



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

2026-2027

SCHOOL AGE CHILD CARE FAMILY HANDBOOK

YMCA OF MONTCLAIR



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



FOR YOUTH DEVELOPMENT®
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Dear Parents/Guardians,

Welcome to the YMCA of Montclair's School Age Child Care (SACC) Program.

At the Y, your child is now part of **a non-profit organization dedicated to strengthening the community**, focused on nurturing potential, improving health, and supporting our neighbors.

Our SACC program is designed for single parents and dual-career families, providing a safe and stimulating environment for your child while you work or attend school. The YMCA of Montclair is accredited by Praesidium Accreditation®, which ensures we meet the highest standards in safety and abuse prevention. You can read more about Child Protection at the Y at montclairymca.org/child-protection/.

Our SACC program emphasizes building self-confidence and character, incorporating the Y's core values: caring, honesty, respect, and responsibility.

With your child already a YMCA member, your whole family may benefit by choosing a family membership plan, which includes reduced class pricing, preferred registration dates, and family events. You can find information on our family membership plans by visiting our website at montclairymca.org.

We offer financial assistance so that no adult or child who resides in our service area is turned away because of their inability to pay. We award over \$20,000 a month in scholarships to the children and families in our SACC program.

Thanks for choosing the YMCA of Montclair as your childcare provider. We hope that you'll consider joining too. Together we can achieve more.

Buddy Evans

President & CEO

YMCA of Montclair

bevans@montclairymca.org

Welcome to Our SACC (School Age Child Care) Program

The YMCA of Montclair SACC Program is a great place for children to be in the morning and afternoon. It is designed to meet the needs of today's working parents and their children. Participants in the SACC Programs are involved in age-appropriate activities, which are planned and supervised by experienced staff. All school age programs are licensed by the state of New Jersey. All programs 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. All children must be potty trained to attend the SACC program, as our staff is not permitted to diaper or change 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 School Age Child Care (SACC) Programs will be exposed to a core curriculum throughout the school year, which includes physical health, STEAM, character building, and personal growth.

Tuition Payments/Changes to Schedule

All payments are due by the 1st of each month. Payments received after the 1st of the month are subject to a \$20.00 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. 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.

If your account becomes more than 30 days past due, your child will be removed from the program. The spot will not be held.

Service Fees/Insufficient Funds

Please contact Shirley Farquharson, Billing Coordinator at (973) 415-6106 should there be extenuating circumstances regarding payments. Financial assistance is available for those who qualify.

Important: The Extended Care 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. We do not prorate for September. All scheduled changes and withdrawals from the program MUST be requested in writing through the Extended Care Billing Office and received by the 22nd of the month prior or you will be responsible for next month's tuition.

IRS/Tax Statements

A year-end tax statement will be sent to you in January. We recommend that parents keep a record of payments for IRS purposes. We do not give monthly receipts of payments. Our tax I.D. number is 221-487-617.

Schedule

If your child's school has a Before Care Program, this program will begin at 7:30 am. 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 6:00 p.m. including scheduled half days. Fees include all half days.

A Typical SACC Day

A typical day starts with attendance, followed by snack and 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.

Attendance – Program 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 notify the staff at your child's program site if your child will not attend on one of the scheduled days. 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.

Homework – Homework time is available to all children in the after school program. Forty-five minutes is allotted for homework time 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 that depending on their grade and number of assignments, they may not be able to finish all of it during homework time. **All homework required to be done on a Chromebook will need to be done at home.**

Snack - Snack is provided by the YMCA and will consist of goldfish, fruit, pretzels, raisins, fruit, cheese, etc. Please inform staff if your child has any food allergies or restrictions. You may provide an additional nut-free snack for your child.

Program Activities – A wide variety of structured and staff directed activities are offered each day including indoor and outdoor play and sports, arts and crafts and other enrichment activities. Program specialists and special events are also scheduled on a regular basis to enhance the daily program at each site. Children are strongly encouraged to participate in group activity.

Children's Personal Items - We are committed to minimizing screen time in our programs. There will be zero use of technology for children under the age of 3 years. Children are not permitted to bring toys or electronic games from home, such as DSs, Gameboys, iPads or cell phones. Apple Watches are not permitted to be used during program hours. The exception is when your child's program schedules times for these items to be brought in. *The YMCA is not responsible for these items in the event they are lost or damaged.*

After School Activities - If your child is to attend 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.

Centers/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 indoor, outdoor or gym play, socializing with friends, games, etc.

Staff

The before and after care programs are overseen by full-time professional directors. Each site is run and supervised by an onsite director and staff who have been selected for their skills, experience and leadership with children.

Important Contact Information

Joelle Murphy, Senior Director of SACC

Phone: 973-415-6118

Email: jmurphy@montclairymca.org

Paige Jordan, SACC Program Director (Montclair)

Phone: 973-744-3400 x165

Email: pjordan@montclairymca.org

Yasmin Pego, SACC Program Director (Verona)

Phone: 973-415-6113

Email: ypego@montclairymca.org

Annastasia Bailey, SACC Program Director (Bloomfield)

Phone: 973-744-3400 x 155

Email: abailey@montclairymca.org

Shirley Farquharson SACC Billing Coordinator

Phone: 973-415-6106

Email: sfarquharson@montclairymca.org

For questions regarding paperwork, address and schedule changes, or withdrawals email sacc@montclairymca.org.

Our staff checks messages one hour prior to program start time. You can also call or text the YMCA site staff or let them know in advance.

