

## HISTORY

The YMCA has been running programs in the county since 1903. The Hunterdon County YMCA has been operating School Age Childcare Programs since 1983. All of our school age programs are licensed by the State of NJ.

## STAFF

The Before and After School programs are overseen by Wendy Crocetti, Director of School Age Childcare Programs. Stephanie Lawreck is the District Director and is responsible for the direct supervision of programs. Each site is run and supervised by an on site director and staff who have been selected for their skills, experience and leadership with children.

## REGISTRATION

Because space in some programs is limited, it is important to register early. Those currently enrolled in Before or After School programs and siblings will be able to register beginning May 15<sup>th</sup>, as long as their tuition account balance is current. Registration for all others begins on June 1st

Registering a child on or before August 21st requires:

- \* A completed registration packet.
- \* A \$100.00 non-refundable deposit, which is subtracted from June tuition.  
See: Changes and Withdrawals for early withdrawals.
- \* A \$40.00, non-refundable registration fee.
- \* A Hunterdon County YMCA membership for child.

A new registration packet must be completed each year. **Registrations with missing information will be returned.** Children will NOT be considered registered with an incomplete packet.

Registrations taken between August 21<sup>st</sup> and September 10<sup>th</sup> will be assessed a \$50.00 registration fee.

Registrations on or after August 21<sup>st</sup> will also be required to pay in full for first months tuition in addition to all other fees.

At all times, there is a 2 day waiting period after a child is registered, before they can begin program. We do not count the day you register or weekends and holidays in this time frame.

The school a child attends is the school where the child will attend the Before/After School Programs. We do not accept children into programs who attend school out of district. For middle school children who wish to attend program at the elementary school in their home district, **it is the parents' responsibility to arrange transportation from one school to another.** The YMCA holds no responsibility for arranging transportation.

**It is also the parents' responsibility to notify the school that their child is attending Before and/or After School Programs** and to provide the school with the attendance schedule. The YMCA does provide each school with a list of participants as well.

## TUITION PAYMENTS

**All payments are due on the first of each month.** You will be billed each month. Billing is a courtesy. Payments are due regardless of whether or not a bill is received. Payments received after the 10<sup>th</sup> of the month are subject to a \$20.00 late fee per child. Payments can also be made through credit draft with a credit or debit card. Credit draft forms will be mailed with September bills. A new form needs to be completed each year.

Tuition payments are the responsibility of the person registering the child/children. In the event that more than one party pays tuition, the person who receives the bill is

responsible for the collection and payment of the total bill. We do not send out more than one bill per child.

The day an account becomes 30 days past due, children will not be admitted to the program until that account is up to date. Tuition, late pick up fees, and late payments fees are all subject to the 30 day past due rule. If your child is removed from the program for non-payment of tuition or if there are chronic late payments on an account, you will be required to provide us with a valid credit or debit card for use for all future payments.

No payments are accepted at program sites. Payments can be mailed to the Y at 144 W. Woodschurch Road, Flemington, NJ 08822 or made in person at either branch of the YMCA.

It is our policy that monthly tuition is paid in full. We do not prorate for absences or by the hour. If needed, children can be withdrawn for one or more months at a time. If a child is withdrawn and that program has a waiting list the child will lose their slot. We do not hold spaces under any circumstances.

Tuition is a yearly fee divided into 10 monthly payments.

Please contact Wendy Crocetti at 908-483-4622 should there be extenuating circumstances regarding payments before the 30 day past due period has been reached to arrange a payment plan.

Confidential financial assistance is available.

We recommend that parents keep a record of payments for IRS purposes. We do not, as a rule, give receipts of payments. Cancelled checks are an acceptable receipt for payments. Our tax I.D. number is 221-524-183.

## E. CHILD CARE USE POLICY

Attendance must be recorded daily and needs to be called in from the YMCA site phone. Absences/sick days must also be recorded but can be done from any phone. The number to call for illness/absence is located on the back of the Family First Card. Failure to report attendance/absences could result in the loss of funding. If attendance is not recorded on a regular basis, parents will be required to attend a training held by NORWESCAP. Failure to attend this training will result in suspension of assistance. NORWESCAP will notify families when their agreement is up for renewal. This process must be completed in a timely fashion so assistance is not interrupted. YMCA Financial Assistance, if utilized, must be renewed every six months. Any changes in schedule must be reported to both the YMCA and NORWESCAP. Lost cards should be reported immediately to NORWESCAP, so there is minimal interruption in reporting service. Co-payments and excess fees (if applicable) must be paid on the normal tuition schedule. If days are not recorded and payment is not received by the YMCA from the State, parents will be charged those amounts along with applicable co-pays and excess fees. Any days attended during which a child's contract has lapsed will be charged to parents in full with no financial assistance applied. If a family loses child care funding due to failure to comply with E. Child Care procedures, YMCA financial assistance will not be applied to child care programs.

