



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA OF MONTCLAIR STAYCATION PROGRAM



## 2025/2026 STAYCATION PARENT HANDBOOK

Dear Parents and Guardians,

On behalf of the entire YMCA team, we want to extend our heartfelt thanks to you for choosing our program for your child while school is out. We are honored that you've entrusted us with the care, learning, and enjoyment of your children, and we are committed to making this experience both enriching and safe. We are excited to spend this time with your child and look forward to helping them thrive in every way possible.

At the Y, we believe that every child deserves a break full of discovery, friendship, and positive experiences. Whether it's through creative activities, active play, or character-building moments, our goal is to make every day meaningful and memorable.

Our team of dedicated staff are not only experienced but also passionate about helping children learn, explore, and grow in a nurturing environment. Whether through hands-on activities, outdoor adventures, or educational enrichment, we aim to provide a memorable and meaningful experience for every child.

We are excited to spend this time with your child and look forward to building a strong and positive relationship with your family. If you have any questions or specific concerns, please don't hesitate to reach out to us directly.

Thank you once again for your trust. We are looking forward to a fun, safe, and engaging school year together!

Warm regards,

Danmarie Montalvo

SACC and Camp Program Coordinator

### STAYCATION INFORMATION

Location/Address: Hillside Elementary School, 54 Orange Rd. Montclair NJ 07042

Staycation Cell Phone Number: (862) 704-0543-**During program hours only**

YMCA of Montclair (25 Park St) Phone Number: 973-744-3400

Program Coordinator: Danmarie Montalvo

Email: [dmontalvo@montclairymca.org](mailto:dmontalvo@montclairymca.org)

Phone Number: 973-744-3400 ext. 143

### **IMPORTANT COMMUNICATION INFORMATION**

If you need to speak with a staff member during the Staycation Day concerning your child, please call the Staycation phone to speak with the supervisor in charge. The Staycation phone is accessible during operating hours (7:45am – 5:45pm) during off-hours, please call the YMCA of Montclair Park St. Location at 973-744-3400 OR send an email using the contact information above. You may also speak with someone when you are dropping off your child/children in the morning. If your plans change and you need to pick up your child early from the program, please give us a call so that we can ensure that your child is back in the building from swim.

### **EMERGENCY COMMUNICATION**

Parents/Guardians will be notified immediately upon serious illness or injury to their child. You will also be notified via phone of minor bumps/bruises/scrapes by our staff. Every effort will be made to contact parents/guardians through all contact numbers provided. If parents/guardians are unavailable, emergency contacts listed on your child's registration form will be called until parental contact is made. Treatment will be given as necessary by our trained staff. Should your child require additional medical treatment, emergency services will be notified, and your child will be transported to Mountainside Medical Center, in Montclair NJ.

### **INCLEMENT WEATHER**

In the event of inclement weather, our program may operate on a delayed start or end time, depending on the timing and severity of the conditions. We will communicate any schedule changes or cancelations promptly to ensure the safety of all participants and staff.

### **STAYCATION REGISTRATION AND PAYMENT POLICIES**

- To ensure your child's enrollment in Staycation, early registration is strongly recommended as Staycation sessions fill up quickly.
- At the time of registration, you will be required to pay the full amount of the program per day/per child registering for.

- We do not offer a sibling discount for this program.
- Any outstanding financial obligations to the YMCA of Montclair must be resolved prior to registration. If there are any outstanding balances on your account at the time of registration you will not be able to proceed with registration until the outstanding balance is taken care of.
- An active YMCA of Montclair membership is required for all children attending a YMCA of Montclair program.
- If you have multiple children registering for Staycation, please make sure that they are on the same account for a smooth registration process! Please call the Y at 973-744-3400 for assistance with merging your children's accounts.
- This program does not qualify as a program that is covered through our financial assistance program and the YMCA of Montclair does not accept Programs for Parents as a form of payment for this program.

