

# Y-Kids Before & After School Programs

## Resource Guide 2019-2020



Ocean County YMCA  
1088 W Whitty Road  
Toms River, NJ 08755  
[ocymca.org](http://ocymca.org)

# Child Care Resource Guide: Y-Kids Before & After School Programs

Dear Parents/Guardians:

We would like to welcome you to our State licensed Y-Kids Before & After School Programs. With so many demands on today's families, parents need all the support they can get. That's why child care at the Y is about more than looking after kids. It's about nurturing their development by providing a safe place to learn.

Homework support, good nutrition, exposure to arts and science, physical activity, STEM and time to have fun with friends are just a few highlights. Y-Kids Before & After School Programs offer affordable, State Licensed child care for grades K-8 in Toms River, K-5 in Manchester and K-6 in Berkeley from the hours of 6:30AM to 6:00PM. Qualified and caring staff leads a diverse curriculum and focus on Core Values and character development.

Y-Kids Before & After School Programs partner with the following school districts: Berkeley, Manchester and Toms River.

We have designed this packet to provide helpful information for the parents and guardians of our program participants. For their health and safety, please read through it carefully. It should answer most of the questions you may have. We want to be sure you and your child are prepared for the upcoming school year and summer of fun.

You can sign up to receive notices and updates pertaining to Y-Kids through RainedOut, including cancellations, please text "**YKIDS**" to **84483**.

We are always interested in knowing how we are doing in our program areas. Any thoughts, concerns or ideas are always welcomed. Should you have any questions, please feel free to contact our Youth Development Director, **Jennifer Friedhoff**, at **ext 2217** or via email at **[jfriedhoff@ocymca.org](mailto:jfriedhoff@ocymca.org)**, at any time.

## **PHILOSOPHY AND GOALS**

The goals of the Y-Kids Before & After School Programs are to:

- Provide a safe, consistent quality care environment where children feel secure and accepted.
- Create an atmosphere of respect that promotes positive self-esteem.
- Recognize each youth as a unique person with individual needs and interests.
- Give children opportunities to learn through developmentally appropriate activities, and to develop self-control, independence, and a sense of purpose.
- Provide opportunities that stimulate social development and respect for the rights and differences of others using the Core Values of character development: Caring, Honesty, Respect and Responsibility.
- Work as a team with parents, maintaining open communication and mutual support.
- Involve the families in the program and enhance parenting skills.
- Meet and exceed the state licensing requirements to ensure the highest quality of care.
- Provide qualified, caring staff with ongoing training for continued growth as caregivers.
- Monitor and appraise programs on a continuing basis.
- Work in cooperation with the schools and other social agencies.

## **REGISTRATION**

**Registration must be done in person at the Ocean County YMCA**, which is located at 1088 W Whitty Road, Toms River, NJ.

In order to register, the following must be brought to registration:

- The registration form and membership form which must be signed by a parent/guardian when registering.
- Payment for registration fee, 1<sup>st</sup> month's fee and any past due balances.
- Names and phone numbers of authorized pick-up/emergency contacts.
- Court documentation, if you need to change a pickup to an unauthorized pick-up on the registration forms, must be attached. Otherwise, the unauthorized pick-up persons will be void.
- Foster parent(s) must submit foster parent identification letter.
- Copies of IEP, and information regarding any medical/behavioral issues.
- Only the Parent/Guardian that initially signed the child up for Y Kids will be able to make any changes or corrections to the child's schedule, pickup off information and or changes to the child's registration form.

Should an emergency arise and a pick-up person is not on the authorized pick-up list, you must contact the YMCA at 732-341-9622 ext 0 and you will be directed accordingly.

To add new authorized pick-up person(s), you must fill out a change form with the staff at the program location or at the YMCA.

Registration must be completed by the Wednesday prior to the week your child will be attending. Registration is ongoing throughout the current school year.

## **PAYMENT INFORMATION**

An \$80.00 yearly non-refundable registration fee is required at the time of enrollment for Y-Kids Before & After School Programs. If you make changes to your schedule throughout the year, you will be advised of any additional monies that are owed.

