



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SCHOOL AGE CHILD CARE AND LEARNING ENRICHMENT COMMUNITY FAMILY HANDBOOK

YMCA OF MONTCLAIR



YMCA of Montclair
25 Park Street
Montclair, NJ 07042
973-744-3400
montclairymca.org

Geyer Family YMCA
159 Glenridge Avenue
Montclair, NJ 07042
973-783-7640



FOR YOUTH DEVELOPMENT®
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Dear Parents/Guardians,

Welcome to the YMCA of Montclair's Learning Enrichment Community (LEC) and School Age Child Care (SACC) programs.

The YMCA of Montclair is here to support your family and the specific childcare needs you have. We have been a hub of our community for nearly 130 years serving as a thought leader and best in class provider of education, wellness, youth development and community building.

During these difficult times, we know that families are faced with impossible choices as we confront the realities of COVID-19. Since March, the Y has been providing childcare for essential workers and summer camp for local families. All while adhering to COVID guidelines mandated by the State of New Jersey and our local health department. Safety is our top priority.

We know the need for supervised, licensed care that facilitates remote learning while enriching young minds is critical. We have upgraded our IT infrastructure at Geyer Family YMCA to assist student needs with their virtual learning at our Learning Enrichment Community.

We strive to create programs that allow parents to go to work or school knowing that their child is being cared for by an organization whose commitment to safety and holistic learning for children is unmatched.

Our programs focus on building self-confidence and character. And we emphasize the Y's four core values in character development—caring, honesty, respect and responsibility—in every activity and interaction.

It is our priority to ensure equitable access to programming. The Y for All Financial Assistance Program is available to families who reside in our service area who need our programs the most. We do this because it is our commitment to serve all people—regardless of age, race, ethnicity, ability or socio-economic status.

Thank you for choosing the YMCA of Montclair as your childcare provider. We are here for you and we are stronger together.

Stay safe and be well,

Buddy Evans

President & CEO

bevans@montclairymca.org

Welcome to Our Youth Development SACC (School Age Child Care) and LEC (Learning Enrichment Community) Programs

The YMCA of Montclair Youth Development Programs are dedicated to meeting the needs of our community during both the typical school day as well as the remote learning day. Our programs offer a great place for children to be before, during and after school, and are designed to meet the needs of today's working parents and their children. Participants in our programs are involved in age-appropriate activities, which are planned and supervised by experienced staff. Our programs are licensed by the state of New Jersey and stress the YMCA's "character development" values of caring, honesty, respect, and responsibility. We welcome your comments and suggestions for program improvement. By working together, staff and parents can develop a high quality program for our children.

Program Philosophy

At the YMCA of Montclair, we believe that building a child's healthy spirit, mind and body are the essential keys to their overall growth and development. The YMCA provides positive ways to build a child's self-esteem so children can learn to adapt successfully to the world. We encourage development of each child's critical thinking skills, language skills and self-expression, while using their creativity and imagination. Our programs and activities are designed to meet the needs of the whole child. Our hands-on, experience-based approach promotes comprehensive child development, while fostering a love of learning. Children enrolled in our programs will be exposed to a core curriculum throughout the school year, which includes physical health and nutritional education, character building, and personal growth.

Important Contact Information

Lisa Aulisi

VP of Youth Development

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E-mail: laulisi@montclairymca.org

Kim Burrows

Senior Director of Camping & Outdoor Ed.

Phone: 973.415.6118

E-mail: kburrows@montclairymca.org

Rob Casale

Senior Director of SACC

Phone: 973.415.6117

E-mail: rcasale@montclairymca.org

Marlon Pollard

Program Director

Phone: 973.415.6139

E-mail: mpollard@montclairymca.org

Joy Studwell

Systems Coordinator

(Paperwork, address & schedule changes, withdrawals, receipts, payments etc.)

Phone: 973.415.6132

E-mail: camps@montclairymca.org

LEC Phone Line

To contact an LEC staff member during program hours please call 862.926.7704.

