

YMCA of Eastern Union County Rahway Branch

SACC 2011-2012 Parent Handbook



YMCA of Eastern Union County
1564 Irving Street
Rahway, NJ 07065

Phone: 732-388-0057
Fax: 732-388-9494
Website: www.ymcaeuc.org

Contact Lindsay Sudia, SACC & Day Camp Director

YMCA MISSION

The YMCA of Eastern Union County is a community-based organization rooted in Christian principles and committed to building healthy lives through programs that strengthen spirit, mind and body for people of all ages, religions and cultures.

PROGRAM OBJECTIVES

- Develop a sense of belonging in each child
- Provide a safe, secure atmosphere
- Help each child grow personally
- Help each child develop a respect for their own Health and Wellness
- Encourage parent input and participation
- Reinforce school day learning
- Have fun!

STAFF BACKGROUND

The School Age Child Care Director and a Field Coordinator will work with the program staff to ensure quality programming. All staff is selected based on their previous experience, education and desire to work with children and commitment to the YMCA Mission. Each site has a Site Supervisor who is at least 18 years of age, has at least two years of child-care experience and is certified in First Aid and CPR. All staff, as a condition of employment, must successfully complete a state criminal background check, pre-employment drug screening and reference checks prior to being hired. Staff must also attend extensive training that includes child abuse prevention, CPR/First Aid, safety procedures and activity planning.

The New Jersey Department of Licensing requires a staff to child ratio of 1:15. The YMCA works to maintain a staff to child ratio of 1:12.

PROGRAM FORMAT

DAILY SCHEDULE

The following is a sample of our daily program schedule. Please note each site will participate in these activities, but there may be variances of time and special events.

- 3:00 p.m. Arrival. Attendance. Bathroom break.
(Actual arrival time is based on school dismissal time).
- 3:15 p.m. Healthy Snack
- 3:45 p.m. Homework or Quiet Activity
- 4:45 p.m. Afternoon Activities * (organized sports, games, recreational activities, arts and crafts, etc) Thirty minutes of activity



HOMEWORK POLICY

We schedule approximately one hour for homework daily. During this time, children need to be working on homework or some other quiet activity such as reading. If you do not want your child to do homework during the program, please let the counselors know and send a book or quiet activity for them to complete. Once the homework period is over, your child may continue to work on homework. However, there will not be a designated quiet area in which they can work. Please understand the staff will provide time to have homework completed but cannot ensure this on a daily basis.

SNACKS

A light healthy snack will be provided daily for all aftercare participants. You are welcome to send your child with an extra snack in case they do not want what is served.

DAILY ACTIVITIES

Daily activities include arts and crafts, games, outdoor play (when weather allows), 30 minutes of activity and “Y” character development activities.

MONTHLY CALENDARS

A monthly calendar of events will be handed out to the children at the beginning of each month.

“HEALTHY U” PROGRAM SPONSORED BY THE HORIZON FOUNDATION OF NJ

The YMCA of Eastern Union County is proud to be a part of the Healthy U program. This Program Is New Jersey’s first comprehensive attempt to address childhood obesity in the afterschool setting. Your child will learn about healthy living and healthier lifestyles. This program will incorporate 30 minutes of physical activity at least three times during the week. As a part of this program, your child may be fitness tested to measure the effectiveness of this program. The fitness testing includes trained staff taking your child’s height, weight, and fitness performances in correlation with the President’s Fitness Challenge. All information is confidential and will not be shared. If you would like to receive a copy of this information, please contact the Program Director. Our goal is to improve the health and well-being of your child in a safe and fun environment!

PROGRAM RULES & DISCIPLINE POLICY

We work to maintain a positive atmosphere with emphasis on our four Character Development Values of Caring, Honesty, Respect and Responsibility. Proper participation and conduct by your child is expected.

The children are expected to adhere to the following rules and procedures:

- Respect each other’s feelings and property by not fighting, hitting or touching Another person or their belongings.
- Listen to staff.
- Stay with the group.
- Use proper language and tone of voice.
- Tell a counselor if someone is bothering or upsetting you.
- Cooperate with each other.
- Clean up after yourself.
- Do not bring toys to the program (electronic games, radios, etc.)
- Participate in all activities.
- Most of all have fun!

Hitting, hitting back, and other negative acts of behavior may result in suspension from the program and possible discontinuation of services.