### CANCELLATIONS

- A \$25 cancellation fee is applied to all cancellations made per child per session canceling for and are non-refundable or transferable.
- To receive a refund for a cancelled session (minus the cancellation fee), submission of cancellation must be made in writing to Danmarie Montalvo at [dmontalvo@montclairymca.org](mailto:dmontalvo@montclairymca.org) a minimum of 2 WEEKS PRIOR to the date that you are cancelling.
- In medical-related circumstances where an exception may be made, medical documentation is required.
- In accordance with our cancellation policy, cancellations made outside of the 2-week timeframe window are not eligible for a refund.

<u>Staycation Date</u>	<u>Cancellation/Withdrawal Refund Deadline (minus \$25 cancelation fee)</u>
September 23, 2025	September 9, 2025
October 2, 2025	September 18, 2025
October 13, 2025	September 29, 2026
November 6, 2025	October 23, 2025
November 7, 2025	October 24, 2025
November 28, 2025	November 14, 2025
December 29, 2025	December 15, 2025
December 30, 2025	December 16, 2025
December 31, 2025	December 17, 2025
January 2, 2026	December 19, 2025
January 19, 2026	January 5, 2026
February 16, 2026	February 2, 2026
March 30, 2026	March 16, 2026
March 31, 2026	March 17, 2026
April 1, 2026	March 18, 2026

April 2, 2026	March 19, 2026
April 3, 2026	March 20, 2026

### STAYCATION PAYMENT CANCELLATION SCHEDULE

### GENERAL STAYCATION INFORMATION

- The YMCA of Montclair's employment policy prohibits YMCA staff from babysitting and/or transporting children to and from our programs. Please do not put our staff in a difficult situation.
- Staycation drop-off begins no earlier than 7:45am and pickup is by 5:45pm. (December 31<sup>st</sup> Staycation will run from 7:45am-4:30pm)
- Please drop off/pick up at the Red Cafeteria door, which is the red door closest to the playground near the parking lot.
- All participants will be transported by bus to and from Hillside School to the Geyer Family YMCA for swim time.
- If you wish to pick up earlier than 5:45pm please ask at drop off for your child's swim time to ensure your child is at Hillside School when you arrive. For safety reasons pick up will not be allowed from the Geyer Family YMCA during swim time.
- All participants of the Staycation program must be fully potty-trained to attend the program.
- Medication/Care Plan information: If your child has an allergy or medication (EpiPen, Benadryl, inhaler, etc.), the Y must have these items at drop off for your child to attend. **Please note, without the proper medication (not expired), and care plan, the child will not be permitted to stay in the Staycation program and will be sent back with whom they arrived with.** It is mandatory that the YMCA be provided with these items.

- Please LABEL ALL ITEMS sent to Staycation with your child's first and last name.
- Groups will go over basic Staycation information with new and returning children every morning and will allow time for participants to introduce themselves and meet new friends.
- Please make sure your child eats a nutritious breakfast BEFORE arriving at Staycation to ensure they have the energy needed to start their action-packed day.
- Please make sure to send your child with a nutritious lunch (NUT-FREE) that includes extra nut free snacks along with a refillable water bottle. (PLEASE MAKE SURE TO READ ALL LABELS ON YOUR CHILD'S FOOD FOR ITEMS THAT MAY CONTAIN PEANUTS) **Any items containing or that may contain nuts will not be permitted to be eaten during the program.**
- We do not have a refrigerator or microwave to use for participants lunches. Please pack accordingly.
- Please refer to the "Staycation Packing List" document found on page 12 when preparing your child for their day.
- At the Montclair YMCA, we unplug and disconnect. Electronics are prohibited by participants and staff during the Staycation Day.
- DO NOT send your child with toys, electronics, Pokémon cards, or any other valuables. The YMCA of Montclair is not responsible for lost or stolen items.
- Any lost and found/medications left behind will be left at the front desk at the Park Street YMCA for you to pick up. Any items not picked up within two weeks will be discarded.

