2008-2009 Rochelle Park School Age Child Care Grades K-8

YSCHOOL AGE™
We build strong kids, strong families, strong communities.

After School Programs Make a World of Difference.

The Meadowlands Area YMCA, long noted for providing innovative child care options, has a variety of programs for parents seeking child care for their school age children. The School Age Child Care (SACC) is offered in a safe and exciting environment. All SACC programs are licensed childcare sites by the State of New Jersey, Department of Human Services.

Children are encouraged to participate in various activities including arts and crafts, gym games and board games. The YMCA provides a nutritious after school snack as well as academic assistance by our knowledgeable directors and trained assistants.

Because we know that leaders make the difference, our program has an experienced Child Care Director in attendance as well as a trained support staff. Our Site Director and Group Leaders are supervised by the Meadowlands Area YMCA Child Care Director who welcomes any questions that you may have.

Dear Rochelle Park Parents:

The Meadowlands Area YMCA is proud to be the Provider of the School Age Child Care Program for residents of Rochelle Park.

The Board of Education will be providing the facilities at the Rochelle Park Public Schools. The YMCA has been a provider of School Age Child Care (SACC) for over 18 years, Summer Day Camp for over 27 years and a Holiday Care Program for 16 years.

To register please complete the enclosed registration form (on back) and send it to the YMCA If you need assistance regarding registration please call Ext. 26 or 28.

The YMCA invites any questions that you may have. Please feel free to call Amelia Griffiths, Child Care Director @ Ext. 15 or Assistant Child Care Director, Melissa Irwin-Imbriano @ Ext. 17..

Sincerely,

Jane A. Egan

Jane A. Egan
YMCA Executive Director

Eligibility:

Children in grades Kindergarten through Eighth (K-8) who reside or attend school in Rochelle Park

CO-SPONSORED BY:

Meadowlands Area YMCA and the
Rochelle Park Board of Education

Registration forms and Parent Packs can be downloaded from our website: WWW.YMCAinfo.org

Flexible Schedules are Available!

Hours:

We cover half days that are on the school calendar.
After School, Monday through Friday
From School Dismissal till 4:30pm or 6:00 pm

Convenient Location:

Midland School, Rochelle Park

Parents may choose the days of the week and time slots that best meet their child care needs. The program operates when the Rochelle Park Schools are in session and is available immediately after school even on scheduled School Calendar early dismissal days ***(****with the exception of Kindergarten Intro weeks*); however, if school is in session and is suddenly closed due to inclement weather or for any other reason, **the program will not be open**. The program will begin the first day of school.

Activities:

Coordinated Approach To Child Health
CATCH®

The **Meadowlands YMCA** is now serving up a healthy serving of CATCH (Coordinated Approach to Childhood Health). In addition to our regular program of arts and crafts, ball games, board games, contests, theme days, homework, story time, puzzles, videos, snack, singing, and special events; we are now eating right, exercising and having fun!!! The YMCA is an active participant in family wellness.

For your convenience, we are now accepting
Visa or MasterCard Payments.

NEW PAYMENT OPTION*!* *Save Your Postage and avoid late fees!* We are now offering a new payment plan for SACC participants. You can now authorize the YMCA to charge your credit/debit card the recurring monthly tuition charge on the scheduled due date.

The YMCA School Age Child Care (SACC) offers your children a safe and caring environment after school where they can have fun and complete their homework.
SACC is now available in 22 licensed locations in Bergen, Morris and Passaic Counties:

Doyle School, Wood Ridge; McKenzie School, East Rutherford; Maywood Avenue School and Memorial School, Maywood; Jefferson School, Wallington; Carlstadt Public School, Carlstadt; Midland School #1, Rochelle Park; Haskell School, Haskell; Wanaque School, Wanaque; Riverdale School, Riverdale; Early Childhood Learning Center, Cliffside Park; Fairview #3 School, Fairview; Sylvan School, Pierrepont School, Union School, Lincoln School, and Washington School, Rutherford; Eleanor Van Gelder School, Edgewater

MEADOWLANDS AREA YMCA
We Build Strong Kids, Strong Families and Strong Communities

ROCHELLE PARK SACC PROGRAM

2008 – 2009 - AFTER SCHOOL MONTHLY TUITION

First Child			Additional Child	
Days of Week	4:30 P.M Pick-up	6:00 P.M. Pick-up	4:30 P.M. Pick-up	6:00 P.M. Pick-up
5	$191	$223	$181	$213
4	$171	$203	$161	$193
3	$145	$175	$135	$165
2	$119	$150	$109	$140

Meadowlands Area YMCA

P.O. Box 252, Rutherford, NJ 07070

(201) 955-5300; Fax (201) 955-2055

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www.MeadowlandsYMCA.org

SCHOLARSHIP

The YMCA wishes to serve all children regardless of family income. Scholarship aide is available to those who qualify. Application may be obtained by contacting the North Arlington office. All information is held confidential.

OTHER AVAILABLE PROGRAMS

SUMMER DAY CAMP – Rain or Shine!

