitted to pick up your child: (Please also list parents.)

1. Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B. \_\_\_\_\_ 4. Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B. \_\_\_\_\_

2. Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B. \_\_\_\_\_ 5. Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B. \_\_\_\_\_

3. Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B. \_\_\_\_\_ 6. Name \_\_\_\_\_ Relationship \_\_\_\_\_ D.O.B. \_\_\_\_\_

My child is in good health and can participate in the normal activities. Is there any additional information the staff should be aware of when working with your child, any Allergies?

In the event I cannot be reached in an emergency, I give my permission to the physician selected by Greater Somerset County YMCA to hospitalize, secure proper treatment for and to order injection, anesthesia or surgery for my child.

Physicians Name \_\_\_\_\_ Phone \_\_\_\_\_

## Monthly Tuition

Please write in amount here

Monthly payments are to be made either by a Bank or Credit Card Draft. Any payments not received by the due date will be subject to a \$25 service charge. Details of this procedure will be outlined in the welcome packet. I understand that no bills will be sent home. I understand that there will be no reductions in tuition for any reason and if payment is not received by the last day of the month, my child will not be able to continue in the program.

I hereby give permission for my child to have his/her picture taken for use in Greater Somerset County YMCA brochures or in any other Greater Somerset County YMCA pamphlets or advertisements.

I agree to give the YMCA one month's written notice if my child will be leaving the program. I agree to submit my request via e-mail to the Program Director or mail it to Greater Somerset County YMCA, 140 Mount Airy Road, Basking Ridge, NJ 07920.  
Attention: **(name of Program Director)**

## RELEASE AND HOLD HARMLESS AGREEMENT

**ATTENTION:** Please read carefully as this Agreement affects you and your family's legal rights.

**GENERAL RELEASE, INDEMNIFICATION AND HOLD HARMLESS:** In consideration of being permitted to utilize (as a member, participant, guest or volunteer) the facilities, services and programs of the Somerset County Young Men's Christian Association, Inc. (YMCA) for any purpose (including but not limited to observation or use of facilities or equipment, or participation in any program or event affiliated with the YMCA, without respect to location) I, the undersigned, and my Parent/Guardian, if applicable, do hereby release, indemnify, hold harmless the YMCA, all directors, officers, employees, volunteers, agents, independent contractors and other participants (collectively "YMCA & Affiliates") from any and all liability claims, demands, costs, expenses, and actions of any nature whatsoever arising out of or related to any loss, damage or injury, including death, which may be sustained by me, any members of my family, my guests of any age, or to property, whether or not caused by any negligence, either active or passive, by or on behalf of the YMCA & Affiliates.

**ASSUMPTION OF RISK:** I understand that participating in activities, as a participant, volunteer, or observer, exposes me to a risk of property damage, personal injury or death. I represent that I am in good health and have not been advised by a health care professional of any restrictions that would affect safe participation in any program or activity in which I elect to take part. I hereby agree to inspect and carefully consider such premises and facilities or the affiliated program immediately upon each occasion of entering or participating. I understand that my choice of participating in programs or activities is voluntary on my part, and I affirm my desire to participate in such program or activity. I agree to assume full responsibility for my safety, the safety of my family and guests, and the safety of my property while I am in or at the YMCA or an event of program affiliated with the YMCA, without respect to location.

**MEDICAL RELEASE:** In case of accident, injury, or illness of whatever kind or nature and however caused, and in the event my Emergency Contact as designated herein cannot be readily reached, I hereby authorize the YMCA affiliates permission to act on my behalf in seeking appropriate emergency medical treatment. I understand I am responsible for all fees and expenses that result from any such care and treatment rendered.

**PHOTOGRAPHIC AND AV RELEASE:** I hereby give permission and consent to YMCA & Affiliates to make incidental and occasional photographic, audio and video recordings in connection with participation in YMCA activities or programs and to utilize the same in any manner, and without any compensation to, and/or claim by me, my family or guests.

**OTHER:** The terms herein shall also serve as a release and assumption of risk by my heirs, successors, assigns and legal representatives, and all members of my family, and may be pleaded as a bar to litigation.

If any provision of this Agreement is deemed invalid by a court of competent jurisdiction, the invalidity of such provision shall not affect the validity of the remaining provisions of this Agreement, which shall remain in full force and effect.

I have reviewed the Parent Handbook and have read all the policies and procedures, including the Service Termination Policy, Information to Parents Letter and Behavior Policy, contained therein as well as all the information within this packet and agree to all the policies and procedures.

Signature of Parent or Guardian

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 SACC registration forms. A copy will be filed with your child's 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 understand that 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 at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child. I understand that my 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 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 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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Signature of Parent or Guardian

Date

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Printed Parent or Guardian Name

Date

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Address

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Printed Name of Child

## SOMERSET HILLS YMCA

A branch of Greater Somerset County YMCA

140 Mount Airy Road, Basking Ridge, NJ 07920 | 908 766 7898

 SomersetHillsY

 gscymca

 gscymca

 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).