



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **ALWAYS FOR OUR COMMUNITY**

**Membership & Program Handbook**

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**YMCA OF GREATER BERGEN COUNTY**

## WELCOME

When you join the Y, you're coming together with men, women and children from your community who are **committed to youth development, healthy living and social responsibility.**

We know firsthand how difficult it can be to find balance in life. That's why **we're here with you every day,** making sure that you, your family and your community have the resources and support needed to learn, grow and thrive.

We do that by encouraging good health and fostering connections with new and old friends through sports, fun and shared interests.

## MEMBERSHIP AND PROGRAM HANDBOOK

There are many benefits and policies that make the Y a fun and safe place to be. Most are listed in this handbook. Please note that all benefits and policies are subject to change for the greater good of our members, volunteers and staff.

Please see our Y Brochure for specific information on membership and programs including dates, times, fees and more.

## ABOUT THE Y

The YMCA of Greater Bergen County is a private, 501(c)(3) nonprofit community service organization. We are a member of the National Council of YMCAs of the USA and a part of the worldwide family of Y's. The YMCA of Greater Bergen County is a recognized independent organization with its own corporate charter, bylaws, governing board and staff.

### Areas of Focus

The Y offers programs, services and initiatives focused on youth development, healthy living and social responsibility, according to the unique needs of the communities it engages.

The Y is accessible to all people. Financial assistance is offered to individuals and families who cannot afford membership.

### Y Mission Statement

The primary purpose of the YMCA of Greater Bergen County is to help people of all ages, male and female, develop a Christian way of life by the maintenance of facilities, activities and services that will contribute to their spiritual, mental, social and physical growth.

## STRONG KIDS FUND

We count on the generosity of our members and partners to keep our doors open to whoever needs a place to go to help them be more healthy, confident, connected and secure.

**Donations** to our Y Strong Kids Fund can be made by sending your donation to the Y, attention: Strong Kids Campaign. Each dollar contributed to the Y's Strong Kids Campaign goes directly to making YMCA programs and membership available to those in need. Your tax-deductible donation stays in your community. Please give generously.

**Apply** for assistance by completing a Strong Kids Financial Assistance Fund Application. Families, seniors, adults and children of all ages may apply.

### Heritage Club

Members of the Y's Heritage Club believe in the Y's mission and want to see its work continue in the future. Members of the Heritage Club are those who have the YMCA included in their will; those who have named the

Y's endowment fund as a beneficiary of a life insurance policy; or those who have created a Charitable Remainder Trust, Charitable Lead Trust or Gift Annuity for the benefit of both the Y and loved ones.

If you would like more information, please speak with the CEO.

## **VOLUNTEERS**

Each of our volunteers helps move people and communities forward, delivering the benefits of good health, strong connections, greater self-confidence and a sense of security to all who seek it.

For more information please contact our Aquatic Director.

## **HISTORY**

Established in 1896, the YMCA of Greater Bergen County did not receive a permanent home until the Anderson family property became the first home around 1915. In 1926, a capital campaign resulted in the building still in use today at 360 Main Street in Hackensack.

Built as the "Y for All," the facility would be the site for programs for men, women, boys and girls. Over the years, responding to community needs, the Y has been home to a variety of programs and activities including a cafeteria, a bowling alley, archery and rifle ranges, a stage with an active theater group, and dinners and dances for young adults.

In 1930, in Harriman State Park, the YMCA began a summer camping program for boys. There are now four camping programs for boys and girls.

Begun in 1979, the Preschool Child Care and Youth After School programs have become an important part of the YMCA.

At the Main Street building a pool, wellness center, gym and program rooms provide preschool, youth, teen, adult and seniors with opportunities for youth development and healthy living.

Today, the YMCA continues to serve a growing and diverse community. As a leader in values education, emphasizing the core values of caring, honesty, respect, and responsibility the YMCA continues to help people develop a healthy spirit, mind and body.

# MEMBERSHIP

YMCA members are entitled to use the facility during scheduled hours. Membership is open to anyone regardless of place of residence, race, sex or creed. You must be a member to participate in most YMCA programs. Members 13 years and older may select a Facility Membership or a Program Participant membership.