Payments for Y-Kids are calculated based on the number of school days in a year. This payment is then divided into ten equal monthly installments. Holidays and other scheduled days off are taken into consideration when monthly fees are calculated. All payments are due the 15<sup>th</sup> of each month. After that, late fees will be assessed at \$20 per child each time a payment is late. If payments are not received by the 1<sup>st</sup> of each month, your child will be inactivated from the program and require a reactivation fee of \$25.

**We do not accept payments at our Y-Kids sites.** Payment must be made online or by phone via credit card or in person at the YMCA via credit card, check or cash. An automatic monthly bank or credit card draft is available. Forms are available at Member Services to initiate the draft program.

If you split your payments with another parent/guardian, both parties will be required to use our bank/credit card draft program, no exceptions. If payment is returned, the person responsible for that payment will be billed a \$20 late fee. If this is not paid, inactivation from the program could result.

The Y membership fees are included in the **Y-Kids Before & After School Programs** monthly fees, giving all children enrolled a full privilege membership, with the exception of those enrolled only in the Drop Zone Program and those enrolled with CHS. All membership fees are valid through August 31, 2020 while the child is actively enrolled in the Ykids Program, and will be renewed each September if the child is enrolled in the Y-Kids program again for the new school year.

Y-Kids Before & After School Programs requires **two weeks** written notice prior to inactivating your child. Immediate inactivations will be charged a two-week fee.

Refunds must be requested in writing two weeks prior to withdrawal of the program. Please fax, email or drop off notification to Member Services, to the attention of the Youth Development Director or email to [ykids@ocymca.org](mailto:ykids@ocymca.org). A \$25.00 processing fee will be assessed for all refunds. Membership fees are non-refundable.

There is a \$25 fee to reactivate your child during the current school year once he/she has been inactivated.

**Returned Check or Draft:** Returned checks or bank/credit card draft will incur a \$25 return check fee. Returned checks submitted to our Check Recovery Service will be electronically debited for the full face value of the check plus a State allowable service fee of up to \$30.

## **CALLING IN PAYMENTS**

When calling in payments, dial 732 341 9622 ext 0 and a Member Services Representative will assist you in processing your payment. Member Service Representatives are available M-F 6:15AM-8:00PM, SA 7:30AM-4:00PM, SU 8:30AM-4:00PM.

## **ONLINE ACCOUNT ACCESS INSTRUCTIONS**

1. Go to [www.ocymca.org](http://www.ocymca.org).
2. Click on "ONLINE PAYMENT" button at the top of the ocymca.org home web page.
3. At the top of the page on the right-hand side will be a silhouette of a head (Account Access Menu). Hover over the image and choose "LOGIN".
4. Do NOT create a new account! All registered students have an account set up.
5. Select "Been to the Y?" and enter the email address that was listed when you registered. The temporary password uses initials (in capital letters) and birthdate in 6-digit format. Ex: For John Doe, born January 3, 2010, you would enter "JD010310". Click "LOGIN" when the information is entered. If only your child has the account at the Ocean County YMCA, enter your child's information. For memberships with more than one member, any member can set up his or her own account access. Linked family members may be viewed in one account.
6. Clicking on the Account Access menu will now give you the option to view your account information including balances and tax letters (when they become available).
7. Under "Balances and History", registered programs will have a "Pay Now" button. Please be sure to select only the program(s) with a current balance due listed.
8. If there is any problems, please call the YMCA and we will be happy to help.
9. You can also view our online account system FAQ at <https://whymarlin.com/support>

Online access allows you to update your personal information, search and register for programs, view programs registered for in the past, pay balances due on the account and more.

## **CREDIT POLICY**

**Membership:** ALL memberships are non-refundable.

**Any childcare suspensions do not receive a credit.**

**No credits will be issued for absences.**

**No credits will be issued for snow days, delayed openings or early dismissals.**

**Please allow 4-6 weeks for the processing of approved credits and/or refunds.**

## **FINANCIAL ASSISTANCE / YCARES SCHOLARSHIPS**

A financial assistance application must be completed. Assistance will be granted on the basis of financial need and available funds. The Ocean County YMCA reserves the right to change, amend or discontinue a recipient's financial assistance at any time. For further information, please call Member Services at 732 341 9622 ext 0.

## **STATE FUNDING PARTICIPANTS**

You are required to call in/out or use the POS machines daily for attendance. Failure to comply with daily attendance can lead to your child being inactivated from the program and you will be charged our regular rates for missed calls or swipes.

