



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

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 <http://www.cpsc.gov/en/Recalls/Recalls-by-Product/?productID=68364>. 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.us/dcf/ and select Publications.

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.



PARENTAL INVOLVEMENT

The Metuchen YMCA operates with an open-door policy. This means that parents are free to come in anytime to observe our programs. We invite all parents to spend some time in our classrooms as volunteers. If you have any gift or talent that you would like to share with us, please speak with your child's teacher or the Child Care Director to make arrangements for your visit.

CONTACT INFORMATION

Metuchen Branch YMCA (732)548-2044
Child Care Director: Pamela Cohen ext. 2226
E-mail: Pam.Cohen@ymcaofmews.org
Preschool 3 yr old AM & Pre-K 4yr old PM: ext. 2223
Pre-K 4yr old AM & KEDS: ext. 2224

Metuchen Branch YMCA

Preschool & Kindergarten Extended Day (KEDs) Parent Handbook 2018-2019



Metuchen Branch YMCA
65 High Street
Metuchen, NJ 08840
(732)548-2044



**FOR YOUTH DEVELOPMENT®
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Metuchen Branch Y p 732-548-2044 f 732-548-9350 ymcaofmews.org

Dear Parents and Friends of the Metuchen Branch Y,

Welcome to our Preschool and Kindergarten Extended Day Programs!

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.

In Y child care programs, every child is treated as an individual, learning through hands on activities in an age appropriate environment. We provide opportunities for self expression through social/emotional, physical, cognitive and language development, while stimulating young minds to bring greater understanding, awareness and curiosity. Our center utilizes the Creative Curriculum to create purposeful and productive experiences that help children grow in all areas of development and the CATCH program (Coordinated Approach To Children's Health) to incorporate healthy habits of physical fitness and good nutritional choices, as part of our programs.

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!

Sincerely,
Pamela Cohen
Child Care Director
732-548-2044 ext. 2226
Pam.Cohen@ymcaofmews.org



INFORMATION TO PARENTS

Under the 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 must comply with this requirement by reproducing and distributing to parents 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'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 www.state.nj.us/dcf/providers/licensing/laws/index.html 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 issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are 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_explore.

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

Our center must post its written statements of philosophy on child discipline in a prominent location and make a copy of it available to parent's 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 or operations of the other center should discuss their interest with the center director, who can advise them of what opportunities are available.

GUIDELINES FOR POSITIVE DISCIPLINE

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do: positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

Positive Discipline is Effective When Planning Ahead

- Have a few consistent clear rules that are explained to children and understood by adults.
- Anticipate potential problems.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our equipment.

Positive Discipline Can Be Used by Intervening When Necessary

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out by removing a child for a few minutes from the area or activity so that he/she may gain self-control. *(One minute for each year of the child's age is appropriate).*
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child.

Positive Discipline Can Be Used Showing Love and Encouragement

- "Catch the child being good"*. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances and deliberately ignore provocations.
- Build and nurture a caring relationship to every child every day.
- Appreciate the child's point of view.
- Do not confuse setting boundaries with being "unloving" and not setting boundaries as "loving". Too liberal parameters for children are not how to show love to your child.

Positive Discipline is Not:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting, shaking or other forms of corporal punishment.
- Using abusive language, ridicule, harsh, frightening or emotional punishment.
- Engaging in or inflicting any form of child abuse and/or neglect.
- Withholding food, emotional responses, stimulation or opportunities for rest or sleep.
- Requiring a child to remain silent or inactive for an inappropriately long period of time.

Positive discipline takes time, patience, repletion, and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

REGISTRATION POLICIES AND PROCEDURES

Registration Forms and Health Forms must be received for each participant prior to attending Preschool or Kindergarten Extended Day. Registration information will be treated in a confidential manner. A non-refundable deposit of \$50 for Preschool and Kindergarten Extended Day, must accompany the registration form to secure a spot in the program. The deposit will go towards the first month's tuition fees. When the program fills to capacity, a *waiting list* will be established.

Kindergarten Extended Day registration begins on February 15th.
Preschool registration begins on March 1st.

All children must be fully toilet trained to enroll in the Preschool Program.

IMPORTANT – All registrations must be made in person or ONLINE at ymcaofmewsa.org. If registering online, a Registration Packet must still be filled out completely and submitted prior to your child's first day. Online registration is available until August 15th.

