



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



With the values of caring, honesty, respect and responsibility, we work with you every day to help your children have fun while realizing their potential. With the Y, you can feel confident that all activities for children offer a safe, positive environment to learn, play and grow.

### IMPORTANT CONTACT INFORMATION

Centenary Early Learning Center  
[www.ymcaofmewsa.org/locations/child-care](http://www.ymcaofmewsa.org/locations/child-care)

Center Director:  
Melinda Wilson  
[melinda.wilson@ymcaofmewsa.org](mailto:melinda.wilson@ymcaofmewsa.org)

Senior Child Care Director:  
Erin Siemers  
[erin.siemers@ymcaofmewsa.org](mailto:erin.siemers@ymcaofmewsa.org)



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# Centenary Early Learning Center SUMMER CAMP 2018 PARENT HANDBOOK YMCA OF METUCHEN, EDISON, WOODBRIDGE AND SOUTH AMBOY



## Summer Camp Weekly Themes

Dear Parents,

Thank you for choosing to send your child to Centenary Early Learning Center Summer Day Camp! We are looking forward to an exciting and safe summer.

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health, and educational achievement.

The Y is about youth development, social responsibility, and improving the health and wellness of our nation. Welcome to our Y family and thank you for your ongoing support!

Please read the following policies carefully and save for future reference.

If you have any questions or concerns, please contact Melinda Wilson, Center Director at (732) 548-5468.

-Centenary Staff

<b>Week</b>	<b>Dates</b>	<b>Theme</b>	<b>Trips</b>
Week 1	June 25 <sup>th</sup> - June 29 <sup>th</sup>	Look Back in Time	Monmouth Battlefield State Park
Week 2	July 2 <sup>nd</sup> - 6 <sup>th</sup>	Let Freedom Ring	Ellis Island
Week 3	July 9 <sup>th</sup> -13 <sup>th</sup>	Blast from the Past	YESTERcades
Week 4	July 16 <sup>th</sup> -20 <sup>th</sup>	Take a Walk on the Wild Side	Urban Air
Week 5	July 23 <sup>rd</sup> -28 <sup>th</sup>	NJ: Antiques & Animals	Space Farms Zoo and Museum
Week 6	July 30 <sup>th</sup> -August 3 <sup>rd</sup>	Make a Splash!	Crystal Springs Water Park
Week 7	August 6 <sup>th</sup> -10 <sup>th</sup>	Take Your Best Shot	Coastal Sports
Week 8	August 13 <sup>th</sup> -17 <sup>th</sup>	Gems, Geology, and Gardens... OH MY!	Rutgers Geology Museum
Week 9	August 20 <sup>th</sup> -24 <sup>th</sup>	Hands on Exploration	Liberty Science Center

## Refund Policy

Camp deposits are not refundable. Camp balances are not transferable or refundable after May 1, 2018. There will be no credits or refunds after May 1, 2018. There is no credit issued for sick days, vacation or emergency closings.

## Payment Procedure

A registration form must be completed for each Camper and returned to the office with a non-refundable deposit of \$25.00 per week.

### THE BALANCE OF EACH SESSION IS DUE AS FOLLOWS:

Weeks 1, 2, 3 are due by June 1, 2018

Weeks 4, 5, 6 are due by July 1, 2018

Weeks 7, 8, 9 are due by August 1, 2018

- **LATE FEES:** A \$20.00 late fee will be charged once a payment is past due. The Child(ren) will not be permitted to return to camp until payment is received.
- **CREDIT/DEBIT CARD:** To pay with a credit/debit card, please call the office. Parents have the option to set up automatic draft on their credit/debit card if desired.
- **CHECKS:** Make checks payable to "YMCA" and indicate child's name on the check. There is a \$25.00 service fee for all returned checks. All checks can be dropped in the safe outside the office. Parents also have the option to set up automatic draft with their checking account information.
- **SIBLING DISCOUNT:** For children enrolled full time (5 days a week), there is a 10% sibling discount off the second child, third child and so on. This discount is not applicable to deposits.

**\*\*\*IMPORTANT:** Campers will not be able to attend camp until the balance for each session has been paid IN FULL by its due date. It is the parent/guardian's responsibility to pay the camp fee at the stated time. **If you are unsure of your balance due, please feel free to call the office.**

## Philosophy

The YMCA philosophy of day camp is to help children grow physically, mentally, and spiritually and to incorporate the YMCA core values of honesty, respect, caring, and responsibility into all aspects of our camps. Under the guidance of our carefully selected and trained staff, campers will achieve the unexpected, learn valuable life lessons, and make friends and memories that will last a lifetime.

