

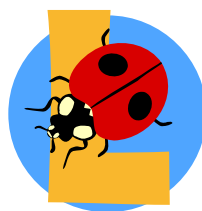
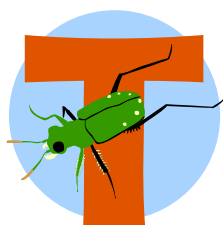


# The Learning Center

436 Ridge Road, North Arlington, NJ 07031

201 955-5300; Fax 201 955-2055

[www.YMCAinfo.org](http://www.YMCAinfo.org)



MEADOWLANDS AREA  
YMCA

**THE LEARNING CENTER**

**REGISTRATION PACKAGE**



The Learning Center | Ellen Daly, Day Care Director



We build strong kids, strong families, strong communities.

Child's Name: \_\_\_\_\_

## **REGISTRATION PACKAGE**

### **September 2008 - August 2009**

#### ***This Package Contains:***

- ✓ Registration Form
- ✓ Family Information Form
- ✓ Emergency Contacts/Pick Up Plan Form
- ✓ Approved Individuals for Child Pick Up
- ✓ Medical Report Form to be filled in by child's physician
- ✓ Yellow medical card to be filled in by child's physician
- ✓ Allergy Form to be signed by physician
- ✓ Permission for Emergency Medical Care Form
- ✓ Permission Slip for Photos, Walks and Bus Trips
- ✓ Sunscreen Permission
- ✓ Communicable Disease Policy
- ✓ Expulsion Policy
- ✓ Waiver
- ✓ Signed Information to Parents Statement Receipt

**Meadowlands Area YMCA**  
**P.O. Box 252, Rutherford, NJ 07070**  
**201 955-5300 Fax: 201 955-2055**

**[WWW.MeadowlandsYMCA.org](http://WWW.MeadowlandsYMCA.org)**  
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Child's Name: \_\_\_\_\_

**REGISTRATION FORM (9/2008 - 8/2009)**

Child's Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Desired Start Date: \_\_\_\_\_ Probable Hours of Use: \_\_\_\_\_ to \_\_\_\_\_  
Desired Schedule (circle): **M T W R F** # Of Days: \_\_\_\_\_ Full Day \_\_\_\_\_ 1/2 Day \_\_\_\_\_ (9-12 Noon)

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Parent Cell Phone: \_\_\_\_\_

How did you hear about our program: \_\_\_\_\_

- A) Registration/Accident Insurance (First Time Registrants Only) \$50.00
- B) YMCA Youth Membership (Annual) \$20.00
- C) Interim Tuition (May be due depending on your start date) \$ \_\_\_\_\_ (See Tuition Fee Schedule)
- D) First 2 Weeks Tuition: Weekly Fee \$ \_\_\_\_\_ x 2 weeks = \$ \_\_\_\_\_
- E) Security Deposit: Weekly Fee \$ \_\_\_\_\_ x 2 weeks = \$ \_\_\_\_\_
- F) TOTAL ENCLOSED: \$ \_\_\_\_\_

**Payment Method**

Amount \$ \_\_\_\_\_ Same as line (F)  Visa  MasterCard  Check # \_\_\_\_\_  Cash

\_\_\_\_\_

**Credit Card Number**

\_\_\_\_\_

**Expiration Date**

\_\_\_\_\_

\_\_\_\_\_

**Card Holder's Signature** \_\_\_\_\_ **Please Print Name As it Appears On Credit Card** \_\_\_\_\_

**Payment Option**

Recurring Bi-Weekly Tuition: I authorize the Meadowlands Area YMCA to bill the RECURRING MONTHLY TUITION to this credit/debit card on the tuition due date until August 28<sup>th</sup>, 2009. I assume all responsibility to notify the YMCA in writing of any changes that may affect this agreement.

**Card Holder's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Registration Agreement (9/2008 - 8/2009)**

- 1) I am enrolling my child (above) for the YMCA's Day Care Center for the schedule indicated.
- 2) I agree to pay the weekly tuition every 2 weeks as outlined in the Tuition Payment Schedule in the Parent Handbook. I understand that I must give 2 weeks written notice to the office of my child's last day and; at that time my 2 weeks security deposit will be applied to those last 2 weeks. I agree that my security deposit may be applied to any outstanding balance on my account at the discretion of the YMCA.
- 3) I acknowledge that I have received, understand and agree to follow the Program's Policies and Procedures, including the outlined discipline and expulsion policies.
- 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 fees in an amount not to exceed one third of the amount due.