HEALTH FORM REQUIREMENTS

Required health forms must be submitted along with the registration packet when enrolling your child into a program. Children will not be able to start school without the required health documents.

Preschool– Each child is required to submit a Universal Child Health Record (must be filled out by a pediatrician) and Immunization Records. According to the health department of NJ any child enrolled in a child care center and under the age of 5 is required to receive a flu shot between September 1, 2018 and December 31, 2018. Children who do not receive a flu shot can be excluded from the program until they either receive a flu shot or until the end of the flu season which is April 1, 2019.

Kindergarten Extended Day– Each child is required to submit Immunization records.

2018–2019 FEE INFORMATION (prices guaranteed thru 6/30/19)

The Metuchen Branch Y Preschool and Kindergarten Extended Day Programs run for ten (10) months (September – June). Each month's tuition is due by the 15th of the month prior. (i.e. September's payment is due by August 15th).

MEMBERSHIP TO THE METUCHEN BRANCH YMCA

Every child must have at least a Program Membership in order to participate. This fee is to be paid with, or prior to, your first month's payment. This membership is yearly and enables the child to participate in programs at the Metuchen YMCA.

SIBLING DISCOUNT

A 10% discount is offered for the second child enrolled in either Preschool, KEDS, SACC. Both children must be enrolled for 5 days a week. Please notify the child care director to be sure they are aware of siblings.

CHANGE/CANCELLATION FEES

There is a \$15 fee for any change made to your child's schedule after registration is complete. There is a \$15 cancellation fee for withdrawing your child from the program before June 2019. There is a \$50 fee to hold your child's spot in the program for one month only. A 30 day notice must be provided for any change made to your child's enrollment in the program. All change forms must be approved by the child care director or your child's teacher before submitting to have the changes take effect.

FINANCIAL ASSISTANCE

Applications for financial assistance are available at the front desk and they take a minimum of 2 weeks to process. For further information regarding financial assistance, please contact the Director of the program.

CREDIT CARD DRAFT

The YMCA offers a payment option which automatically charges your monthly fees to your designated credit card. This will help with payments being made on time and will avoid late fees. Credit Card Draft Forms are available at the front desk of the Metuchen Y. Credit Cards will be charged on the 1st day of each month for the following month's tuition. (ex. October's payment will be charged on September 1st).

LATE FEES

There is an automatic additional fee of \$20 for any late payment received after the 15th of the month prior. For consecutive late payments or returned checks, the child is subject to dismissal from the program.

ABSENCES

There are no deductions or refunds for missed days, illness, personal vacations, etc. Enrollment in the program requires full tuition payment each month. Please call or email the child care director or your child's teacher if your child is not attending the program for any reason.

LATE PICK-UP OF CHILDREN

For each pick-up later than the child's scheduled pick-up time, there will be a late fee of \$5 for the first ten minutes and \$1 for every additional minute thereafter. Parents must call if they are going to be late.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, he/she should not attend school. If such symptoms occur at school, the child will be removed from the classroom and you will be called to take him/her home.

Severe pain or discomfort

Acute diarrhea

Episodes of acute vomiting

Sore throat or severe coughing

Yellow eyes or jaundice skin

Stiff neck

Skin rashes in conjunction with fever or behavior changes

Elevated oral temperature of 101.5 degrees Fahrenheit

Once a child is symptom free, or has a physician's note stating that he/she no longer poses a serious health risk to themselves or others, he/she may return to school.

If a child contracts any of the following diseases, please report it to us immediately. The child MAY NOT return to school without a doctor's note stating that the child presents no risk to himself/herself or others.

Red eyes with discharge

Lethargy

Infected untreated skin patches

Skin lesions that are weeping or bleeding

Difficult or rapid breathing

Mouth sores with drooling

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

Respiratory Illnesses

Chicken Pox

German measles*

Hemophilus

influenza*

Measles*

Meningococcus*

Mumps*

Strep throat

Tuberculosis*

Whooping Cough*

Gastrointestinal Illnesses

Giardia Lamblia*

Hepatitis A*

Salmonella*

Shingella*

Contact Illnesses

Impetigo

Lice

Scabies

*Reportable diseases, as specified in N.J.A.C. 10:122-7 10 (a).

If your child is exposed to any communicable disease in our program, the Child Care Director will notify you in writing.

MEDICATIONS

Any medications are to be given to the Director in charge of the program with a form signed by your child's pediatrician. All medication **MUST** be in the original container.

