



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



SOMERVILLE YMCA
SCHOOL AGE CHILD CARE
PARENT HANDBOOK

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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 are tomorrow’s leaders. Our programs support parents by providing age-appropriate ways for children to develop social skills, discover their individuality and creativity and to explore the world around them.

An illustration of three stylized children of diverse backgrounds holding hands in a line. The child on the left is wearing a dark tank top and shorts. The child in the middle is wearing a light-colored t-shirt and shorts. The child on the right is wearing a dark tank top and shorts. They are all standing on a light-colored oval shadow.

ABSENCES

In the event your child is sick or away on vacation, please notify the After Care Director. Credit or make up for days missed due to illness, vacation, inclement weather or holidays cannot be given.

BIRTHDAYS

Each child's birthday is a very special day. It can be celebrated in a variety of ways. Parents should discuss the day with the After Care Director if interested in supplying special snacks and/or items.

CHILD ABUSE PREVENTION

If there is reasonable cause to believe that any child in the After Care Program has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, neglect or exploitation by any person, whether working at the YMCA or not, it must be reported to the Central Registry and Child Abuse Hotline at **1 877 652 2873**.

FAMILY PARTICIPATION AND VISITATION

Families are invited to actively participate in the program by volunteering their time or skills. The After Care Program or your child's specific group may have opportunities through the year for family participation. If you have a special skill or an idea of how you'd like to get involved, please share this with the After Care Director.

The After Care Program has an open door policy for families. You have unlimited access to the After Care program during operating hours for the purpose of contacting your child/children and assessing the care provided. Please notify the Director of your presence upon arrival. If we do feel that the visitations are becoming stressful for the child, we will intervene to figure out another way for you to visit on a less stressful level.

CLOTHING

We utilize the outdoor picnic tables and Carol Payer Park across from the Y when weather permits. Children should be prepared for outdoor play each day. Hats, mittens or gloves, boots, and coats are essential during the colder months. Sunscreen and sun hats are

strongly recommended on sunny days and days with a strong UV warning. Shoes should be appropriate for running and climbing. Please do not bring your child in open toe sandals or flip flops.

Children who will be participating in swimming should have a bathing suit and towel packed on swim days.

CURRICULUM

At the YMCA, we believe that kids expand their learning beyond the classroom. Activities are designed to develop critical and inquisitive thinking, decision making, leadership skills, and character development.

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.

Everything that we do is framed around the YMCA's 4 Core Values of caring, honesty, respect, and responsibility. Group and individual activities are designed and implemented with the core values at the forefront. We believe that by doing so, children will grow and develop into well-rounded individuals.

Our program curriculum includes, but is not limited to:

- Arts & Humanities
- CATCH Curriculum
- Character Development
- Homework Time
- Nutritious Snack
- Science & Nature
- Social Emotional Learning
- Sports & Games
- STEM Activities
- Swimming
- Virtual Learning Support

Somerville YMCA utilizes the structure of the Coordinated Approach To Child Health (CATCH) Curriculum. The CATCH Curriculum aims to impact the messaging a child is receiving in schools and at home to make healthier choices. The CATCH Curriculum is comprised of games and activities to

enable children to identify healthy and unhealthy choices and to increase the amount of physical activity children engage in each day.

DAILY REPORTS

We recognize that daily communication between staff and parents is essential. We make every effort to communicate to parents daily on the kind of day your child had at the Y. We appreciate you sharing with the After Care counselors any information that can influence his/her progress. If anything arises during the day that the director, a counselor or a parent would like to bring to attention of the other, phone calls are the recommended way of communicating. Please note that if you cannot get through to the After Care Director, leave a voicemail. At the time of the phone call, the Director may be engaged in program activities.

PICK-UP OF CHILDREN

At the time of enrollment, parents will complete our pick-up form which asks for the names and dates of birth of all individuals who will be authorized to pick up their child.

Authorized pick-ups will receive School Age Child Care Pick-Up cards. One 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. 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, a government-issued 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 Photo ID are not presented at pick-up, the child will not be released until the pick-up's identity is verified.

