

# **Ocean County YMCA Y-Kids Before & After School Programs**

**Resource Guide  
2026– 2027 School Year**



**Ocean County YMCA  
1088 W Whitty Road  
Toms River, NJ 08755  
ocymca.org; 732 341 9622**

# 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 our program's support. 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 and play.

Homework support, group activities, exposure to arts and science, physical activity, and time to have fun with friends are just a few highlights. Y-Kids Before & After School Programs offer State Licensed child care for children in the Toms River, Manchester, Berkeley, Eagleswood and Island Heights School districts, from the hours of 6:30AM to 6:00PM (may vary by district). Qualified and caring staff leads a curriculum and focuses on Core Values and character development.

This packet has been designed to provide helpful information for the parents and guardians of our program participants. For everyone's health and safety, please read through this document carefully. This Resource Guide 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 our program. Please know, because these are ever changing times, we will notify you directly with any specific programmatic changes and or adjustments. We appreciate you joining us and entrusting us with your children. If at any time you have site specific questions, please feel free to reach out to the staff at your site (numbers listed at the end of this packet). You can also contact the Y directly.

Please follow us on Facebook at Ocean County YMCA and visit our website at [www.ocymca.org](http://www.ocymca.org) for updates.

We are always interested in knowing how we are doing in our program areas. Any thoughts, concerns or ideas are always welcome. Should you have any questions, please feel free to contact our Senior Youth Development Director at [ykids@ocymca.org](mailto:ykids@ocymca.org).

## YKIDS GENERAL INFORMATION (Policies and procedures)

- Each morning and afternoon program will be held at your child's school, **with the exception of our Berkeley morning program**. All Berkeley AM sites (Bayville, CBW and HM Potter) are held at HM Potter. Students will be bussed to their home school from HM Potter in the mornings.
- Drop off in the morning is as early as 6:30 AM. At the end of this packet, you will find the Door numbers at each school that drop off will take place. Pick up in the afternoon is no later than 6:00 PM (designated by school clock). Drop off and pick up will be at the door entryways that are listed at the end of this packet.
- If your child is attending in the morning, please walk your child to our entry way door. At time of publication, no parent will be allowed inside the school building.
- If your child is attending our PM program, please make sure you send a note in to his/her teacher, stating the days that your child(ren) will be attending. Rosters are sent weekly; however, this is just an added safety step in ensuring that your child will be sent to our program at the end of the day.
- When picking up your child, please make sure that person has a photo ID. With no pickups in the building, your ID will be checked, and we will bring your child to you. Parent/guardian **MUST** walk to the YKids door to receive their child. Please see the Door numbers at the end of this packet.
- Please send your child in with food for the morning and the afternoon. We do have snacks available, however if your child needs more, or they have dietary restrictions, please send them in with snack. Water bottles are always welcome, as we do participate in physical activities in the morning and afternoons.
- Each one of our sites has their own cell phone for use. All numbers are listed at the end of this packet, so you can contact the staff directly. Phones are only on during program hours.
- When school is closed (scheduled day off, snow day), we are not in session. Delayed openings mean we do not run our program for the morning. Scheduled half days (teacher conferences, etc) we are in program. Please always confirm if you have a question about a particular day.
- Our YKids staff have been selected for their skills, leadership and their background with children. Before staff is hired, they must pass an extensive background check, which includes fingerprinting, an interview and references. Staff attend year-round training, including 20 hours of training before school starts. Staff are trained in policies and procedures, security and emergency procedures, behavior management and child abuse prevention. Staff must be First Aid/CPR certified and Our Site Directors must meet State minimum requirements for licensing.