## Staff

All are carefully selected on the basis of skill, experience, and understanding of the YMCA philosophy. All staff must attend a weekend-long training before the start of camp which includes First Aid certification. Counselors are also trained according to YMCA and state licensing standards.

## Our Program

The children will be spending the camp day at Centenary Early Learning Center. We will be swimming at Oakcrest Swim Club in Edison, twice a week, on Tuesdays and Wednesdays along with a weekly field trip every Thursday. Our campers will also enjoy occasional walking trips in the neighborhood and surrounding community. Schedules and details are discussed later in this handbook.

## Health and Safety

The health and safety of each child is our primary concern. ALL staff members are trained and certified in CPR and First Aid.

- **HEALTH FORMS:** As required by the Health Department of the State of New Jersey, each child **MUST HAVE** a health form on file. Please return the health form along with all of the other necessary paperwork **a week before your child's first day**. Your child will not be allowed to attend camp until a completed health form is on file.
- **IN AN EMERGENCY:** In case of severe accident or illness, the injured child will be taken to JFK Medical Center in Edison.
- **ILLNESS POLICY:** Please do not send your child to camp with any of the following symptoms: temperature over 99°, cold, sore throat, earache, cough, vomiting, diarrhea, eye irritations, unknown rash, impetigo, ringworm, or other communicable diseases. Any child with an open wound will not be allowed to swim. **Please call the Camp at (732) 548-0523 by 7:30am if your child will be absent.**
- **MEDICATION:** All medication, inhalers, Epi-Pens, and insect repellent must be given directly to the camp staff by the parent or guardian before your child's first day. Medication must be in the original labeled container with the child's name and dosage clearly marked. Parents must also fill out a medication administration form which will then be attached to the child's health form.

## Discipline Policy

We believe discipline should be handled in a positive manner where the child's feelings are considered and the developmental state taken into consideration. Rules are established with consistency and logical consequences that are realistic and reasonable. Children are offered an alternative and directed to a new activity. In extreme cases, a child may be removed from the situation for a short "time out". We believe that there should never be any physical means used to discipline a child. A child should never feel humiliated or frightened. When a child has been in conflict with his/her peer or teacher, they should come away with a clear understanding of what the problem was, why it must be resolved and how to avoid having it re-occur. If a child continues disruptive or aggressive behavior where the safety of the child, his/her peers or teachers, are in jeopardy, the director has the option of removing the child from the Program.

## Activities

Activities are geared toward the age and developmental level of each child. Activities will include sports (i.e. basketball, wiffleball, soccer), active and quiet games, swimming, walks to a neighborhood playground and other locations, crafts, stories, songs, movies, nature activities, cooking, dramatic arts, and special events.

## Swimming

Recreational swimming will be held two days per week on Tuesdays and Wednesdays at Oakcrest Swim Club in Edison. Please send your child to camp **WEARING HIS OR HER BATHING SUIT** with a towel and dry underwear in his or her bag. If your child's hair is longer than chin length, it **MUST** be covered by a bathing cap.

## Test, Mark, Protect

The YMCA of Metuchen, Edison, Woodbridge & South Amboy along with the Redwoods Insurance Company utilizes a system for swimmer safety called "Test, Mark, Protect." Each camper will be tested and marked on their first day swimming with us. This will indicate to staff and lifeguards their ability in the water and which areas of the pool they may enter. This policy will be followed each and every time we visit a pool.

## Trips

Campers will attend trips on Thursdays. All Campers **MUST** wear their trip shirts on trip days. Any child without a trip shirt will be provided one for \$5 as long as extra shirts are available. A list of trips is included. There are no accommodations for non-tripping campers.

## Lunches

Children must bring their lunch from home daily. In accordance with the YMCA's Healthy Eating & Physical Activity Standards, **we ask that you do not send your child to camp with any kind of soda, sugar sweetened beverages or excessive junk food.** Here are some tips for packing a healthy lunch for camp:

### DO PACK:

- A plastic/brown bag labeled with name
- Water or 100% juice
- Healthy snacks

### DO NOT PACK:

- lunchbox, thermos or containers
- soda or sugar sweetened beverages
- glass bottles
- HEAT-UPS

#### WHAT DOES A HEALTHY LUNCH LOOK LIKE?

A sandwich of low-sodium meats/spreads on 100% whole wheat bread  
100% fruit juice or water  
A piece of fruit or some fresh veggies  
One dessert or snack

## 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 UP 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

### 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 1-2 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.

## 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

## 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 violations of the licensing requirements.
- Reported abuse or neglect occurring at the Center.
- Questioned the Center regarding policies and procedures.