**Signature of Parent** \_\_\_\_\_ **Date** \_\_\_\_\_

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Child's Name: \_\_\_\_\_

**FAMILY INFORMATION FORM - (9/2008 - 8/2009)**

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_

Address \_\_\_\_\_ Home Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Child's Birth Date \_\_\_\_\_ Child's Gender \_\_\_\_\_

Mother's Name (Guardian) \_\_\_\_\_ Birth date \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Cell: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Company Name and Address	Town	State	zip	Occupation

Father's Name (Guardian) \_\_\_\_\_ Birth date \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ Cell: \_\_\_\_\_ Work Phone # \_\_\_\_\_

Company Name and Address	Town	State	zip	Occupation

Please include your employer's information. The Learning Center 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 US, IN WRITING (providing legal documentation) OF ANY CUSTODY LIMITATIONS 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.

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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., Learning Center programs 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) \_\_\_\_\_ (PAGER) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street Town/City State Zip

PHONE (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_

(CELL) \_\_\_\_\_ (PAGER) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_  
Street Town/City State Zip

PHONE (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_

(CELL) \_\_\_\_\_ (PAGER) \_\_\_\_\_

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Child's Name: \_\_\_\_\_

2008-2009 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) \_\_\_\_\_ (PAGER) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_

(CELL) \_\_\_\_\_ (PAGER) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_

(CELL) \_\_\_\_\_ (PAGER) \_\_\_\_\_

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_

(CELL) \_\_\_\_\_ (PAGER) \_\_\_\_\_

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

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Child's Name: \_\_\_\_\_

**Medical Report/Physical - (9/2008 - 8/2009) To be filled out and signed by your physician**

CHILD'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_ BIRTH DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_ PARENT'S NAME \_\_\_\_\_

Examination: Check (x) if normal, or give details on Back	Eyes
General Condition	Heart
Height	Lungs
Weight	Heart
Ears	Hernia
Hearing	Skin
Allergies	Orthopedic Feet
Post Nasal Condition	Others

- ❖ Has child had any serious accident? \_\_\_\_\_ 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? \_\_\_\_\_
- ❖ Physically Handicapped? \_\_\_\_\_ Neurologically Impaired? \_\_\_\_\_
- ❖ Emotional or behavioral problems? \_\_\_\_\_
- ❖ Does the child have any special needs that we should be aware of? \_\_\_\_\_
- ❖ Is the child on any special medication? \_\_\_\_\_ If so, please explain \_\_\_\_\_
- ❖ Does the child understand and speak English? \_\_\_\_\_
- ❖ Is the child subject to frequent colds? \_\_\_\_\_
- ❖ Habits? \_\_\_\_\_
- ❖ Special food restrictions: \_\_\_\_\_
- ❖ Child is up to date on immunizations and;
- ❖ Yellow Immunization Card has been filled out by physician - \_\_\_\_\_ Date \_\_\_\_\_.
- ❖ Child's Name \_\_\_\_\_ IS IN \_\_\_\_\_ CONDITION, AND MAY SAFELY ENGAGE IN ALL USUAL ACTIVITIES EXCEPT AS NOTED ABOVE.

Physician's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Address \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Child's Name: \_\_\_\_\_

**Permission for Emergency Medical Care - (9/2008 - 8/2009)**

In order to meet all legal requirements, I hereby authorize representative of the Meadowlands Area YMCA to give consent for any and all emergency medical care for my child while the said child attends programs sponsored by the Meadowlands Area YMCA. Our consulting pediatrician is Dr. Marks, 1 Wesley Place, North Arlington and we will use Hackensack Medical Center in case of an emergency.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Photo, Walking Trip and Bus Permission Slip**

1. 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.
2. I give permission for my child to participate in walking trips outside the building with classmates and adequate supervision.
3. I give permission for my child to participate in any bus trip arranged by the Meadowlands Area YMCA.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Communicable Disease Policy**

1. I have read the communicable disease policy and I fully understand my responsibility as the parent/guardian and the responsibility of all YMCA Learning Center Staff in how to handle communicable diseases within the Childcare Center.

Parent Name \_\_\_\_\_ Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Expulsion Policy**

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.

Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Sunscreen Permission**

I give permission for a member of the Meadowlands Area YMCA daycare staff to apply sunscreen to my son/daughter.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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Child's 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 by 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. THE 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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Child's Name: \_\_\_\_\_

**Return This Page**

Dear Parent:

In keeping with New Jersey's childcare center licensing requirements, we are obligated to provide you, as the parent 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's Child Abuse/Neglect Hotline Toll Free at 1-877-NJABUSE.

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

Sincerely,

*Jane Egan*

Jane Egan  
Executive Director

---

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

NAME OF CHILD \_\_\_\_\_

NAME OF PARENT \_\_\_\_\_

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 Children and Families.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**OOL3/14/07**

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**PARENT HANDBOOK**

**2008 - 2009**

**The Learning Center**

At The

Meadowlands Area YMCA

Day Care Program

436 Ridge Road

North Arlington, NJ 07031

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

Mailing Address:

P.O. Box 252, Rutherford, NJ 07070

[www.MeadowlandsYMCA.org](http://www.MeadowlandsYMCA.org)

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## **The Meadowlands Area YMCA Mission Statement**

The YMCA's mission is to serve the residential and corporate communities of the Meadowlands Area by offering services and programs that build healthy bodies, minds and spirits; so that men, women, and children of all ages, incomes, abilities, races and religions, can participate in programs resting on Christian values that will help them develop as individuals and as citizens of their communities.

### **Program Philosophy**

YMCA childcare programs stress care and safety, as they nurture the children's natural desire to learn and explore through developmentally appropriate activities. The scheduling, pacing, and rhythm of these activities are consistent with recognized principles of early childhood education, which let each child develop at his or her own rate. The children's experiences shall stimulate physical, social, intellectual, and emotional growth. Fostering self-esteem and respect for others is central to the YMCA's philosophy. Children are encouraged to share their thoughts and feelings, which fosters their emotional, social, and language development.

The family is the most vital element in the child's life; therefore, the YMCA has an open door policy for enrolled families and encourages parents to be active and involved in their child's education.

### **Program Goals**

The YMCA wants to help children develop to their fullest potential. The Program will promote children's growth and learning through these 14 goals.

1. Involve children in their community to develop their social and living skills.
2. Encourage expression and acceptance of feelings, whether sad, joyful, or otherwise.
3. Encourage children to be involved in other YMCA programs, such as swimming, parent-child programs, music, and art and movement education.
4. Our school is a haven where children reach their potential.
5. Each child's strengths are valued.
6. Each child's learning style is supported.
7. Each child is given opportunities to demonstrate what he or she knows in a number of ways
8. Each child learns to acknowledge the worth of every individual, and all students know they make a difference in the world.
9. Our community's cultural diversity is celebrated.
10. Parents are partners, and "home" and "school" are synonymous.
11. The entire community is involved in the education of our children.
12. Our students and their parents know we care about children.
13. The success of each child is a commitment, not just a concept.
14. There is truly equal educational opportunity for all.

### **Hours of Operation**

Regular Hours: 7:00 a.m. to 6:30 p.m. ....Monday to Friday

### **YMCA Membership**

Every child attending Child Care must be a current member of the Meadowlands Area YMCA.

### **Arrivals and Departures**

Parents and approved drop-off and pickup individuals must sign in when dropping children at the Center, and approved individuals must sign them out when leaving. This is very important for a fire drill or in an emergency. The sign-in/sign-out sheets are used to double check on the whereabouts of the children. Sign-in sheets are located at the front receptionist desk.

Each child within our Learning Center must arrive to the Learning Center before 10:00 am or will be considered absent for that day.

Please walk your children to their classroom door and pick them up from their classroom each day. Your child is considered in our care when they arrive in the classroom and our staff acknowledges their arrival. Children are no longer in our care when the teacher has released them from their class to a parent or an alternate pick-up person.

### **Absences**

In the event your child is sick, please notify the Center (201 955-5300 x 30). Please also alert your child's teacher of vacation plans. Credit or make up for days missed due to illness, vacation, inclement weather or holidays cannot be given.

### **Termination of Service**

The Meadowlands Area YMCA will make every effort to serve all children registered in the Center and to work with parents to insure continuation of services. However, we reserve the right to terminate service if the following conditions occur.