The rules for the staff are:

- Remember a sense of humor is extremely valuable.
- Never swear or use improper language.
- Be firm but fair.
- Be constructive. Use positive reinforcement.
- Set the example at all times.
- Cell phones for personal use are not permitted
- Be engaged with the children at all times
- No outside adults (not including authorized people) permitted

Violation of any of these rules will result in disciplinary action against the staff person.

Principles of Discipline we follow:

- ✓ Make sure children know what behavior is and is not acceptable.
- ✓ Protect and preserve children's feelings.
- ✓ Offer choices of activities.
- ✓ Keep equipment that will distract them out of their sight and reach.
- ✓ Always show sincerity.

LOST & FOUND / PERSONAL ITEMS

Each site will have a lost & found area in their cabinet. Please check with the staff if your child is missing something. We ask that you not allow your child to bring toys, electronic devices, or other non-school, personal items to the program. We cannot be responsible for lost items. The contents of the lost and found will be discarded or donated to charity at the end of each month.

LICENSING INFORMATION

Our program is licensed by the state of New Jersey. In order to maintain this licensing, there are certain standards, stated in the Manual of Requirements for School-Age Child Care Programs, with which our sites must comply. The YMCA has a copy of this manual available if any parent would like to review it. You may secure your own copy of the manual for a nominal fee by writing to the Department of Children and Families Office of Licensing Childcare and Youth Residential Licensing PO Box 717 Trenton, NJ 08625.

VIOLATION OF STANDARDS

If you suspect our center may be in violation of licensing standards, you are entitled to report alleged violations to the Bureau of Licensing. We would appreciate you bringing these concerns to our attention first if corrective action is necessary. Parents are also entitled to review the site copy of the Inspection/Violation Report issued after the inspection of the site.

DYFS INVESTIGATIONS

Our center is legally required to cooperate with all DYFS inspections and/or investigations. DYFS staff may interview staff members and children.

Anyone who has reasonable cause to believe 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 an 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 (800) 792-8561, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting Community Education Office, Division of Youth and Family Services, CN 717, Trenton, NJ 08625.



REQUIRED FILES

There are documents we are required to have on file for each child ***prior to their beginning the program.*** Children cannot start the program if required documents are missing. These documents include; registration form, persons authorized to pick-up, emergency information, permission for emergency treatment, permission for field trips, current medical report completed by a doctor and record of immunizations. Due to state regulations, the required documents must be submitted yearly including the medical form completed by a physician.

STANDARDS OF ETHICAL BEHAVIOR – CHILD SEXUAL ABUSE

Affectionate touch and the warm feeling it brings is an important factor in helping a child grow into a loving and peaceful adult. Gentle touch, hugging and holding are important and memorable parts of YMCA childcare experiences. However, YMCA staff and volunteers need to be sensitive to each person's need for personal space, i.e. not everyone wants to be hugged. Periodic training will be sponsored for YMCA employed staff and program volunteers on the subject of appropriate touch, inappropriate touch, and child sexual abuse.

The Rahway Branch YMCA encourages appropriate touch. However, at the same time it not only discourages inappropriate touch but also will take prompt and immediate action as follows:

1. At the first report or probable cause to believe that child sexual abuse has occurred, the staff person, to whom the incident has been reported to, will notify the Child Care Director in the Center. The Child Care Director will report the incident to the Senior Program Director. The Senior Program Director, the Child Care Director, and the staff reporting the incident will gather all the facts and the Executive Director will notify the Chief Executive Officer of the YMCA of Eastern Union County.
2. The Branch Director will make a report in accordance with the New Jersey Child Abuse and Neglect Law (P.S. 1974, amended by P.L. 197C.209).
3. In the event the reported incident or incidents involve a program volunteer or employed staff person, the Senior Program Director will, without exception, suspend the program volunteer or employed staff person from the YMCA.

4. The Senior Program Director will promptly notify the parent/guardian of the child, or children involved in the alleged incident.
5. Whether the incident or alleged offense takes place on or off YMCA premises, because of the youth-involved nature of the YMCA, it will be considered as job related.
6. Reinstatement of the program volunteer or employed staff person will occur only after all allegations have been cleared to the satisfaction of the persons named in item #1 above.
7. All YMCA staff and volunteers must be sensitive to the need for confidentiality in handling of this information and therefore should only discuss the incident with the persons named in item #1 above or designated legal advisor.
8. All full and part-time childcare employees must read and sign this policy.
9. This policy statement will be reviewed and updated by the YMCA's Constituency Committee.

Child abuse can take many forms. As stated by the New Jersey Department of Education, Policy and Procedures for Reporting Child Abuse; "In general, abuse refers to acts of commission such as beating, excessive corporal punishment, or inappropriate sexual activity."