If you are over-extended for any allotted unpaid absence or sick days based on your contract with the State, you are responsible for any outstanding balances accrued.

If your contract is cancelled, you are responsible to give two weeks' notice to the Youth Development Director. You will be responsible for payment of any unexcused absences within that two-week time frame; the State will not be responsible for payment.

Please remember your contract states that in a two-week time frame, the attendance policy is 80/20. You will be held accountable for all unexcused, unpaid fees and, you will be billed accordingly.

## **SOCIAL MEDIA POLICY**

- Only authorized staff are permitted to take pictures and or videos of our Y Kids in the program.
- Photos and or videos will only be permitted of those children whose Parents agree to grant permission (Registration form).
- No unauthorized person (staff or parents) will be permitted to take pictures and or videos.
- Any individuals trying to take pictures and or videos will be spoken to and addressed.
- Only authorized personnel (Program Director) will be permitted to post any pictures and or videos to any Social media platform.
- No staff will be permitted to contact and Y Kids participant through any type of social media (Facebook, Instagram, etc.)
- Any issues or problems will be addressed immediately with the Program Director.

## **SIGN-IN/SIGN-OUT**

You must formally put your child into our care, and upon pick-up, we may only release them to a designated person authorized on the registration form. Photo identification is required at all times, **NO EXCEPTIONS**. This procedure is necessary to provide the maximum protection for our children.

**Please make sure your registration form is updated with current emergency phone numbers and authorized pick-up persons. Changes or additions to child's personal, medical or pickup information must all be done in writing or via an information change form with the signature of the legal parent/guardian. Forms are available at the site and at the YMCA.**

## **POLICY ON RELEASING CHILDREN (LICENSING GUIDELINES)**

Each child may be released only to a person aged 18 or older, with a Photo ID, who is authorized by the parent/guardian to take the child from the center and to assume responsibility for the child in an emergency if the parent/guardian cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If no authorized pick-up person is able to pick up a child by the time of the center's daily closing, the center shall ensure that:

- The child is supervised at all times;
- Staff members attempt to contact the parent/guardian(s) or person(s) authorized by the parent/guardian(s);
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent/guardian(s) or person(s) authorized by the parent/guardian, have failed and the staff member cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline, 1 877 NJ ABUSE (1-877-652-2873), to seek assistance in caring for the child until the parent/guardian(s) or person(s) authorized by the child's parent/guardian is able to pick up the child.

If the authorized pick-up person appears to be physically and/or emotional impaired to the extent that, in the judgment of the Site Director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent/guardian or alternative person(s) authorized by the parent/guardian;
- If the center is unable to make alternative arrangements, a staff member shall call the Division's Child Abuse Hotline, 1 877 NJ ABUSE (1-877-652-2873), to seek assistance in caring for the child.

For all childcare programs, no child shall be released from the program unsupervised.

### **LATE PICK-UPS/LATE FEES - TIME IS DETERMINED BY YMCA CLOCK**

Children must be picked up NO LATER THAN 6:00PM. Parent/guardian or emergency contacts will be called if not picked up by this time. If we do not hear from you by 6:00PM or cannot reach an emergency pick-up an hour after, we are obligated to call DCP&P. Any child picked up later than 6:00PM will be supervised by a staff member until he/she is picked up.

**1<sup>st</sup> LATE PICK-UP will result in a warning until 6:20PM. After that time, you will be charged \$10 for every 10 minutes (or any part of) past 6:20PM.**

**2<sup>nd</sup> OR SUBSEQUENT LATE PICK-UP will result in fees that will be assessed at the rate of \$10 for every ten minutes (or any part of), after 6:00PM, that the parent/guardian is late.** This applies to all registered participants, **NO EXCEPTIONS.** The late fee is due to the Site Director at the time of pick-up, or the following day if the person picking up is not you. If fees are not paid, your child will not be allowed back into the program until they are paid. Consistently late pick-ups will result in expulsion.

If you will not be able to arrive by 6:00PM, please call the program site and find someone to come in your place (be certain that whoever picks up your child is listed on the registration form) and has photo identification.