SCHOOL	PHONE NUMBER	SCHOOL	PHONE NUMBER
Bradford School	862-926-7978	Laning School	862-702-6429
Northeast School	973-908-7831	FN Brown School	862-702-6433
Edgemont School	862-926-7073	Forest Avenue School	862-702-6437
Watchung School	862-926-7913	Brookdale Avenue School	862-926-1138
Hillside School	862-926-7429	Berkeley School	862-926-7924
Nishuane School	862-926-7736	Carteret School	862-702-6438
Charles H. Bullock School	862-702-6434	Watsessing School	862-926-8144
Montclair Early Learning Academy	862-704-0610	Fairview School	862-926-7716
		Demarest School	862-702-6431
		Brookdale School	862-926-8237
		Oakview School	862-926-8396
		Franklin School	862-926-8248

Attendance/Illness/Emergency

Parents are responsible for notifying the SACC staff at 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 notify staff prior to 2pm or prior to 12:00pm on half days.

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 or picked up from school early, for whatever reason, he/she cannot attend the After School Program on that day. Once your child is signed out of our program, they are not permitted to remain in

the program or return to the program 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, necessary steps will be taken to ensure your child's safety. Be sure that your medical records and phone numbers are up to date. Report any changes by email to one of the full-time directors.

Emergency School 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. Refunds will not be issued for these days.

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.

Special Needs/Medical Issues

The SACC Program provides reasonable accommodations for students with special needs. It is helpful for the staff to be aware of children whose medical, physical, learning, or social-emotional needs 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, within reason, provide successful participation in our programs, while not fundamentally altering the nature of our programs and services. **We do not provide one-to-one aides for children in the program.** We do not permit our staff to diaper or change children in SACC. Children must be potty trained to attend the Program.

MEDICATION REQUIREMENTS

- If your child requires medication to be taken during the program hours (I.e. - prescription, non-prescription, EpiPens, Inhalers etc.) you **MUST** fill out a "Prescription Medication Authorization" form and send it with your child's medication. This form can be found on our website.

- 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. The Action Plan must be included in the Ziplock.
- If your child requires an EpiPen, 2 epi pens are required to be on site as per Licensing.
- Medication **MUST** be handed to the site director and will be kept on site. **Your child will not be permitted into the program if we are not in possession of their required medications/Inhalers/EpiPens etc..**

Parental Responsibilities

- To sign your child into the Before Care Program each morning they attend.
- To sign your child out from the After School Program at the end of each day at your program's ending time.
- To notify staff of absence.
- To keep address, phone numbers and emergency care numbers up to date.
- To provide any information to the SACC 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. Youth are not permitted to video/photograph any child or staff member. This may result in suspension or expulsion from our program.

Staff shall not share their personal contact information with any children participating in the YMCA.

YMCA of Montclair SACC programs do not use social media or other websites as a form of communication with our families or staff. Posting 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/children, will be done via YMCA phone (text or call) or YMCA email.

There will be zero use of technology for children under the age of 3 years during program hours.

About Your Youth Membership

Each child who participates in a YMCA program is required to have a current YMCA Youth Membership. 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.

OTHER SCHOOL RELATED PROGRAMS AT THE YMCA OF MONTCLAIR

Staycation: A full day program designed for working parents which runs from 8:00 am to 5:45 pm during school holidays. Children in grades K – 8th grade are involved in a variety of activities and day trips. Space is limited, so early registration is recommended.

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 6:30 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 Programs run from dismissal until 6:00 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/CCCmanual.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 well-being of all children in the YMCA Before and After School 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 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
 - 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, 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 School Age Child Care 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 School Age Child Care 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 School Age Child Care 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 School Age Child Care 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.

* **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 School Age Child Care 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 Before/After Care Programs.

Table of Excludable Communicable Diseases		
<u>Respiratory Illnesses</u> Chicken Pox German Measles* Hemophilus Influenza* Measles* Meningococcus* Mumps* Strep Throat Tuberculosis* Whooping Cough*	<u>Gastro-Intestinal Illnesses</u> Campylobacter* Escherichia coli* Giardia Lamblia* Hepatitis A* Salmonella* Shigella*	<u>Contact Illnesses</u> Impetigo Lice Scabies Shingles

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.

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 he/she 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:

- Redirect 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.
- By removing a child for a few minutes from the area or activity so that he/she 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 he/she 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 hugs 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's 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.

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

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 themselves.
- Parent threatens physical or intimidating actions towards anyone at our program sites
- Parent exhibits verbal abuse to anyone in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff, children, parent, Board of Education employee.
- Racial or derogatory language used toward any individual during program hours.
- Verbal or physical bullying or targeting of other children.

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust to the program structure after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Physical or verbal abuse to staff or other children. Including but not limited to hitting, excessive biting, spitting, inappropriate touch or threatening language.

- Continuous flight risk.
- Threatening or derogatory language (i.e., racial, sexual, religious).
- Recording or taking pictures of staff or children.

SCHEDULE OF EXPULSION

- The child's parent/guardian will be advised about the child's or parent's behavior warranting an expulsion.
- 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.

A CHILD WILL NOT BE EXPELLED

Because 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, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control/regulate themselves.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified.
- The director will meet with parent/guardian to discuss inappropriate behaviors.

*There are actions that require immediate expulsion and will not follow the above steps.

In cases where a suspension instead of expulsion is deemed necessary, the length of time will be determined based on the severity of the child's/parent's action for a length of 2-7 scheduled days. In these cases, refunds will not be given.

The YMCA of Montclair enforces New Jersey's 'Anti-Bullying Bill of Rights Act' in all 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 or After Care programs run by the YMCA of Montclair will be shared with the school administrators.

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