- Child is constantly unable to obey Center standards of conduct. Please see the Discipline Philosophy and Expulsion Policy.
- Accounts must be current (see Registration & Fees).
- Failure to complete necessary forms or maintain accurate information.

### **Authorized Pick-up**

Only people whose names are on the **Approved Pick-Up Forms/Emergency Contacts/Pick up Plan** will be allowed to take children from the Center. When a parent calls to inform the Center that someone other than the normal pick-up person is coming to pick up the child, the YMCA Learning Center Staff reserves the right to ask for that individual's **picture identification**. Please remind that person to bring a form of picture identification with them when picking up your child. **ONLY THOSE INDIVIDUALS ON YOUR CHILD'S EMERGENCY PICK-UP FORM WILL BE ALLOWED TO PICK UP THE CHILD.**

No child will be allowed to go home with anyone who the staff judges to be impaired or under the influence of alcohol or drugs.

### **Fire Drills**

The Bureau of Licensing requires fire drills at least once a month. Parents and visitors must evacuate the building as well as children and staff during a fire drill.



## 2008- 2009 Center Closings

Labor Day	(Monday, September 1, 2008)
Thanksgiving Day	(Thursday, November 27, 2008)
Day after Thanksgiving	(Friday, November 28, 2008)
Christmas Day	(Thursday, December 25, 2008)
Day after Christmas	(Friday, December 26, 2008)
New Years Day	(Thursday, January 1, 2009)
Day after New Years	(Friday, January 2, 2009)
Memorial Day	(Monday, May 25, 2009)
4 <sup>th</sup> of July (in observance)	(Friday, July 3, 2009)

### INCLEMENT WEATHER /EMERGENCY CLOSING POLICY

It is important for all parents to be aware of our Inclement Weather/Emergency Closing Policy for Center closings, delayed openings, or early dismissal. Every attempt will be made to open during bad weather, but occasionally we may deem it necessary to close for the safety of the children and adults involved if the weather is very bad or if there is an unforeseen emergency. Accordingly, there will be no refund on these days.

The Learning Center will make every attempt to open the school. Occasionally, weather conditions may warrant a school closing. Traditionally we abide by the North Arlington School District's Delayed Openings/Closings. If the North Arlington School District has a delayed opening, we will open at regular time (7:00 am), if North Arlington's School District is closed, we will have a delayed opening (9:00 am). The Center shall be closed in the event a "State of Emergency" is declared by the Governor of New Jersey. Parents may call our office at (201) 955-5300 ext.30 by 6:00 a.m. for a voice recorded message stating whether we are closed or having a delayed opening. Parents should make sure the school is open before leaving home. A delayed opening means the center will be open by 9:00 a.m.

When snow falls heavily during the day, parents should plan to pick up earlier than the regular dismissal time if possible. In the event that we need to close early, because of an emergency or because weather conditions worsen during the day, parents will be called at work or home with the designated time. If parents cannot be reached, we will try emergency contacts. Please have a contingency plan in place for your child's care during inclement weather.



## “OUR DAY AS HAPPY PRESCHOOLERS”

### 7:00-9:00 AM

**ARRIVAL & FINE MOTOR**-[MANIPULATIVES, LEGOS, BLOCKS], **BREAKFAST, CLEAN UP, DIAPERING/POTTY TRAINING**

### 9:00-12 Noon

**CIRCLE TIME!** - [CALENDAR, WEATHER, And INTRODUCTION OF THEME: BULLETIN BOARD], **SNACK TIME, CLEAN UP, ARTS AND CRAFTS, MUSIC AND MOVEMENT LEARNING CENTERS, LARGE MOTOR SKILLS** - [Weather permitting - OUTSIDE PLAY AREA, NATURE WALK]

### Noon-3:00 PM

**LUNCH TIME, CLEAN UP, DIAPERING/POTTY TRAINING, NAP TIME** - [REST ON MATS WITH BOOKS WHILE LISTENING TO RELAXING MUSIC],

### 3:00-6:30 PM

**MATH/SCIENCE** - [NUMBERS, SHAPES, SEQUENCE, PATTERNS, PUZZLES, SCENSORY PLAY], **DIAPERING/POTTY TRAINING, SNACK TIME, CLEAN UP, OUTSIDE OR INSIDE PLAYTIME** - [OUTSIDE OR IN CLASSROOM], **MUSIC AND MOVEMENT, READING READINESS** - STORY TIME, FINGERPLAYS, DRAMATIC PLAY], **FINE MOTOR** - [TABLE TOYS/MANIPULATIVES], **DEPARTURE**

## Discipline Policy

The goal of our center's staff is to work cooperatively with children and parents to help children develop self-control. We wish to help children of all ages become increasingly independent. We want children to feel good about him or herself and to learn to balance their needs with those of other people, to see the possible consequences of their actions and to accept alternate behaviors.