SACC Site Phone Lines

Use these phone numbers to get in touch with the program staff at your child's SACC site during program hours.

BLOOMFIELD SCHOOLS		
Berkeley	973.680.8215	862.702.6442
Brookdale	973.338.4294	862.926.8237
Carteret	973.680.0014	862.702.6438
Demarest	973.338.0023	862.702.6431
Fairview	973.259.9331	862.926.7716
Oak View	973.338.5449	862.926.8396
Watsessing	973.680.4319	862.926.8144
MONTCLAIR SCHOOLS		
Bradford	973.783.0317	862.926.7978
Charles H. Bullock	973.744.3122	862.702.6434
Buzz Aldrin	732.921.8241	862.926.8390
Edgemont	973.509.6089	862.926.7073
Glenfield	973.744.1218	862.926.7350
Hillside	973.509.9641	862.926.7429
Nishuane	973.509.8386	862.926.7736
Northeast	973.655.9756	862.926.7712
Watchung	973.655.9758	862.926.7913
VERONA SCHOOLS		
Brookdale	973.239.2295	862.702.6430
F.N. Brown	973.239.1980	862.702.6433
Forest Avenue	973.857.8935	862.702.6437
H.B. Whitehorne	973.571.1057	862.702.6432
Laning	973.571.0718	862.702.6429

School Age Child Care Absentee/Message Line: 973.746.8764 (to be used before or after program hours)

Our staff check messages at the beginning of each day. If your child will not be attending the SACC Program, please call the message line by 11:00 a.m. to report the absence.

FINANCIAL INFORMATION

Tuition Payments/Changes to Schedule

Tuition payments are drafted on the first of the month. Credit cards are required with all applications and are kept on file to guarantee payments. Should any draft not be honored by your credit card for any reason, you are still responsible for that payment in addition to a \$20 service charge applied by the YMCA of Montclair. Any additional charges, such as late pick-up fees, will also be drafted. 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 wait list, the child WILL lose their spot. We do not hold spaces under any circumstances.

Please contact camps@montclairymca.org should there be extenuating circumstances regarding payments. Financial assistance is available for those who qualify.

Important: Tuition fees are based on the number of school days, broken down to ten equal monthly installments for your convenience. The fee is not based on the number of calendar days per month, and prorating of fees is not available. The only exception is if you enroll after the 15th of the month. All scheduled changes and withdrawals from the program MUST be requested in writing to camps@montclairymca.org and received by the 15th of the month prior or you will be responsible for next month's tuition.

IRS/Tax Statements

We recommend that parents keep a record of payments for IRS purposes. Receipts can be accessed by logging into your [CampInTouch](#) account, clicking on Financial Management and then clicking on View Statement. Our tax I.D. number is 221-487-617.

HEALTHY & SAFETY

Screening & Care

All staff and children will be screened daily, upon arrival to the before care (SACC) or day (LEC) program, and monitored throughout the day as needed.

- Screening includes:
 - Temperature check (100.4 degrees or higher will not be admitted)
 - Screening Questions about health, symptoms, and exposure, including travel to states on NJ's travel advisory list
 - Physical observation by staff
- A separate health space has been identified for any child or staff who must wait to be picked up after showing signs of not feeling well. We encourage families to have an emergency pick-up person available to pick-up the child within one hour of being called for illness.

- Participants will be in small groups and follow School District/Office of Licensing (OOL) social distancing guidelines.
- Families are required to sign a YMCA waiver prior to their child's first day of programming. This waiver can be found under the Forms & Documents section of your [CampInTouch account](#).
- Participants and Y Staff will be asked to follow NJ DOH, OOL, and State health & safety protocols during the day.

Face Coverings

Parents are required to provide face coverings for their children. Children and staff are required to wear face coverings throughout the program hours. Parents and children are required to wear face coverings during drop-off and pick-up.