FEEES

BEFORE SCHOOL PROGRAM

\$163.00 per month, regardless of number of days attending.

Holiday care is not provided, no second child discount.

Children in the Before School Program may drop-in to the After School Program and Holiday Care. See drop in prices.

Program begins at 7 AM in all schools, except Kingwood which begins at 7:15 AM

AFTER SCHOOL PROGRAM  
MONTHLY FEES

	FIRST CHILD	EACH ADDITIONAL CHILD
# of days per week		
5	\$ 386	\$ 348
4	\$ 322	\$ 290
3	\$ 270	\$ 243
2	\$ 196	\$ 177
1	\$ 100	\$ 90

Pick up time is by 6:00 PM

All programs consist of educational activities, arts and crafts projects, science, community service projects as well as opportunities for creative and outdoor play. A 10% multi child discount will apply to all after school program fees. Discounts are applied to all children after the first.

Fees are all-inclusive and include care on half days and holidays.

EXTRADAYS

Extra days of care: AM, PM, or holiday care can be added as needed. Parents must contact site staff and school office 24 hours in advance. These days will be billed separately from regular tuition bill.

DROP-IN CARE

Parents who do not need care on a regular basis can enroll their children for drop-in care, if slots are available. When a program fills, children attending on a regular schedule will have priority over drop-ins. Please call before registering for drop-in care to check on availability.

Parents must call 908-483-4622 or the site phone 24 hours in advance in order to drop a child into after school program, no advanced notice is necessary for before school program. All registration requirements apply. These days will be billed via email each month.

SWITCHING DAYS

If needed, parents may switch days within the same week. Days cannot be "banked" for use at other times. We do not allow switching a regular school day for a full or half day program.

EXTRADAY and DROP-IN CARE FEES

After School Program – regular day	\$27.00 per child
Scheduled Half Day	\$37.00 per child

Full Day Care	\$60.00 per child
AM Care	\$17.00 per child

## CHANGES AND WITHDRAWALS

In order to change a child's schedule, parents must contact the YMCA administrative offices (908) 483-4622. Changes must also be reported to the on site director and to the school. We allow 2 schedule changes per school year. Any additional changes will result in a \$10.00 service charge. If a child is withdrawn from a program and would like to return, they may do so only if there is no waiting list. If there is a waiting list, child will be placed on it. Withdrawing a child also results in the loss of priority registration for the following year.

All withdrawals require 30 days advanced notice.

## SCHEDULE

Before School Programs run from 7:00am until the beginning of the school day in all schools except Kingwood, which opens at 7:15am.

Before School care is provided during regular school days only. No extra days are included in the program fee. Parents may sign up for PM drop in to take advantage of extra days.

After School Programs run from dismissal until 6:00pm, including scheduled half days and many school holidays. Fees include all half days and all school holidays except those listed below. Half days and holidays are covered IF they fall on a regularly scheduled day of attendance. SEE BELOW FOR HOLIDAY SCHEDULE.

## HOLIDAY SCHEDULE AND CLOSINGS

Programs will be offered on most school holidays in accordance to school calendars. Changes made to school calendars will result in changes to program schedule.

## **For the 2017/2018 school year PROGRAMS WILL NOT RUN ON:**

Labor Day and the previous Friday  
 Thanksgiving  
 Thanksgiving Friday  
 December 25<sup>th</sup> and 26<sup>th</sup>  
 January 1<sup>st</sup> and January 2<sup>nd</sup> (if schools are closed)  
 Presidents' Day  
 Good Friday  
 Memorial Day

A survey to determine holiday care needs will be conducted by the Site Director, approximately two weeks prior to the holiday. Permission slips for any field trips that may be scheduled will also be distributed at that time. A cut-off date will be established for sign-ups and for payment of field trips. No additional sign-ups will be accepted after the cut-off date. Should no children arrive by 10:00 AM, staff will be dismissed for the day. On holiday care days, children must bring lunch from home.

Due to the unavailability of some schools and low attendance, sites are often combined during the holidays. Program Site Director will alert parents to holiday care site arrangements as soon as they are determined.

Field trips may be planned during holiday care days, depending on the number of children, there may be alternative care for children who choose not to attend trips. A minimal fee is charged for trips.

## VARYING SCHEDULES

For children registered with varying schedules, the parent has the full responsibility for contacting the site staff and the school EACH AND EVERY DAY THE

**CHILD WILL BE ATTENDING PROGRAM.** The YMCA does not look for children who have a varying schedule unless we are informed the child will be there. Varying schedules are allowed for the convenience of parents and neither the Y nor the school will be responsible for children who have diverse scheduling unless we are told to expect them.