Discipline comes from gentleness, understanding, sensitivity and consistency. Effective discipline begins with prevention. Children need to know what behavior is expected while adults need to model positive behavior.

Actions and words should be used to guide a child. Do's should be used instead of don'ts, e.g. "feet belong on the floor" instead of "Don't stand on the table." Children should be encouraged to think of alternative solutions and the possible effects of taking those alternatives; teachers are present to encourage children to redirect their attention to positive behavior and activities.

Children's positive beliefs about themselves should be encouraged. A child with high self-esteem will display positive behavior patterns.

Above all, children should be treated with respect and expected to treat others with respect.

Under no circumstances shall discipline of a child involve hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment, unsupervised isolation, withholding of emotional responses or stimulation, enforced silence for long periods, association of a child's behavior with rest, toileting or feeding, or any other form of child abuse, neglect, or exploitation. Time outs may be used, 1 minute for each year of the child's age.

All discipline used at the Meadowlands Area YMCA Children's Center shall be consistent with Division of Youth and Family Services policies.

New Jersey state licensing laws require mandatory ratio requirements to be upheld at all times. It is not the responsibility of the YMCA Learning Center staff to offer one on one childcare to any child due to specific disciplinary issues with an individual. We will try our best to meet the needs of every child in our care to the best of our ability within state ratio requirements. If your child requires special attention due to disciplinary problems please see the director as soon as possible; however, keep in mind that we cannot offer one on one childcare.

In the event that inappropriate behavior continues to exist, the following actions will be initiated: (1) Discussion as needed between on-site teacher and parent/guardian which will be documented. (2) Parent/Guardian and coordinator will meet to discuss ideas on solving the conflicts. (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. (5) The YMCA reserves the right to immediately terminate a child's enrollment if a severe and flagrant problem occurs, which jeopardizes the welfare of other children in the program. Please inform the staff if your Child is having a problem with other children. Please do not deal with it on your own. We believe in open communication between parent-teacher-director. The more we know about at home behavior the better we will be at teaching, disciplining, and redirecting your child's behavior. We appreciate your cooperation.

### EXPULSION POLICY

Unfortunately, there are reasons we have to expel a child from our program either on a short term 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 discuss 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.
  - The parent/guardian will be informed regarding the length of the expulsion period
  - The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
  - 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).
  - 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):
- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
  - Reported abuse or neglect occurring at the center. (1-877-NJ ABUSE) (1-877-652-2873)
  - Questioned the center regarding policies and procedures.
- Without giving the parent an adequate amount of time to make other child care arrangements.

## Health Policies

### Sending a Child Home

Usually a child's teacher will bring a health concern to the attention of the Director (i.e. the child seems warm or has an unusual rash). We will use the following criteria to determine when to send a child home:

- 1) The teacher and Director will assess the child by appearance, checking the child's temperature and evaluating whether the child's behavior is any different than usual.
- 2) There are also State licensing requirements that must be followed in determining when a child has to be sent home. See Health Requirements.

Occasionally a child is not ill enough to be sent home but is just "not themselves". The parent will then be called by either the Director or Teacher so a mutually agreed decision can be made as to what care should be given. You may decide to come for the child or have a back up caregiver come for your child. If your child has to be sent home please remember that for your child's comfort and to reduce the risk of contagion we ask that your child be picked up within one hour after notification.

### Fever/Contagious Diseases

**If your child went home with a fever, your child will have to remain at home for 24 hours, fever free without medication, before returning to the program.** In the case of a contagious disease, except chickenpox, a doctor's note will be required before the child can return. We understand that it is difficult for a parent to leave or miss work; therefore, we suggest that alternative care arrangements be made in advance. If a child has been absent due to a communicable disease, a doctor's note **MUST** accompany the child to school upon his/her return or he/she will **NOT** be permitted to stay in attendance at the Learning Center for that day.  
(Please see communicable disease policy)

#### Requirements

If a child is sick or injured at the Center we will notify his/her parent. In some cases we may request that you immediately come for your child, in other circumstances we only inform you of your child's situation so that you can decide if some action should be taken.