2021-2022 DAILY PICK-UP PROCEDURE

- Parents should call the Program Area at **908 722 4567 x619** in advance of their arrival (5-10min)
- Parents can enter the YMCA and remain in the main lobby
- Your child's counselor will guide the child to meet you after hand-washing and wiping down their belongings

Children will only be released to the child's legal guardian or person(s) authorized by the guardian on the registration forms. Additional authorized pickups may be provided by the legal guardian in writing 24hrs in advance of the planned pick up.

WALKS

When weather permits, children may take a walk around the block or across the street to Carol Payer Park.

Children who are attending Van Derveer elementary school and have elected a non-busing option will walk 0.8miles to and from the Y with counselor supervision.

CHILDREN'S FILES

A file on each child enrolled in the After Care Program is maintained. This file contains all registration forms and any other information pertinent to your child. All parents have access to their child's file. Please contact the office if you wish to review the file. It is essential for your child/children's safety and well-being that parents notify the teacher and director of any changes (new address, telephone number, work address, work telephone number, etc.) in writing so our files are updated on a continuous basis.

IMMUNIZATIONS & ANNUAL PHYSICAL

Each child enrolled must meet applicable immunization requirements specified by the New Jersey Department of Health Immunization Requirements. All immunizations required for the child's age must be completed by the date of admission.

MEDICATION

Over the counter medications will not be administered without written consent and instructions from your child's physician. We will administer prescription medication on a case by case basis. When your child needs to take medicine in our program, the following procedures are required:

1. All medication must be in the original container, labeled with the child's name and the date it is brought to the center.
2. The dosages on the medication label will be followed unless a doctor's note states other instructions.

ITEMS FROM HOME

Children may bring electronics designated for virtual learning support. After virtual learning support time, electronics will be put away for safe keeping.

Please do not bring additional toys, electronics, or other personal items from home to After Care. These personal items are at risk of being lost and/or damaged and also create disruptions in the structured environment.

If a personal item is brought in as it was required for a school assignment, please inform your child that the item(s) should be provided to the After Care Director to be placed in the office for safe care.

UNSCHEDULED CLOSINGS/ INCLEMENT WEATHER

The YMCA is aware of the vital need for the child care services we provide to our families. On rare occasions when the safety of our families and staff may be in jeopardy due to inclement weather, the YMCA may elect to close or declare a delayed opening. In the event of inclement weather, please call the Welcome Center at **908 722 4567** or visit our website gscymca.org for information on closings and delays. Text Alerts are also available to keep you up to date. To receive My Y Alerts SMS messages from Somerville YMCA School Age Child Care containing important updates and information regarding closings, cancellations, and other changes, text **SYAFTERCARE** to **866-2MY-GSCY*** Should weather require us to close prior to normal hours, the After Care Director or the child care office will contact you regarding the closing. Please allow extra traveling time when picking up your child in inclement weather.

*Msg&data rates may apply. Reply STOP to 866-2MY-GSCY (866-269-4729) to cancel. Available in USA. Message frequency varies based on the type(s) of SMS messages you have opted in to receive (up to 20 msgs/mth per group). Your privacy is always protected and your information will not be shared. Terms & privacy policy at gscymca.org.

SOMERVILLE YMCA

A branch of Greater Somerset County YMCA

2 Green Street, Somerville, NJ 08876 | 908 722 4567

 SomervilleY

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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.

SOMERVILLE YMCA SCHOOL AGE CHILD CARE HANDBOOK ACKNOWLEDGMENT

We are happy to have you as a part of Somerville 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 Somerville 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

SOMERVILLE YMCA

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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.



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SOMERVILLE YMCA SCHOOL AGE CHILD CARE

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

BEFORE SCHOOL CARE 7:00AM – START OF SCHOOL	5 DAYS/wk	4 DAYS/wk	3 DAYS/wk
Without Busing			
Van Derveer Elementary School Grades Pre-K – 5	\$149/mo	\$120/mo	\$100/mo
Private Transportation			
Other Schools Grades Pre-K – 10	\$149/mo	\$120/mo	\$100/mo

AFTER SCHOOL CARE DISMISSAL – 6:30PM	5 DAYS/wk	4 DAYS/wk	3 DAYS/wk
With Busing			
Van Derveer & Adamsville Elementary Schools Grades Pre-K – 5	\$305/mo	\$276/mo	\$218/mo
Without Busing			
Van Derveer Elementary School Grades Pre-K – 5	\$234/mo	\$222/mo	\$126/mo
Private Transportation			
Other Schools Grades Pre-K – 10	\$234/mo	\$222/mo	\$126/mo