COVID-19 Signs & Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Staying Home When Ill

Children (and staff) who are ill or running a fever are not permitted in the program. Children and staff who stay home or are excluded from the program due to a fever may not return to the program until they are fever-free for at least 72 hours without the aid of fever-reducing medication. Additionally, any children and staff who are out due to illness must present a doctor's note indicating they are okay to return to the program.

Now more than ever we need to err on the side of caution with regard to illness. For the health, safety, and well-being of all participants and staff do not send your child to the program if they are under the weather. We value the trust that parents place in us to provide their children with a safe, fun, and enriching experience, so be honest about your

child's health at the daily check-in. There are State guidelines that we must adhere to so we are asking you to partner with us on this matter.

Proper Hand Hygiene

- [Wash your hands](#) often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Respiratory Etiquette

Cover coughs and sneezes:

- Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Reporting Illnesses

If someone in the program is showing signs & symptoms of COVID-19, the participant/staff member will be brought to the isolation room by the Program Director/Site Supervisor. The participant/staff member's temperature will be checked and the person will be observed for symptoms. Based on the observations, the participant/staff member may be sent home for the day. Parents are asked to pick up their child within one hour of being called.

If a child or their immediate family member tests positive for COVID-19, then the parent must notify the Program Director immediately.

If a participant/staff member is out of the program due to COVID-19 then the Program Director will notify the Office of Licensing and the Montclair Health Department. We will then follow the Health Department's guidelines for notifying participants and staff.

Sanitation

- Continuous cleaning by staff throughout the day
- Increased handwashing throughout the day
- Hand sanitizer available in each group room
- Cleaning of supplies after each group use (individual supplies in some cases)
- Nightly deep cleaning (LEC); SACC sites will be cleaned at night by the School District

PROGRAM INFORMATION

Schedule

SACC

- If your child's school has a Before Care Program, this program will begin at 7:45 a.m. All students must be currently registered for the program and an adult must sign the child into the program each day.
- After School Programs run from dismissal until 5:45 p.m.

LEC

- School Day Program runs from 7:45 a.m. to 3:15 p.m.
- Extended Day Program runs from 7:45 a.m. to 5:45 p.m.
- Follows your School District's holiday schedule. On days that your district is closed for a holiday, you will need to sign up for the Staycation program (separate fee and registration required).

A Typical SACC Day

A typical after care day starts with attendance, followed by homework assistance. Planned activities such as sports and games, outdoor play, arts and crafts, and enrichment are also offered during the program. The Site Supervisor is responsible for overseeing all aspects of the daily program operations with help from their Program Assistants. If you have any questions or concerns, please speak to the Site Supervisor.

A Typical LEC Day

A typical LEC day starts with check-in/attendance, followed by remote learning assistance. Participants will be required to bring their own laptop/tablet, charger, headphones, login/password, and remote learning schedule. We will do our best to group participants by school district, school, and then grade. We will follow your school district's schedule, so afternoon activities will vary accordingly. Planned activities such as sports and games, outdoor play, arts and crafts, and enrichment are offered during the afternoon hours. The Room Director is responsible for overseeing all aspects of the daily program operations with help from their Room Assistants. If you have any questions or concerns, please speak to the Room Director.

General Information

• Attendance

- SACC staff spend the first part of everyday verifying that the children who are scheduled to be at the program site are accounted for as per the daily attendance roster. If your child is going to be absent from the program on a regularly scheduled day, please call the message line for your child's program site and leave a message for staff prior to 11:00 am. If your child is expected at the program and does not arrive, the program staff must make all attempts to locate your child, which causes

unnecessary stress at the beginning of the program. Parent communication is essential for your child's safety and ensuring our staff is aware of the whereabouts of your child at all times.

- LEC staff will verify attendance at morning check-in. If your child is going to be absent for the day you can notify one of the Program Directors via e-mail. However, since all participants are dropped off and checked in by a parent in the morning, any child not in attendance by the time their virtual learning day begins, is presumed absent for the day.

- **Homework**

- Homework time is available to all children in the after school program and the extended day program. Homework is held for up to one hour each day and offers your child an opportunity to start their homework with guidance from our staff. Our staff encourages independent work - it is not our staff's responsibility to check your child's work for accuracy. Please note: depending on their grade and number of assignments, they may not be able to finish all of it during homework time.