- We follow State ratios for our staff to children. At each site, we have at minimum one Site Director and one counselor. The state ratio is 1 staff to 15 children. Most sites will have at least two staff (a site director and counselor). Please know that staff are unable to offer one-on-one attention on a continued basis, without prior conversation with Program Director.
- We offer the option of changing schedules on a weekly basis. Please email in your schedule changes to [ykids@ocymca.org](mailto:ykids@ocymca.org), the Wednesday prior to the week you need to make a change. Changes can only be made by the person completing the registration.
- Our staff is trained and follows a hands-off policy. Staff are not permitted to put their hands on any child, for any reason. In the event of a life-threatening situation, they will use discretion at how they must move forward appropriately. This includes but is not limited to restraining children for any reason and helping children with toileting. Staff will verbally assist children with toileting. Staff are not permitted to go into the bathrooms while children are using them.
- Once children are in our care, for the AM or PM sessions, children will not be permitted to leave the program, unless for an organized school activity and with written parent/guardian permission.
- If your child has any special needs, please share that information on their registration information, and please share it with our staff. If your child has an IEP and or 504 plan, that must be included with the registration form. Please see Special Accommodations page.
- Lifesaving medication that your child may need, must be kept at the site. The nurse is not present at all hours that we are in session, therefore we need to have it to be able to use. The parent/guardian must fill out a Medication form, and the medication must be accompanied by the Doctor's care plan and come with all medication in that care plan (ie Benadryl, Epi-Pen). All other medication should be administered before or after our program.
- Toys/items from home are not permitted in YKids, without prior approval from the Director. Staff is not responsible for lost or damaged items.

## **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 games; and to develop self-control, independence, and a sense of purpose.
- Activities that are fun and stimulating for the children to enjoy; Homework assistance; outdoor fun and fitness; arts and crafts; large and small group games to teach and encourage team building and self-esteem.
- 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.
- 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 is online for the 2026/2027 School year**

- Parents will be asked to complete our online registration packet. It is available on our website, [www.ocymca.org](http://www.ocymca.org).
- Registration fee of \$80 is due at time of registration. All future months will be scheduled to be drafted on the first of each month (September will be drafted on September 1<sup>st</sup> and so on).
- All accounts will need to have a credit card on file (will be inputted at time of registration), which is to be drafted monthly.
- Names and phone numbers of authorized pick-up/emergency contacts, medical information, and any other pertinent information in regard to their child, must be completed in its entirety.
- Court documentation, or any other specific information/paperwork that needs to be addressed pertaining to your child, must be brought to the Directors attention, prior to the start of our program. If custody documentation changes throughout the school year, it must be presented to our Main office (located at 1088 W. Whitty Road) or via email to [ykids@ocymca.org](mailto:ykids@ocymca.org).
- Foster parents must submit foster parent identification letters, from the state of NJ.
- If your child has an IEP or 504 plan, we request copies of their IEP, and information regarding any medical/behavioral issues.
- If your child has a medical condition, we ask for a Child Care Plan to be filled out in its entirety (along with information on the registration forms).

- 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, pick up information and or change to the child's registration information.

*Should an emergency arise and a pick-up person is not on the authorized pick-up list, you must contact your child's YKids site (number listed at the back of this guide).*

*Any and all changes to your child's registration days of the week or switching/adding to AM or PM, must be in writing to [ykids@ocymca.org](mailto:ykids@ocymca.org). All changes/additions must be to our office via email the Wednesday prior to the week you need a change. Only the person who registered the child will be authorized to make any and all changes.*

## **FINANCIAL INFORMATION**

An \$80.00 yearly non-refundable registration fee is required at the time of enrollment for Y-Kids Before & After School Programs.

Monthly payments will be drafted on the First of each month, paying for the month ahead (September will be drafted on September 1<sup>st</sup> and so on). If the payment is returned for any reason, it will be retried again within 24 hours. After two attempts, you will be contacted to make immediate payment. If payment is not received, or arrangements made, your childcare may result in inactivation. *If you make changes to your schedule throughout the year, you will be advised of any additional monies that are owed at the time the changes are made.*

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

**After the 1st of each month, if payment is not made, a \$25 late fee will incur for each child, for every month the payment is received late.**

All childcare accounts will be enrolled in our Automatic draft program. Financial information will be obtained at time of registration. If you need to make any changes to your banking information for the draft, you may do so by going into your online account. No banking information will be kept on file at the YMCA. Those families that change days, and or the number of days per week/month, your monthly billing change will take place for the following month's draft. You will continue to pay the current rate until the following month. If you add or take away days for the next month, the next month's amount will be adjusted. If you do change number of days, you may contact us to confirm amount of withdrawal that is set up.

Payments for Y-Kids are calculated based on the number of school days in a year (180 days). 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.