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,

Alyssa Preziosi

Youth Development Director

apreziosi@gscymca.org | 908 722 4567 x8611 | gscymca.org

REGISTRATION/EMERGENCY FORM

Please check all desired programs:

Van Derveer Elementary School

Before Care

After Care with Busing

After Care Without Busing

Adamsville Elementary Schools

Before Care

After Care with Busing

After Care with Private Transportation

Other Schools

Before Care

After Care with Private Transportation

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

SOMERVILLE YMCA

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2 Green Street, Somerville, NJ 08876 | 908 722 4567

 SomervilleY

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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.

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:

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/. 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

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, 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.

Printed Parent/Guardian Signature

Date

Printed Parent/Guardian Signature

Date

GREATER SOMERSET COUNTY YMCA

Association Office

140 Mt. Airy Road, Basking Ridge, NJ 07920 | 908 630 3535 | gscymca.org

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.

Parent or Guardian Signature:

Printed Parent/Guardian Name

Date

Address

Printed Name of Child

GREATER SOMERSET COUNTY YMCA

Association Office

140 Mt. Airy Road, Basking Ridge, NJ 07920 | 908 630 3535 | gscymca.org

INFORMATION TO PARENTS DOCUMENT

Under provisions of the **Manual of Requirements for Child Care Centers (N.J.A.C 3A:52)**, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, 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 OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL'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 or you can view them online at https://data.nj.gov/childcare_explorer.

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 OOL 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 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.

INFORMATION TO PARENTS DOCUMENT (CONTINUED)

Our center is required to provide reasonable accommodations for children and/or 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.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, 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 <https://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 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 the State law to report the concern immediately to the State Central Registry Hotline, toll free at (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 (609) 292-0422 or go to www.state.nj.us/dcf/.

RELEASE OF CHILDREN POLICY

At the time of enrollment, parents will be required to complete our pick-up form which asks for the names and dates of birth of all individuals who will be authorized to pick up their child.

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. 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.

Children will only be released to the child's parent or person(s) authorized by the parent.

If an individual comes to pick up a child and the staff member has no prior knowledge of this alternate pick-up and the person is NOT on the pick-up list, then the staff member must contact the parent to ensure that this is an acceptable arrangement. The parent will then be asked to email the After Care Director with the person's information and give written consent for the child to be released to this individual. No child will be released to someone until we have received written authorization to do so.

If there is a situation where a non-custodial parent has been denied access, or granted limited access, to the child by a court order, the Center shall secure documentation to this effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up the child at the time of the Center's daily closing, the staff members shall ensure that the child is supervised at all times. The staff members shall contact the parents as to their whereabouts. If there is no response from the parents or any of the authorized pick-ups, and the Director is not on site, then the staff member should contact the Director and make him/her aware of the situation with the child.

If after an hour or more after closing time, and provided that other arrangements for releasing the child to his or her parent(s) or authorized person(s) have failed and the staff members cannot continue to supervise the child at the Center, the staff members shall call the Department's State Central Registry Hotline at (877) 652-2873 to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

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RELEASE OF CHILDREN POLICY (CONTINUED)

If the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, then the staff members shall not release the child to such an impaired individual. The staff members should first attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s). If the staff members are unable to make alternative arrangements, a staff member shall call the Department's State Central Registry Hotline at (877) 652-2873 to seek assistance in caring for the child.

BEHAVIOR POLICY

Our goal is to work with you and your child to address and remedy any behavioral issues in a positive manner for the child, the parent and the program. Discipline is a learning process for children. It is used to guide them to achieving behavior that is positive and acceptable. The methods of guidance and discipline used at our child care program 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 and 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, excessive biting or a child's inability to adjust to the after care setting after a reasonable amount of time.

Deviations from acceptable behavior may result in a "time-out" from an activity. The length of a "time out" is consistent with the child's age and developmental needs 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 or repeated deviations from this expected behavior will result in a conference between the staff and the parent(s). At the conference, a plan will be developed between the parent(s) and the staff to alter the unacceptable behavior. A one-month probation period will also be included in the plan. If the behavior does not change within the probationary time period, the child will be asked to leave the program. An exception to the one-month probationary period which may result in immediate dismissal includes behavior that may cause serious injury to the child or other children.