The Meadowlands Area YMCA Day Care Program Policy (**based on State licensing requirements**) for sending a sick child home:

- 1) Fever of 101.5 F or more
- 2) Vomiting - 2 or more episodes
- 3) Diarrhea - twice within an hour
- 4) Suspected ear or eye infections
  - A) Child pulling on ear
  - B) Complaining of earache
  - C) Yellow eyes
  - D) Red eyes with discharge
- 5) Sore throat and/or severe coughing
- 6) Rash (other than diaper rash)
  - A) Weeping and/or bleeding skin lesions - untreated by M.D.
  - B) Infected, untreated skin patches

### **IMPORTANT TO UNDERSTAND**

- 1) Child might not be technically sick but still not belong in a group setting nor fit for group play
- 2) Sick children are better off at home where they can receive individual care.
- 3) We are not diagnosticians, only a medical doctor can say for sure if a child is ill. We are going by symptoms and what the child tells/indicates to us.

Child out sick may return to Center:

- 1) When temperature is normal for 24 hours (without fever reducing medications).
- 2) When child is symptom free or a licensed medical doctor indicates that the child poses no serious health risk to themselves or other children.
- 3) **If a child has been ill for 2 or more days, it is necessary to bring a doctor's note upon returning to the Center.**

### **Medication Policy**

- 1) Administration of Medication:  
Medication **MUST** be administered at home -  
---For a period of 24 hours if child has not been on this particular medication before **OR**  
---The period of time as instructed by your physician **OR**  
---At least the first dose must be given at home before medication will be administered at the Center.
- 2) A Medication Permission Form must be filled out before any medication will be given by the Director.

- 3) Medication must be in original container labeled with
  - child's name
  - name of medication
  - date it was prescribed or updated
  - directions for administration
- 4) SAMPLE MEDICATION **MUST** have a note from the physician with the child's name, name of medication, dosage information, time to be given, how to mix medication (if necessary), date and physician signature. A parent permission form is also needed.
- 5) **Non-prescription medicine will ONLY be administered by any YMCA Learning Center Staff Member with a doctor's note stating the reason for medication and the correct dosage.**

### **NON-PRESCRIPTION MEDICATION**

Only the following non-prescription (over the counter) medication will be administered.

- 1) Antihistamines/decongestants
- 2) Acetaminophen
- 3) Cough suppressants
- 4) Topical Ointments

State licensing requirements for non-prescription medication states:

". . . Which shall be dispensed in accordance with the recommended dosage, age and/or weight of the child, as indicated on the label."

Parent must then sign a Medication Permission form with the above note attached.

### **GENERAL POLICIES FOR PRESCRIPTION AND NON PRESCRIPTION MEDICATIONS:**

Over the counter medication will only be given for 3 days with a physician's note. No medication is to be put in a child's food or drinks brought into the center. No child will be awakened from naps for medication. We reserve the right to limit amount of medications given at one time to a child. If we have any questions about medication, the child's physician will be called.

### Injuries

The center will notify you when your child is injured. Minor injuries are washed with soap and water, if necessary ice is applied, as well as a Band-Aid. Serious injuries, i.e. broken bones, lacerations that need stitches are reported immediately to you. If needed, an ambulance will be called. Minor injuries to the face and/or head are reported to you as soon as possible. Other minor injuries will be reported to you when you pick up your child. **All injuries to a child will be documented in an accident report. If a child causes an accident to happen then that child will be written up on an incident report. The acting director and the parent of the child must sign this report. No information of the other child involved will be reported. A copy of the accident report will be given to the parent upon request and a copy will be kept for the child's record.**

### Biting

Though biting can be a normal part of early childhood development, it can cause problems in a daycare setting. In lieu of the safety of all the children, the following will be our guidelines for "biter and bitee": The parents of any child who gets bitten will be notified through an accident report. If the bite breaks the skin, we will ask that you seek professional medical attention as soon as possible. Once a child has bitten someone, we will notify his or her parents. We will offer the child something to bite or teeth on, explaining that biting people is not acceptable. If the child bites a second time, that child will have a time out. If the child bites a third time, that child will be separated from the group and then sent home. This often works as a child may bite for many reasons from a rough teething day to being tired and needing some home time, or in some cases a child will bite because they are in need of attention. If a child bites consistently, a teacher will shadow him. A conference with the parent will be necessary and we may ask the child's pediatrician for advice. If biting continues, a child may have to be kept at home until the behavior stops. The names of the children involved will be kept confidential.