- **Snack**

- Parents should send their child with a lunch for the school day and may provide them with snack for the SACC program. Please inform staff if your child has any food allergies or restrictions.
- Parents should send their child with a non-perishable nut-free lunch for the LEC program. Snack is provided at 3:45 p.m. to participants in the Extended Day Program, and will consist of crackers, fruit, water, cheese, etc. Please inform staff if your child has any food allergies or restrictions. You may provide additional snack for your child.

- **Program Activities**

- A wide variety of structured and staff directed activities are offered each day in SACC and LEC Extended Day including outdoor play and sports, arts and crafts and other enrichment activities such as STEAM and Healthy U. Children are strongly encouraged to participate in group activity.

- **Children's Personal Items**

- We are committed to minimalizing screen time in our programs. Children are discouraged from bringing toys or electronic games from home such as DSs, Gameboys, iPads, or cell phones. The only exception is the use of laptops/iPads strictly for remote learning.
- **The YMCA is not responsible for personal items in the event they are lost or damaged.**

- **After School Activities**

- If your child attends any after school activities in the school building such as: Scouts, Sports or Enrichment Programs, please inform the staff in writing at least one day ahead. You must indicate the location of the activity within the building and

the approximate time your child will be returning to the After School program. If this is an ongoing activity, you may send in a letter stating all the dates on which that activity takes place. It is not the responsibility of our staff to escort your child to or from any activity.

- **Free Play/Choice Time**

- After a full school day, it is important that children are 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 outdoor play, socializing with friends, games, etc.

- **Staff**

- The before and after care programs are overseen by Rob Casale, Senior Director of SACC. Rob is responsible for the supervision and planning of the SACC Program. Each site is run and supervised by an onsite director and staff who have been selected for their skills, experience and leadership with children.
- The remote learning program is overseen by Lisa Aulisi, VP of Youth Development. Full-time Program Directors are responsible for the supervision and planning of the LEC Program. Each room is run and supervised by a Room Director and supporting staff who have been selected for their skills, experience and leadership with children.

POLICIES AND PROCEDURES

Attendance/Illness/Emergency

SACC Parents are responsible for calling the SACC Message Line to notify the YMCA that their child will not be attending the program on a particular day due to illness or other circumstances.

- Parents whose children are in the After Care Program must call the message line no later than 11 a.m.
- If you know that your child is going to be out the night before, you may call at that time since the message line is an automated system.

If your child becomes ill during school hours and you are notified by the school nurse to pick up your child, he/she cannot attend the After School Program on that day. Be sure to call and notify us that your child will not be attending the program. If your child is absent from school, for whatever reason, s/he cannot attend the After School Program on that day. If your child becomes ill or is injured during the After School Program, a parent or emergency contact will be called. In case of an emergency, the physician listed on the medical information form will be contacted and steps necessary to ensure your child's safety will be taken. Be sure that your medical records and phone numbers are up to date. Report any changes in writing to the directors.

Emergency School/Building Closing

If a school calls an emergency closing and must close the building early, the YMCA SACC Program will not operate for that day. The school administration will notify you and you must make arrangements to pick up your child from the school at that time.

If the YMCA of Montclair calls an emergency closing and must close the building early, the LEC Program will not operate for that day. The LEC staff will notify you and you must make arrangements to pick up your child from the program at that time.

Inclement Weather/Delayed Opening

Montclair Schools

- When Montclair schools call a delayed opening due to inclement weather or other reasons, the Before School Program will have a two-hour delay and will begin at 9:30 a.m.

All Other Districts

- All other districts that offer a Before School Program will NOT operate on days that schools have a delayed opening due to inclement weather or other reasons.

LEC Program at Geyer

- Should the LEC program need to have a delayed opening due to inclement weather, then the program will start at 9:45 a.m.
- There may be instances when the LEC program will need to cancel due to inclement weather (similar to a school snow day).
- Parents will be e-mailed the night before (via CampMinder) should there be a delayed opening or inclement weather closing.