## **EMERGENCIES**

In the event of a medical emergency staff will first attempt to contact the parent/guardian. If you cannot be reached, staff will contact the first emergency contact person listed on the registration form. If that person also cannot be reached, staff will then contact the second person listed, and so forth.

A parent will be notified with a phone call if there is an injury to the head, a bite that breaks the skin, a fall from a height or an injury requiring professional medical attention. If hospital attention is necessary, a staff person will remain with the child while he/she is transported to the local hospital and until a parent/guardian arrives. Emergency contact numbers, listed on the registration form, must be local numbers as required by the Licensing Administration.

Be sure to keep all emergency information current. Notify the Department of any changes in writing by fax at 732 341 1629 or email at [ykids@ocymca.org](mailto:ykids@ocymca.org) or via a change form that can be obtained at the site or at the YMCA.

### **An emergency contact must be able to get to the program site within 30 minutes if needed.**

If you are planning to be out of town for a day or longer, please notify the Site Director and leave a phone number for emergency purposes.

If you are unavailable or inaccessible during the period of the program day, please make sure the Site Director is fully aware of the situation, and is given an alternate plan of communication. We must be able to reach someone immediately in case an emergency or early pick-up is required.

Each program has a built in **Lock-Down Emergency Procedure**, in the event of a security incident along with a **Fire Drill Emergency Procedure** in the event of an emergency.

## **MEDICATIONS**

Please arrange for your child to receive his/her medication at home or with the school nurse. If your child requires medication during our program hours, approval is needed by the Youth Development Director. A doctor's note will be required and a medication authorization form will need to be completed. Medication is required to be in its original container issued by the pharmacy. Non-prescribed medications can be administered with a doctor's note in the original container and a completed medication authorization form with approval from the director.

## ILLNESS

A child may not attend the program if he/she has an illness that threatens the health of the other children. The Department of Health regulations concerning periods of infection will be enforced. If your child has a fever or is vomiting, you will be contacted by the staff and required to make arrangements for the pick-up of your child. Please do not bring a child who feels ill, has a fever, or has recently vomited. Parents will be called by the Director when "absolutely necessary". A child that develops signs of lice (nits) will not be allowed to attend the program until he/she has been treated.

## OCEAN COUNTY YMCA POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

Severe pain or discomfort, acute diarrhea, episodes of acute vomiting, elevated temperature, lethargy, yellow eyes or jaundice skin, red eyes with discharge, infected or untreated skin patches, difficult or rapid breathing, severe coughing, skin rashes in conjunction with fever or behavior changes, skin lesions that are weeping or bleeding, mouth sores with drooling or stiff neck.

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center.

### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the center without a health care provider's notice stating that the child presents no risk to himself/herself or others:

#### Respiratory Illnesses

Chicken Pox\*\*  
German Measles\*  
Hemophilus Influenzae\*  
Measles\*  
Meningococcus\*  
Mumps\*  
Strep Throat  
Tuberculosis\*  
Whooping Cough\*

#### Gastrointestinal Illnesses

Campylobacter\*  
Escherichia Coli\*  
Giardia Lamblia\*  
Hepatitis A\*  
Salmonella\*  
Shigella\*

#### Contact Illnesses

Impetigo  
Lice  
Scabies  
Shingles

\*Reportable diseases that must be reported to the health department by the center.

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

If a child is exposed to an excludable disease at the center, parent(s) will be notified in writing.

# Behavioral Guide

## DISCIPLINE POLICY

1. Discipline means teaching. We attempt to teach acceptable behaviors like self-control and responsibility, and to promote positive self-image as children learn to make good choices by:
  - Setting up a program that is suitable for the ages and needs of the children.
  - Offering choices and interesting activities.
  - Encouragement.
  - Giving positive attention frequently.
  - Positive suggestions.
  - Developing rules with the children.
  - Discussing situations and why the rules are needed.
  - Preventing problems.
  - Providing appropriate consequences.
  - Use of "time out" (cool down) when appropriate. This allows the child time to think of better ways to handle the problem.
  - Removal of privileges.
  - Following a hands off and a no bullying policy.
  