*If you split your payments with another parent/guardian, both parties will be required to complete the credit/banking online information. All credit card information will need to be added into the Childs account via online registration. Parents are responsible for notifying us, in writing, as soon as the child is registered if the payments are to be split. It is the parents' responsibility to have both parties' banking information on the account, not the YMCA staff.*

## **CREDIT/REFUND POLICY**

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

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

**No credits or refunds will be issued for snow days, delayed openings or early dismissals. No credits or refunds will be issued for any Government mandated shut down.**

**All credit or refunds will be at the discretion of the Youth Development Department. Please allow 4-6 weeks for the processing of approved credits and/or refunds.**

Refunds must be requested in writing two weeks prior to withdrawal of the program. Please email notification, to the attention of the Senior Youth Development Director at [ykids@ocymca.org](mailto:ykids@ocymca.org).

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

## **FINANCIAL ASSISTANCE / YCARES SCHOLARSHIPS**

A financial assistance application must be completed in full and sent via mail, personal delivery or email to the YMCA. 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. A new YCares application must be completed for each school year.

## **STATE FUNDING PARTICIPANTS**

For any families participating in State funding (CHS), a valid contract must be presented as soon as possible. If we do not receive the contract, your account will be set up to automatically debit, until we receive the contract. If a monthly amount is due, your account will be debited on the first of each month. If your contract is terminated for any reason, full payment will be due if childcare is continued. It is the parent's responsibility to receive and turn into us all new contracts that are provided throughout the school year. Parents are required to send their children on days registered. If a child will be absent for a long period of time, please contact us at [ykids@ocymca.org](mailto:ykids@ocymca.org), to mark your attendance.

## **INACTIVATIONS**

Y-Kids Before & After School Programs require **two weeks** written notice prior to inactivating your child. Immediate inactivation will be charged a two-week fee. Please send an email to [ykids@ocymca.org](mailto:ykids@ocymca.org) for all inactivations.

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

You must formally put your child into our care, and upon pick-up, we may only release children to a designated person authorized on the registration form. Please know that drop-off and pick up at this current time, will be done outside of all school buildings. Photo identification is required at all times for pick up, **NO EXCEPTIONS**. This procedure is necessary to provide maximum protection for our children. All pick-ups must be over the age of 18, with valid photo ID.

Once your child is picked up and signed out of our program, the pick-up person assumes all responsibility of the child. The pick-up person and the child will not be permitted back into the school for any reason.

If your child was signed out early from the school day due to illness, the child will not be permitted back into our program (for the morning or afternoon). If your child was picked up early from the school day due to an appointment (non-illness), you may formally sign your child in to our program. You must notify staff ahead of time that you will be doing this, so staff can plan accordingly.

*At the end of this document, you will find a listing of our sites, with Door #'s and phone numbers/email addresses. This door number will be where you drop your child off and where pick up will be. If there are any changes during the school year, our staff will notify accordingly.*

***Please make sure your registration form is updated with current emergency phone numbers and authorized pick-up people. Changes or additions to child's personal, medical or pickup information must all be done in writing and completed by the person that registered the child.***

## **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 mentally 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 will 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 6:00 PM 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 (late is considered any time after 6 pm) will result in a warning until 6:15PM. After that time, you will be charged \$10 for every 10 minutes (or any part of) past 6:15PM.**

**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**

**An emergency contact must be able to get to the program site within 20 minutes if needed.**

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 Emergency Services are needed, staff will communicate with the parents immediately, and 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.

In the event of an Emergency that takes place at the site (fire, gas leak, etc), our staff will ensure that all children are evacuated from the building effectively and immediately. This evacuation may be by foot or by School District transportation (bussing) that takes children to a safe alternate location for the duration of time deemed fit. Parents will be notified in the event of an emergency that would need to relocate children.

In the event a parent is contacted due to the behavior of their child, and an early pick up is requested, parent must pick up within the 20-minute time frame, after the first initial phone call. If this continues that parent pick up is after 30 minutes, staff reserve the right to resort to suspension OR expulsion due to non-compliance of emergency pick-ups.

Be sure to keep all emergency information current. Notify the Department of any changes in writing by email at [ykids@ocymca.org](mailto:ykids@ocymca.org).

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 Senior Youth Development Director. A doctor's note (Medication Care Plan) 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-prescriptions medications will not be administered during program hours.

## 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, or shows any signs of illness, 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. All children and staff will be visually screened before entering the program. Parents will be called by the Site 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 (proof of treatment is required).

## 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 fever free for 24 hours, 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\*

#### 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 have 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.

## **PROGRAM 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**. All students must be out of the school buildings by 6 PM. Our program runs on all scheduled school days, following each school district's calendar. We run our program on all regularly scheduled shortened/half days.