### AFTER SCHOOL SCHEDULE

**Attendance:** Site staff will verify that all children who are scheduled to attend are at the program. Parents are required to let both the Site Director and the school know if a child will not attend program on a scheduled day or will be at after school activities. Any child going to an after school activity must first report to the After School Program. Staff goes to extensive lengths to locate children missing from programs, please make sure staff is informed of schedule changes. If adding or changing days, parents are also required to notify site staff and school. Staff cannot be responsible for children who they did not know were supposed to attend program.

**Snack:** Snack is provided by the YMCA and is supplemented by a voluntary parent snack-sharing program. Site staff will have a monthly snack calendar for parents to sign up to bring snack for the group if they wish. This allows a variety of snacks that can be offered to the group, especially perishable items which we are unable to store.

**Homework/Quiet Time:** Time is set aside each day (except Friday) to allow children to work on homework if his/her parent wishes. It is important that parents let their children know if they are to do homework. Site staff will offer assistance as needed, but they cannot provide constant one-on-one help or supervision. Staff will not check backpacks or homework folders, if children say they do not have homework. Quiet activities are offered to children who finish early or who are not doing/do not have homework.

**Group Activities:** Each day there is a staff directed group activity. Active games, quiet games, craft projects, community service projects, and special events are all

possibilities. All children are strongly encouraged to participate in the group activity. No other choices will be offered during this time. Children may do quiet activities should they choose not to participate.

**Free Play/Choice Time:** After six hours or more of school, it is important that children be able to choose some activities of their own. A period is set aside each day for children to pursue activities that interest them such as indoor, outside or gym play, socializing with friends, games, etc.

**Healthy U/Shaping NJ:** The Hunterdon County YMCA believes in the importance of providing an environment where we encourage physical activity and good nutrition.

Our Y follows the guidelines of Shaping NJ which includes: Increasing physical activity, increasing the consumption of fruits, vegetables and water. It also includes decreasing screen time, the consumption of sugar-sweetened beverages and the consumption of “empty” calorie foods.

The Healthy U program, brought to the Y through a grant from the Horizon Foundation of New Jersey, provides nutrition education and lessons for children as well as activities to keep kids active for at least 30 minutes each day after school.

### SIGN IN PROCEDURES FOR BEFORE SCHOOL PROGRAM

Children must be brought into Before School programs by a parent or guardian. Children cannot to be dropped off outside of the school building. **Failure to comply with this rule will result in child being removed from program.**

### RELEASE OF CHILDREN FROM THE AFTER SCHOOL PROGRAM

Each family will be issued pick-up cards for children enrolled in the programs, during the first week of school. Children may only be released to those who present the

correct pick-up card for a specific child. Those with pick-up cards must also be listed on child's application on the emergency/authorized pick up list. Individuals must be at least 16 years old to pick up children from the program. Parents are responsible for giving out pick-up cards to those on pick up list as well as retrieving any cards that may become invalid. For children registered once the school year has begun, pick-up cards will be issued within two weeks.

You must have your pick-ups cards with you every day. As staff get to know you, they may not ask to see them, however we often have substitute staff who will need to see them.

Please have photo ID available on the first few days child is in program

If a non-custodial parent has been denied or has limited visitation through court order, a copy of this order must be kept on file at program, as per State regulations. It is the parents' responsibility to provide this paperwork. The YMCA will not get involved in parental custody disputes and cannot take verbal instructions regarding custody/visitation/pick-up.

In emergency situations only, parents may give verbal permission to staff to release child to an individual without a pick-up card. That individual must present photo ID before the child is released.

We issue pick-up cards and require you to present them for the protection and safety of your child. A parent who refuses to present pick-ups cards to staff may have their child removed from program.

If a child is not picked up by 6 pm and staff has not been notified as to why, staff will attempt to contact alternative pick-ups.

If a child is still remaining an hour after closing time and providing that other arrangements for pick-up have failed and staff cannot continue to supervise at the site, the staff will call the Department's State Central Registry Hotline at 1-877

NJ ABUSE to seek assistance in caring for the child until the child can be picked up by an authorized individual.

No child shall be released from program unsupervised.

### IMPAIRED DRIVERS

As per State regulations, if a parent or other authorized individual appears to be physically/emotionally impaired to the extent that, in the judgment of the staff, the child would be placed at risk of harm if released to that individual, the child will not be released. Staff will attempt to contact others on emergency/authorized pick up list to take child and the impaired individual home. If the staff is unable to make alternative arrangements for pick-up, staff will call the Department's State Central Registry Hotline at 1-877-NJ ABUSE.

Should the impaired individual attempt to drive, the police will be called.