Type	Ages
Family	See below
Adult	25-61 yrs
Young Adult	18-24 yrs
Senior	62 and over
Teen	13-17 yrs
Youth	6-12 yrs
Preschool	6 mos-5yrs

**Family Members:** Two adults married or partners living in the same home and their children up to age 18; 24 years if full-time student.

Membership rates are reviewed and subject to increase once a year, in January regardless of members join date.

**Membership Facility Access Family, Teen, Young Adult, Adult, and Senior Members** (who are at least 13 years or older) have use of the pool, basketball courts, Wellness Center, sauna, steam and some free programs.

**Preschool, Youth and Family Members** (who are 6 months to 12 years) have use of the pool and basketball courts.

## Program Participants

Ages 13 years and up: This one year membership allows participants to register for Y programs and classes. Participants do not have use of YMCA facilities except in conjunction with their classes.

**Strong Kids 7th Grade Membership: FREE** for 7th graders in Hackensack School System.

## Military Memberships

The Armed Services YMCA and Department of Defense Outreach Initiative offer free YMCA memberships to eligible military families and personnel who may not have access to a nearby military facility. Confirm eligibility by contacting Military OneSource at [www.militaryonesource.com](http://www.militaryonesource.com) or by calling (800) 342-9647.

## Horizon One-Month Membership

Through an agreement with Horizon BCBSNJ, the YMCA offers a free, one-month Gateway Family Membership to Horizon families who are new to the Y.

To access the free, one-month membership, present your Horizon BCBSNJ ID Card, a picture ID and a copy of the YMCA Gateway Family Membership Coupon which can be found at [www.horizon-bcbsnj.com](http://www.horizon-bcbsnj.com).

## Corporate and Group Memberships

The YMCA offers corporate and group memberships for companies/groups of all sizes. Studies show that employees who exercise regularly are healthier, happier and more productive at work. Corporate memberships, either fully or partially subsidized by employers are a great reward for employees. For more information please contact the Membership Department.

## Joiner's Fee

This is a fee, due in full for new or re-joining Teen, Young Adult, Adult, Senior and Family members. Your membership must be current to use the YMCA, but if it does lapse, you have 30 days to renew without paying the joiner's fee.

# PAYMENTS

## Methods of Payment

Fees may be charged to a debit or credit card. We accept MasterCard, Visa or American Express. Cash and Checks are also accepted. Please note there is a \$25 fee for all returned checks.

**If you need financial assistance please consider requesting funding from our Strong Kids Fund. See Financial Assistance section in this handbook.**

**If you are in a unique financial situation and would like to request a payment plan please see the Membership Department.**

## Membership Fees

### Monthly Continuous Memberships:

Members pay monthly on their credit/debit card. Balance due to join is the first months dues and the joiner's fee, if applicable. Membership may be cancelled in person or through certified mail by giving written notice no later than the 8<sup>th</sup> of the month. This is a continuous membership valid until canceled by the member. Billing occurs monthly on the 15<sup>th</sup>.

**Annual Memberships:** payment in full is required.

### Program Payments

Please follow the payment policy for the program you are registering for. In general Youth Development, Healthy Living and Social Responsibility programs require payment in full at the time of registration unless otherwise noted.

# GUESTS & VISTING Y's

## Guests

YMCA members are encouraged to bring their friends who are not familiar with the YMCA. Guests must show ID and pay the guest fee

Guests who join the YMCA within 30 days receive credit for up to three of their individual guest passes toward their membership.

Basketball, Family and Youth Guests must be sponsored by, and accompanied by a Y member during the guests visit.

Spectator Admission is only available as follows: Family Guest Passes may be purchased by an adult who is accompanying a child. The child must be the main participant in the activity.

### Types:

Preschool/Youth	1-12 yrs
Teen	3-17 yrs
Young Adult	18-24 yrs
Adult	25-61 yrs
Senior	62+ yrs
Family Guest	All Ages

### A.W.A.Y. Program

Members of the YMCA of Greater Bergen County are welcome at more than 1,000 Y's nationwide. When visiting a participating Y, use of the facilities is free of charge or for no more than half of its guest fee. Please contact the YMCA you are visiting to see if it participates.

The YMCA of Greater Bergen County welcomes members of non-Bergen County YMCAs for half the guest fee. Proof of membership is required.