2. Children and their parents must be respectful to staff, since they have definite expectations for behavior that must be met:
  - Children are to be respectful to other children and staff.
  - Respect should be mutual.
  - Children are to listen and follow directions given by staff.
  - Children are to keep their hands and their feet to themselves. NO physical contact between children and/or staff is permitted.
  - Children must follow the YMCA Core Values of Caring, Honesty, Respect and Responsibility.
  
3. Should a child refuse to follow these rules:
  - If at any time your child exhibits inappropriate behavior, you will be contacted to pick up the child immediately (within 30 minutes).
  - The misbehavior will be documented on a Discipline Form and you will be asked to sign off signifying that you have been informed. Consequences may lead to demerit(s), suspension, and/or expulsion.
  - If ongoing misbehavior is exhibited, a behavior modification contract will be necessary.
  - Offenses include but are not limited to: disrespect to staff or another child; cursing; not listening; name calling; being argumentative; teasing; spitting; bullying; hitting; pushing; punching; kicking; fighting; biting; wrestling; making terroristic threats; running away from the group or facility.

4. Should satisfactory progress not be made:
  - The child may be suspended from the program until a full investigation is conducted and concluded.
  - A conference between Youth Development Director, parent/guardian and child may be required before child may return. A behavior modification contract must be signed and agreed upon by all parties.
  - If the contract is broken, you will be contacted to pick up the child immediately (within 30 minutes).
  - The following may result in immediate suspension and/or expulsion from the program: pulling hair, throwing rocks or other debris; endangering himself/herself or another child; intentional destruction of property; stealing; physical contact with another child or staff member.
  - If you cannot be reached, we will call your emergency contacts. Someone will need to come right away should we need to suspend a child.
  - Due process will be followed regarding any expulsion, and a full investigation will be conducted regarding the incident.
5. Parent/guardians will speak to all staff with RESPECT. Any harassment by a parent/guardian toward a staff member may result in the child's immediate expulsion from the program.
6. The Youth Development Director reserves the right to alter this policy as deemed necessary to ensure the health and safety of all children and staff members.

## **BULLYING**

### **Bullying in any form will not be tolerated in the Y-Kids program.**

What is Bullying?

- Bullying involves an imbalance of power. That imbalance can be physical in nature or it can be gender, cultural or racially based.
- The National Center for Victims of Crimes stresses that anyone can be a bully, and bullying can be carried out in different ways. Physical bullying may include shoving, pushing and hitting. Words and non-verbal behavior can also be used to hurt someone by spreading rumors, taking part in gossip, or threatening someone with looks, notes or pictures.
- According to the National Center on Addiction and Substance Abuse, children and teens who are bullied are at greater risk of suffering from depression and other mental health problems.

Bullying behavior is categorized as:

- **Physical:** hitting, kicking, spitting, choking, pushing, tripping, slapping, poking, hair pulling, biting, fighting, unwanted touching, threatening gesturing, theft, and written harassment including oppressive notes and emails. Bullying behavior also includes sexual harassment, gang or group initiations, and hazing.

- **Verbal:** insults, taunting, degrading, teasing, name calling, threats, slander, passing blame, defaming, and blackmail.
- **Psychological** (often called indirect or social bullying): social ostracism, rumors, shunning, intimidation, extortion, manipulation, and character assassination.

## **SUSPENSION/EXPULSION POLICY**

### **Immediate Causes for Suspension/Expulsion**

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

### **Parental Actions for Child's Suspension/Expulsion**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other—at the discretion of the Youth Development Director.

### **Child's Actions for Suspension/Expulsion**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Bullying or hurting other children (i.e. pushing, kicking, punching, cursing, etc.)
- Threatening other children with violent words.
- Other—at the discretion of the Youth Development Director.

### **Schedule of Suspension/Expulsion**

- If remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent/guardian's behavior warranting a suspension/expulsion. A suspension/expulsion action is meant to be a period of time that the parent/guardian may work on the child's or adult's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the suspension/expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent/guardian to return to the center.
- The parent/guardian may be given a specific suspension/expulsion date that allows the parent sufficient time to seek alternate childcare but may be immediate if the situation warrants it.
- 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 Suspended/Expelled if** a parent/guardian:

- Makes a complaint to the Office of Licensing regarding a center’s alleged violations of the licensing requirements.
- Reports abuse or neglect occurring at the center.
- Questions the center regarding policies and procedures.

