



FOR YOUTH DEVELOPMENT®
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SACC/KEDs Parent Checklist

Dear SACC/Kindergarten Extended Day Families,

In an effort to help you complete and return the correct forms for your child's SACC and/or Kindergarten Extended Day (KED) registration form, please follow the checklist below.

Child's Name: _____

To be returned (if applicable):

___ Pick-up Authorization Form

___ Child Medication Form

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

___ SACC & KEDs Parent Handbook

If you have any questions or concerns regarding completing the forms please do not hesitate to contact the director.

Thank you for choosing the Edison YMCA!



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PICK-UP AUTHORIZATION

MUST COMPLETE AND RETURN TO DIRECTOR

I/We, as parent(s)/guardian(s) of _____ grant the authority to pick up said child from the EDISON YMCA’s School Age Child Care programming.

Additional Emergency Contact(s)/Authorized Pick-Ups

Name: _____ Relationship: _____
Day Phone: _____ Cell Phone: _____
Address: _____

Name: _____ Relationship: _____
Day Phone: _____ Cell Phone: _____
Address: _____

In order for YMCA staff to release your child to any above persons, the DIRECTOR must be notified prior to pick-up. All authorized persons must have identification when entering the facility.

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN 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, unusual incident, or statement of illness forms and permission slips.



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MEDICATION ADMINISTRATION

MUST COMPLETE AND RETURN TO DIRECTOR

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

Medication/Treatment Authorization

State licensing requirements for facilities to administer medications under the following guidelines:

1. All medication shall be administered only on the written approval of a parent/guardian.
2. Prescription medications shall be administered only as directed
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(s): _____

Name of Medication(s): _____

Amount: _____

Method(s) of Administration: _____

Time(s)/Frequency: _____ Dosage: _____

Date(s) of Administration: _____

Is/Are the problem(s) ongoing? Yes _____ No _____

Parent/Guardian Signature: _____ Date: _____

I hereby acknowledge that my child **DOES NOT** need to be administered any medications while in the care of the EDISON YMCA at this time:

Parent/Guardian Name: _____

Signature: _____ Date: _____

**THE FOLLOWING PAGES ARE NOT TO BE RETURNED TO YMCA.
PLEASE KEEP THEM FOR YOUR OWN RECORDS**



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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 we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION:

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

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 and 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 sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's 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 IF A PARENT/GUARDIAN:

- 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.
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

Edison YMCA

1775 Oak Tree Road, Edison NJ 08820 (P) 732.494.3232
www.ymcaofmews.org



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POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s)/legal guardian(s) or person(s) authorized by the parent(s)/guardian(s) 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 the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times
2. Staff members attempt to contact the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s)
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(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 State Central Registry Hotline, 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child until the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) is able to pick up the child(ren).

If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) appears to be physically and/or emotionally impaired to the extent that, in the judgement of the 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:

1. The child may not be released to such an impaired individual
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s)/guardian(s)
3. If the center is unable to make alternative arrangements, a staff member should call the 24-hour State Central Registry Hotline, 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child(ren).

*For SACC programs, no child shall be released from the program unsupervised except upon written instruction from the child(ren)'s parent(s)/guardian(s)



Department of Children and Families
Office of Licensing

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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.

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INFORMATION TO PARENTS (CONT'D)

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://data.nj.gov/childcare-explorer>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a 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/.

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CHILD ABUSE PREVENTION 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. 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 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:

Rose Cushing	Cindy Shields	Erin Siemers	Michael Tivey
President & CEO	Senior Child Care Director	Senior Child Care Director	School Age Child Care Director
732-516-9200 ext. 1109	732-516-9200 ext. 1513	732-516-9200 ext. 1505	732-494-3232 ex. 3516