7:30 am – 6:00 pm OR 8:30 am - 4:30 pm.

Available at several locations in Bergen and Passaic County. Weekly registration allows the program to best meet a family's summer schedules.

HOLIDAY CARE

School Age Child Care for children during Teachers Convention (November), Winter Break (December), and Spring Break (April). 7:30 – 6:00 P.M or 8:30 – 4:30 P.M. Registration information will be distributed through schools in October.

PRE-SCHOOL DAY CARE CENTER

- A NJ State Licensed Day Care Center
- Day Care for Ages 18 Months to 5 Years
- Conveniently located in North Arlington minutes from Route 17 and 3
- Open year round-weekdays from 7 A.M. – 6:30 P.M.
- Choose from the following Programs:
  Full day, Half Day, Emergency/Occasional Care
- Central Air Conditioning; outdoor play area

Walk through tours available by appointment

ROCHELLE PARK SCHOOL AGE CHILD CARE - REGISTRATION FORM (2008 - 2009)

Child's Name:_____ **Grade**_____

Street Address:_____

Town_____**NJ Zip**_____

Home Phone _____ **Age**_____

Date of Birth _____ **Work Phone**_____

Parent/Guardian:_____

Parent/Guardian Date of Birth:
Mother: _____ **Father**_____

E-Mail: /___/___/___/___/___/___/___/___/___/___/___/___/
/___/___/___/___/___/___/___/___/___/___/___/___/___/___

AFTER SCHOOL : # OF DAYS/WEEK _____

DAYS OF WEEK: MON TUE WED THU FRI
PICK UP TIME: 4:30 PM 6:00 PM

Mail to: Meadowlands Area YMCA,
P.O. Box 252, Rutherford, N.J. 07070

HOW TO REGISTER

PROGRAM SITE: Midland School, Rochelle Park
ATTENDING SCHOOL: _____
STARTING DATE:_____

- Complete Registration Form and mail to YMCA with the following FEES:

A) Annual Registration/Accident $ 20
B) YMCA Membership $ 20
C) First Month Tuition - After School $____
D) Last Month Security (same as Line C) $____
E) Total Enclosed $_____

EMERGENCY DROP-IN CARE AVAILABLE. Must be pre-registered. Call for information – 201 955-5300 x 26 or 28

Child must be registered prior to attending the program. After registration form and check is received by YMCA, additional forms and information will be sent to you. Additional forms must be returned to the YMCA 5 days before child may start the program.

Fax registrations accepted with credit card payments Only - (201 955-2055)

PAYMENT METHOD

Amount $_____ **(same as line E)** ☐ **Visa** ☐ **MasterCard** ☐ **Check #** _____ ☐ **Cash**

Credit Card Number

Expiration Date

Signature

Please print name as it appears on credit card

New Payment Option

RECURRING MONTHLY TUITION: I authorize the Meadowlands Area YMCA to bill the RECURRING MONTHLY TUITION to this credit/debit card on the tuition due date until April 15th, 2009. I assume all responsibility to notify the YMCA in writing of any changes that may affect this agreement.

Card Holder's Signature: _____

Keep for your Records

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SCHOOL AGE CHILD CARE
APPLICATION PACKAGE - 2008-2009 SCHOOL YEAR

After Care:	Before Care:	Holiday Care:
Carlstadt: Carlstadt Public School	**East Rutherford:** McKenzie School **Ringwood:** Hewitt School	To be Announced
Cliffside Park: Early Childhood Learning Center Busing Available from School #6, School #5, School #4 & School #3	**Haskell:** Haskell School	
East Rutherford: McKenzie School Busing Available from Faust School	**Rutherford:** Lincoln School Pierrepont School Union School Washington School	
Edgewater: Eleanor Van Gelder School	**Wanaque:** Wanaque School	
Fairview: #3 School	**Check List:** _____ Fill out Registration Form (If one has not already been submitted) _____ Fill out Child Information Form _____ Sign Registration Agreement and Permission for Emergency Medical Care _____ List additional Emergency Contacts and fill out Emergency Pick Up Plan _____ List approved individuals for pick up _____ Fill out and sign Medical Report Form _____ Sign Information to Parent Statement _____ Enclose check for fees made out to: Meadowlands Area YMCA _____ Mail or hand deliver to YMCA Offices. Fax not accepted.	
Haskell: Haskell School		
Maywood: Memorial School Maywood Ave. School		
Riverdale: Riverdale School		
Rochelle Park: Midland School #1		
Rutherford: Lincoln School Pierrepont School Union School Washington School **Rutherford KinderWrap** Sylvan School		
Wallington: Jefferson School		
Wanaque: Wanaque School		
Wood-Ridge: Catherine E. Doyle School		

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AFTER CARE
PROGRAM SITE: _____
BEFORE CARE
PROGRAM SITE:_____

HOLIDAY CARE
PROGRAM SITE: _____
WRAP AROUND
PROGRAM SITE:_____

SCHOOL CHILD ATTENDS: _____ CHILD'S DATE OF BIRTH:_____

REGISTRATION FORM (2008-2009)