If your child will be attending a school sponsored event, (EXCEL, band practice), we must be given written permission from the parent for the child to attend the event. We will need days, times, where the child will be going, and who will be the person responsible for the party while at the school. No child will be permitted to leave our program without written permission.

## **CLOSINGS**

If school is closed for any reason, there is no program. All emergency cancellations and closings are announced on Facebook and via School Alert Information Systems. (See next section.) If school calls for a virtual day (through the School District Information distribution system), there will be no in-person YKids for that day.

## **EMERGENCY SCHOOL 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.
- Please know if there is an emergency at a school (fire, loss of power, etc), you will be contacted to pick up immediately.

You are responsible for making **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.

## **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. Phones will only be turned on during operating hours. Please leave a message if not during these hours. Alternately, you can contact the Ykids office at [ykids@ocymca.org](mailto:ykids@ocymca.org).

If your child leaves school early due to illness or a behavioral issue, the child is not permitted to attend YKids for the day that he or she needs to leave early.

If a child is picked up early for an appointment, not due to illness, the child may return, however prior communication must be made with the Site Director on staff for that day.

## **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 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.) Adding a Shortened day/half day of school will incur a cost of \$50 per day.

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](mailto:ykids@ocymca.org) *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.

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](mailto:ykids@ocymca.org) or via a change form. **There is a \$25 reactivation fee.**

## **HEALTH AND SAFETY MEASURES**

Additional PPE will be available to our staff upon their request (including masks, face shields, gloves, etc). Masks and hand sanitizer will be available at all times. Please know that if your child shows any signs of illness, your child will be separated from the group until he or she is picked up (staff will remain with your child at a safe distance). The Ocean County Health Department advises on all closures and quarantines.

## **CLEANING AND DISINFECTING**

Cleaning will be done in accordance with the CDC's guidance, along with NJ state licensing requirements. Staff will be required to clean and sanitize areas before and after use. High touch areas (that children and staff use throughout the day), will be cleaned thoroughly throughout the day, as needed. Children will be required, throughout their time with us, to wash their hands with soap and water. This includes before and after they eat, when they return from outdoors and other times that staff see fit.

## **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 permits.

## **HOMEWORK**

Students will be given designated time in the afternoons for homework. If a student forgets their belongings in their classroom, they will not be able to go back to their classrooms once in our care. Our staff will assist the group with their homework; however, they will not have the ability to sit down one on one with a child to assist. Please note that your child's Chromebook is for school use/homework only and not for games, videos or social media.

## **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. 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**

We ask that parents supply breakfast and or a morning/afternoon snack. We will provide small afternoon snacks for children. Feel free to pack a healthy breakfast and or additional snack for your child as there is allotted time during the program for breakfast & snacks. Water bottles are always recommended as well, as we do physical activity in the morning and afternoons.

## **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. It will be up to discretion of the Director of the program if a child is able to participate due to approved clothing or shoes.

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

- Children are not to bring any items from home into the program unless requested by a supervisor.
- Cell phone use is prohibited during our program.
- No audio or visual devices are permitted. No children will be permitted to take photos, video or audio recordings while in our program.
- The YMCA reserves the right to exclude any items deemed inappropriate or unacceptable.
- Items may be confiscated by staff and given to parent/guardian(s) at pick-up.

## **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 \$50 charge to add the half-day.

## **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 about any absences, schedule changes, etc. (See earlier sections on Absences and Schedule Changes for more information.) This quality of 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. If your child will be leaving our program and attending a scheduled program within the school (EXCEL, Girls on the Run, etc) please write a note to our staff with your child's name, the days of the week attending and the time they will be leaving. No child will be permitted to leave without approval. No child will be permitted to go with a teacher/school staff member for a non-organized event.

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**

All Toms River, Manchester, Island Heights, and Eagleswood schools, AM and PM sites are located at the children's home school. Berkeley School District morning sites are all held at HM Potter Elementary School. In the event that transportation is necessary, we have contracted with the local school district to provide that transportation.

**Berkeley Township morning program is held at HM Potter Elementary School. If he or she does not attend that school, they will be bussed to their home school from Potter.**

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

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

**Each Berkeley site is held at their home school for the afternoons.**

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

If your child attends Bayville, H&M Potter, or Clara B. Worth, online transportation information must be completed in order for your child to attend Y-Kids. Information can be found at [www.btboe.org](http://www.btboe.org). If this form is not completed, your child will not be transported by bus to their destination (AM YKids). All PM Ykids take place in the child's own home school.