Any child that is NOT contagious but is still on medication **MUST** abide by the following:

- The child's physician must prescribe medication.
- Medication must be stored in the ORIGINAL container with the following information:

♦child's full name ♦type of medication

♦reason for medication ♦dates, dosage and times to be administered

If medication is over the counter, the above stated regulations still apply.

KINDERGARTEN EXTENDED DAY (KEDS) PROGRAM INFORMATION

The Metuchen Branch Y offers a kindergarten extended day program for the half of the day that your child is not in school. Depending on AM or PM KEDs, the Y transports kindergartners to or from school in school busses with aides and seatbelts. While at the Y, the children will be provided with time for lunch, snack, enrichments, lessons and learning centers. Bussing is provided for the kindergartners on days that their school has delayed openings, early dismissals or half days. Before care or after care is available for the KEDS program.

SCHOOL BUS FOR KINDERGARTEN EXTENDED DAY (KEDS)

Please notify your child's teacher or school secretary (at the public school) that your child is in the YMCA Kindergarten Extended Day Program. The YMCA staff take attendance on the bus EVERY day, so it is MANDATORY you call or e-mail the Y if your child will not be attending. Children are expected to behave on the bus and wear seatbelts. If a child becomes a danger to the other children and/or the driver, the Director may suspend the child from the bus service.

MORNING CARE

Beginning at 7am, the children can be dropped off in the room directly across from the Member Service Desk at the Metuchen Y to do constructive, calm activities prior to school. Kindergartners are able to interact with peers, play board games, color, etc. Kindergartners are welcome to bring a disposable, healthy breakfast from home if needed. Children attending AM kindergarten at the Moss School must arrive by 8:15am to take the bus to school.

AFTER SCHOOL CARE (3pm-6:30pm)

In the afternoon, the children are picked up from school in buses. A Y bus aide is present on each bus. When the children arrive at the Y they are separated appropriately by grade. A healthy snack is offered and homework time begins. Then, they are able to break into grade-level activities, supervised by SACC counselors. Outdoor play, sports, arts & crafts, science, nutrition, swimming or CATCH games are scheduled throughout the week. After care ends at 6:30pm. There is an option to stay until 7pm for an additional fee.

HOLIDAY CARE

Holiday Care is a program at the Y, for the days or weeks when the schools have scheduled days off. Kindergarten children in KED Plan B or Plan C are provided with holiday care. Kindergartners can be at the Y anytime from 7am -6:30pm. The day may include swimming, special entertainment, movies, sports etc.

For more information on After Care or Holiday Care, please contact:

Christine Tolley

SACC Director

732-548-2044 ext. 2213

Christine.Tolley@ymcaofmewsa.org

CAR LINE- DROP OFF & PICK UP TIMES

Specifications regarding the car line may be changing. All currently enrolled families will be provided with an update prior to the start of school.

We have a system in place that gives you the option to drop-off and pick-up your child outside of the building. We ask parents to please stay in the car line, by the yellow curb, near the main entrance of the lobby. If you wish to speak to your child's teacher you must park your car in the parking lot. The car line is only used for dropping off and picking up your children. Please do not get out of your cars (except to buckle your child) while on the car line.

Times for the car line:

AM Drop-off: 8:20am-8:35am

AM Pick-up: 11:15am-11:30am

PM Drop-off: 12:20pm-12:35pm

PM Pick-up: 2:45pm-3:00pm

KEDS/Aftercare Pick-up: 5:00pm-6:00pm

If you arrive after the car line has ended, you must park your car and walk your child into the classroom.

RELEASES

NO CHILD WILL BE RELEASED TO ANYONE WHOSE NAME DOES NOT APPEAR ON YOUR REGISTRATION PACKET. Please have all necessary guardians and emergency contacts listed on your child's registration packet. A written note is needed if your child is to be picked up by anyone whose name does not appear in the registration packet. 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. Individuals designated to pick up your child must be over 18 years of age. This is to insure the safety and well-being of your child. (a more detailed release policy can be found in the Child Care Operations Manual available in the office and the classrooms).

EXPULSION POLICY

The Y reserves the right to immediately dismiss any child from our program who is harmful or a threat to the well-being of the other children and staff. Parents are responsible for any damage their child does to the YMCA property, program areas or activity grounds. All children must comply with program rules and regulations. Parents will be informed if any such behavior occurs. Harmful behavior will lead to suspension and possibly expulsion at the discretion of the Director. (A more detailed Expulsion Policy is available in the classroom's Parent Policy Handbook).