Child's Name _____ Age (as of 9/08) _____

Address: _____ Grade: _____
(street)

_____ Home Phone: (____)_____
(city/town) (state) (zip)

YMCA We build strong kids, strong families, strong communities.	AFTER SCHOOL	BEFORE SCHOOL *(East Rutherford, Rutherford, Ringwood, Wanaque & Haskell Sites only)	WRAPAROUND (Rutherford Only)
Number of days per Week (Circle)	2 3 4 5	2 3 4 5	2 3 4 5
Start date:			
Days of the Week **(Circle)**	Mo Tu We Th Fr	Mo Tu We Th Fr	Mo Tu We Th Fr
Pickup Time **(circle)**	4:30pm 6:00pm 6:30pm** 7:00pm***		AM Program (for PM Kindergarten) PM Program (for AM Kindergarten)

****6:30 pm pickup only in Rutherford; * **7:00 pm pickup only in Wanaque and Edgewater**

SACC PROGRAM	
A) YMCA Membership	$20.00
B) Registration	$20.00
C) After care first month tuition	$
D) Before care first month tuition	$
E) Wraparound first month tuition	$
F) One month security (same as line C+D+E)	$
TOTAL ENCLOSED:	$

PAYMENT METHOD Amount $_____

☐ Visa ☐ Mastercard ☐ Check #_____ ☐ Cash

Credit Card Number

Expiration Date

_____
Signature

_____
Please print name as it appears on credit card

RECURRING MONTHLY TUITION: I authorize the Meadowlands Area YMCA to bill the Recurring Monthly Tuition to this credit/debit card on the tuition due date until April 15th, 2009. I assume all responsibility to notify the YMCA in writing of any changes that may affect this agreement.
Card Holder's Signature _____

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CHILD INFORMATION FORM – SACC 2008-2009

CHILD'S NAME _____ NICKNAME _____

ADDRESS _____ HOME TELEPHONE _____

CITY_____ ZIP _____

BIRTHDATE _____/_____/_____ AGE _____ SEX _____
(m) (d) (y)

MOTHER/GUARDIAN'S NAME** _____ OCCUPATION _____

HOME ADDRESS _____

TELEPHONE (HOME) _____ (BUSINESS) _____(CELL) _____

BIRTHDATE _____/_____/_____E-Mail Address: _____
(m) (d) (y)

PLACE OF EMPLOYMENT: _____Address: _____
City_____ State_____ Zip _____

FATHER/GUARDIAN'S NAME** _____ OCCUPATION _____

HOME ADDRESS _____

TELEPHONE (HOME) _____ (BUSINESS) _____(CELL) _____

BIRTHDATE _____/_____/_____E-Mail Address: _____
(m) (d) (y)

PLACE OF EMPLOYMENT: _____Address: _____
City_____ State_____ Zip _____

*Please be sure to include your employer's information. The School Age Child Care Program is partially funded through corporate and individual contributions. This information could be helpful in securing these contributions and grants.

**IT IS YOUR RESPONSIBILITY TO INFORM THE YMCA IN WRITING (PROVIDING LEGAL DOCUMENTATION) OF ANY CUSTODY LIMITIATIONS FOR EITHER PARENT. It is sometimes necessary to communicate with a parent or guardian during the day because of accident, illness, or absenteeism. WE WILL TRY THE ABOVE LISTED NUMBERS FIRST. If we are unable to contact you, please list those additional people that we may contact in an emergency under Emergency Contacts.

Bus Permission Slip

I give permission for my child to be bussed from his/her attending school to the YMCA School Age Child Care Program.

_____ _____
Parent/Guardian Signature Date

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CHILD'S NAME _____

REGISTRATION AGREEMENT (2008-2009)

1) I am enrolling my child (above) for the 2008-2009 school year in the School Age Child Care and/or Holiday Care for the schedule indicated on the appropriate Registration Form(s).
2) For the After Care, Before Care and Wraparound Program, I agree to pay the monthly tuition by the 15th of the preceding month. I understand that my month security will be applied to June unless I give the YMCA office written notification one month in advance of an earlier ending date. I agree that my security may be applied to any outstanding balance on my account, at any time, at the discretion of the YMCA. When taking your child out of the program **30 DAYS WRITTEN NOTICE IS REQUIRED.** If any balance is owed, it may be deducted from your security deposit. Any remaining credit will be refunded.
3) I acknowledge that I have received, understand and agree to follow the Program's Policies and Procedures, including the outlined discipline policy.
4) By signing this agreement, I understand and agree that in the event I should fail to pay any balance due, then I shall be responsible to pay interest at 1.5% per month until the amount due is paid, plus reasonable attorney's fees in an amount not to exceed one third of the amount due.
5) I give permission for the YMCA to photograph or film my child and use said pictures for any form of advertising or promotion as deemed appropriate.
6) For the Holiday Care Program, I agree to pay all fees in full one week prior to the start of the program. **I understand that there are no refunds one week prior to the start of the Program.**

_____ _____/_____/_____

Parent/Guardian Signature (M) (D) (Y)

WALKING TRIPS PERMISSION

I give permission for my child _____ to participate in a walking trip outside the building with classmates and adequate supervision.

