



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**YMCA OF
MONTCLAIR**



FIND YOUR AFTER SCHOOL CREW School Age Child Care (SACC)

Good afternoon,

I hope you have enjoyed your summer and thank you for choosing the YMCA of Montclair School Age Child Care (SACC) Program. When you registered, a confirmation email was sent to you, which also included our [**Policy Handbook**](#). Please become familiar with those policies and below are a few reminders from the handbook.

- A typical day starts with attendance, followed by a snack which we provide and homework assistance. Planned activities such as sports and games, outdoor play, arts and crafts, STEM and enrichment are also offered during the program. The Site Supervisor is responsible for overseeing all aspects of the daily program. If you have any questions or concerns, please speak to the Site Supervisor.

- The school will have our aftercare rosters so that they are aware which students are scheduled for the program. You should also let your child's teacher know their aftercare schedule. At dismissal, the students will be sent or walked down to our aftercare base location, where the YMCA staff will be waiting to receive them.
- If your child is going to be absent from the program on a regularly scheduled day, you are required to leave a VOICE MESSAGE/TEXT ON THE SITE PHONE BEFORE 12 PM OF THE DAY. If your child is scheduled 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.
- Medication/Care Plan information: If your child has an allergy or medication (EpiPen, Benadryl, inhaler, etc), the Y must have these items at the YMCA site on the first day of school for your child to attend. Please note, without the proper medication (not expired), and care plan, the child will be sent back to the office for immediate pick up. It is mandatory that the YMCA be provided with these items. The Y does not have access to medications you provided to your school.
- We are a nut aware environment, and we ask that you to refrain from sending your child with any foods that contain nuts.
- It is your responsibility to sign your child into the Before Care Program and to sign your child out from the After School Program at the end of each day at pick up. ID is required for the release of your child.
- Schedule changes / Cancellation of the program: All scheduled changes and withdrawals from the program MUST be requested in writing through the Extended Care Billing Office and received by the 15th of the month prior or you will be responsible for the next month's tuition. These can be made Shirley Farquharson, SACC Billing Coordinator Phone: 973-415-6106 Email: sfarquharson@montclairymca.org
- All payments are due by the 1st of each month. Payments received after the 1st of the month are subject to a \$10.00 late fee per child. All payments are automatically drafted on the first of each month from the account entered at the time of registration. It is our policy that monthly tuition is paid in full. If your account is past due, you can lose your spot in the program.
- Tuition for all school months is equal, we do not prorate for days when schools are closed, missed days, or for the last

month of school. 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. Withdrawal requests must be submitted at least 10 days prior to the month that you are looking to withdrawal.

- Site Contact Information-Phones will be on 15 minutes prior to program start time until the last child leaves.

School	Phone Number	Site Director(s)
Bradford School	862-926-7978	Nina Reyes
Northeast School	973-908-7831	Jane Hooven
Edgemont School	862-926-7073	Isaiah Merrit
Watchung School	862-926-7913	Markell McCormick
Hillside School	862-926-7429	Delores Monteiro
Nishuane School	862-926-7736	Kelsey Lovelace/Corbin Velez
Charles H. Bullock	862-702-6434	Danielle Yancey/Heather McCormick
Buzz Aldrin	862-926-8390	Joy Valentine
Glenfield School	862-926-7350	Stacey Williams
DLC	862-704-0610	Sofia Cartagena/ Fabien Hankers
Laning Avenue	862-702-6429	Felisha Camacho
FN Brown School	862-702-6433	Kalen Rucker/Samantha Palmer
Forest Avenue	862-702-6437	Yasmin Pego
Berkeley School	862-926-7924	DanMarie Montalvo
Carteret School	862-702-6438	Sandy Scantlebury
Watsessing School	862-926-8144	Beverly McAllister
Fairview School	862-926-7716	Kim Jones
Demarest School	862-702-6431	Blair Kornblum/Mike Yanez
Brookdale School	862-926-8237	Ralph Gonzalez/ Franny Espinoza
Oakview School	862-926-8396	Adela Brown
Franklin School	862-926-8248	Maria D'addario

Contact information for the SACC Directors

Michael Moro, Senior Director of SACC
 973-415-6114
mmoro@montclairmca.org

Joelle Murphy, SACC Program Director
 973-415-6118
jmurphy@montclairmca.org

DanMarie Montalvo, SACC Program Coordinator (contact for Programs for Parents)
 973-744-3400 ext. 143
dmontalvo@montclairmca.org

Shirley Farquharson, SACC Billing Coordinator (paperwork, address and schedule changes, withdrawals, receipts, payments etc.)
973-415-6106
sfarquharson@montclairymca.org

We hope your child has a great 2023-2024 school year!

Sincerely,

Rob Casale, Executive Director of SACC and Camp
973-415-6117
rcasale@montclairymca.org

Visit our Website

YMCA of Montclair | montclairymca.org



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