### **Reciprocity membership**

With a membership at the YMCA of Greater Bergen County you have the opportunity to visit other local Y's up to five times a month for no fee. View the ['My Y is Every Y' Listing](#) for participating Y's located on our website.

## **FINANCIAL ASSISTANCE**

### **Strong Kids Fund**

The Y is accessible to all people. Financial assistance is offered to individuals and families who cannot afford membership and/or programs.

To apply please complete a financial assistance form, attach proof of financial situation and a letter of request. Applications may be picked up at the Welcome Center. All requests are kept confidential.

Contact the Senior Membership Director for more information.

## **JOINING THE Y**

### **ID Required**

For security reasons, all members must present YMCA identification when using the Y.

All new members and guests 16 years and older are required to show photo identification (guests on every visit). All IDs will be photocopied on your first visit and will be kept confidential.

### **Code of Conduct**

YMCA members and guest conduct themselves in a manner consistent with the character, welfare, best interests and policies of the YMCA. The YMCA reserves the right to dismiss

members and guests from the premises and revoke membership and/or usage privileges if this conduct is not upheld.

### **Behavior**

Foul language is prohibited. Illegal drugs and alcohol use are prohibited

### **Exercise Caution**

The use of YMCA facilities is entirely at your own risk. Our facilities are active facilities. Please exercise caution and be aware of your surroundings. Please further be aware of people and objects in motion.

## **HOURS**

### **Facility Hours**

Wellness Center, Pool and Basketball Gyms

Monday—Friday	5:30 a.m. to 10:00 p.m.
Saturday	6:00 a.m. to 7:00 p.m.
Sunday	Noon to 5:00 p.m.

For the pool and basketball courts, see schedules located the Y Membership & Program Catalog.

Members must be 13 years old to use the Wellness Center.

The Y facility areas close at the above times. Members may use the locker rooms at closing but must vacate the building within 15 minutes of closing time.

### **Youth Facility Usage**

All children 10 years and under must be under direct supervision of a parent or guardian when using the facility. Parent or guardian must be 18 years or older. Children 8 and under must have a parent/guardian on the premises while they are attending a supervised program activity.

Parents/Guardians who are not YMCA members may purchase a Family Guest Pass (\$3.00 a day) so that they may accompany their child into the Pool or North Gym during scheduled recreational times.

### **Membership Office Hours**

The upper Welcome Center is available to answer questions and register you for membership and programs during the following times.

Monday—Friday 8 a.m. to 9 p.m.  
Saturday 9 a.m. to 5 p.m.  
Sunday Noon to 4:00p.m.

### **Y CLOSINGS**

The Y is closed on the following dates:

- New Years Day
- Good Friday
- Easter
- Memorial Day
- Independence Day
- Shutdown Week (usually Sunday to Sunday leading into Labor Day)
- Labor Day
- Thanksgiving Day
- Christmas Eve, closing at 1:00 p.m.
- Christmas Day
- New Years Eve, closing at 5:00 p.m.

The YMCA facility may also close due to inclement weather or other State of Emergencies. When possible an e-mail will be sent to all members and program participants will be called.

Please make sure that we have your e-mail on file.

Childcare and School Age Child Care Programs follow the Hackensack Public School System for closings and delayed openings. If they are closed or have a delayed opening we will as well.

## **MEMBERSHIP POLICIES & BENEFITS**

Policies and benefits for most frequently requested information are listed below. Rules are subject to change for the greater good of our members, volunteers and staff. Please note all policies are not listed in this catalog and are subject to change without notice.

### **Parking**

Limited parking is available directly behind the YMCA and is for members and guests while using the Y. Members must display a parking tag on their vehicle. For a free parking tag please see the Welcome Center

### **Towels**

Facility Members (13 years and older) will be issued one shower towel and one workout towel per visit, based on availability.

### **Basketballs**

Members may check out a basketball for use during open gym time, based on availability.

### **First Aid**

The majority of our staff is trained in First Aid and CPR. If you need medical attention please go to the nearest YMCA Staff Member.

### **Beverages and Food**

Vending Machines with healthy snacks and beverages are located in our lower lobby.

In our pool, gym and wellness center no gum, food, or drinks permitted. Exception: drinks in closeable plastic bottles.

