

YCHILD CARE™

We build strong kids, strong families, strong communities.



PARENT/GUARDIAN HANDBOOK

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 spirits, minds and bodies for people of all ages, religions and cultures.

PHILOSOPHY

The YMCA is committed to providing young children with a clean, safe, and nurturing environment. Each child is considered wonderful and unique. They are encouraged to cultivate their strengths and talents while developing skills necessary to succeed in a more formalized educational setting and throughout life.

The foundations of our Early Childhood Curriculum are based on DAP (Developmentally Appropriate Practices). This concept, endorsed by the National Association for the Education of Young Children, has grown from valid reliable research in the field of Early Childhood Education. A Developmentally Appropriate Practice model of service delivery focuses on the developmental stages of young children, aligning their abilities with learning activities to challenge and stimulate.

Our educational staff creates and implements activities responsive to each child's developmental levels. This, in turn, engages children in developmentally appropriate activities which enhance their physical, cognitive, social, and emotional growth.

We at the YMCA of Eastern Union County, are committed to providing quality, affordable day care with the belief that our staff serves as an extension of your family.

PROGRAM GOALS

1. To provide comprehensive, supervised child care that will have an in-depth impact on children and families by allowing for:
 - ◆ Parent's employment
 - ◆ The economic stability of the family
 - ◆ A positive experience for children in terms of care, self-development, and education.
2. To create an environment that fosters opportunities for the development of the child in the areas of:
 - ◆ Character (with emphasis on Caring, Honesty, Respect, and Responsibility)
 - ◆ Physical Education
 - ◆ Cognitive Growth
 - ◆ Social/Emotional Growth

YOUR CHILD'S EDUCATION

The Five Points YMCA is using the High/Scope model of education. All classes are designed to enhance each child's strengths and meet her/his needs. We provide a comfortable, and stimulating educationally enriched environment which encourages children's growth and development.

Young children learn best through play. Play-based activities foster social, emotional, cognitive and physical development.

CLASSROOM ENVIRONMENT

Our early childhood classrooms are designed to promote group work and independence. The rooms are divided into accessible, labeled, well organized areas. Children follow daily routines which provide them with the comfort of predictability. Each classroom environment is individualized to meet each room's specific age group needs. It allows each child to explore, discover, and develop her/his potential. The atmosphere is child-oriented. Our well furnished classrooms are filled with age appropriate furniture; arts and crafts supplies; literacy enriched materials; and hands-on play items.

The High/Scope Approach

The High/Scope Approach to educating young children rests on the belief that children are active learners who learn best from activities that they can plan, carry out, and reflect upon.

STAFF BACKGROUND

Our staff is lead by a Child Care Director, who has many years of supervisory experience and working with children. Each classroom is also given leadership by a Group Teacher and Teacher's Assistants who ensure quality programming. All staff are selected based on their previous experience, education, desire to work with children, and attitude. As a condition of employment, staff 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, positive guidance and discipline, child growth and development, as well as other in-house trainings throughout the year.

PROGRAM GOALS

- To provide a pleasant transition as the child moves between home and school.
- To encourage and assist parents/guardians in being partners in their child's education.
- To create a safe environment, where children feel secure and successful.
- To foster readiness skills through language, literacy, mathematics, science, music and movement, and art.
- To help children appreciate and respect individual differences.
- To promote play as a vital source for developing the whole child.
- To instill a love of learning.
- To inspire each child to reach for their individual potential.

PROGRAM RULES & DISCIPLINE POLICY

Disagreements and conflicts occur in every class at one time or another. Your child's teacher uses these opportunities to help children learn how to get along with others. When class rules are broken, if a child hits another child or misuses classroom property, the teacher immediately steps in to insure the safety of the children. When two children want the same toy, the teacher utilizes problem-solving techniques. This includes talking with the children and helping them to decide how to solve the problem. If problems continue the teacher may request the involvement of the parent/guardian and other staff members.