LICENSE DISPLAY

A copy of our current license must be posted in a prominent location at each site. An information board at each site will have the license, diagram of rooms and areas approved for use and emergency exits, emergency numbers, daily schedule and rules posted.

INFORMATION TO BE REPORTED TO THE DIVISION OF YOUTH & FAMILY SERVICES

Verbally within 24 hours:

1. Injury or illness that results in the admittance to a hospital or death of a child.
2. Occurrence of a reportable disease.
3. Change in use by other occupants of a multi-use building in which center is located.
4. Permanent closing of the center.
5. Damage to premises of the center caused by fire, accident or the elements.
6. Proposed use of emergency space including use of rooms not approved by local municipal officials or the Bureau.
7. Any criminal conviction(s) or guilty plea(s) of the sponsors, director, or any staff member.

Verbally within 3 working days:

Any change in information previously submitted to the Bureau on the application. The center must then complete an amended license application form and submit it within 30 calendar days of the change.



DAYS, HOURS & LOCATIONS



AFTER CARE

After Care is offered at the following schools:

Rahway

*Roosevelt

*Grover Cleveland

*Franklin

*Madison

Linden

*School #1

*School #2

*School #5

*School #6

*School #8

*School #9

*School #10

Morning Care

Morning care is offered at the following schools:

Cleveland*Franklin*Madison*Roosevelt

SCHOOL CLOSINGS

(Includes, but not limited to Inclement Weather, Emergency closings, etc.)



If a school is closed for the day due to weather, there will be **no** Child Care at that site. If a school closes early due to inclement weather, there will be no After Care at that site. If the school cancels afterschool activities, there will be no Aftercare. If a school has a delayed opening, there will be no Morning Care. There are no refunds for inclement weather or other emergency closures.

Vacation Days

The YMCA of Eastern Union County Rahway Branch will offer “vacation days” on most days that school is closed due to holidays. There will be an additional fee for vacation days

Vacation Days are scheduled in accordance with the Rahway and Linden School calendars. Vacation Days will be planned for most holidays and teacher workdays. This program is offered at the Rahway Branch YMCA and includes games, activities, arts & crafts and occasionally a field trip. Vacation Days will be communicated through fliers given to the children two weeks prior to the scheduled day. Children must be **registered at least 2 days in advance** to ensure proper planning and staffing.

PARENTS MUST REGISTER AT LEAST 48 HOURS PRIOR TO VACATION DAY OR PAYMENT IS SUBJECT TO \$20 SURCHARGE

Registering the day of a vacation will subject payment to a \$20 surcharge.

Please register early, as space is limited. Fees for vacation days are \$30 per day for full members and \$40 per day for program members, per child. Hours for care are from 7:00 a.m. - 6:30 p.m. Transportation to and from the Rahway Branch YMCA is not provided.

Leaving & Picking Up Children

Please indicate on your registration form, the names of people allowed to pick up your child. Counselors will ask for identification until they know you and the other persons authorized to pick up children by sight. If you need to have someone who is not listed pick up your child, the custodial parent or guardian must give signed, written notice. This information can be faxed to the Rahway Branch YMCA at (732) 388-9494 attn: Child Care Director. The person listed will be asked to show identification upon arrival at the site.

If a parent has been denied access to a child by court order, the center must be given a copy of the documentation to inform staff and maintain on file.

LATE PICK-UP



If a child is not picked up by the site’s closing time, these procedures will be followed:

1. Child will be supervised at all times by at least 2 staff.
2. Staff members will attempt to contact parent or persons authorized to pick-up child.

3. If after 7 p.m. the staff cannot contact anyone, the YMCA office will be contacted and DYFS and the police will be called to help supervise the child and locate an appropriate family member.

RELEASE OF CHILD

If the parent or person authorized to pick-up the child appears to be physically, mentally, or emotionally impaired to the extent that the welfare of the child is in danger:

1. the child will not be released to that person
2. staff members will try to contact alternate persons authorized to pick-up,
3. If staff is unable to make alternate arrangements, a staff member will call the Division of Youth and Family Services' 24 hour Child Abuse Hotline to seek assistance in caring for the child.