## **Child Watch**

Monday – Thursday;  
6:00 – 8:30 p.m., Ages 2-8

Child Watch is located in the downstairs child care center and supervised by qualified staff. Please see the current YMCA Membership & Program Catalog for fees.

## **Gift Certificates**

Give the gift of health with a YMCA gift certificate good toward membership and programs. See the Welcome Center for details.

## **WiFi**

WiFi is free and available in the lower lobby.

## **Camera's /Cell Phone / PDA Usage**

During appropriate times members may take pictures and video of their children participating in a Y program or event. Photos and video are limited to your family member. Please check with the instructor for appropriate times.

The use of photographic and video equipment in any of the YMCA locker rooms or bathrooms is prohibited. Because of the capabilities of some cellular telephones and personal digital assistants (PDAs), and the inability to discern those capabilities, the above restrictions also preclude the use of these items in those areas.

The Y periodically takes pictures of members and guests for promotion and advertising purposes.

## **Program Instruction**

It is the policy of the YMCA of Greater Bergen County that instruction may be provided only by employees and volunteers of the YMCA of Greater Bergen County. Private trainers and coaches are not permitted to use

YMCA facilities to provide such services. Violation of this policy may result in action up to and including termination of facility privileges.

## **Locker Rooms**

### **Men, Women, Boys, Girls**

Locker rooms and shower facilities must be used according to gender and be age appropriate. Adults 16 years and older may use the Men's or Women's Locker Rooms. Boys and Girls under the age of 16 years should use the Boys or Girls Locker Room.

Parents/Guardians should choose their same gender Boys/Girls locker room to change their preschooler. No child over the age of 6 is permitted in any locker room of the opposite gender. (For children over the age of 6 years who still need assistance from an opposite gender parent/guardian please use the Men or Women bathroom located in the lower lobby.

## **Lockers**

Lockers are available for daily use only. Members should provide their own locks. Locks left on lockers overnight will be removed. Small kit-lockers, based on availability, are available for rent, see the Upper Welcome Center for availability.

## **Personal Belongings**

Personal items such as bags and jackets must be locked in the locker room. The YMCA is not responsible for misplaced or stolen items.

## **Lost and Found**

The YMCA is not responsible for misplaced or stolen items. A Lost and Found Bin is located in the lower lobby and items of more value may be found at the upper welcome center. Please notify the upper welcome center, in writing of any lost valuables so we may contact you if found. All

unclaimed items will be donated to a local charity monthly.

## Freeze, Cancellation, Refund Policies

### Membership Freeze

Members may freeze their membership for either personal or medical reasons. Requests must be submitted prior to the freeze dates. Freezes will only be back dated or retroactive for medical emergencies.

For monthly members, all applications for membership freezes must be received prior to the 8<sup>th</sup> of the month for adjustments of dues for the current month.

**Personal Freeze:** Members may freeze their membership for a minimum of one month and a maximum of three months once per calendar year. Monthly and Annual Members requesting a personal freeze will be charged 50% of one month's dues for all freezes of one, two or three months.

**Medical:** Members may freeze for a minimum of one and a maximum of six months per calendar year at no charge. A doctor's note is required at the time of the freeze request.

### Membership / Program Cancellations

Occasionally, a member may have a medical or special circumstance that would require a membership/program to be frozen or cancelled. **Please submit your request in writing with supporting documentation.** Please consider a membership freeze and/or program Y credit.

**Non-Refundable Fees:** Joiner Fees and Camp Deposits are non-refundable.

**Program Credits** may be requested prior to the start of the third class. After the start of the third class, credits for medical reasons only will be issued. Program credits are on a pro-rated basis and may be used within one year for any YMCA service or program.

**Program Refunds** will only be issued if the YMCA cancels a program or with a signed medical excuse from a physician, or if membership is cancelled in conjunction with program withdrawal.

A \$15 processing fee will be charged for all refund requests unless program was cancelled by the Y.

### Membership transfers

**Relocating to the YMCA of Greater Bergen County:** Members in good standing of other YMCA's will have their membership honored through their expiration date and the joiner fee will be waived. Proof of Y membership required.

**Relocating to another YMCA:** We will assist you in transferring your YMCA of Greater Bergen County membership to your new Y. Please see the Membership Department.

