



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Oak Tree Camp CAMP PARENT PACKET CHECKLIST

Dear Camp Family,

In an effort to help you complete and return the correct forms for your child's camp registration please follow the check list below.

Child's Name _____

To be returned:

- ___ Pick-up Authorization Form
- ___ Health History Form
- ___ Immunization record
- ___ Camper Information Questionnaire
- ___ Permission Slip for Daily Trips to Oakcrest Pool

Information for you to read and keep in your records:

- ___ Expulsion Policy
- ___ Policy on the Release of Children
- ___ Information to Parents
- ___ Child Abuse Prevention Parent Information
- ___ Summer Camp Policies and Procedures

If you have any questions or concerns regarding completing the forms please do not hesitate to contact the camp director. All forms must be completed for your child to attend camp. Please bring back the checklist to review with the camp director.

Edison YMCA

1775 Oak Tree Road, Edison NJ 08820 732-494-3232

www.ymcaofmews.org



Oak Tree Summer Camp Health History Form

Please Print Clearly:

Child's Name _____ Date of Birth ___/___/___ Sex ___M ___F

Grade Entering in Sept: _____

Child's Street Address _____

Parent #1 Name _____ Phone Number (H)(____) _____

(W)(____) _____ Cell Number(____) _____

Parent #2 Name _____ Phone Number (H)(____) _____

(W)(____) _____ Cell Number(____) _____

If not available in an emergency, please notify:

Name: _____ Daytime/Cell Phone: _____

**THIS SECTION MUST BE COMPLETED BY A PARENT/GUARDIAN AND/PR PHYSICIAN.
PLEASE ATTACH A CURRENT COPY OF YOUR CHILD'S RECORD OF IMMUNIZATION.**

HEALTH HISTORY:

Allergies: _____ Treatment: _____

Allergies: _____ Treatment: _____

Dietary modifications _____

Disabilities _____

Chronic/recurring illnesses _____

Current medications _____

Activity limitations _____

Any other known physical or mental conditions _____

Name of physician _____ Phone (____) _____

Date of last physical examination _____

This Health History is correct, so far as I know, and the person herein described has permission to engage in all pre-scribed activities except as noted. _____ *initial*

Emergency Authorization: I hereby give permission to medical personnel to order X-rays, routine tests, and treatment for me/my child. In the event that I cannot be reached in an emergency, I hereby give permission to the physician to hospitalize, secure proper treatment for, and to order injection, anesthesia, and/or surgery for me/my child as named above. This form may be photocopied.

signature of parent/guardian

date



PLEASE NOTE: EVEN IF YOUR CHILD DOES NOT NEED TO BE ADMINISTERED MEDICATION, PLEASE SIGN BELOW THAT HAVE READ AND RECEIVED THIS INFORMATION. THANKS!

Medication/Treatment Authorization

State licensing requirements permit day camp facilities to administer medications under the following guidelines:

1. All medications shall be administered only on the written approval of a parent or guardian.
2. Prescription medications shall be administered only as directed on the label or as otherwise authorized by a physician. **Over the counter medications will be administered only with a medical doctor's written orders.**
3. **Medications must be stored in their original container.** The container must have the patient's name, amount to be administered, and date of expiration.

Please provide the following information:

Child's Name: _____
Medical Problem: _____
Name of Medication: _____
Amount: _____
Method of Administration: _____
Times/Frequency: _____ Dosage: _____
Dates of Administration: _____
Is the problem chronic or ongoing? Yes ____ No ____
Parent/Guardian Signature _____ Date _____

I hereby acknowledge that my child DOES NOT need to be administered any medications at this time:

PARENT NAME: _____ DATE: _____



Permission Slip for Daily Trips to Oakcrest Pool

I hereby give my son/daughter permission to go on trips to Oakcrest Pool located at 970 Inman Ave Edison, NJ 08820. The children will be bussed by a Dapper School Bus chaperoned by your child's camp counselor.

CHILD'S NAME (Please Print)

PARENT NAME (Please Print)

PARENT SIGNATURE

Date

PICK-UP AUTHORIZATION

I/We, as parents of _____ grant the authority to pick up said child from Edison YMCA Child Care Center.

Additional Emergency Contacts/Authorized Pick-Ups

Name: _____ Relationship: _____

Day Phone: _____ Cell Phone: _____

Address: _____

Name: _____ Relationship: _____

Day Phone: _____ Cell Phone: _____

Address _____

In order for the staff at the Center to release your child to any of the above persons, the office **must** be notified prior to pick-up. Providing pictures of the above named persons would be helpful. These persons must have identification when entering the Center.

PARENT SIGNATURE _____ DATE _____

PARENT SIGNATURE _____ DATE _____

*If desired, please designate one or more persons to act "in loco parentis". This person may receive confidential information about your child's day, if necessary, as well as sign accident/incident/illness reports and permission slips.



EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this Center:

PARENTAL/GUARDIAN'S ACTIONS FOR CHILD'S EXPULSION (INCLUDING, BUT NOT LIMITED TO ANY ADULT RESPONSIBLE FOR DROPPING OFF OR PICKING YOUR CHILD)

- Failure to pay, habitual lateness in payments
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Sexual harassment of staff
- Failure to complete required forms including child's immunization forms
- Failure or refusal to abide by Center policies and procedures

CHILD'S ACTIONS FOR EXPULSION

- Inability of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or children
- Excessive biting

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior
- Staff will re-assess classroom environment, appropriateness of activities, supervision
- Staff will always use positive methods and language when disciplining children.
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief time-out will be given so child can regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be notified verbally
- Parent/guardian will be given written copies of behaviors that might lead to expulsion
- The director, classroom staff, and parent/guardian will have a conference to discuss how to promote positive behaviors
- The parent will be given literature or other resources regarding methods of improving behavior
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the Center.