### Emergency Forms/Immunizations

State licensing as well as local and State health departments require that we keep immunization records on all the children. Please let the Director know when your child receives immunizations. For your child to continue in any group care (child care, public school) immunizations must be kept up to date and a record of the immunization reported to the Center.

**Our consulting physician is Dr. Marks, 1 Wesley Place, North Arlington and we will use Hackensack Medical Center in case of emergency.**

## Communicable Disease Policy

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

Respiratory Illnesses:

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

Gastrointestinal Diseases:

Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

Contact Illnesses:

Impetigo  
Lice  
Scabies  
Coxsackie

\*Reportable Diseases that will be reported to the health department by the YMCA Learning Center

\*\*Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating that at least 6 days have elapsed since the onset of the rash OR that all sores have dried up and crusted.

If your child is exposed to any of the above communicable diseases, you will be notified in writing.

### **Diapering Procedure**

The following diapering procedure is in place because some of our children may still be toilet training.

The changing station is cleaned with soap and water and then with bleach and water before and after each child is diapered. In addition, clean changing paper is placed on the table. The Diaper changing Table can be found in our bathroom so that running water is feasible to both child and teacher after every change.

Teachers wear clean, latex gloves while diapering each child, when disposing of all diapers and when assisting a child with toilet training (changing gloves in between each child). All materials are discarded immediately after diapering. Teachers wash their hands before and after diapering, and the children wash their hands after diapering and toilet training. Children that are toilet training, train in diapers, OR Pull-ups. Please discuss with your child's teacher when you are ready to start potty training your child at home. When changing your child here, we ask that you follow the cleaning and disinfectant procedures. The classroom teacher will assist you.

### **Bottle, Sippy Cup and Drink Policy**

Bottles are allowed for children 20 months and younger. Sippy cups are allowed for children 18 months and older. Juice and milk boxes with straws are an excellent alternative and are suggested for all age groups. Please label all items belonging to your child.

### **Food Allergies**

We have children attending the Center who have various food allergies. Please check with your child's teacher before bringing in any special treats for birthdays or parties. **Children may not bring in any foods containing peanut butter or nuts of any kind.**

Children with other food restrictions due to culture, religion or lifestyle; health habits (i.e. vegetarian) etc. must fill out the Medical Report in the Registration Package.

Children with food allergies either mild or sever, should have an Emergency Health Care Plan Form filled out. **See Registration Package.**

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**The following items are needed for all children as they enter day care.  
Everything must be labeled with your child's name.**

**Special Note: We are a peanut free center. Children may not bring in any foods containing peanut butter or nuts of any kind.**

- Child's size, one inch thick, waterproof mat for sleeping
- Child's size blanket (NO small sleeping bags)
- Bib(s), if necessary
- Disposable diapers or Pull-Ups and diaper wipes, if necessary
- Complete seasonal change of clothes
- Food: Send in morning snack with drink
- Food: Send in lunch with drink
- Food: Send in afternoon snack with drink
- All food should be cut and ready for serving. Refrigeration available.
- Foods that need to be heated in the microwave should be ready for serving and require no more than a minute to be heated.
- All food and food bags should be labeled with your child's name.
- Sunscreen
- Please make sure to limit the amount of items brought to school, most children share a cubby and space is extremely limited for that reason. Please respect the property of the child whose cubby you are sharing.
- Absolutely NO TOYS FROM HOME ARE PERMITTED IN THE LEARNING CENTER.

**PLEASE LABEL ALL BELONGINGS**

### **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 Requirements by 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 communicable 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. 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](http://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](http://www.nj.gov/dcf) and select Publications.