PARENT 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, or physical or verbal abuse to the staff.

PARENTAL NOTIFICATION

A system of parental notification is in place for the children enrolled in all programs to ensure that information is shared with parents. Teachers are responsible for reporting activities and issues to parents during the drop-off and/or pick-up process. Teachers are responsible for reporting all developmental, emotional and physical changes to a parent as needed. If a Teacher is unable to see a parent by the end of the day, he or she will call the parent with any imperative information. Any injury above the shoulder will be reported to the parent/guardian via telephone call. General program information and events will be shared with families in various ways: flyers, newsletters, email, social media, website, text alerts and other forms of communication will be used as deemed appropriate.

SOCIAL MEDIA POLICY

This policy provides a set of rules and guidelines to inform and guide the behavior of all participants through social media and all forms of electronic and digital communication. This policy is intended to be adaptable to the changes in technology and norms of online communication and behavior to protect the confidentiality of all participants in our programs. It is expected that all participants follow Social Media Guidelines. We do not permit staff to engage with program participants, under the age of 18, utilizing social media. We ask that parents/guardians support the Y in this policy and not participate in or permit social media interaction, texting, chatting, emailing, instant messaging or any additional forms of social media as a way of communication.

We ask that parents/guardians of children in our center utilize the email address provided by the Centers as a way of digital communication. Emailing and texting individual personal staff accounts is not an acceptable means of communication. We also ask that you refrain from including other children, families or the Y from any personal posts to social media sites. Please be respectful and mindful of privacy and confidentiality.

INCLEMENT WEATHER POLICY

For YMCA closings or delayed openings; please view our website or our Facebook page. If it is necessary to close early due to severe weather, we will contact you by phone or e-mail. You can also sign-up to receive text alerts on our website.

EMERGENCY ACTION PLAN

There may be a time when we need to evacuate the building immediately and seek shelter away from 65 High Street. In such an instance, we have secured The Reformed Church/ Edgar Early Learning Center across the street from the YMCA at the corner of Lake and High Street. Prepared emergency kits and contact information will go with the children. We also conduct monthly fire and lockdown drills with the staff and the children.

VALUABLES AND TOYS

The YMCA is not responsible for lost, stolen or broken items. Therefore, please have your child leave all valuables and expensive items at home. **Please label all of your child's belongings.**

SNACK

The Metuchen Branch Y will provide a HEPA approved snack for the children every morning and afternoon. The snack is prepared with a healthy mindset, and excludes food containing trans-fats. If your child has any food allergies, please make sure to list them on your child's registration form and to inform your child's teacher.

LUNCH

Children who attend school full day need to bring a lunch from home. Please send a sandwich, snack, a drink and all necessary utensils for your child. Lunch time is 11:30am-12:00pm. A pizza lunch option is offered on Fridays for a small fee.

REST TIME

All three year old children who are enrolled in the full day program are required to have a thirty minute rest time. The children will be provided with a rest mat at the center. Each child will need to bring a sheet (a crib sheet will fit the mat) and a blanket from home. The sheet and blanket will be sent home with the children every Friday to be washed and need to be returned on Monday morning.

PRESCHOOL SWIMMING

Children enrolled in the Preschool program swim one day a week during two separate sessions in the school year. At the beginning of the swim session, each child will receive a swim day and time from their classroom teacher. Parents are not able to pick or choose days and/or times.

The Preschool children will swim from; October - November and again from March - May. The children will be provided with a 30 minute swim lesson in the pool with a certified swim instructor. A lifeguard is on duty at all times and a classroom teacher will also supervise the children while they are in the pool. Each child needs to bring a swimsuit and towel to school on the day of their swim lesson. It is also required that children with hair below their chin wear a bathing cap; which can be purchased at the member service desk.

KINDERGARTEN SWIMMING

Swimming is offered on a weekly basis beginning in October and ending in June. All kindergarten children will swim with the aftercare program on Thursday afternoons. Kindergarten children who do not stay for the aftercare program at 3pm will follow the Preschool swim schedule listed above. Parents are not able to pick or choose days and/or times. Each child needs to bring a swimsuit and towel to school on the day of their swim lesson. It is also required that children with hair below their chin wear a bathing cap; which can be purchased at the member service desk.