_____ _____/_____/_____

Parent/Guardian Signature (M) (D) (Y)

PERMISSION FOR EMERGENCY MEDICAL CARE

In order to meet all legal requirements, I hereby authorize representatives of the Meadowlands Area YMCA to give consent for any and all emergency medical care for my child while said child attends programs sponsored by the Meadowlands Area YMCA.

_____ _____/_____/_____

Parent/Guardian Signature (M) (D) (Y)

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CHILD'S NAME _____

EMERGENCY CONTACTS/PICK UP PLAN

You are required to have an Emergency Pick Up Plan for your child. In the event that the school building is closed unexpectedly, due to inclement weather, loss of electricity, etc., the School Age Child Care program may be cancelled. If such a situation should arise, we need to know whom to call if we are unable to contact you. Please make advanced arrangements with three adults upon whom we may call to quickly pick up your child. Please list them below with all the required information. We recommend that you choose adults who reside or work close to the school.

It is sometimes necessary to contact a parent or guardian during the day because of accident, illness or absenteeism. We will try to contact parents/guardians first. However, if we are unable to contact you, we will call your Emergency Contacts.

NAME _____ RELATIONSHIP_____

ADDRESS _____
Street Town/City State Zip

PHONE (HOME) _____ (BUSINESS) _____

(CELL) _____

NAME _____ RELATIONSHIP_____

ADDRESS _____
Street Town/City State Zip

PHONE (HOME) _____ (BUSINESS) _____

(CELL) _____

NAME _____ RELATIONSHIP_____

ADDRESS _____
Street Town/City State Zip

PHONE (HOME) _____ (BUSINESS) _____

(CELL) _____ (PAGER) _____

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CHILD'S NAME _____

2008-2009 SCHOOL YEAR SACC
APPROVED INDIVIDUALS FOR CHILD PICK UP

LIST ALL PERSONS APPROVED TO PICK UP THE CHILD, INCLUDING PARENT/GUARDIANS. THE CHILD WILL NOT BE RELEASED TO ANYONE ELSE WITHOUT WRITTEN PERMISSION FROM PARENTS/GUARDIANS. PLEASE NOTE THAT THESE INDIVIDUALS MUST BE ABLE TO PROVIDE IDENTIFICATION TO YMCA STAFF.

NAME _____ RELATIONSHIP_____

PHONE (HOME) _____ (BUSINESS) _____

(CELL) _____

NAME _____ RELATIONSHIP_____

PHONE (HOME) _____ (BUSINESS) _____

(CELL) _____

NAME _____ RELATIONSHIP_____

PHONE (HOME) _____ (BUSINESS) _____

(CELL) _____

NAME _____ RELATIONSHIP_____

PHONE (HOME) _____ (BUSINESS) _____

(CELL) _____

IT IS YOUR RESPONSIBILITY TO INFORM THE YMCA IN WRITING (PROVIDING LEGAL DOCUMENTATION) OF ANY CUSTODY LIMITATIONS FOR ANY PERSON.

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Doctor's signature is not necessary

SACC MEDICAL REPORT FORM – 2008-2009 SCHOOL YEAR

NAME _____

ADDRESS _____ PHONE _____

BIRTH DATE _____/_____/_____ PARENT NAME _____

DATE OF IMMUNIZATION (Most recent only):
TETANUS _____
DIPTHERIA _____
WHOOPING COUGH _____
SMALL POX _____
POLIO _____
OTHER: _____
_____

DISEASE HISTORY – Give age child had any of the following:
WHOOPING COUGH _____
MUMPS _____
CHICKEN POX _____
ASTHMA _____
SCARLET FEVER _____
EPILEPSY _____
MEASLES _____
GERMAN MEASLES _____
OTHER _____

EXAMINATION-Check (√) if normal, if not, (x) and give details on back:
GENERAL CONDITION_____
_____
HEIGHT _____
WEIGHT _____
EARS _____
HEARING _____
ALLERGIES _____
_____
_____
POST NASAL CONDITION _____
EYES _____
LUNGS _____
HEART _____
HERNIA _____
SKIN _____
ORTHOPAEDIC-FEET _____
OTHER _____
_____

Has child had any serious accident(s)? _____ At what age? _____
Please describe. _____
Has child ever been hospitalized? _____ Under what circumstances? _____
_____
Does the child have frequent sore throats? _____
Is this an exceptional child? _____ Gifted? _____
Physical Handicap? Neurological Impairment?_____
Emotional or behavioral problems? _____
Does the child have any special needs of which we should be aware? _____
_____
Is the child on any special medication? _____ If so, please explain. _____
Is the child subject to frequent colds? _____
Habits? _____
Does the child understand and speak English? _____ Other languages?_____

Physician's name _____ Phone _____
Address _____
Signed _____ Date _____
(Parents)

MY CHILD, _____, IS IN _____ CONDITION AND MAY SAFELY ENGAGE IN ALL USUAL ACTIVITIES EXCEPT AS NOTED ABOVE.