Teachers strive to develop an atmosphere of mutual respect in the classroom. Positive reinforcement, encouragement and recognition of positive behavior, are strategies used to accomplish this goal.

If a child is consistently a physical or verbal danger to other children, themselves or staff (biting, hitting, pinching, throwing objects, etc.), the following will occur:

- The teacher will notify the parents/guardians that a problem exists and ask for their help. This help may include being asked to come in and pick up their child.
- If the behavior continues the director or her/his designee will observe the child's behavior in the classroom; the staff will be instructed to shadow the child; and a conference will be scheduled between parents/guardians, teacher and director or her/his designee. The director may suggest that the child be evaluated and a behavioral Intervention plan be developed and implemented before the child can return to the center.
- If the parents/guardians refuse to cooperate or if working together as a team the child's behavior continues to be a danger to other children, themselves, or staff the child will immediately be permanently removed from our program.

We work to maintain a positive atmosphere with emphasis on our four Character Development Values of Caring, Honesty, Respect and Responsibility.

The rules for the children are:

- Respect each other's feelings and property by not fighting, hitting, biting or touching another person or their belongings.
- Listen when someone is talking.
- Care about my teachers and classmates.
- Use your "words" to tell another person how you feel.
- If needed get the help of the teacher if someone is bothering or upsetting you.
- Try your best to be kind, considerate and helpful.
- Respect the classroom by helping to clean-up and handling the supplies and equipment properly and carefully.

The rules for the staff are:

- ◆ Never strike a child.
- ◆ Remember a sense of humor is extremely valuable.
- ◆ Never swear or use improper language.
- ◆ Be firm but fair.
- ◆ Be constructive. Use positive reinforcement.
- ◆ Don't take your personal feelings and prejudices out on the children.
- ◆ Set the example at all times.

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.
- ✓ Always show sincerity.

LOST & FOUND / PERSONAL ITEMS

We ask that any personal belongings be labeled with a permanent marker. We also ask that toys such as guns, swords, action figures, or any electronic games be left at home. We do not wish to have toys that promote violence in our Child Care Center. Toys such as dolls, puzzles, books, or games would be appropriate, however, bringing toys from home is discouraged as they can get lost, broken, or in some cases cause conflicts between the children.

PARENT INVOLVEMENT

Parents, volunteers, and/or observations are always welcomed at our Center. Parent-Teacher conferences may be scheduled throughout the year. We also encourage parents to share their ideas and concerns with us at any time. Our doors are always opened to you.

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 Pre-School and Kindergarten Child Care Programs, with which our classes 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 Bureau of Licensing, Division of Youth and Family Services, CN 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 (877) 652-2873 (877-NJ ABUSE), 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.

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.

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 and updated each time a child receives additional immunizations.
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 immediately. Doctor's permission may be required for the child to return to the program in some cases.
4. as a precaution and in compliance to the State Law, prescription medication only will be administered. It must be stored in the original container, labeled with the child's name, the name of the medicine, date of prescription, and directions. Parents are required to complete a medicine permission form. No over the counter medications will be administered.

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.

* We care deeply about the health of all children in our center. Please help us prevent the spread of infection to other children and teachers by keeping ill children at home until symptoms clear up. If your child will be absent from the Center, please call the Y at (908) 688-9622.

RETURN TO SCHOOL FOLLOWING ILLNESS

Children must be fever-free for 24 hours or have a physician's note stating that the child poses no risk to others. In the event the child has diarrhea two times during one day of care, the child will be required to be picked up and not return for 24-hours from the last loose stool movement. The YMCA reserves the right to require a physician's note. It is especially important that the parents let the center know of any contagious illness to which their child has been exposed or has contracted. The center will also keep parents informed of any contagious illnesses which might be "**going around**" that will be in need of special attention by a physician. In this case, children who have any communicable diseases will not be allowed to remain or return to the YMCA without a physician's note stating that there is no risk to others.