Within our child care program, our goal is to create a relationship with your family that is positive and promotes growth in all areas.

PARENT 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 behavior will be through the after care staff and/or After Care Director in the form of in-person conversation and phone calls. Newsletters, flyers and email correspondence will also be used to inform you of the program'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.

ILLNESS 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

ILLNESS POLICY (CONTINUED)

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.

There are a couple of common illnesses children contract that require more specifics in terms of the policies in handling these illnesses. These illnesses are as follows:

Vomiting: If a child vomits during the day, parents will be called to pick up the child. Child will be allowed to return to the Center once they are symptom free for a 24 hour period.

Pink Eye/ Conjunctivitis: If it is believed that a child has contracted this, parents will be called to pick up the child. The child must be taken to the physician for a definitive diagnosis. If the child has a confirmed case of contagious conjunctivitis he/she must receive 3 doses of the medication before returning to the Center.

Diarrhea: If a child has 2 or more episodes of loose, watery bowels parents will be contacted to pick up the child. Children may return to the Center after the diarrhea has ceased and stool frequency becomes less than 2 stools above normal frequency. If the diarrhea is the result of a food allergy or drug side effect, we would not be concerned that this is some type of intestinal virus. For example the medication Augmentin, commonly used for the treatment of ear infections, can cause diarrhea. If a child has diarrhea as a result of this medication, he/she will not be excluded from the Center.

Fever: If a child has an axillary temperature of 100.5° F or higher parents will be contacted to pick up the child. Children must be fever free for 24 hours without the use of a fever reducing medication before they may return to the Center. A fever is generally a sign that some form of infection exists and we do not want these infections to pass from child to child. The only exceptions to this rule would be as follows: A child who has an ear infection may in fact have a fever that accompanies this. If the child has been seen by his/her physician and is diagnosed with an ear infection, the medication as well as Tylenol/Advil for the pain and/or fever can be administered, as the ear infection is not a communicable illness. Secondly, if a child sees a physician for a fever and the physician says the child poses no health risk to others, then he/she may return to the Center. There must be a doctor's note stating that they may return.

Rashes: These are common occurrences among young children and can have a wide range of etiologies. If a child develops a rash while at the Center it will be handled on a case-by-case basis. The Director, in consultation with medical professionals, determines whether further medical attention is warranted.

If a child is seen by a physician regarding any illness, a note from the doctor stating that the child has no communicable illness and is able to return to school will serve as appropriate documentation for that child to return as per the doctor's orders.

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SERVICE TERMINATION POLICY

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

We also ask that you provide a 30 days written notice of your membership termination, if desired, directly to the Membership Department via email or in person.

As per your Contract for Admission tuition payments must be made on a monthly basis. All tuition payments will be electronically drafted between the 10th and 12th of each month, one month in advance of the service provided. Habitually declined payments, insufficient funds and/or failure to pay may result in a termination of service. Likewise habitual tardiness upon pick-up could also result in a termination of service.

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 you, as parents, a two-week notice of the child's dismissal from the program so that you 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 or intimidating actions toward staff members or exhibits verbal abuse to staff in front of enrolled children, this behavior may result in the child's immediate dismissal from the program.

As per the Information to Parent's Document, you have the right to contact the Office of Licensing - Department of Children and Families if you feel that our center is in violation of licensing requirements. While we would encourage you to speak with us directly regarding any issues or concerns you may have, we will not terminate your child's participation within our program based on such a report or questioning of our policies or procedures.

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

TECHNOLOGY AND SOCIAL MEDIA POLICY

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.

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TECHNOLOGY AND SOCIAL MEDIA POLICY (CONTINUED)

- Parents and staff are prohibited from posting videos or photographs of children other than their own on any social media platform.
- With permission, photographs of children may be taken on YMCA-owned devices by staff members. Any photographs taken will be utilized and/or stored by Greater Somerset County YMCA's Marketing Department according to standard operating procedures with respect to Y-owned image assets.
- 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.

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.

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