Parent/Guardian Signature _____ Date _____/_____/_____

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EXPULSION POLICY

Unfortunately, there are reasons we have to expel a child from our program either on a short tern or permanent basis. We want you to know we will do everything possible to work with the family of the child (ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- ☐ Failure to pay/habitual lateness in payments
- ☐ Failure to complete required forms including the child's immunization records.
- ☐ Habitual tardiness when picking up your child
- ☐ Physical or verbal abuse to staff
- ☐ Other (Explain) _____

CHILD'S ACTIONS FOR EXPULSION

- ☐ Failure of child to adjust after a reasonable amount of time
- ☐ Uncontrollable tantrums/angry outbursts.
- ☐ Outgoing physical or verbal abuse to staff or other children
- ☐ Excessive biting
- ☐ Other (Explain)_____

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSIONS

- ☐ Staff will try to redirect child from negative behavior.
- ☐ Staff will reassess classroom environment, appropriate of activities, supervision.
- ☐ Staff will always use positive methods and language while disciplining children.
- ☐ Staff will praise appropriate behaviors
- ☐ Staff will consistently apply consequences for rules.
- ☐ Child will be given verbal warnings.
- ☐ A brief time-out will be given so child can regain control.
- ☐ Child may lose certain privileges (Explain)
- ☐ _____
- ☐ Child's disruptive behavior will be documented and maintained in confidentiality.
- ☐ Parent/Guardian will be notified verbally.
- ☐ Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- ☐ The director, classroom staff and parent/guardian will have a conference(s) to discus how to promote positive behaviors.
- ☐ The parent will be given literature or other resources regarding methods of improving behavior.
- ☐ Recommendation of evaluation by professional consultation on premises
- ☐ Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSIONS

- ☐ If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the center.
  - o The parent/guardian will be informed regarding the length of the expulsion period
  - o The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
  - o The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).
  - o Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

- ☐ If a child's parent(s):
  - o Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
  - o Reported abuse or neglect occurring at the center. (1-877-NJ ABUSE) (1-877-652-2873)
  - o Questioned the center regarding policies and procedures.
- ☐ Without giving the parent an adequate amount of time to make other child care arrangements.

PLEASE COMPLETE AND RETURN THIS PORTION TO THE CENTER. PLEASE PRINT.

NAME OF CHILD _____ **NAME OF PARENT/GUARDIAN** _____

I have read and received a copy of the Expulsion Policy prepared by the Bureau of Licensing in the Division of Youth and Family Services.

Parent/Guardian Signature _____ Date _____/_____/_____

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Childs Name _____

RELEASE and WAIVER of LIABILITY and INDEMNITY AGREEMENT (MEMBER/CHILDREN)

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA (or for my children to so participate) for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and such participating children and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will, inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation by the undersigned and such children.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED ON HIS OR HER BEHALF AND BEHALF OF SUCH CHILDREN, HEREBY RELEASES, WAIVES, DISCHARGES AND CONVENANTS NOT TO SUE the YMCA and all branches thereof, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned or such children and all his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned or such children whether caused bv the negligence of the releasees or otherwise while the undersigned or such children is in, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any, loss, liability, damage or cost they may, incur due to the presence of the undersigned or such children in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.
3. 'I'HE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE to the undersigned or such children due to negligence of releasees or otherwise while in, about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of New Jersey and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE.

_____ _____

Date Parent/Guardian Signature

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Dear Parent/Guardian:

In keeping with New Jersey's childcare center licensing requirements, we are obligated to provide you, as the parent/guardian of a child enrolled at our center, with this informational statement.

The statement highlights, among other things, your rights to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry and Child Abuse Hotline.

Please read this statement carefully and, if you have any questions, feel free to contact me at 201-955-5300.

Sincerely,

Jane A. Egan

Jane A. Egan
Executive Director

PLEASE COMPLETE AND RETURN THIS PORTION TO THE CENTER. PLEASE PRINT.

NAME OF CHILD _____

NAME OF PARENT/GUARDIAN _____

I have read and received a copy of the Information to Parents Statement prepared by Office of Licensing, Child Care & Youth Residential Licensing in the Department of Human Services. (revised 4/17/08)

Parent/Guardian Signature _____ Date _____/_____/_____

Meadowlands Area YMCA P.O. Box 252, Rutherford, NJ 07070
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Return to YMCA

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FROM THIS PAGE

FORWARD

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INFORMATION TO PARENTS

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

Our center is required by the State Child Care Center Licensing Law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Children And Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirementsby sending a check or money order for $5 made payable to " Treasurer, State of New Jersey" , and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657 Trenton, New Jersey 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1-(877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of comunicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so that we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

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Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements: and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every filed trip, outing, or special event away from the center and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L.. 1945, c 169 (N.J.S.A. 10:5-1 et seq.). and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing and LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing and ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The center is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting; corporal punishment; abusive language; ridicule; harsh, humiliating or frightening treatment or any other kind of child abuse; neglect; or exploitation by any adult, whether working at the center or not, is
required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.