Your Greater Bergen County Membership is non-transferrable from individual to individual.

# PROGRAM REGISTRATION

## Program Registration

If you are currently in a program, you may register during the "Current Participant" registration time to reserve your slot for the next session. Membership must be current through the entire session. Members registering for a new class must register during the "Open to All" time slot.

## Pre-Registration is required for most programs

## Swim Lesson Registration

There is a high demand for swim lessons so please be familiar with our registration procedures.

All non-beginners must present an evaluation form when registering. Please note that we may not be able to accommodate late registrations.

**Current Swimmers:** If you are currently in a program you may register during the "Season" Participant Only registration time to reserve your slot for the next session. Please register after your last class when you have received your evaluation form.

**Former Y Swimmers :** When skipping a session, you may register during the Y Family Membership / Past Participant date. Present your past report card. If your child has missed more than two sessions a swim evaluation is required.

**Y Family Members:** Family members may register during the Y Family Membership / Past Participant date. Present your child's swim evaluation form if they are a non-beginner.

**New Y Swimmers:** Please register on the Open to All date. A ticket is required to register and can be picked up two weeks prior to the scheduled registration day, or on registration day between 8:00 a.m. to 6:00 p.m. One ticket per family.

# AQUATICS

## Pool

Our four-lane pool is set up with three wide lap lanes for lap swim times. It is 25 yards and is kept at 82-84 degrees year round.

Lap Swim Lanes are marked for speed, so please swim in the appropriate lane. When lap swimming is designated, swimmers must swim from one end of the pool to the other without stopping. (Senior Lap Swim has one leisure lane provided where end to end swimming is not required.)

## Adult Lap Swim

Swimmers 18 years and older.

## Youth, Teen, Adult Lap Swim

Two designated lanes provide for adult swimmers 18 years and older.

One designated lane for youth and teen swimmers ages 6 to 17 years. Must be Swim Level Minnow or higher.

## Senior Lap Swim

Swimmers 62 years and older.

## Youth & Teen Recreational Swim

Members 6-17 years only and their paid guests (no guests in July and August).

Deep End Swimming: must show proof of Minnow swim level or higher or take a swim test. Issued wrist bands must be worn by deep end swimmers.

## Family Swim

Members and their paid guests. Children age 16 and under must be accompanied by an adult in the water at all times. Adult must be within arm's reach of the child.

Ratio: no more than two (2) children per adult (adult must be 18 years or older). Two guest passes per member.

**The following is not permitted during recreational swim:** group practices, lap swimming. inflatables, toys, kickboards, barbells, etc.

### **Pool Usage Guidelines and Policies**

We request all members and guests observe the following guidelines in order to ensure a quality experience for all involved.

So that our members can get the maximum benefit from the pool we do not close the pool between programs or member swim times to prepare the pool for the next program or member swim time. Please give the guard/instructor a couple of minutes to prepare the pool for your program before entering the pool.

### **Pool Health and Safety Rules**

Pool rules are also posted in the pool area.

1. The lifeguard may refuse admittance to anyone who does not follow the rules. Swimmers may be asked to sit out or leave the pool area if rules are not being followed.
2. Lap Swim Lanes are marked for speed, (slow, medium, fast). Lifeguard may assign swimmers to a particular lane based on the current activity in the pool.
3. Two whistle blasts mean "EMERGENCY" – leave the pool immediately.
4. All swimmers must shower before entering the pool.
5. Swimsuits must be worn in the pool. Street clothes and cut offs

are not permitted. Special exceptions may be approved for religious reasons.

6. Bathing caps must be worn if hair is shoulder length or longer.
7. Street shoes are not allowed on the lower deck.
8. Rafts, flotation devices, snorkeling gear and toys are not allowed.
9. Food, gum glass bottles and soap are not allowed in the pool area.
10. Use of starting blocks is prohibited.
11. Horseplay and unnecessary roughness are not permitted.
12. No running on the pool deck.
13. No diving, flips or cartwheels allowed.
14. No hanging or playing on the ladders.
15. Safety equipment and safety lines are to be handled by the Aquatic Staff only.
16. Children must be six years or older to attend youth swim.
17. All children must be accompanied by an adult in the pool during family swim. Maximum of two children per adult.