INJURY

If emergency medical care is necessary, any of the following steps might be taken:

- ◆ Attempt to contact parent or guardian.
- ◆ Attempt to contact person on the emergency form.
- ◆ An ambulance or paramedic may be summoned.

Staff members trained in First Aid and CPR are available at all times. Parents are always contacted by phone. All accidents are on file in each room in their "Accident/incident report" booklets.



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.

INCLEMENT WEATHER

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



The YMCA "normally" follows the Union School closings. In the event of a school closing or delayed opening, parents can listen for the Union School Closings or late opening times on the radio 101.5 or T.V.channel 12 or try the YMCA for information @ 908-688-9622, since often the building may be open when the childcare classrooms are not. There are no refunds for closures due to inclement weather.

NAP/REST TIME

All children 5 years of age and younger are required to nap/rest everyday. We will supply a cot for your child. You must supply a labeled sheet, blanket, and/or pillow. These items must go home to be laundered at the end of each week.

WITHDRAWAL

One month notice in writing is required when terminating enrollment. Then and only then will the tuition deposit payment be applied towards your child's last month of service.

GETTING STARTED

Children who have not been separated from their family may be a bit nervous the first few days in a group situation. We will do all that we can to make the child feel comfortable and loved while they are with us. It is a good idea to try and prepare your child a few days in advance by talking positively about what he/she will be doing in school.

What to Bring:

- ◆ A complete change of clothing in a plastic bag
- ◆ A crib sheet and blanket for nap time
- ◆ Bottles, formula, wipes, diapers, food
- ◆ Lunch (if you are not participating in the hot lunch program)
- ◆ Please label all items with a permanent marker

LEAVING AND PICK UP OF CHILDREN

When dropping off a child, never leave him/her unattended. The State of New Jersey requires parents to bring a child into the YMCA and sign the parent "Sign-in Book."

Written notice must be given if a child is to leave with someone other than parents or those listed on the information package or pick-up sheet. In an emergency parents may fax permission for someone other than themselves to pick up a child. Our fax number is (908) 851-9377. Please tell the person picking up your child that they must have photo identification to show to the staff.

*The State of New Jersey requires parents to sign their child in and out each day in the "Sign in/out Book." Children cannot be released to siblings unless the sibling is at least 16 years of age. Children are not allowed to walk home and the YMCA Staff may not transport children in their cars.

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 Five Points YMCA encourage appropriate touch. However, at the same time it not only discourages inappropriate touch but 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 Branch Director. The Branch Director, the Child Care Director, and the staff reporting the incident will gather all the facts and the Branch 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 Branch Director will, without exception, suspend the program volunteer or employed staff person from the YMCA.
4. The parent/guardian of the child, or children involved in the alleged incident, will be promptly notified by the Branch Director.
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 advisors.
8. All full and part-time child care 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: "In general, abuse refers to acts of commission such as beating, excessive corporal punishment, or inappropriate sexual activity." New Jersey Department of Education, Policy and Procedures for Reporting Child Abuse.

Toilet Training Policy

The average age for toilet training is 28 months, however, it is important to remember each child is an individual and develops at his or her own rate.

Children will not be pressured to use the toilet until they show signs of being ready. These signs are:

1. Asking or showing interest.
2. Being dry for several hours or overnight.
3. Having regular bowel movements.
4. Complaining when wet or soiled.

Potty training must be consistent at the YMCA and at home. It takes cooperation between caregivers and parents in order not to frustrate and confuse the child. When a child is being potty trained:

1. Caregivers will not express anger or disapproval or punish children for accidents.
2. Caregivers will give gentle reminders during the day to help children be successful.
3. Caregivers will be positive, speaking with children about being dry.
4. Caregivers will allow children to observe other children using the toilet.
5. Caregivers will read to children from books appropriate for their age group about using the potty.
6. Caregivers will speak with children about “big” girl and “big” boy pants and praise them when clean and dry.