Revised 4/17/08

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SACC Sites:		SACC Sites Phone : (Subject to change)
Carlstadt	Carlstadt Public School	(201) 672-3017
Cliffside Park:	Early Childhood Learning Center	(201) 889-1455
East Rutherford:	McKenzie School	(201) 889-2245
Edgewater:	Eleanor Van Gelder School	(201) 937-3001
Fairview:	# 3 School	(201) 410-2954
Haskell:	Haskell School	(201) 316-6816
Maywood:	Memorial School Maywood Ave. School	(201) 291-7769 (201) 316-6821
Riverdale:	Riverdale School	(973) 839-2660
Ringwood:	Hewitt School	(973) 962-7015
Rochelle Park:	Midland School #1	(201) 845-6440
Rutherford: **Rutherford Kinder Wrap**	Lincoln School Pierrepont School Union School Washington School Sylvan School	(201) 316-6820 (201) 893-3290 (201) 527-8615 (201) 893-2963 (201) 316-6817
Wallington:	Jefferson School	(201) 527-8617
Wanaque:	Wanaque School	(201) 316-6819
Wood-Ridge:	Catherine E. Doyle School	(201) 933-5482

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POLICIES AND PROCEDURES - SCHOOL YEAR 2008-2009

CALENDAR AND HOURS OF OPERATION

1. The After School, Before School and Wraparound program will follow the school system calendar and closing decisions. Since changes are made on a monthly basis at each school, please check your child's monthly calendar for half days and days off. The YMCA will follow revised calendar schedules.
2. The YMCA Staff will be present for all scheduled half days with the exception of half days for the Kindergarten students only, which may occur in September. Please check your child's calendar.
3. The children must be picked up promptly at their registered pick up time (4:30 pm, 6:00 pm, 6:30 pm or 7:00 pm) or there will be a late pick up charge of $14.00 per half hour (or part of). After the first half hour, an authorized adult on the emergency form will be contacted to pick up the child. If an authorized adult cannot be reached one hour after pick up time, the Site Director or Acting Site Director will make arrangements with the Division of Youth and Family Services to care for the child until an authorized adult can pick up the child. Any child who is chronically picked up late will not be allowed to remain in the program. *After 3 late pickups, the parent will be notified that registration may be terminated.
4. A separate Summer School Age Child Care Program is available through the YMCA in June, July and August. Contact the YMCA for more details.
5. The After/Before School program will follow the school calendar. However, due to changing holiday dates and school closings, fliers will indicate changes to this calendar.

EMERGENCY CLOSING

1. The After School and afternoon Wraparound Program will not open on days when school has an unscheduled early dismissal. This includes early dismissals for inclement weather as well as emergencies. **When school is closed for an emergency situation (i.e. weather, loss of electricity, etc.), the SACC program will also be closed. Parents will be required to pick their children up directly from school at the time that school is dismissed. There will be NO call from the YMCA. Follow School Guidelines.**
2. Closing due to inclement weather will be announced on local radio stations. The YMCA will follow the school closing decisions. There are no refunds for closures.
3. The Before Care Programs shall not be open on days when there are delayed openings. The Wraparound Program shall start when the delayed opening begins.

REGISTRATION AND FEES

1 One month's security must be paid at the time of registration, which will be applied to the June tuition payment unless the YMCA is notified **in writing one full month in advance of a different last date.** When taking your child out of the program, **30 days written notice is required**. If any balance is owed, it may be deducted from your Security Deposit. Any remaining credit will be refunded.

2 A family with more than one child attending the SACC Program may receive a discount for additional children provided that these children are registered for the same number of days per week or less than the first child.

3 Children may enter the program after the first of the month if there are openings. Monthly fees may be calculated on a prorated basis. All other fees must be paid in full. This may only be done the first month that the child is in the program. If a child enters after the 15th of the month then that month is prorated plus the next month fees are due.

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4 Scholarships are available for qualified families. Contact the YMCA for applications and qualifications.

5 After School and Before School Program fees are paid on a monthly basis. Fees must be received on or before the 15th of the preceding month. **Fees paid after the due date is subject to a $15.00 late fee**. The YMCA may apply Security monies to any outstanding balances. Holiday Care fees are paid in full at the time of registration. Payments may be cash, check, or money order. Payment stubs should be used when mailing payments for the After Care and Before Care Programs. Checks should be made out to the Meadowlands Area YMCA. All payments should either be mailed directly to the YMCA (P.O. Box 252, Rutherford, NJ 07070) or brought to the YMCA office (436 Ridge Road, North Arlington, NJ). Payments will not be accepted at any program sites.

6 A family may choose to pay their tuition with a recurring tuition charge payment option. This payment option can be submitted to the Meadowlands Area YMCA with an authorization for the Meadowlands Area YMCA to charge a recurring tuition to their credit/debit card (MasterCard or Visa Only) on the tuition due dates (See section 5 above). The parent/guardian assumes all responsibility to notify the YMCA in writing of any changes that may affect this agreement.