#### **FRIEND REQUESTS:**

**At the YMCA, we dedicate ourselves to youth development. Our programs help build confident, resilient, and happy youth by helping them foster new bonds throughout their time in our programs. In order to foster new authentic friendships, for the safety of all children and to ensure our child-to-staff supervision ratios, **we will not accept friend requests for the Staycation program.****

#### **THE STAYCATION DAY**

- Participants are divided into separate groups and placed according to age/grade.
- Each group will follow a different schedule throughout the day, but will all do the same activities.
- Participants will have the opportunity to interact with other groups during morning attendance and activities before they are broken up into their specific groups as well as outside time and end of the day stations.
- All swimming takes place at the Geyer Family YMCA. Hillside School does not have a pool.
- Staycation is jam-packed with fun activities (Art, Sports, Science, Team Building, Healthy-U, Swim and SO MUCH MORE!)
- All children must be signed out during pick up. Please make sure that you or anyone picking up has a valid ID when you arrive to pick up. If you forget your ID, you will be respectfully asked to retrieve it before you are allowed to pick up your child. We see many faces at drop off and although we would love to remember faces sometimes, we do not. Please remember this is for the safety of all children in the program.

- Staycation is a separate program and requires separate registration. If your child attends aftercare your authorized pickups will not reflect the same names unless you add them during registration for the Staycation Program. If you know someone else will be picking up your child, you can let us know during dropping off in the morning so that we can make sure they are on the authorized pick-up list. **Children will not be released to anyone not on the authorized pickup list.**

### IMPORTANT SWIM INFORMATION

- Swimming is an integral part of the Staycation Day as well as a life skill promoted by the YMCA.
- Staycation participants are required to take a swim assessment test each Staycation if they wish to swim at the deep end of the pool. Those who do not meet the required skills to swim in the deep end will only be allowed to swim at the shallow end of the pool. All swim assessment tests are instructed by a certified lifeguard.
- Participants are not required to participate in free swim but are highly encouraged to do so.
- Participants will be supervised not only by the certified lifeguards on deck but also by the staff in their group.
- If your child is not swimming for the day they will still be transported to Geyer with their group. They will have the option to color or play a game in the pool observation area where they will be accompanied by other non-swimmers as well as a staff member while they wait for swimming to be over.
- Please be sure that your child has all the necessary items that they will need for swimming (Swimsuit, towel, goggles, earplugs, swimmers ear drops etc.)
- If requested, your child can wear a PFD (personal flotation device) if needed during swimming time. We have them available if needed.
- We understand that safety concerns around water are real. Our staff will never force a child to get into the water. If a child expresses to the staff that they do not want to swim we will encourage them to try it out, but we will never force them to do so.

### BUS TRANSPORTATION PROCEDURES

- Bus drivers conduct a daily check of the vehicle which includes all safety equipment to ensure that the vehicle is in sound, working condition.
- Staff check children in when boarding the bus to ensure that all children have been accounted for before departing. Headcounts are performed by staff to make sure the attendance roster matches the number of children on the bus.
- Staff walk the bus to make sure that seatbelts are properly worn by all participants before giving the okay to the bus driver to pull off.
- Staff and children must sit, wear a seatbelt, and stay seated while the bus is in motion.



- Staff sit spread out in the front, middle, and rear of the bus during the trip. A staff member is permitted to walk the aisles periodically to ensure the safety of all children.
- No eating or drinking is allowed on the bus.
- Singing is one of the activities that make the bus trip fun; however, screaming and rowdy behavior can cause distraction for the driver and shall not be permitted.
- Objects must not be thrown, dropped, or hung out of the windows. This includes and is not limited to hands, arms, toys, and hats.
- The interior and exterior of the bus shall be maintained in clean and safe conditions with clear passage to operable doors. Main aisle cannot be blocked.
- Buses shall not stop enroute to pick up staff or campers. If your child is being dropped off during their group's swim time, after checking them in and getting the approval by the supervisor on duty you will be asked to drop your child off at the Geyer Family YMCA so that your child may participate in swimming and/or join their assigned group.
- Children shall never be left unattended on a bus. Before campers enter the bus, a staff member must board first.
- Staff will check all seats when the bus ride is finished to be sure no children and/or belongings remain on the bus.
- Children will enter and exit the bus from the curbside of the vehicle.
- In case of illness, the bus will pull over to the side of the road and stop as soon as it safely can. A staff member will help the child off the bus and when they get back on the bus, the child will sit up in front by an open window next to a staff member.
- Buses are equipped with a first aid kit and fire extinguisher.
- Staff will transport your child's required medications and EpiPens with them in the designated medical bag provided by the Y to ensure that the necessary medication is readily available in the case of an emergency.
- No staff member shall be left alone with a camper at any point of the ride.