Special Needs/Medical Issues

It is helpful for the staff to be aware of children whose medical, physical, learning, or social-emotional abilities require special consideration. Accommodations are determined based on an individualized assessment, and in collaboration with the child's family. We work to ensure that accommodations provide successful participation in our programs, while not fundamentally altering the nature of our programs and services. If your child requires a 1-on-1 aide during the school day we are unable to provide one. However, if you have a 1-on-1 aide provided by your school district or privately, the aide would be able to accompany your child so that s/he may attend the program.

Parental Responsibilities

- To sign your child into the Before Care and/or LEC Program each morning s/he attends.
- To sign your child out from the After Care and/or LEC Program at the end of each day at your program's ending time.

- To call the Extended Care Message Line (973) 746-8764 by 11 a.m. for the After Care Program if your child will not be attending due to school absences, other plans, etc.
- To keep address, phone numbers and emergency care numbers up-to-date.
- To provide any information to the SACC/LEC Program Directors regarding school problems or concerns that your child may be experiencing. The YMCA staff would like to work as a team with the child's family and school. We need to be sensitive to your child's needs in order to provide the best environment for their growth and potential.
- Homework Contract – We provide children with ample time and a quiet atmosphere to complete their homework. We will help the children if need be, but it is the parent's responsibility to review and check all work.

Transportation

Staff will not transport children in their own vehicles. If there is a need to transport children, they may be transported in the YMCA's licensed and registered vehicles; otherwise contracted buses will be used.

Babysitting Policy

Staff members are not allowed to sign out any child from the program or transport any child in their own car unless the staff and the child or the child's family or guardian is related. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to their home. This policy is also consistent with recommendation made by the National Council for the Prevention of Child Abuse and many child care licensing consultants across the country.

Use of Technology and Social Media Policy

Usage of cell phones or photographic devices are not permitted during working hours unless approved by supervisor. Photos require parental permission and are not to be downloaded to public websites or on any social media platform. Photographs may only be used by the YMCA for purposes directly related to the program or YMCA. Staff is not permitted to contact youth members or program participants for non-related YMCA communication via personal contacts, including, but not limited to email, text messages, phone calls, social networking pages or other communication vehicles. Staff shall not share their person contact information with any children participating in the YMCA programs.

YMCA of Montclair SACC/LEC programs do not use social media or other websites as a form of communication with our families or staff. Posting of photographs or videos of children, other than your own, is prohibited. Any breaches of this policy should be

immediately reported to the program director. All communication with parents or guardians, regarding their child(ren), will be done via YMCA phone or email.

About Your Youth Membership

As the YMCA remains closed, a membership is not required. However, there will be a one-time registration fee of \$50. Once the Y reopens, then a current YMCA of Montclair Youth Membership will be required. This membership allows your child to use the YMCA facilities during youth open swim and gym times. A schedule of youth open swim/gym times is available at the YMCA. The YMCA Youth Membership also allows you to sign your child up for other programs at the YMCA. Please look through the YMCA brochure for a listing of youth classes and class fees.

School District Days Off

Our programs follow your child's BOE schedule for holidays. If your school district is closed on any given day and not providing instruction on that day, then the LEC program is not available that day. Should you still need care on that day, then you can sign your child up for our Staycation program.

OTHER SCHOOL RELATED PROGRAMS AT THE MONTCLAIR YMCA

- **Staycation**: A full day program designed for working parents which runs from 7:45 a.m. to 5:45 p.m. during school holidays. Children in grades Pre-K – 6th grade are involved in a variety of activities and day trips (when permitted). Space is limited, so early registration is recommended.
- **Snow Day Camp**: This program is held when the Montclair School District has called a snow day. Children in grades Pre-K – 6th are involved in activities that include arts and crafts, games, gym time and swimming (when permitted).