7 A CHILD MAY NOT ATTEND WITHOUT THE PROPER FEES BEING CURRENT. There are no CREDITS or REFUNDS for days missed. SCHOOL HOLIDAYS, PERSONAL ILLNESS AND ACTIVITIES DO NOT REDUCE MONTHLY FEES. Your fee pays for direct operating costs, such as staff, snack and materials. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing and provisions for your child whether the child attends or not.

8 Children must be current YMCA members. The annual fee is $20.00 per child or $45.00 per family of three ($5.00 each additional family member).

9 After/Before Care Program – There will be a $20.00 registration fee required with each registration, which is non-refundable and is not applicable towards program fees and membership. If a child is not in the program for a one-month period or more, a re-registration fee of $20.00 will be required. The child's spot is not guaranteed. Holiday Care – There will also be a processing fee (see Holiday Care Brochure).

10 If a check is returned for any reason, there will be a $25.00 penalty fee. All subsequent payments must be made in cash, by money order or Credit Card (MasterCard or Visa) only.

11 In the event that any balance due is not paid, the YMCA may charge interest at 1.5% per month until the amount due is paid, plus reasonable attorney's fees in an amount not to exceed one third of the amount due.

REGISTRATION

1 Parents must complete an application package prior to the child's admission into the program. The package includes: registration form, completed parent pack and all listed fees.

2 The days of the week must be declared at the time of registration. Parents may only change the child's monthly schedule with the approval of the Child Care Registrar at the Main Office. The staff on site cannot make schedule changes. Parents may not switch days within a week or month; however, they may add a day by contacting the Child Care registrar in advance. There will be an Added Day Fee due at the time of adding the day (see fee schedule below). Do not send your child to the program on an unscheduled day without permission from the YMCA Child Care Registrar.

Added Day Fee (per day)	Before-Care	4:30 pm pick up	6:00 pm pick up	6:30 pm pick up	7:00 pm pick up	Kinder-Wrap
Full Session Days	$ 13	$15	$17	$18	$19	$30
Single Session or 1/2 Days	$13	$18	$20	$21	$22	$30

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3 Those individuals needing flexible scheduling due to their work schedules must contact the Child Care Registrar prior to starting to determine if arrangements can be made. Emergency Drop In Care is available to participants registered in the program and to individuals that make arrangements in advance with the Child Care Registrar (i.e. all paperwork must be on file before the Emergency Drop In). Individuals needing Emergency Drop In Care must contact the Child Care Registrar and leave Credit Card information on file for use before dropping off the child at the Program. No child may use Drop In Care without payment in advance and YMCA Office approval. Added Day Fees will apply to Emergency Drop In Care.

HEALTH

1 If your child will be absent from the SACC program, call the YMCA office by 12:00 noon (After Care) or 7:30 am (Holiday Care) at 201-955-5300. We need to know where your child is every day for the child's safety and accountability.
2 Each child must have a medical form filled out by a parent prior to admission.
3 No medicine can be administered by staff; but medication can be overseen by staff with doctor authorization and note from parent/guardian. Please contact the Child Care Director for specific procedures and guidelines.
4 DO NOT send your child to the program if he/she has any of the following symptoms: fever or headache, rashes or inflamed skin, nausea, inflammation of the eyes, enlarged glands or persistent coughing.
5 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 by an authorized adult. In some cases, doctor's permission may be required for a child to return to the program.
6 The YMCA should be informed about the nature of any illness. If your child has a communicable disease, tell us when it first appears.
7 A child not attending school on a particular day may not attend the SACC program that day.
8 Children may not make up an absence on another day.

SNACKS

1 The YMCA attempts to make the food breaks healthful. We try to involve children in the preparation and in nutrition education. If your child has dietary restrictions or allergies, be sure to indicate them on the health form.
2 Children for Holiday Care and Kinderwrap should bring bagged lunch to the program each day. Be sure to put your child's name on the bag. It is best to send non-perishable items. The YMCA shall provide a mid-morning and mid-afternoon snack.
3 Send lunch with your child when there is a half day at the after school program unless notified otherwise.

PROGRAM

1 The SACC program is not responsible for articles that may be lost or damaged. Parents should provide a smock (or old T-shirt) if they wish to protect their child's clothing during art projects.
2 Discipline Policy – To ensure the quality of the program, the following discipline policy will be followed: At the beginning of the year, the SACC children and staff will establish rules and regulations for our program. Children need to know what is expected of them and are likely to be more responsive to rules that they themselves have developed. Behavior that is destructive to ones' self or others WILL NOT BE TOLERATED and needs to be stopped immediately because of the danger of possible physical harm. Our goal is to channel such inappropriate behavior into more acceptable forms by redirecting the child to a new activity

or removing the child from a situation where conflict exists. In the event that inappropriate behavior continues to exist, the following actions will be initiated: 1) Documented discussion as needed between on-site teacher and parent/guardian; 2) Parent/Guardian and coordinator will meet to discuss ideas on solving the conflict(s); 3) Parent/Guardian will be asked to keep the child at home for a few days; 4) If serious conflict still exists, the child's continued participation in the program will be jeopardized and ultimately terminated if improvement is not apparent. The YMCA reserves the right to immediately terminate a child's enrollment if a severe and flagrant problem occurs that jeopardizes the welfare of other children in the program. Please inform the staff if your children are having a problem with other children. Please do not deal with it on your own. We appreciate your cooperation.