**Proactive Measures that can be Taken in Order to Prevent Suspension/ Expulsion**

- Staff will try to redirect child from negative behavior.
- Staff will reassess the environment, activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Staff will give child verbal warnings.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to suspension/expulsion.
- The Director and parent/guardian will have a conference to discuss how to promote positive behavior.

**RESPONSIBLE CONDUCT AGREEMENT**

Below is the conduct agreement we ask you to review with your child before starting our program.

The YMCA provides a fun, safe and satisfying experience for our Y-Kids Before & After School Programs children. It is our policy that you, the participant, in turn accept responsibility for your own personal conduct and actions. Specifically, you must agree to abide by the following rules

- I will act in a dignified manner towards other people.
- I will stay with my group at all designated times.
- I will fully cooperate with staff and fully participate in my group and program activities.
- I will wear appropriate attire based on the policy guidelines and Youth Development Director’s discretion at all times.
- I will not borrow or touch things that belong to other participants or the program without asking.
- I agree to refrain from endangering the physical safety of another child or staff. This includes, but is not limited to: fighting, play wrestling, punching, or biting. I will keep my hands and feet to myself.
- I agree to refrain from any form of “bullying” which includes, but is not limited to: disrespect to the staff or other children, teasing, name calling, and inappropriate language.
- I will, to the best of my ability, exemplify the YMCA Core Values of Caring, Honesty, Respect, and Responsibility at all times.

## **ACTIVITIES**

Children will participate in a variety of age-appropriate activities/curriculum during the program. This will include organized games, sports, CATCH activities, arts and crafts, homework time, STEM programming and table games. Outdoor activities will be incorporated as weather and staffing permit.

## **CATCH (Coordinated Approach To Child Health)**

CATCH is a program designed to promote physical activity, healthy food choices, and prevent tobacco use in elementary school aged children. CATCH employs a holistic approach to child health promotion by targeting multiple aspects of the school environment and involving classroom teachers, school food service staff, physical education (PE) teachers, students' families, and the broader school community in a range of health-promoting activities for all children in grades K-5. The four core components of CATCH include (1) the Eat Smart school cafeteria nutrition program, (2) physical activity and healthy eating classroom curricula, (3) the CATCH physical education program, and (4) a family education and involvement program. The coordination of health messages and activities between these four component areas is critical to positively impact children's knowledge, skills and behavior. For nearly 20 years, CATCH has guided schools, families and children in healthy living.

## **FOOD AND SNACK**

Snacks are only provided during our PM session. Feel free to pack a healthy breakfast or snack for your child as there is allotted time during the program for breakfast & snacks.

## **ABSENCES**

If your child is going to be absent from the program, please contact the site cell phone or email and leave a message. The site phone numbers and email addresses are located at the end of this guide. Alternately, you can contact the Ykids office at [ykids@ocymca.org](mailto:ykids@ocymca.org).

## **HOURS**

All AM sites **open at 6:30AM, NO EARLIER** and run until the start of school. All PM sites begin at the end of the school day and **close at 6:00PM, NO LATER**, unless specified by the Youth Development Director.

## **CLOSINGS**

Y-Kids is only held when school is in session.

When school is not in session (scheduled holidays), Holiday Camp is often held at the Y. You may enroll your child in Holiday Camp in person at Member Services. We recommend early registration as we do fill up quickly for Holiday Camp. If school is closed for any reason, there is no program. All emergency cancellations and closings are announced on Facebook and via our text alert message system. (See next section.)

## **EMERGENCY CANCELLATION POLICY**

- If there is a delayed opening due to inclement weather or an emergency, there is **NO AM** program.
- If there is no school all day due to an **unscheduled** closing, such as weather or an emergency, there is **NO AM or PM** program.
- If school is dismissed early and all after-school activities are canceled due to weather or an emergency, there is **NO PM** program.
- If Y-Kids are in session and inclement weather or an emergency occurs, we reserve the right to call and request early pick-up.

You are responsible to make **alternate arrangements** if any of the above occurs. Please ensure that the site and the administration office have updated contact phone numbers for all parents/ guardian(s), emergency contacts and other necessary contact information.

## **TEXT ALERT MESSAGING**

To receive notices and updates pertaining to Y-Kids through RainedOut, including cancellations, please text **"YKIDS"** to **84483**.