The parent/guardian will be informed regarding the length of the expulsion period

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the Center

The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks depending on risk to other children's or staff welfare or safety)

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 EXPELLED SOLELY FOR THE FOLLOWING REASONS:

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violation of the licensing requirements.
- Reported abuse or neglect occurring at the Center.
- Questioned the Center regarding policies and procedures.
- Without giving sufficient time to make other child care arrangements.



POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's custodial parent(s), or person(s) authorized by the custodial parent(s) to take the child from the Center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. If a child is to be released to a minor under the age of 15 years of age, a **Release to Minor** permission slip must be completed and signed by the parent.

The provision that a child not be visited by or released to a non-custodial parent specifically authorizes the Center to allow such visits or release in writing. This written authorization, including name, address, and phone number shall be maintained in the child's file.

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 the parent(s) or person(s) authorized by the parent(s), as specified in A above, fails to pick-up a child at the time of the Center's daily closing. The procedure shall require:

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

If the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member(s), 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 or an alternative person(s) authorized by the parent(s); and

If the Center is unable to make alternative arrangements, as noted above, a staff member shall call the 24-hour Child Abuse Hotline at 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.



INFORMATION TO PARENTS

Under provisions of the **Manual of Requirements for Child Care Centers** (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements, and other child care matters. The center may comply with these requirements by: 1) reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Services (DYFS); or 2) incorporating the required information in its own handbooks, brochures, or other informational materials. In keeping with these requirements, the center must secure every parent's signature attesting to his or her receipt of the information.

Our Center is required 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 by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at our Center. Look for it when you're at 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 area as: physical environment/life-safety; staff qualification, supervision, and staff/child ration; 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" and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the **Manual of Requirements for Child Care Centers**, for a nominal fee, by writing to the *Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625*.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the Center or the meaning, application, or alleged violations of the "Manual of Requirements." 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 standards, you are entitled to report them to them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, also.

Our Center must have a policy concerning the release of children to parents or people authorized by the parents(s) 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 dispensing medicine and the management of communicable diseases. Please talk about these policies so we can work together to keep our children healthy.

Parents are entitled to review the Center's copy of the Bureau of Licensing's Inspection/ Violation Reports on the Center, which are issued after every State licensing inspection of our Center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters of enforcement or other action 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.

Our Center must cooperate with all DYFS inspections/investigations. DYFS 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 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 Bureau of Licensing 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 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 Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit the 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 such trips.



**YMCA of Metuchen, Edison, Woodbridge & South Amboy
Child Abuse Prevention Parent Information
To Be Distributed To All Parents with Children Attending YMCA Program**

The YMCA of Metuchen, Edison, Woodbridge, & South Amboy is committed to implementing best practices in Child Abuse Prevention. We do so because the safety of all children in YMCA programs is of paramount importance. As much as we would like to believe otherwise, the world is not necessarily safe for children. Child abuse can occur anywhere and the YMCA works diligently to prevent and combat child abuse, and to educate parents on what they expect from the YMCA, and how they can help us in our work.

YMCA staff have been trained on the recognition and prevention of child abuse. The YMCA has established a Code of Conduct that all staff must adhere to as a condition of employment.

The YMCA communicates with parents regarding child safety protocols and we ask for parental assistance and help in reporting any variances from our established standards. These standards are recommended by the YMCA of the USA and have been implemented at the YMCA of Metuchen, Edison, Woodbridge, & South Amboy for the safety of all children.

Child Safety Protocols:

- A child should never be alone with a staff member (but may be separate, if in full view of others).
- YMCA staff, except for issues relating directly to current YMCA activities, should not contact children. (I.e., no letters, email, telephone calls, visits, non-YMCA excursions, etc.).
- Children should not receive excessive gifts of any kind from individual YMCA staff members.
- Children should always be transported in YMCA identified vehicles (or appropriately identified vendor-operated vehicles), never in a staff member's personal vehicle, and never alone.
- YMCA staff members are not permitted to baby-sit YMCA members or program participants. Any exceptions must be approved in writing by the YMCA president.
- Parents who become aware of hazing, bullying, or similar behavior should report the incident to the YMCA. Such behavior is often the precursor of peer-to-peer abuse and must be addressed.
- Children should be encouraged to discuss their experiences with their parents and to identify any behavior or activity that made them uncomfortable. Parents need to be aware that programs like gymnastics and aquatics require some physical contact between adult and child to provide the necessary instruction, coaching, and spotting. A single touch in a normally inappropriate place may not be an inappropriate touch if it occurred while trying to prevent an injury, etc.
- Staff members and authorized volunteers should have YMCA issued identification name badges or staff shirts. The identification should be visible whenever they are working with children.
- Staff shall portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity
- Some programs require parent sign-in and sign-out each day. Children in programs requiring adult drop-off and pick-up will only be released to pre-authorized individuals
- Participants and/or parents should be polled at each program's end both to identify strengths and potential problems and to evaluate the relationship between expectations and experiences.

Statute in the state of New Jersey requires the YMCA to report cases of suspected abuse to the authorities. Should a parent arrive under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police.

Parents: If you see any behavior not consistent with the above standards please contact one of the following people:

Rose Cushing President/CEO 732-516-9200	Wayne Blum Camp Director 732-593-5956	Cindy O'Neill Director of Operations 732-494-3232 ext 3510
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