**Berkeley 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.**

## **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 (children or parents) will be permitted to take pictures, videos or recordings of any type.
- Any individual 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 Y Kids participants through any type of social media (Facebook, Instagram, etc.)
  - Staff are permitted to contact YKids parents via text message and email (only through YMCA devices ie; cell phones, YMCA computers). No contact will be made with staff personal devices.

Any issues or problems will be addressed immediately with the Program Director.

## **TV AND COMPUTER POLICY**

- Children will be permitted to utilize their Chromebook, school assigned computers to work on assigned homework or classwork.
- Children will be permitted to utilize School authorized websites (Reading Eggs, Moby Max, etc) when assigned from the classroom teacher.
- Children will be permitted on a school assigned Chromebook to do their work at designated homework times.
- Site designated Ipads or Iphones will be used for activity planning, music, games and or information for the group of children.
- Individual use of an iPad or iPhone is permitted, only with prior approval from the Senior Youth Development Director and the parent. Examples of use is but not limited to; transition times where the child may face difficulty, instances needed to help calm a child and or to help them focus and to help with over stimulation in the environment.
- No individual use of electronics (school issued or YMCA issued) for social media (Facebook, Tiktok, etc) or for passive viewing purposes will be permitted.
- Site or personal electronics may be used in the event when a prior approval has been received from the Senior Youth Development Director and the parent/guardian of the child(ren). Written or verbal permission must be obtained. Usage must be for educational purposes only and limited to a 20-minute time frame.

## **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 certified in CPR and First Aid. We follow state regulations for background checks, fingerprint clearance and reference checks. Each program follows State ratios at 1 Staff per 15 children. We have a Site Director and at minimum one counselor at each program.

## **Department of Children and Families Office of Licensing INFORMATION TO PARENTS**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare 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 childcare matters. The center must comply with this requirement by reproducing and distributing this written statement to parents and staff 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 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/](http://www.state.nj.us/dcf/)

## **Special Accommodations**

The Ocean County YMCA is constantly evaluating and responding to the needs to our community. Our Y provides a safe, high quality, all-inclusive program. The Ocean County YMCA staff members are encouraging and helpful in creating a successful program to all participants, regardless of ability.

We seek to serve all children within our YKids program. It is our intention to include children of all abilities into our program. This includes individuals with physical or mental impairment.

Within our YKids program, we ask parents to complete information that would outline any medical/health issue and or special needs (behavioral or medical) that our staff working with your child would need to be made aware of. A supervisor will reach out to further discuss these needs and evaluate the best way to be able to serve you and your child. We will ask for your child's IEP and or 504 plan. We will also discuss accommodations that would need to be best suited for your child. We will ask the family to complete a Care Plan for Children with Special Needs. Our staff will continue to work closely with families to meet the needs of each child participant. We do require the parents or legal guardian's involvement with this continued assessment. Failure to share information about your child that identifies special care, accommodations or supervision needs may jeopardize the placement of your child in our program.

To best support your child with a medical or special need, we will set up a time to meet in person with you and your child. In order to be able to provide you with the best care that we can offer, it may take extra time to be able to acquire equipment or staffing to meet your needs. This timeframe will be communicated directly with the family.

Please know that despite our best effort, if a child poses a direct threat to other children, themselves or staff, or a child that would fundamentally alter the nature of our program, our program may not be the best fit. We, as the Ocean County Y, will make the individualized assessment about whether we are able to meet the particular needs of your child.

## **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 (for staff and children) 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; putting hands on others (staff or other children); inappropriate touching (staff or other children).
- Any instances of a threat, is planning or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, appropriate authorities will be contacted.
- Any instance or threat having discussed a gun or a similar object, appropriate authorities will be contacted.

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 the Senior Youth Development Director, parent/guardian, Site Staff 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, elopement from program.
- 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.
- If a child is expelled from the program, they may not return for a full calendar year. After that full year, if you are looking to return, a conference would need to be set up with the parents and staff to further discuss a behavior modification. (Expulsion due to child's behavior)

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 Senior 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 has caused injury to themselves, another child or staff person, or is at risk of causing serious injury to other children or himself/herself.
- The child is at a flight risk of leaving the program on their own, causing staff to leave the group to locate him or her.
- A child threatens physical or intimidating actions towards other children or staff members.
- A child shows no regard towards rules and policies of the program.
- Continuous use of inappropriate language (from child or parent)
- A child or parent brings a weapon of any sort to our program.
- Parents threaten physical or intimidating actions towards children or staff members.
- Parents exhibit 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 (inappropriate language included).
- Other—at the discretion of the Senior Youth Development Director.