## **CHANGING DAYS OR PROGRAM OPTIONS (i.e. AM AND/OR PM)**

If you find that you need to make a change in your child's schedule, please complete a change form (available at the Member Services desk or at the site) and submit to Y-kids with original signatures as required by Licensing. Alternately, you can send an email to **[ykids@ocymca.org](mailto:ykids@ocymca.org)** with the pertinent information. All changes must be completed by the person who signed the registration forms. Changes need to be submitted to Y-kids by the Wednesday prior to the week the change is needed. Any change that necessitates an additional charge will require immediate payment. **No changes will be made at the site or over the phone.**

If the change includes a week that goes into the next month, please include the entire week, which will include the days of the next month and any extra days that may be needed.

We will not be responsible for contacting you if you fail to submit your schedule change by the due date required, and no changes will be made if your schedule change is received late.

## **ADDITIONAL DAYS**

If additional days other than those currently registered are needed, they will be billed at a daily rate. Payment will be required immediately at the time the change is made. (See "Changing Program Options" above.) Payment can be made online, in person or by phone.



## **WITHDRAWAL, INACTIVATION AND REACTIVATION**

In order to **withdraw or inactivate** your child from the program, you must notify Y-Kids Scheduling in writing via email at **ykids@ocymca.org** or by submitting a change form (available at the Member Services desk or at the site) two weeks prior to your child leaving the program. Informing the Site Director/Staff is not a valid method of notification and will not be accepted as such. Failure to properly notify the scheduling office will result in a continuation of your billing.

When inactivating from the Y-Kids program, the included membership is terminated as well. Should you wish to continue with membership to the Y, please contact Member Services for assistance.

In order to **reactivate** a child, you must notify the scheduling office in writing **by the Wednesday** prior to the week you expect to start via email at **ykids@ocymca.org** or via a change form. **There is a \$25 reactivation fee.**

**The YMCA reserves the right to inactivate any children whose account balances are past due.**

## **DRESS**

Children should wear clothing appropriate to the weather and activities planned. Children will be taken outside, so they should bring a coat, sweater, jacket, etc., when appropriate. Children should wear clothing and shoes (sneakers) that allow them to play actively but safely. Inappropriate attire including belly shirts, spaghetti straps, low-rise pants and clothing that does not fit will not be acceptable. When you arrive to pick up your child, please check to be sure that he/she has all his/her belongings. As a precaution, please include your child's name on any belongings that could be left behind. We are not responsible for your child's personal items.

## **WHAT NOT TO BRING TO THE PROGRAM**

- Children are not to bring any items from home into the program unless requested by a supervisor.
- Absolutely no cell phones will be permitted in any of our programs.
- The YMCA reserves the right to exclude any items deemed inappropriate or unacceptable.
- Items will be confiscated by staff and given to parent/guardian(s) at pick-up. No exceptions.

## **HALF-DAYS**

The program will be held on any regularly scheduled half-day of school (i.e. parent/teacher conferences, first and/or last week of school). The PM program will be held beginning at the school's time of dismissal through 6:00PM. (For emergency closings, please see Closings/Cancellations). If you need to add a half day to your child's schedule and it is not a regularly scheduled day for your child, there is a \$35 charge to add the half-day.

## **LICENSING**

All YMCA Child Care Programs hold valid licenses from the Bureau of Licensing with the Division of Child Protection & Permanency (DCP&P). All staff meet licensing requirements, and each site has at least 2 staff persons certified in CPR and First Aid.

### **Information to Parents/State Licensing Requirements**

Under provisions of the Manual of Requirements for Child Care centers, every licensed child care center of 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 members 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, 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 are at our 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 a copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at [www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf](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 NJ" and mail 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 then 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 and 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 the 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 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://data.nj.gov/childcare/explorer>.

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 siting or diagram of those rooms and areas approved by the OOL for the children's use.

Our center must offer parent 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 and the Americans with Disabilities Act. Any one who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the NJ Department of Law and Public Safety. For information about filing and LAD claim, contact 609 2924605, or you may contact the US Department of Justice for information about filing and ADA claim at 800 514 0301.

Our center is required, at least annually, to review the Consumer Product Safety Commission, 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 [www.cpsc.gov/Recalls](http://www.cpsc.gov/Recalls).