If a child shows signs of being ready for potty training and then reverts, the child be put back into diapers until he/she again shows signs of wanting to use the potty again.

TUITION & PAYMENT INFORMATION



PROGRAM	DESCRIPTION	FEES	CAMPUS ONLY
Infants	6 weeks to 18 months Five Full Days Only Five Points Branch Only	\$920	N/A
Toddlers	19 months to 3 years Five Days Four Days Three Days (Preschool Campus) Five Half Days (Preschool Campus)	\$816 \$760 Campus Campus	\$785 \$760 \$560 \$560
Toddler Plus	3 Years to 4 Years Five Full Days Four Full Days Three Full Days (Preschool Campus) Five Half Days (Preschool Campus)	\$712 \$695 Campus Campus	\$685 \$660 \$525 \$525
Pre School / Kindergarten	4 years to 5 years Five Full Days Four Full Days Three Full Days (Preschool Campus) Five Half Days (Preschool Campus)	\$650 \$630 Campus Campus	\$625 \$610 \$480 \$480

There are no refunds or credits for absences. Fees are calculated on a monthly basis. School holidays, personal illness and/or activities, and vacations do not reduce monthly fees. **You will be charged tuition each month unless 30 days written notice is submitted to the Child Care Director prior to leaving the program.**

CHILDCARE 2006 CENTER CLOSINGS

MONDAY, FEBRUARY 20TH
FRIDAY, APRIL 14TH
MONDAY, MAY 29TH
TUESDAY, JULY 4TH
MONDAY, SEPTEMBER 4TH
THURSDAY, NOVEMBER 23
FRIDAY, NOVEMBER 24
MONDAY, DECEMBER 25

PRESIDENT'S DAY
GOOD FRIDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING
THANKSGIVING
CHRISTMAS

PAYMENT METHODS

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

Five Points YMCA
201 Tucker Ave
Union, NJ 07083
Attn: Payment Center (**Please do not mail cash.*)



Checks should be made payable to the Five Points YMCA, and should include the following information: Child's Name, Room (Toddler or Green), Memo: Mary Smith...

MEMBERSHIP FEE

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

LATE PAYMENT FEE

Tuition payments are due by the 1st of each month. Payments made after the 5th of the month will be assessed a \$25 late fee.

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 child care 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.

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.

RETURNED CHECK 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.

LATE PICK-UP FEES

Children must be picked up by their program dismissal time. Parents must call if they are going to be late. There is a late fee of \$1.00 for every minute that you are late. Please sign your child "out" after you pick him/her up.

REGISTRATION

Parents must complete all registration paperwork prior to child's admission into the program. Due to state regulations, this paperwork must be submitted yearly. This includes the medical form completed by a physician.

The following is due upon registration:

- ◆ Membership fee – (if not currently a member)
- ◆ ½ month deposit (applied to the last month of the program).
- ◆ Registration Fee
- ◆ All paperwork (at back of handbook)

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

**FIVE POINTS YMCA CHILD CARE
2006 – 2007 SCHOOL YEAR REGISTRATION FORM**

(Please Print Clearly)

Program: _____ School: _____

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 _____

Father's Name: _____ Occupation: _____

Name of Co: _____ Address _____

Work Phone: _____ Cell Phone _____

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

1. Name: _____ Relationship: _____
Address: _____ Phone: _____

2. Name: _____ Relationship: _____
Address: _____ Phone: _____

PHYSICIAN'S NAME AND PHONE NUMBERS

NAME: _____ PHONE: _____

ADDRESS: _____ OFFICE HOURS: _____

**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 Five Points YMCA to give consent for any and all necessary emergency medical care for my child while he/she attends programs sponsored by the Five Points YMCA Child Care Program.
- Child Care programs sponsored by the Five Points YMCA 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 Five Points YMCA permission to use any photo of my child for publicity or program promotion purposes.

PARENT AGREEMENT

- ◆ I have received the Five Points YMCA Parent Handbook and information to parents packet 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 protect 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