## **POOL CLOSINGS**

At times we are required to close our pool for the health and safety of our members and staff. Please be assured that we do everything in our power to get the pool up and running when we experience one of the following:

### **Lightning Storm:**

The YMCA of Greater Bergen County standard practices requires that the pool and wet areas be closed during a lightning storm. If lightning occurs in the area, the pool along with all wet areas are to be cleared when either of the following occurs: (1) cloud-to-ground lightning is observed, and less than 30 seconds pass from seeing a flash and hearing thunder from that flash; (2) in-cloud lightning is occurring overhead. The pool can be considered safe to reoccupy 30 minutes after the last lightning is seen or thunder is heard.

While bonding and grounding of a facility may add a level of protection, there is no way to completely reduce the risk so the YMCA should still evacuate the pool and other wet areas to ensure safety

### **Equipment Failure:**

If the pool equipment is not working properly the pool water can become unsafe for swimming. This is usually due to a power outage or overnight equipment failure.

### **Illnesses and Accidents:**

At times someone may have an accident in the pool. When this occurs the pool must be closed immediately and treated. Please remember to have all young children wear appropriate swim diapers, use the bathroom before entering the pool and if you are sick please do not swim.

### **Swim Lesson Make-Ups and Credits for Pool Closings:**

If the pool is closed during swimming lessons due to one of the above reasons a make-up class will be offered. If a make-up time is not available than a class credit will be issued. Please see the Aquatic Director.

## **SWIMMING LESSON LEVELS**

### **Parent and Child Swim Lessons (6 months -2 years)**

#### ***SKIP/Parent and Child***

This water enrichment program is approved by the American Pediatric Association for those under 3 years of age. It is designed to help your child feel comfortable in the water at an early age. The child becomes acclimated to the sights and sounds of the pool and is introduced to kicking, blowing bubbles, floating, and general water movement through the use of games and toys. You, the parent, are the teacher – with hints and ideas from the Y instructor, who will guide you and your child through a positive experience. Classes meet once a week. Children should wear swim diapers under their swim suit. Children must be accompanied in the water by a parent or another trusted adult. Class ratio: 1:15,

### **Preschool Swim Lessons (3-5 years)**

**Pike I:** Beginner swimmers who are not comfortable in the water. Class ratio 1:4. Children will complete the following skills: bubbles nose/mouth, submerging head, front/back float and push off wall-paddle (5 strokes).

**Pike II:** Beginner swimmers who are comfortable in the water. Swim Test Required. Class ratio 1:6. Children will

complete the following skills: bobs-5, front/back glide (5 feet), front /back, and Paddle (10 feet).

**Eel:** Advanced Level. Swim test required. Class ratio 1:6. Children will complete the following skills: retrieving object from bottom, high elbows (width), and backstroke arms (width).

**Ray:** Advanced Level. Swim test required. Class ratio 1:7. Children will complete the following skills: retrieving object from bottom, treading water (intro), backstroke (3/4 length), freestyle (3/4 length), and side breathing.

**Starfish:** Advanced Level. Swim test required. Class ratio 1:7. Children will complete the following skills: touch bottom of deep end, treading water (30 sec), freestyle 1 lap side breathing, and backstroke 1 lap.

### **Youth Swim Lessons (6-12 years)**

This is a six-level program designed so that each level builds upon the preceding one. Personal progress reports are provided at the end of each session.

**Polliwog I:** Beginner swimmers who are not comfortable in the water. Class ratio 1:6. Children will complete the following skills: bubbles nose/mouth, submerging head, front/back float, and push off wall-paddle (5 strokes).

**Polliwog II:** Beginner swimmers who are comfortable in the water. Swim Test required. Class ratio 1:8. Children will complete the following skills: bobs-5, front/back glide (5 feet), front /back, swim width of pool shallow, retrieving object from bottom, high elbows (width), and backstroke arms (width).

**Guppy:** Advanced Level. Swim test required. Class ratio 1:8. Children will complete the following skills: retrieving object from bottom,

treading water (intro), backstroke (3/4 length), freestyle (3/4 length), side breathing intro, and sitting dive.

**Micro-Minnow:** Advanced Level. Swim Test required. Class ratio 1:8. Children will complete the following skills: touch bottom of deep end, treading water (30 sec), freestyle 1 lap side breathing, backstroke 1 lap, and kneeling dive.