### MEDICATION REQUIREMENTS

- If your child requires medication to be taken during the program hours (i.e. - prescription, non-prescription, EpiPens, etc.)
- You MUST fill out a "Prescription Medication Authorization" form at drop off if your child requires any medications to be taken during the day.



- Any medication should be enclosed in a clear Ziploc bag with your child's first and last name on it.
- All medications must be followed according to their label.
- All prescription medications must be current, in the original pharmaceutical packaging and have the child's name, physician's name, and instructions clearly visible.
- If your child requires an EpiPen, a copy of the allergy action plan must also be inside of the clear Ziploc bag alongside the "Permission to Administer Medication" form. 2 Epi-Pens are required for anaphylaxis allergies.
- You can receive a copy of the allergy action plan from your child's physician.
- Medication MUST be handed to the supervisor checking your child in each morning at drop-off. **Your child will not be permitted into the program if we are not in possession of their required medications/Inhalers/EpiPens etc..**
- Medication will be given to your child by the supervisor on site if your child requires medication to be taken during the program hours.
- The YMCA retains the right to refuse to administer medication if the Program Coordinator or the supervisor on site feels that there is a conflict. In this instance, the parent/guardian will be notified immediately.

**For the safety of all children in our program, your child's required medications and EpiPens will travel with their group throughout the day in a designated medical bag provided by the Staycation Program. This ensures that the necessary medication is readily available in case of an emergency.**

## **POLICY OF ILLNESS/COMMUNICABLE DISEASES**

To ensure the health and well-being of all children in the Staycation Program, the following policy will be adhered to:

1. Under no circumstances shall Staycation serve or admit any child who has any illness or symptoms of an illness or disease that a physician requires 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 the program if they have an illness or symptoms of illness listed below, unless we receive 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 oral temperature of 101.5 degrees Fahrenheit or above or an auxiliary temperature of 100.5 degrees Fahrenheit or above in conjunction with behavior changes.
- Yellow eyes or jaundiced skin.
- Infected, untreated skin patches.
- Difficult rapid breathing or severe coughing.
- Skin rashes in conjunction with fever or behavior changes.
- Conjunctivitis (pink eye') Once the child is symptom free, 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 Staycation Coordinator 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.**

## INCLUSION AT THE YMCA OF MONTCLAIR

**At the YMCA of Montclair, we dedicate ourselves to providing a safe, nurturing, and enriching environment for your child to thrive in.**

However, if your child requires 1:1 assistance during the Staycation Day, please make sure to disclose this information to the program coordinator prior to registration of the program. We are happy to allow a 1:1 aid to accompany your child in Staycation if they are provided by the parent/guardian. Prior to the aid being cleared to attend Staycation with your child, the YMCA of Montclair requires a criminal background check to be run through our HR department. Please contact the program coordinator for more information.

Please note the importance of providing any special needs and/or diverse abilities (physical, emotional, behavioral, etc.) information concerning your child on their Staycation registration form.

This information will assist our staff in providing your child with the best care possible. If there is additional information that you would like to share with us, please make sure to reach out to the program coordinator prior to registering your child for the program. Information provided by parents/guardians concerning health matters will only be shared with staff on a need-to-know basis if they are working directly with your child.

