



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# SCHOOL AGE CHILDCARE



**HANDBOOK & INFORMATION 2011-12**  
**YMCA of Greater Bergen County**



FOR YOUTH DEVELOPMENT  
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# WELCOME

Dear Parents,

Welcome to the 2011-2012 YMCA School Age Child Care program. We believe that kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievements.

The School Age Child Care staff and I are looking forward to the 2011-2012 school year.

In order to ensure the YMCA, School Age Childcare Staff, and parents all have a clear understanding of the program, please take the time to review the information in this packet.

**Please feel free to contact me with any questions or concerns at 201-487-6600 x 220 or drattacasa@ymcagbc.org.**

Sincerely,

Danielle Rattacasa  
School Age Child Care Director

**REGISTRATION:** Each child must be registered at the YMCA prior to the child starting their afterschool program. Site coordinators must be notified immediately of any changes in your work/home address or phone numbers. It is also essential that you give us two local numbers that may be called in case of an emergency.

**PROGRAM HOURS:** The afterschool program begins at the dismissal of school and ends at 6:00 pm. If you are unable to pick your child up by 6:00pm alternate arrangements must be made and communicated to the Site Coordinator, excess late pick-ups will result in expulsion from the program. If you are running late please call the afterschool site directly to inform staff.

**EARLY DISMISSAL:** School Age Childcare will **NOT** be held from 12:30pm-6:00pm. Please make arrangements accordingly. The week of parent teacher conferences, we will have afterschool care from 12:30-6pm. This is the week of November December 2011

**FINANCIAL:** Payment is due on the first of every month. Checks should include your child's name, school and month on the memo line and be made out to the YMCA of Greater Bergen County. Checks may be mailed to the YMCA at 360 Main Street, Hackensack, NJ 07601. Your canceled check will serve as your receipt; if you would like a receipt you may pay at our Main Street building. Business hours are from 8 am to 9pm weekdays, and 9 am to 5 pm on Saturdays. Money orders and cash should be paid at the main desk at the YMCA. Both canceled checks and receipts should be kept for tax purposes. The YMCA's federal tax number is: 22-1739117. There is a \$25 fee for all returned checks. See Payment Policy for more information.

**HOMEWORK:** Each afternoon we provide the necessary time and assistance for children to do their homework. Included in the parent pack is a form indicating the parent and child agreement concerning homework being completed at school or at home, the site staff will follow this agreement.

**PICK-UP PROCEDURES:** All children must be signed out by their parent/guardian. Included in the parent pack is a form asking for authorized persons able to pick-up your child. If the person picking up your child is not a legal guardian or not one of the authorized persons indicated in your file, site staff will not release your child. If you wish for someone not listed in your file to pick-up your child you must inform site staff in writing or via telephone. Site Staff and the SACC Director, must be informed of anyone legally prohibited from picking your child up, please include court documents.

**ABSENTEES:** We ask that you inform us if your child is absent from school or will be absent from the afterschool program. Alternate arrangements, such as play dates, must be arranged prior to the start of the afterschool program. Once the child has entered the designated YMCA afterschool space, they will counted as present and will not be released without parent's permissio

**LATE PICK-UP:** The YMCA afterschool Program starts at the dismissal of school and ends promptly at 6:00 pm. A late-pick up fee will be charged for pick-ups after 6pm. Late fees will be charged per occurrence and are as follows:

Up to 15 minutes = \$10.00

Up to 30 minutes = \$20.00

Up to 45 minutes = \$30.00

Up to 60 minutes = \$40.00

**STUDENT BEHAVIOR:** Please review expulsion policy, for acceptable and unacceptable behavior and consequences. This expulsion policy needs to be read and signed.

## YMCA MEDICAL POLICIES

**ADMINISTERING MEDICATION:** The YMCA staff will not administer medication. However, staff will supervise a child who has written permission from his/her parent or guardian to self-medicate. If your child brings his/her own medication, it must be stored in its original container according to the directions on the container and labeled with your child's name, the name of the medication, the date prescribed and the directions for its administration. Non-prescription medication must be stored in a labeled container with a childproof cap.

However, we urge you not to send your child to school when he or she is not feeling well. Not only is it not fair to the other children or teachers, but it also is not fair to the child who is not feeling well.

### POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

Severe pain or discomfort	Acute diarrhea
Episodes of acute vomiting	Lethargy
Elevated oral temperature of 101.5 degrees Fahrenheit	Severe coughing
Yellow eyes or jaundice skin	Red eyes with discharge
Infected, untreated skin patches	Difficult or rapid breathing
Skin rashes in conjunction with fever or behavior changes	Stiff neck
Skin lesions that are weeping or bleeding	Mouth sores with drooling

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases **may not** return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others:

#### Respiratory Illnesses

Chicken Pox\*\*  
German Measles\*  
Hemophilus Influenzae\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*

#### Gastrointestinal Illnesses

Campylobacter\*  
Escherichia coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

#### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles

\*Reportable diseases that must be reported to the health department by the center.

\*\* Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

**Note:** if your child is absent from school due to an illness, you can not drop them off at the After-School Care, your child must be present in school that day.

## **Information to Parents**

Under provisions of the Manual of Requirements for Child Care Centers (N.J. A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: Bureau of Licensing, Division of Youth and Family Services, Licensing Publication Fees, PO Box 18500, Newark New Jersey 07191.

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 standards, you are entitled to report them to the Bureau of Licensing at (609) 292-1021 or (609) 292-9220. 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 parent(s) 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 dispensing medicine and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Parents are entitled to review the center's copy of the Bureau 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 Bureau'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 DYFS inspections/investigations. DYFS 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 Bureau 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 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.

People of the enrolled children may visit our center at any time without having a 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.

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 Division of Youth and Family Services' Office of Child Abuse Control, Toll Free at: 1-(800) 792-8610 or at any DYFS District Office. Such reports may be made anonymously.

Parents must secure information about child abuse and neglect by contacting:  
Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, New Jersey 08625-0717



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## YMCA School Age Child Care Payment Policy

### PAYMENT DUE AT ENROLLMENT

The first month payment and a deposit of one month tuition is due at enrollment. Your deposit will be applied to your child's last month of service. (Deposits are not required for those paying by automatic credit card deduction)

### PAYMENT OPTIONS

Payments can be made by cash, check, credit card or automatic credit/debit card payment. If you sign-up for automatic credit/debit card payments, the funds will be taken directly from your account on the first of each month.

### HOW DO I MAKE MY PAYMENT

All payments must be mailed or personally delivered to the YMCA at 360 Main St. Hackensack, NJ 07601. Payments are not accepted at the school sites. If receipts are not desired, payments can be dropped off in the School Age Child Care drop-box at the YMCA to be processed the same day; all checks must include children's membership number. If receipts are desired, please make payment at the Welcome Center during business hours Monday-Friday 8am-9pm, Saturday 9am-7pm and Sunday 12pm-5pm.

### PAYMENT DUE DATE AND LATE FEES

It is the YMCA's policy that your child care balance is paid by the 1st day of each month. If the balance due is not paid by the 15<sup>th</sup> of the month you will be charged a late fee of \$25. If no payment is received by the end of the month, the deposit will be used to pay for the current month and your child will not be able to attend the Afterschool program on the first of the following month. If you wish to continue service, the past due amount, \$25 late fee and one month deposit must be paid by the first of the following month.

It is the YMCA's aim to support families; however, excessive late payments will result in the removal of your child from the program. If a payment arrangement needs to be made, please contact the administration department prior to the first of the month at 201-487-6600 x225.

### FINANACIAL ASSISTANCE

We understand and acknowledge that families go through financial hardships. It is our mission to help those who need our services. The YMCA offers scholarships for those who qualify and is also associated with several state and county financial assistance programs.

### For Further Information or Assistance regarding payment contact:

**Financial Assistance:** If you have questions concerning financial assistance, please contact Danielle Rattacasa at 201-487-6600 x220 or [Drattacasa@ymcagbc.org](mailto:Drattacasa@ymcagbc.org)

**Payment Arrangements:** 201-487-6600 x225



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## YMCA AND YOUTH

The YMCA of Greater Bergen County has approximately 3,800 youth members. We offer the following child care programs: Childcare for 2 to 5 year olds, Summer Camp 5-17 years, School Age Grades K-6, and Healthy Living and Sports Programs 1-17 years

## YMCA CHILD SAFE POLICY

### Our Staff

The YMCA has more than 100 staff members and volunteers working with youth in the many programs we offer.

### Our Screening

To keep children in our programs safe we take the following steps in our intensive screening of employees and volunteers:

- Detailed application forms
- Comprehensive interview process
- Reference Checks
- Criminal background record checks and/or fingerprinting

### Our Training

Employees complete a child protection training program. Supervisors and managers complete additional training to further promote a child-safe environment. All staff members are mandated to report any suspected child abuse.