The following policies are required as part of the Licensing of our programs through the State of New Jersey: Department of Children and Families Office of Licensing

CHILD RELEASE POLICY

- A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the site and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. A child shall not be visited or released to a non-custodial parent unless the custodial parent specifically authorizes the site to allow such visits or release in writing. This written authorization, including name, address,

and telephone number shall be maintained in the file. If a non-custodial parent has been denied access to a child by a court order, the YMCA shall secure documentation to that effect and maintain a copy in the file.

- B. Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in (A) above, fails to pick-up a child at the time of the site's closing. The procedure shall require:
- The child is supervised at all times;
 - Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s);
 - Schools close at 7:00 pm; at this time, children will be transported to the YMCA, 25 Park Street, Montclair for parent pickup.
 - At 8:00 pm, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s) have failed and the staff members cannot continue to supervise the child at the YMCA, the staff member shall call the Division's 24 hour Child Abuse Hotline 1-800-792-8610 to seek assistance in caring for the child until the parent(s) or person(s) is able to pick-up the child and;
- C. Written procedures to be followed by the staff member(s) if the parent(s) or person(s) authorized by the parent(s), appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk of harm if released to such an individual. The procedures shall require that:
- The child may not be released to such an impaired individual;
 - Staff members attempt to contact the child's other parent or an alternate person authorized by the parent(s);
 - If the YMCA is unable to make alternative arrangements, as noted in (A) above, a staff member shall call the Division's 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

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, the child WILL NOT be released to that individual. Staff will attempt to contact others on the emergency/authorized pick-up list. Should the individual attempt to drive, the police WILL be called.

Late Pick-Ups

Late pick-ups from the program are not allowed. Should you be delayed, it is required that you make arrangements for another authorized person to pick up your child.

Parents will have to sign a late slip at the time of pick-up. After School/LEC Programs run until 5:45 p.m. A late fee of \$10.00 for each 10 minutes will be charged. Late fee payments will be billed on the monthly invoice.

Continual late pick-ups will result in your child's permanent dismissal from the program. This policy is strictly enforced.

INFORMATION TO PARENTS

Department of Children and Families
Office of Licensing

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), 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 must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 (OOL), 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 view a copy of the Manual of Requirements on the DCF website at

<http://www.nj.gov/dcf/providers/licensing/laws/CCManual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, 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 OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information to Parents/May 2019 Page 2 of 2 investigation, you are also entitled to review the OOL'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 or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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 OOL 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 provide reasonable accommodations for children and/or parents with disabilities and 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, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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 Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. 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.state.nj.us/dcf/.

OLL/Information to Parents/May 2019

POLICY ON ILLNESSES/COMMUNICABLE DISEASES

To ensure the health and wellbeing of all children in the YMCA SACC/LEC Program, the

following policy will be adhered to:

1. Under no circumstances shall any program serve or admit any child who has any illness or symptom of an illness or disease that a physician determined required the child to be confined to home, or admitted to a hospital for medical care and treatment.
2. A child will not be admitted to a program if they have the illness or symptoms of illness listed below, unless the center receives a written medical diagnosis from a licensed physician that indicates that the child poses no serious health risk to themselves or others. Such illnesses or symptoms include, but are not limited to the following:
 - Severe pain or discomfort
 - Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea.
 - Two or more episodes of acute vomiting within a period of 24 hours
 - Elevated temperature of 100.4 degrees Fahrenheit or above
 - Lethargy that is more than expected tiredness
 - Yellow eyes or jaundiced skin
 - Infected, untreated skin patches
 - Difficult rapid breathing or severe coughing
 - Skin rashes in conjunction with fever or behavior changes
 - Weeping or bleeding skin lesions that have not been treated by a health care provider
 - Mouth sores with drooling
 - Stiff Neck
 - Conjunctivitis ('pink eye')

Once the child is symptom free for 72 hours, or a licensed physician indicates that the child poses no serious health threat to themselves or others, the child may return to the program.