## YMCA OF MONTCLAIR STAYCATION DISCIPLINE POLICY

**In the event that staff are experiencing disciplinary and/or behavioral difficulties with your child, the following discipline policy will be put into effect. Staff will begin with Step 1 and move forward with the process accordingly depending on the success of each step.**

1. Staff will remove the child from the activity and take them to the side. A discussion with the child will take place regarding the necessary adjustment needed to improve behavior. The YMCA core values of Caring, Honesty, Respect, and Responsibility will be reinforced. Parent/guardian will be notified of this incident.
2. The child will be removed from the activity to meet with the supervisor on site and counselor to set a behavioral goal. Parent/guardian will be notified of behavior.
3. The child will be removed from the activity and taken to the supervisor on site who will discuss the child's behavior with the Program Coordinator. Parent/guardian will be notified of the child's behavior.
4. If the behavior persists beyond these 3 steps, One of two decisions will be made:
  - a) The parent will be asked to pick up the child immediately from the program. No refund will be given due to early dismissal of the program.
  - b) If it is determined that Staycation is not the right fit for the child, then the Program Coordinator assumes the right to remove the child from the program for future dates.

Please note that there may be specific, extraordinary circumstances that warrant an immediate expulsion from the program without following the steps above. The YMCA of Montclair has a zero-tolerance policy for violence, which if violated, may lead to immediate removal from the program. If a child has exhibited behavior that impedes the safety of other participants and/or staff, this may also lead to immediate removal of the program.

**We appreciate your understanding and cooperation in helping us make Staycation an enjoyable, safe experience for all our participants and staff!**

## STAYCATION PACKING LIST

### **What your child should WEAR to Staycation:**

- All participants should wear appropriate clothing based on the season in which they are participating in Staycation.
  - During colder months please make sure to send your child in warm clothing and a coat as we will be transporting them to and from The Geyer Family YMCA for swimming time as well as participating in outdoor play.
  - During warmer weather please send your child in clothes that will help keep them cool while participating in outdoor activities.
- SNEAKERS! Open-toed sandals and flip flops are not permitted at Staycation.
  - Flipflops for swimming can be worn only during swim time.
  - During inclement weather (rain or snow) when special footwear is required, please pack your child an extra pair of sneakers to be worn during the day for better movement during activities and for the comfort of your child throughout the day.
- KIDS GET DIRTY! This means they had a great day! Please make sure to send your child in appropriate clothing that is comfortable and can get dirty.

### **What your child should BRING to Staycation:**

- Participants should bring a backpack LABELED with their first and last name to hold their belongings.
- Refillable water bottle, nut-free lunch, nut-free snack, swimsuit, towel, goggles and a change of clothes
- Please make sure to pack a plastic bag (such as a Ziploc) for your child to bring their wet clothes home in.
- A book for the day is acceptable.

### **What NOT to bring to Staycation:**

- Electronics of any kind including cell phones, hand-held gaming devices, tablets, etc. The YMCA is not responsible for lost and/or stolen items.
- Toys, trading cards, Pokémon cards, money, jewelry, or any other unnecessary items.

- Alcohol, drugs, vehicles, weapons, animals, or personal sports equipment.

**PLEASE REMEMBER TO LABEL EVERYTHING THAT YOUR CHILD COMES TO  
STAYCATION WITH!!**

**LOST & FOUND**

- Please remember to CLEARLY LABEL all your child's possessions! These items include towels, bathing suits, clothes, containers, lunchboxes, backpacks, goggles, etc.
- Participants will lose items during the program - labels help our staff return lost possessions to their owners. We do our best to track down and return all lost items that are found during the day!
- All lost items will be brought back to the Park Street YMCA after each individual Staycation session. **All items will be kept for a maximum of 2 weeks before they are discarded if your child has lost an item.** When arriving to the Park Street YMCA to retrieve lost items the membership staff at the front desk will assist you with locating where the lost items are being held.
- If Staycation is held for multiple days in a row, we will set up a lost and found table for parents to look through. On the last consecutive day of Staycation all items will be brought back to the Park Street YMCA for parents to retrieve.