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 the center or not, is required by State law to report the concern immediately to the State Central Hotline at 877 NJ ABUSE. Such reports may be made anonymously.

## **COMMUNICATIONS**

Each site has its own cell phone number and email, separate from the school's number. (See Y-Kids Site Phone Numbers and emails, listed at the end of this guide.) However, Y-Kids staff will only be available to answer these lines during the operational times of the program.

Please communicate to staff any absences, schedule changes, etc. (See earlier sections on Absences and Schedule Changes for more information.) This quality communication can only assist us in providing better care for your child.

Communications about major issues should always be given, in writing, to the Site Director. Please check the Information Board for any notices or announcements.

Please send your child to school with a note to the teacher that explains what days your child will be attending the After School program. The schools receive attendance rosters weekly, but it is always a good measure to be sure the teachers are aware as well.

If your child is not attending PM Y-Kids on a currently scheduled day (or attending on a day that is not currently on the schedule), you must notify your child's teacher as well as the Y-Kids site.

## **TRANSPORTATION**

Most AM and PM sites are located at the child's home school. In the event that transportation is necessary, we have contracted with the local school district to provide that transportation.

If your child attends one of the following Toms River schools, he/she will be bussed to the corresponding school and you will need to fill out a transportation form at registration:

Intermediate North – Will be bussed to Walnut PM program

Intermediate East – Will be bussed to Silver Bay PM program

Intermediate South – Will be bussed to Beachwood PM program

South Toms River Elementary – Will be bussed from and to Pine Beach AM & PM programs

Bayville (AM only) - will be bussed from Potter AM program

Clara B. Worth (AM only) - will be bussed from Potter AM program

### **\*\*\*\*ATTENTION BERKELEY TOWNSHIP\*\*\*\***

If your child attends Bayville, Berkeley (BTES), H&M Potter or Clara B. Worth, Transportation must be contacted in order for your child to attend Y-Kids. Directions for filling out the appropriate online Transportation form are included in the Berkeley registration packet.

**Transportation does not provide sporadic stops. If your child is registered for AM or PM Y-Kids fewer than five days per week, you are responsible to provide transportation for your child at his/her home school on non-Y-Kids days.**

## Ocean County YMCA Childcare Phone Numbers

YMCA Main Number	732 341 9622
Youth Development Director	732 341 9622 ext 2217
Asst. Youth Development Director	732 341 9622 ext 2212
Y-Kids Coordinator	732 341 9622 ext 2215
Y-Kids Scheduling	732 341 9622 ext 2260
Billing Office	732 341 9622 ext 2266 or 3361
Member Services	732 341 9622 ext 0
YMCA Fax Number	732 341 1629

## Y-Kids Site Phone Numbers (phones are only in operation during program hours)

<b><u>Site</u></b>	<b><u>Site Phone Number</u></b>	<b><u>Email Address</u></b>
Bayville	732 207 5174	ocymcabayville@outlook.com
Clara B. Worth	732 213 3361	ocymcacbw@outlook.com
Beachwood	732 309 4545	ocymcabeachwood@outlook.com
Berkeley	732 213 6830	ocymcabtes@outlook.com
Cedar Grove	732 309 7563	ocymcacedargrove@outlook.com
Citta	732 309 9693	ocymcacitta@outlook.com
East Dover	732 309 9887	ocymcaeastdover@outlook.com
H & M Potter	732 213 2489	ocymcapotter@outlook.com
Hooper	732 801 0613	ocymcahooper@outlook.com
North Dover	732 801 0791	ocymcanorthdover@outlook.com
Pine Beach	732 801 1196	ocymcapinebeach@outlook.com
Silver Bay	732 801 1228	ocymcasilverbay@outlook.com
Walnut Street	732 207 5655	ocymcawalnut@outlook.com
Washington Street	732 207 6108	ocymcawashington@outlook.com
West Dover	732 213 2372	ocymcawestdover@outlook.com
Whiting	732 762 0268	ocymcawhiting@outlook.com
Ridgeway	732 309 2150	ocymcaridgeway@outlook.com
MTES	732 309 6172	ocymcamtes@outlook.com

## RainedOut Text Alerts

text "YKIDS" to **84483**.