**Minnow:** Advanced Level. Swim test required. Class ratio 1:10. Children will complete the following skills: breathing to the side 2 laps, front and back 2 laps safely without stopping, and standing dive.

**Fish:** Advanced Level. Swim test required. Class ratio 1:10. Children will complete the following skills: proper back stroke, elementary and regular back stroke, and 4 laps.

**Flying Fish:** Advanced Level. Swim test required. Class ratio 1:10. Children will complete the following skills: breast stroke with proper coordination.

**Shark:** Advanced Level. Swim test required. Class ratio 1:10. Children will complete the following skills: butterfly with proper coordination.

### **Special Needs Swim Lessons (3-12 years)**

One on One lessons available upon request for any special needs. To register, contact the Aquatic Director.

### **Stroke School**

The YMCA Stroke School works with swimmers who enjoy competitive experiences yet may not possess the correct stroke or physical abilities to compete. Program emphasis is on stroke improvement and endurance. Children will complete the following skills: Drills of all 4 major strokes, Understanding swim etiquette and termination, Usage of pool materials

including backstroke flags, diving blocks, and flip turn T's. Swimmers must be at Shark Level or higher.

### **Teen and Adult Swim Lessons (13 years and older)**

Learn how to swim or improve your swim skills. A class for beginners and non-beginners. Advanced swimmers must be able to do the following: two-minute tread, 10 relaxed bobs, front and back floats, swim 25 yard front crawl, and feel comfortable in deep water.

## **GYMNASIUM**

### **Gymnasium**

Our Main Gym (Full Court) or North Gym (Small Full Court) is home to basketball and paddleball.

Open times may be used for basketball or paddleball. Open times are on a first-come first-serve basis.

### **Open Gym**

For members of all ages.

### **Open Adult**

For members ages 18 and older.

### **Adult Basketball**

For members ages 18 and older. Gym is available for basketball with fellow members.

### **Basketballs**

Members may check out a basketball for use during open gym time, based on availability.

### **Gym Health and Safety Rules**

1. Enter and exit through the stairwell. Use Emergency exits for emergency evacuation only.
2. Athletic shoes and appropriate gym attire must be worn.
3. Basketballs are available for members to check out.
4. No hanging on the rims.
5. No one is permitted to be in the stage area of the gym. Open times may be used for basketball or paddleball. Open times are on a first-come first-serve basis.

# GERALDINE LEE'S WELLNESS CENTER

Treadmills, free weights, strength machines-cybex circuit, stationary bikes, steppers, rowing machines, upper cycle, elliptical machines, assisted dip and pull-up machine. Members must be 13 years and up to use the Wellness Center.

## **Wellness Center Equipment Orientation and Exercise Program**

Members are encouraged to make an appointment for a free orientation of the Wellness Center. Learn how all the equipment operates and what the facility has to offer. Appointments may also be scheduled for help in developing an exercise program.

Ages 13 years and up  
Orientation is mandatory for members 13-17 years  
FM FREE

## **Wellness Evaluation**

Schedule a free wellness evaluation to help you meet your goals. Wellness evaluation includes an equipment orientation, sit and reach test, BMI, fat percentage and weight.

Ages 13 years and up  
FM FREE

## **Health & Wellness Coaching**

Maximize your fitness potential with certified wellness coaches. Contact the Senior Membership Director for information and to make an appointment. Facility Members only.

Ages 13 years and up

See the Membership & Program Catalog for fees.

## **Wellness Center Health and Safety Rules**

1. Personal items such as bags and jackets must be locked in the locker room.
2. Members are encouraged to attend a free orientation of the Wellness Center equipment. (Required for those 13-17 years).
3. Members must be 13 years or older to use the Wellness Center.
4. Workout clothes are required including athletic shoes. Street clothes and open toed shoes are prohibited.
5. During peak hours (or while others are waiting) limit our time on the cardio equipment to 20-30 minutes.
6. Return and rack weights when finished.
7. Allow others to 'work in' or take turns.
8. Use cleaning bottles and cloths that are provided to wipe down equipment after use.
9. Swearing, grunting and loud noises are distracting and offensive to others.
10. Don't drop weights on the floor.
11. Please pick up your personal belongings. (Towel, water bottles, reading materials etc.).
12. Don't monopolize several pieces of equipment while others are waiting.