3 Cell Phone Policy – **Cell Phones are not permitted at any time**. If any child brings a cell phone to the SACC Site, it will be retrieved and returned to the parent/guardian when he/she picks up the child.

LEAVING AND PICKING UP CHILDREN

1 The YMCA is responsible for the children once they arrive at the SACC program area; once a child is signed out, the YMCA is no longer responsible for that child.
   - Children coming to the SACC program from school - We advise parents whose children are newly registered to write a note to their child's teacher advising them that their child will be attending the SACC program and to include the child's SACC schedule. The classroom teacher and YMCA staff shall coordinate the child's arrival to the program or to the staff responsible for the bus transportation to the Program Site. All children must report immediately to the YMCA After Care Program after dismissal from their classroom teacher.
   - Parents (or designated adults) that bring children to the Before Care, AM Wraparound or Holiday Care Program should escort the child to the YMCA staff person and **sign in the child each day.**

2 Only authorized persons listed on the information package may pick up the child. They must **SIGN OUT THE CHILD EACH DAY AND PRESENT IDENTIFICATION TO STAFF**.

3 Written notices must be given if a child is to leave with someone other than the authorized people on the information package; identification will also be required.

4 Please check for information each day when you sign your child out.

CUSTODY STATEMENT

1 It is your responsibility to inform the YMCA in writing (*providing legal documentation*) of any custody limitations for any person.

PARENTS' INVOLVEMENT

1 Involvement of parents in the program is essential.
2 Cooperation with all policies and procedures is basic.
3 Take every opportunity to talk with YMCA staff about your child.
4 Ask your child about the program everyday.
5 You can also volunteer to help with the SACC program by offering your special talents.

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Information to Parent/Guardian on Expulsion Policy

Unfortunately, there are reasons we have to expel a child from our program either on a short tern or permanent basis. We want you to know we will do everything possible to work with the family of the child (ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this center.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- ☐ Failure to pay/habitual lateness in payments
- ☐ Failure to complete required forms including the child's immunization records.
- ☐ Habitual tardiness when picking up your child
- ☐ Physical or verbal abuse to staff
- ☐ Other (Explain) _____

CHILD'S ACTIONS FOR EXPULSION

- ☐ Failure of child to adjust after a reasonable amount of time
- ☐ Uncontrollable tantrums/angry outbursts.
- ☐ Outgoing physical or verbal abuse to staff or other children
- ☐ Excessive biting
- ☐ Other (Explain)_____

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSIONS

- ☐ Staff will try to redirect child from negative behavior.
- ☐ Staff will reassess classroom environment, appropriate of activities, supervision.
- ☐ Staff will always use positive methods and language while disciplining children.
- ☐ Staff will praise appropriate behaviors
- ☐ Staff will consistently apply consequences for rules.
- ☐ Child will be given verbal warnings.
- ☐ A brief time-out will be given so child can regain control.
- ☐ Child may lose certain privileges (Explain)
- ☐ _____
- ☐ Child's disruptive behavior will be documented and maintained in confidentiality.
- ☐ Parent/Guardian will be notified verbally.
- ☐ Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- ☐ The director, classroom staff and parent/guardian will have a conference(s) to discus how to promote positive behaviors.
- ☐ The parent will be given literature or other resources regarding methods of improving behavior.
- ☐ Recommendation of evaluation by professional consultation on premises
- ☐ Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSIONS

- ☐ If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or come to an agreement with the center.
  - o The parent/guardian will be informed regarding the length of the expulsion period
  - o The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
  - o The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).
  - o Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

- ☐ If a child's parent(s):
  - o Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
  - o Reported abuse or neglect occurring at the center. (1-877-NJ ABUSE) (1-877-652-2873)
  - o Questioned the center regarding policies and procedures.
  - o Without giving the parent an adequate amount of time to make other child care arrangements.

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Meadowlands YMCA's Commitment to Safety - Information to Parents/Guardians

The Meadowlands Area YMCA is dedicated to providing you and your family with a safe, welcoming atmosphere in all of our programs. Our staff is critical to this goal. The YMCA has in place a comprehensive pre-employment screening procedure to screen-out staff not suited for working with children. Additionally, our staff receives Child Abuse Prevention training and is required to adhere to a Code of Conduct, which prohibits staff in having planned contact with youth participants when they are off duty. Our Professional Directors welcome your suggestions, observations and/or comments.

Employee Code of Conduct

1. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
    a. Physical abuse - to strike, spank, shake, slap;
    b. Verbal abuse - to humiliate, degrade, threaten;
    c. Sexual abuse - to inappropriately touch or speak;
    d. Mental abuse - to shame, withhold kindness, be cruel
    e. Neglect - to withhold food, water, basic care, etc.
    f. No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff members are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA.)
22. Staff are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
23. Staff will act in a caring, honest, respectful and responsible manner.

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