## Electronic Equipment Policy

The YMCA is extremely dedicated to providing each camper with the best possible summer camp experience. We try to create an atmosphere in which children will thrive socially, emotionally, spiritually, and physically. For that reason, we have become a **COMPLETELY ELECTRONIC-FREE** camp. BY NO MEANS is a camper permitted to bring ANY of the following to camp:

- iPods
- Cell Phones
- PSPs
- Game Boys
- Nintendo DSs
- Any type of handheld video game players
- Portable DVD players
- Any other electronic devices

\*\*\*If you need to contact your child during the time that he or she is at camp, please call our camp at (732) 548-5468 and we will locate your child in our building. If your child is on a trip, we will have your child contact you when they return. In an emergency, we will contact your child's counselor by cell phone. We would appreciate everyone's cooperation in our effort to make your child's Camp experience as safe and enriching as possible.

THANK YOU!

## Things NOT to Bring

- Breakable items such as glass bottles
- Valuables such as handheld video games, expensive jewelry, trading cards, etc. or any amount of money as the YMCA cannot be responsible for lost or stolen items
- Electronic equipment such as iPods, cell phones, etc.
- Open-toed shoes, crocs or sandals
- Toys from home
- Lunch boxes, plastic containers or meals that need to be heated up
- Roller blades or skates
- Clothing that cannot get dirty
- Items that may be dangerous to campers (i.e. pocket knives)
- Floatation devices for the pool such as water wings, swimmies, bubbles or life vests

## 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 child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at:

<http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf>

or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint 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/childcareexplorer>.

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.

## Camp T-Shirts

Each camper that has been registered by May 1st will be guaranteed a YMCA Camp T-shirt of the correct size. Additional T-shirts may be purchased for \$5.00 per shirt. **T-SHIRTS MUST BE WORN ON TRIP DAYS!!! This is to ensure the safety of all campers in our building and on trips. If a camper arrives without his or her camp shirt on a trip day, a new shirt must be purchased in order for the child to participate.**

### Things to Bring:

- A healthy brown bag lunch and drink that **DOES NOT** need to be refrigerated (if not ordering)
- A REFILLABLE water bottle that can be easily carried by the camper
- A bag or backpack to hold all belongings in one place
- Socks and sneakers (must be worn daily)
- Water shoes, old sneakers for water games only (Flip Flops are only allowed at the pool.)
- A hat (optional)
- COMFORTABLE play clothes that are able to get dirty  
A bathing suit and towel on swim and water play days
- Sunscreen SPF 15 or higher (labeled w/ first name, last initial)
- Complete change of clothes (shirt, shorts, undergarments & socks)

**\*IMPORTANT: Please write your child's name on ALL of his or her belongings so we may return items not claimed.**



## Drop Off and Pick up

Upon arrival at camp each day, the parent/guardian of the enrolled child must bring him or her DIRECTLY to the designated check-in area and sign the child in. Upon departure, the parent/guardian must pick the child up from the designated departure area and sign the child out.

- **DROP OFF TIMES:** Please have your child arrive at 8:00am daily. Activity groups, walking trips, and buses will not be able to wait for late campers. Please call the Camp at (732) 548-5468 if your child will be arriving late to camp.
- **PICK UP POLICY:** Parents/guardians will be asked to produce identification to assure that the child is authorized to be picked up by that person. ONLY adults listed on the pick-up authorization and presenting proper identification will be allowed to pick up your child. Please remember to have your photo ID with you at pick up as we cannot release a child to an unidentified adult. **Please notify center staff if someone other than a custodial parent will be picking up your child.**
- **PRE/POST CARE:** Pre-Camp Care is available from 7:00am-8:00am for an extra fee. Post-Camp Care is available from 5:00pm-6:30pm for an extra fee as well. Both may be added to your week. These options are available on a weekly basis and can be added to any week at any time, however the fees cannot be pro-rated for partial weeks.
- **EARLY PICK UP POLICY:** If you need to pick up your child from camp early (before 5:00pm), please call ahead to be sure campers will be at the site. It can be disruptive and dangerous to the Campers routine to allow release from locations other than the Center (swimming, trip destinations, etc.). This will be done only in emergency situations or with advance written notice.
- **LATE PICK UP POLICY:** A late fee of TWO DOLLARS PER MINUTE OF LATENESS will be charged on all late pick-ups. Late fees will be applied accordingly at 5:00pm or 6:30pm depending on your child's enrollment in Post Care. Please call (732) 548-5468 if you will be late.

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/).

### **Child Abuse Prevention Parent Information**

The YMCA of Metuchen, Edison, Woodbridge and 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. 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 Metuchen, Edison, Woodbridge and 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 babysit 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.

<b>Cindy Shields</b> Senior Child Care Director 732-340-9622	<b>Rose Cushing</b> President & CEO 732-516-9200 ext. 1110	<b>Erin Siemers</b> Senior Child Care Director 732-548-0523
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