HEALTH

The State Department of Licensing requires:

1. Each child to have a medical form completed by a physician yearly and submitted prior to admission, (Immunization records must be included),
2. Children not be sent to the program if they have any of the following symptoms: fever or headache, rashes or inflamed skin, nausea or vomiting, abdominal pains, diarrhea, sore throat, earache, inflammation of the eyes, enlarged glands, or persistent coughing,
3. If a child develops any of the above symptoms while in the YMCA's care, the parent will be notified to have the child picked up. Doctor's permission may be required for the child to return to the program in some cases.
4. That no medicine be administered by staff.

***If your child will not be attending the program, please contact the Childcare Director or Field Coordinator at the Rahway Branch YMCA at (732) 388-0057 before 2:00 p.m.**

Included on the registration form is a section titled "Permission for Emergency Medical Care." It is imperative that this area be signed so that in the event of an emergency situation we can obtain medical treatment for your child.

TUITION & PAYMENT INFORMATION



TUITION

After Care	
5 Day	\$260/ month
Morning Care	
5 day	\$135/month
3 day	\$99/month

There are no refunds or credits for absences. Monthly tuition is calculated based on the total number of full days in the school year and spread evenly across ten months (September – June). School holidays, school half days, personal illness and/or activities do not reduce monthly fees. Deposits will be used for the month of June. **You will be charged tuition each month unless 30 days written notice is submitted to the Child Care Director prior to leaving the program. Deposits are non-refundable if 30 days notice is not provided.**

PAYMENT METHODS

The Rahway Branch YMCA is please to offer aftercare payments by bank drafts. Payments can now be automatically debited towards aftercare payments by credit cards or by personal checking account. Bank draft forms can be picked up from the Rahway Branch YMCA welcome center.

Payments may be made by check, *cash, **Visa, Master Card or American Express. Payments may be made at the front desk or mailed to:

YMCA OF EASTERN UNION COUNTY – RAHWAY BRANCH
Attn: SACC Payment
1564 Irving Street
Rahway NJ 07065
(*Please do not mail cash.)

Checks should be made payable to the YMCA of Eastern Union County – Rahway Branch and should include

The following information:

- Child's Name
- Name of Program
- Site (i.e. Memo - Mary Smith, After Care - Roosevelt)

MEMBERSHIP FEE

All participants are required to be members of the YMCA. Participants must become members at the current Rahway Branch YMCA rate at the time of registration.

LATE PAYMENT FEE

Tuition payments are due **prior to the 1st of the month of childcare**. Payments made after the 5th of the month will be assessed a \$25 late fee. Payments which are mailed in must be received before the 5th of the month or they will be considered late and the late fee will be assessed.

NON-PAYMENT OF TUITION FEES

All child-care tuition payments are due and payable the first (1st) of each month for which service will be provided. If payments are not received by the fifth (5th) of the month, it may result in the immediate discontinuation of services. **If childcare services have been discontinued because of non-payment, any late fees, current month tuition and past due balance will be due and payable before a child can return to the program. A 48-hour waiting period will also be enforced before a child may return to the program so that the proper staff can be informed of the roster addition.**

FINANCIAL ASSISTANCE

In cases of severe financial hardship, financial aid applications are available at the front desk. Scholarships are based on financial need and are available on a limited basis. Any family applying for financial assistance for child care must first apply for assistance through the Community Coordinated Child Care Program.

RETURNED CHECK FEE/RETURNED DRAFT FEE

There will be a \$25 fee for all checks returned by the bank for insufficient funds. If a check is returned a second time, there will again be a \$25 late fee and all future payments must be made by cash, money order, or credit card. The same fee will apply for all returned monthly drafts from a checking account or credit card.

LATE PICK-UP FEES

6:30 Pick-up - After 6:30 p.m. a late fee of \$1 per minute will be assessed.

GETTING STARTED

Parents register at the Rahway Branch YMCA Welcome Center Desk. Registration hours are:

6:00 a.m. – 9:00p.m.	Monday through Friday
6:00 a.m. – 5:00 p.m.	Saturday
9:00 a.m. – 4:00p.m.	Sunday

Once all required documents have been submitted, and payments have been made, there is a 48-hour waiting period before the child may begin the program. This allows us to communicate properly with our staff at the site and with school personnel. We also ensure the sites are properly staffed and required documents are properly processed.