- No gum, food, or drinks permitted except for closeable plastic bottles.

## SAUNA AND STEAM ROOM

The YMCA of the USA Medical Advisory Committee makes the following recommendations regarding the safe use of the Sauna and Steam Room.

Failure to follow these rules may result in serious injury or death:

### SAUNA

**Temperature:** 160-170 degrees Fahrenheit

**Humidity:** 5% relative

### STEAM ROOM

**Temperature:** 100-110 degrees Fahrenheit

**Humidity:** 100% relative

Steam only appears when the temperature falls below 100 in order to 'reheat'.

### Sauna and Steam Room Rules

- Individuals should limit themselves to a maximum of 10 minutes.
- Due to high temperatures in each of these facilities and high humidity in the steam room individuals can be exposed to an increased health risk.  
**Please see your physician prior to using these facilities.**
- Individuals at high risk (pregnant women; individuals taking prescription medicine; those with elevated blood pressure, circulatory deficiencies, diabetes, heart disease, emotional disorders, or history of seizures or epileptic seizures; individuals prone to dizziness or light headed episodes; and those under the

influence of alcohol or recreational drugs) are advised not to use the sauna or steam unless authorized by a physician.

- Members should wait at least five minutes after exercising to cool down, or until sweating has subsided, before using these facilities.
- Individuals are asked to take a soap shower prior to entering.
- Proper attire includes towel or swim suit for sitting on benches. Flip flops, shower shoes or bare feet.
- No food or drink is allowed in the facilities as well as oils or lotions.
- Shaving is not permitted.
- Exercising (including use of weights) is not permitted.
- We strongly recommend that individuals not use facilities without supervision or another person present in the immediate area.
- Children under 16 years of age are not permitted to use the sauna or steam room as they are not physically capable of coping with the heat.

### Sauna and Steam Room

#### Closing Times

Monday – Friday	9:45 pm
Saturday	6:45 pm
Sunday	4:45 pm

#### Y Closing Times\*

Monday – Friday	10:00 pm
Saturday	7:00 pm
Sunday	5:00 pm

\*Shower and changing areas will stay open 15 minutes after closing time.

## **Our Commitment... Creating a Child Safe Environment**

### **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
- 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.**

**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.

## Directions

YMCA of Greater Bergen County  
360 Main Street  
Hackensack, NJ 07601  
201-487-6600

### Route 4

Traveling on Route 4 East of West take the Hackensack Avenue South Exit. Go approximately one mile and turn right on Passaic Street. Our parking lot is the first right turn.

### Route 46

#### East

Go right around the Little Ferry traffic circle to Hackensack, River Street. Go North on River Street (past the Record newspaper building). Make a left on Berry Street (across from a car dealership). At light, make a right on Main Street. At the next light, make a right onto Passaic Street, and a left into our parking lot.

#### West

Cross over Hackensack River Bridge to the Little Ferry traffic circle. Go right into the circle and right (North) onto River street. Continue as Route 46 East above.

### Route 17

Take the Polifly Road exit. Go straight on Polifly Road which turns into First Street. Go to end. Make right onto Passaic Street. Pass Main Street. Take left into our parking lot.

#### NJ Turnpike/Route 80 West

Take exit off Turnpike for Route 80 West. Take 80 West for local exits. Take Exit 66, go right toward Hackensack, Little Ferry, Hudson Street. At the first light, turn left onto Hudson Street. Hudson Street turns into Main Street as you pass the courthouse. Continue for one mile. We are on the corner of Main and Passaic. The parking lot is in the back.

### Route 80 East

Take Exit 66 – Hudson Street, Hackensack, Little Ferry. At stop sign, turn left. At light, turn left onto Hudson Street. Continue as NJ Turnpike/80 West above.

### Garden State Parkway

#### North

Take Exit 160: Passiac Street. Go right off the exit onto Passaic Street. Continue about four miles. The Y is on the corner of Main and Passaic. Parking is in the back.

#### South

Take Exit 159 to Route 80 East, local lanes. Take Route 17 South and immediately get into the right lane. Take Polifly Road exit. Continue as Route 17 directions.