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

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts towards other children or staff.
- Bullying or hurting other children (i.e. pushing, kicking, punching, cursing, etc.)
- Threatening other children with violent words.
- Elopement from the group or area being used.
- Other; at the discretion of the Senior Youth Development Director or any of the actions listed above (immediate causes for suspension/expulsion)

### **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 parents/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 will result in permanent expulsion from childcare programs with the YMCA.

### **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/guardians 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.
- 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.

## **Ocean County YMCA Childcare Phone Numbers**

YMCA Main Number	732 341 9622
Senior Youth Development Director	732 341 9622 ext. 2217
Asst. Youth Development Director	732 341 9622 ext. 2215
Member Services	732 341 9622 ext.0
YKids contact email	<a href="mailto:ykids@ocymca.org">ykids@ocymca.org</a>
Billing email	<a href="mailto:billing@ocymca.org">billing@ocymca.org</a>

[WWW.OCYMCA.ORG](http://WWW.OCYMCA.ORG) - Website

**YKids Sites, Cell phone numbers, emails and Door Numbers for Sign in  
and Sign out**

**Berkeley Township**

**Bayville**

**732-207-5174**

**[bayville@ocymca.org](mailto:bayville@ocymca.org)**

**Door # 25**

**CBW**

**732-213-3361**

**[cbw@ocymca.org](mailto:cbw@ocymca.org)**

**Main Entrance**

**Potter**

**732-213-2489**

**[potter@ocymca.org](mailto:potter@ocymca.org)**

**Door #20**

**Eagleswood Township**

**Eagleswood Elementary School**

**732-213-6830**

**[eagleswood@ocymca.org](mailto:eagleswood@ocymca.org)**

**Door # 5**

**Manchester Township**

**MTES**

**732-309-6172**

**[mtes@ocymca.org](mailto:mtes@ocymca.org)**

**Door # 3**

**Ridgeway**

**732-309-2150**

**[ridgeway@ocymca.org](mailto:ridgeway@ocymca.org)**

**Door # 8**

**Whiting**

**732-762-0268**

**[whiting@ocymca.org](mailto:whiting@ocymca.org)**

**Door # 13**

**Island Heights**

**Island Heights Elementary School**

**848-210-7502**

**[islandheights@ocymca.org](mailto:islandheights@ocymca.org)**

**Multipurpose Room Door (Rear of school)**

## **Toms River Schools**

**Beachwood**

**732-309-4545**

**[beachwood@ocymca.org](mailto:beachwood@ocymca.org)**

**Door # 1**

**Cedar Grove**

**732-309-7563**

**[cedargrove@ocymca.org](mailto:cedargrove@ocymca.org)**

**Door # 37**

**Citta**

**732-309-9693**

**[citta@ocymca.org](mailto:citta@ocymca.org)**

**Door # 15**

**Pine Beach**

**732-801-1196**

**[pinebeach@ocymca.org](mailto:pinebeach@ocymca.org)**

**Door # 12**

**East Dover**

**732-309-9887**

**[eastdover@ocymca.org](mailto:eastdover@ocymca.org)**

**Door # 36**

**Silver Bay**

**732-801-1228**

**[Silverbay@ocymca.org](mailto:silverbay@ocymca.org)**

**Door #37**

**Hooper**

**732-801-0613**

**[hooper@ocymca.org](mailto:hooper@ocymca.org)**

**Door # 13**

**South Toms River**

**732-573-8039**

**[str@ocymca.org](mailto:str@ocymca.org)**

**Door #3**

**North Dover**

**732-801-0791**

**[northdover@ocymca.org](mailto:northdover@ocymca.org)**

**Door # 14**

**Walnut**

**732-207-5655**

**[walnut@ocymca.org](mailto:walnut@ocymca.org)**

**Door # 13**

**Washington**

**732-207-6108**

**[washington@ocymca.org](mailto:washington@ocymca.org)**

**Door # 18**

**West Dover**

**732-213-2372**

**[westdover@ocymca.org](mailto:westdover@ocymca.org)**

**Door # 19/Side door by parking lot**