### LATE PICK-UPS

Late pick-ups from program are not allowed. Should you be delayed, it is required that you make arrangements for another authorized person to pick up your child. Should children be picked up after 6:00 PM, ACCORDING TO THE SITE CELL PHONE, a \$15.00 late fee will be charged for the first 15 minutes or any portion thereof and \$15.00 for every 15 minutes or portion of thereafter. To avoid discrepancies, parents will be asked to sign a late pick-up slip. Late fees will be charged whether or not form is signed. Late fees will be included in next bill. As with all fees, if late fees are not paid, child will not be admitted into program until account is up to date. We understand that sometimes there are unavoidable delays, but ongoing late pick-ups cannot be tolerated and 5 late picks ups during the course of the school year may result in child being removed from program.

### SCHOOL EMERGENCY CLOSINGS

The After School Programs will not run in the event of an early dismissal due to a weather or other emergency. We recommend checking with your child's school as to their snow dismissal policy. Remember the school, not the YMCA, will dismiss your child. Please have alternative childcare arrangements made early. Please keep the school informed of your alternative plans.

No programs run on days school is closed due to weather or other emergencies.

In some districts, we will do run program on delayed openings. Programs will open on the same delay schedule as the district. Please check with your AM site director to confirm your school participates.

### RECALL ITEMS

The Department of Children and Families, Office of Licensing requires that we keep no unsafe children's products as listed on the Department of Law and Public Safety, Division of Consumer Affairs website at program and that we post the address to that site for parents to access:

It is available at: [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm) or [www.cpsc.gov/recalls](http://www.cpsc.gov/recalls)

### DISCIPLINE / EXPULSION POLICY

The Hunterdon County YMCA School Age Childcare discipline policy is listed below. Each site also adopts its own day-to-day rules for expected behavior within this policy.

No child shall be deprived of food, isolated, subjected to corporal punishment, abusive language or punitive physical exercise. Programs shall use positive reinforcement as a tool to avoid unwanted behavior. When a child exhibits inappropriate behavior, they shall be warned and given an explanation of why such

behavior is unacceptable. Should the behavior persist, staff may place the child in time out using the guideline of one minute per year of age. At this time another explanation of why the behavior is unacceptable will be given. Should the behavior continue, parents will be called to pick up the child immediately. Children are entitled to a safe and harmonious environment at Before and After School Programs. Ongoing, inappropriate behavior, chronic disrespect of staff or serious infractions of site rules will result in a progressive discipline report being written. The child and parent will be asked to review and sign the report. A child who has three incident reports will be suspended from the program for 1 day. Additional reports will result in longer suspensions, a conference with District Director and/or Director of School Age Programs and possible removal from program. Suspension/progressive discipline reports may occur at any time depending on infraction. There will be no credits/refunds for suspensions.

Physical violence, inappropriate sexual contact and/or verbal abuse towards other children or staff will not be tolerated and could result in immediate removal from program.

Parents who are habitually tardy when picking up or who refuse to show pick-ups cards or who are verbally abusive to staff or who cause staff to feel afraid, harassed, or intimidated or who harass or verbally abuse other children and/or parents may have their child removed from program.

The program shall not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of licensing regulations, or questioning a center directly regarding policies and procedures.

## MANAGEMENT OF COMMUNICABLE DISEASES

As per state guidelines, if a child exhibits any of the following symptoms, the child should not attend program. If such symptoms occur at program, the child will be removed from the group and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once a child is symptom free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself, the child may return to program unless contraindicated by local health department or Department of Health.

## EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child/staff

presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to center. A note from parent is required stating that either at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child is exposed to any excludable disease at program, parents will be notified in writing.

## MEDICATIONS

Site staff can only administer prescription medications if parents have completed an "Authorization for Administration of Medication" form, available on site.

Prescription medications will only be administered from the original container.

The State of New Jersey requires that all EPI pen prescriptions must be in original box and must contain both EPI pens. The health care plan for the child must also be attached.

Staff cannot administer needles.

Non-prescription medications, limited to the following types, may be administered with authorization from parent.

Antihistamines/decongestants  
 Acetaminophens (aspirin substitutes)  
 Cough suppressants  
 Topical ointments

## SUNSCREEN

In the Fall and Spring, we have the children outdoors for longer periods of time and it is suggested that sunscreen be applied to your child before they come to school, to avoid sunburn during outdoor play. Staff cannot apply sunscreen.

## CHILDREN'S PERSONAL ITEMS

Any personal items left behind at the end of the day will be held by staff, should these items not be claimed, they will be taken to the school's lost and found.

Handheld games, IPODs, cell phones and other electronic items are not allowed at programs. Tablets are allowed for reading and homework assistance.

The staff will not be responsible for any personal items/toys brought from home.

Parents should be aware that we abide by each school's facility use policy and rules.

## VIDEO POLICY

On occasion movies are shown during full or half day programs, for educational purposes. Only G and PG rated movies are shown. Movies are not shown during regular school days.

## INFORMATION TO PARENTS

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 record keeping 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 the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 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 parents 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 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 field 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 an 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 an 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 products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list 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.