### Our Policies

- Staff members and Volunteers are prohibited from working one-on-one with youth outside of the YMCA (i.e. babysitting).
- Staff members and Volunteers are prohibited from 'friending' youth on social networks.
- Staff members and Volunteers are prohibited from transporting youth in non-YMCA authorized vehicles or during non-program times.

Policies exist to ensure staff and volunteers are not alone with a child. Child abusers can be parents, caretakers, friends, neighbors, or anyone who comes in contact with your child-even other youth. It takes everyone's help to stop the cycle of abuse.

### Information About Abuse

The YMCA wants all children to be safe. Unfortunately, child abuse does exist, taking many forms.

**Emotional:** Threatening a child or using words that can hurt a child's feelings and self esteem; withholding love and support from a child.

**Physical:** Causing injuries to a child on purpose, such as bruises, burns, scars, or broken bones.

**Sexual:** Having sexual contact in any form with a child, including exposing, fondling, intercourse, pornography, or internet solicitation.

**Neglect:** Not providing children with enough food, clothing, shelter, medical care, hygiene, or supervision.

### **If You Suspect Abuse...**

- If you think your child is physically injured, seek out appropriate medical attention.
- If you see signs of distress, withdrawal, or acting out, consider counseling for your child.
- Talk to your YMCA Program Director for assistance.
- Call Child Protective Services (CPS) or the police to report any abuse.

### **Working Together for Safety**

**Talk to your child** about his or her experiences in YMCA programs, school, sports, and other activities.

**Drop in on your child's programs. We have an open door policy.**

**Trust your instincts.** Don't wait to tell us if something seems "strange." Speak up!

### **Watch for warning signs of abuse:**

- Unexplainable bruising or other physical markings.
- Disturbed sleeping or eating patterns.
- Abrupt changes in behavior-anxiety, clinging, aggressiveness, withdrawal, depression.
- Fear of certain person or place.
- Discomfort with physical contact.
- A child who abuses other children.

**Listen and watch for signs of your child receiving special attention** that other children or teens are not receiving, including favors, treats, gifts, rides, increasing affection or time alone, particularly outside the activities.

### **Every once in a while, ask your child these questions:**

- Is anyone scaring or threatening you?
- Is anyone asking you to keep secrets?
- Has anyone said anything to you that made you feel bad?
- Is anyone touching you in a way that you don't like?

**Encourage your child to tell** you or another trusted adult if anything happens to him or her.

**Read our staff Standards of Conduct located in our YMCA Staff Handbook:** If someone breaks it, let us know immediately. (Standards also include a smoke-free work place, drug free workplace, harassment free work place.)

### **Community Resources:**

**Make the call, help a child:** All reports of child abuse and neglect, including those occurring in institutional settings such as child care centers, schools, foster homes and residential treatment centers, must be reported to the State Central Registry (SCR). This is a toll-free, 24-hour, seven-days-a-week hotline.

**State of New Jersey Department of Children and Families Child Abuse Hotline**  
1-877 NJ ABUSE (1-877-652-2873)

**Parents Anonymous** is a self-help group that offers parenting support and referral to resources in your community. If you are feeling stressed out, you can call the **Family Helpline at 1-800-THE-KIDS**, 24 hours a day, 7 days a week, and speak to a specially trained volunteer to help you work through your frustrations before a crisis occurs.



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## **ANTI BULLYING POLICY**

The Y is committed to ensuring that all children enrolled in our school age child care programs learn in a supportive, caring and safe environment. Bullying is an anti-social behavior that affects everyone. This behavior is unacceptable and will be dealt with promptly and effectively.

Bullying is a type of harassment. Examples of bullying may include, but are not limited to:  
Physical bullying: including punching, shoving, poking, hair-pulling, and biting or other similar behaviors.

Verbal bullying: including name calling, teasing, gossiping, humiliation, intimidation, threatening, racist remarks, excluding others or similar behavior

## **NO CELL / CAMERA PHONE & VIDEO RECORDING**

A cell phone free environment policy insures a privacy of each individual participating at the Y.

Cell/Camera phones are prohibited from use in all indoor and outdoor areas.

Video recording devices are prohibited from use in all indoor and outdoor areas.

## **DELAY OR CANCELLATION OF SCHOOL POLICY**

Care is **NOT** provided on snow days.

Care is **NOT** provided on unscheduled or early release days.

If school is released early due to emergency conditions or severe weather, the program will **NOT** run on these days.

Afterschool care will operate as scheduled on days when school begins with a delay.

The only days that we will provide 12:30 dismissal care is the week of parent teacher conferences: November 2011 to December 2011. No other days will 12:30 dismissal care be provided.