The following is due upon registration:

- ✓ Current Rahway Branch YMCA Membership Fee
- ✓ One Month Tuition Deposit (will be applied towards the last month of the program)
- ✓ First month's tuition
- ✓ All required documents (at the end of handbook-medical to follow)
- ✓ \$25.00 registration fee (if applicable)

****ALL FEES ARE NON-REFUNDABLE.**

THE IMPORTANCE OF DEVELOPMENTAL ASSETS

EXTENSIVE RESEARCH FROM THE **SEARCH INSTITUTE** INDICATES THAT THE MORE ASSETS YOUNG PEOPLE HAVE IN THEIR LIVES, THE MORE LIKELY THEY ARE TO MAKE GOOD DECISIONS AND LESS LIKELY TO ENGAGE IN RISKY ACTIVITIES. THE **SEARCH INSTITUTE** HAS IDENTIFIED 40 SUCH ASSETS AS KEY BUILDING BLOCKS FOR THE HEALTHY DEVELOPMENT OF OUR YOUTH. A LISTING OF THESE 40 DEVELOPMENTAL ASSETS CAN BE FOUND ON THE LAST PAGE OF THIS HANDBOOK. THE RAHWAY BRANCH YMCA AGREES WITH THIS RESEARCH FROM THE **SEARCH INSTITUTE** AND ENCOURAGES ALL PARENTS AND FAMILIES TO REVIEW THIS LIST.

FOR MORE INFORMATION ABOUT THE **SEARCH INSTITUTE**, PLEASE VISIT THEIR WEBSITE AT WWW.SEARCH-INSTITUTE.ORG

**YMCA OF EASTERN UNION COUNTY
RAHWAY BRANCH
SCHOOL AGE CHILD CARE
2011-2012 SCHOOL YEAR
REGISTRATION FORM**

(Please Print Clearly)

School: _____ AM Care ___ PM Care ___ Start Date: _____

Child's Name:

_____ Last _____ First _____ Middle _____

Birth Date: _____ Entrance Age: _____ Home Phone #: _____

Home Address: _____
Street City Zip

Mother's Name: _____ Occupation: _____

Name of Co: _____ Address: _____

Work Phone: _____ Cell Phone _____

Email Address _____

Father's Name: _____ Occupation: _____

Name of Co: _____ Address: _____

Work Phone: _____ Cell Phone _____

Email Address _____

LOCAL PERSONS TO BE CONTACTED IN AN EMERGENCY IF PARENTS CANNOT BE REACHED.

1 Name: _____ Relationship: _____

Address: _____ Phone: _____

2. Name: _____ Relationship: _____

Address: _____ Phone: _____

**LIST A MINIMUM OF 3 PERSONS AUTHORIZED TO PICK UP YOUR CHILD.
(Child will not be released to anyone else without written permission.)**

1. Name: _____ Phone: _____

2. Name: _____ Phone: _____

3. Name: _____ Phone: _____

4. Name: _____ Phone: _____

5. Name: _____ Phone: _____

PARENT AUTHORIZATION AND CONSENT

- I give permission for my child to participate in walking trip's within the center's neighborhood. I understand these walks do not involve entrance into any facility and the route of any walk involves minimal safety hazards.
- In order to meet all legal requirements, I hereby authorize representatives of the programs sponsored by the Rahway Branch YMCA to give consent for any and all necessary emergency medical care for my child while he/she attends programs sponsored by the Rahway Branch Child Care Program.
- Child Care programs sponsored by the YMCA of Eastern Union County have my permission to transport my child on excursions, planned trips and late transports to the YMCA Child Care sites away from school facilities. I understand that all precautions will be taken to ensure the safety and health of my child.
- I give the Rahway Branch YMCA permission to use any photo of my child for publicity or program promotion purposes.
- I give the YMCA of Eastern Union County permission to fitness test my child in cooperation with the Healthy U-CATCH initiative.

PARENT AGREEMENT

- ◆ I have received the Rahway Branch YMCA Parent Handbook and understand it is my responsibility to follow the procedures detailed and to make sure my child understands the rules and regulations of the program.
- ◆ I understand that staff protects themselves and the YMCA by agreeing not to be alone with YMCA youth or program participants outside of YMCA programs. This includes no babysitting, taking children on trips, or having them in their homes when others are not present.
- ◆ I understand my child may be terminated at the sole discrimination of the YMCA from the program for behavioral problems that endanger other people or create an unfavorable atmosphere for the rest of the group. I understand there are no refunds for terminations.
- ◆ I understand my payments are due prior to the 1st of each month. After the 5th late fees will be assessed according to the "Late Payment Policy." I also understand that if my payment is not made by the 5th of the month, my child's services can be discontinued. I may need to seek alternative care until all back payments and fees have been paid.
- ◆ I understand my child will not be admitted to the program until **ALL** required documents have been submitted.

Parent's Signature

Child's Name (Printed)

Date