If a child who has already been admitted to the program manifests any of the illnesses or symptoms of illness specified in number 2 above, the program shall remove the child from the group to a separate room or area until the child can be picked up by a parent or person authorized by the parent; or the SACC/LEC Director or their designee has communicated verbally with a licensed physician, who indicates that the child poses no serious health risk to themselves or to other children, at which time the child may return to the group.

Communicable Diseases

The SACC/LEC Director shall not permit a child or staff member with an excludable communicable disease (see list below) to be admitted or remain at the program until:

- a. A note is received from a physician that states that the child or staff member has been diagnosed and presents no risk to themselves or others.
- b. The SACC/LEC Director contacts the Communicable Disease program in the State Department of Health, and is told that the child or staff member poses no health risk to others.
- c. In the case of chicken pox, the SACC/LEC Director obtains a note from a parent or staff member that at least six days have lapsed since the onset of the rash, or that all sores have dried or crusted.

Table of Excludable Communicable Diseases

RESPIRATORY ILLNESSES	GASTROINTESTINAL ILLNESSES	CONTACT ILLNESSES
Chicken Pox	Campylobacter*	Impetigo
COVID-19*	Escherichia coli*	Lice
German Measles*	Giardia Lamblia*	Scabies
Hemophilus Influenza*	Hepatitis A*	Shingles
Measles*	Salmonella*	
Meningococcus*	Shigella*	
Mumps*		
Strep Throat		
Tuberculosis*		
Whooping Cough*		

* Reportable Diseases: If an enrolled child or staff member has been diagnosed as having contracted or is suspected of having a reportable disease, then the SACC/LEC Director must report it to the Local Health Department. If there is any outbreak of an Excludable Disease at the program, each parent whose child may have been exposed to the disease shall receive a written notice of the outbreak.

Administration of Medicine

No medication will be administered to your child by staff in the SACC/LEC Programs.

OFF-SITE TRIP POLICY

In accordance with the Manual of Requirements, we must provide parents of advance notice of any field trip, outing or special event involving the transportation of children and receive written consent of the parent before taking a child on such a trip.

On occasion children will participate in walking trips outside the building with classmates and adequate supervision; parents will be notified in advance of such trips.

EMERGENCY EVACUATION POLICY

In the event of an emergency that requires the school/building to be evacuated, YMCA staff will escort children off the school/building grounds if instructed by Emergency Responders. Permission is granted by signing the Parent Agreement.

POSITIVE DISCIPLINE

Guidelines for Positive Discipline

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel s/he has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out → by removing a child for a few minutes from the area or activity so that s/he may gain self-control. (One minute for each year of the child's age is a good rule of thumb.)
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what s/he is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give high fives/thumbs up and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting, shaking, or any other form of corporal punishment.
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- Engaging in or inflicting any form of child abuse and/or neglect.
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
- Requiring a child to remain silent or inactive for an inappropriately long period of time.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it is worth it, because positive discipline works.

OOL/GUIDELINES FOR POSITIVE DISCIPLINE/APRIL 2017

*A child may be restrained by staff if they are deemed a threat to themselves, staff, or other students.

DISCIPLINE AND 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 expel or suspend a child from this center:

Immediate Cause for Expulsion

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization record.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

Schedule of Expulsion

- 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 to 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 sufficient 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.
- Reported abuse or neglect occurring at the center.
- Questions the center regarding policies and procedures.

Proactive Actions That Can Be Taken In Order To Prevent Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriateness 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.
- Child will be given time to regain control.

- 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, program staff and parent/guardian will have a conference 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.

ANTI-BULLYING POLICY

The YMCA of Montclair enforces New Jersey's 'Anti-Bullying Bill of Rights Act' in all of our programs. Any instances of intentional aggressive behavior (physical or verbal as well as exclusion) and any online bullying, intimidation or harassment based on appearance, race, religion, ethnicity, gender, sexual orientation or disability will not be tolerated. The YMCA of Montclair works closely with our host schools to prevent bullying. Any incidents that occur in the Before and/or After Care programs run by the YMCA of Montclair will be shared with the school administrators.