**(Keep This Page for Your Records)**

## Registration and Fees

1. Parents must complete a registration package prior to the child's admission into the program. The package includes: registration form, child information form, and discipline policy, permission for emergency medical care, medical report form and information to parents form.
2. The days of the week must be declared at the time of registration. To change these days, approval of the Day Care Director must be obtained.
3. No refund/credit of days will be issued due to illness, center closing (Holiday and/or weather), or any other reason for absence.
4. The first 2 weeks tuition, 2 weeks security, YMCA membership and registration fee **must** be paid in full at the time of registration. An interim tuition payment may be due if you are starting your child on a week that falls in between the scheduled Tuition Fee Payment Schedule.
5. A security deposit equal to 2 weeks of tuition is due at the time of registration. Two weeks written notice to the office must be given of the child's last day. The security deposit will then be applied to those last two weeks. The security deposit may also be applied to any outstanding balance at the discretion of the YMCA.
6. Children may enter the program at any time. If there are openings, tuition fees only may be prorated, if necessary, to comply with set Tuition Payment Schedule.
7. There will be a first time initial \$50.00 Registration fee required at the time of registration; which is non-refundable and is not applicable towards program fees and membership. If a child leaves the program and wishes to return, a \$50.00 Re-Registration fee will be due. The child's spot in the Center is not guaranteed once they leave the program.
8. Scholarships are available. Contact the YMCA for a confidential application.
9. Fees paid after the due date is subject to a \$15.00 late fee. The YMCA may apply Security monies to any outstanding balances. Payments may be cash, check, or money order. Payment stubs should be used when making payments. Checks should be made out to the Meadowlands Area YMCA. All payments should either be mailed directly to the YMCA office (P.O. Box 252, Rutherford, NJ 07070) or brought to the child's Day Care Center.
10. A CHILD MAY NOT ATTEND WITHOUT THE PROPER FEES BEING CURRENT. There are **NO CREDITS OR REFUNDS for days missed. Holidays (see enclosed list), personal illness, emergency closing, and activities.** Your fee pays for direct operating costs, such as staff 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.
11. If a check is returned uncashable, there will be a \$25.00 penalty fee. All subsequent payments must be made on a cash or money order basis.
12. 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.

13. The child(ren) must be picked up promptly at their registered pick up time (12 noon for half day children) or there will be a late pick up charge of \$14.00 per half hour or any part thereof. If, after the first 15 minutes, we do not hear from a parent, 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 Director or Acting 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.
14. A family with more than one child attending the YMCA Day Care Program may receive a 10% discount off of tuition fees for additional children; provided that these children are registered for the same number of days per week or less than the first child.
15. 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)
16. Tuition fees and payment - an amount equal to 2 weeks tuition for the upcoming 2 weeks of day care service is due every other Monday as outlined below: i.e. September 1st payment covers service for September 1 through September 12.
17. 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 Tuition Fees Payment Schedule). The parent/guardian assumes all responsibility to notify the YMCA in writing of any changes that may affect this agreement.

**Please keep this schedule handy**

**Tuition Fees Payment Schedule.**

If date falls on a day the Center is closed, then the tuition is due on the next day that the Center is open.

2008	2009	2009
September 1, 15, 29 October 13, 27 November 10, 24 December 8, 22	January 5, 19 February 2, 16 March 2, 16, 30 April 13, 27	May 11, 25 June 8, 22 July 6, 20 August 3, 17

**Weekly Tuition Fees**

Tuition Fees - weekly from September 1, 2008 through August 28, 2009.

18 Months to 2 1/2 Years				2 1/2 Years - 5 Years			
5 Full Days	\$192	5 Mornings (9-12 Noon)	\$121	5 Full Days	\$171	5 Mornings (9-12 Noon)	\$92
4 Full Days	\$179	4 Mornings (9-12 Noon)	\$106	4 Full Days	\$145	4 Mornings (9-12 Noon)	\$81
3 Full Days	\$159	3 Mornings (9-12 Noon)	\$ 88	3 Full Days	\$111	3 Mornings (9-12 Noon)	\$60
2 Full Days	\$133	2 Mornings (9-12 Noon)	\$ 67	2 Full Days	\$ 87	2 Mornings (9-12 Noon)	\$42

**Drop In or Emergency Care**

Morning Child to All Day (7:00am to 6:30pm)	Adding an Additional Full Day (7:00am to 6:30pm)	Adding a 9am to 12 Day (9:00am to 12 Noon)
\$32.00	\$53.00	\$21.00

## Meadowlands YMCA's Commitment to Safety - Information to Parents

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.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 is 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 is 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.