



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

SCHOOL AGE CHILD CARE

PARENT INFORMATION HANDBOOK



METUCHEN BRANCH YMCA

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WWW.YMCAOFMEWSA.ORG



Metuchen Branch YMCA



@MetuchenYMCA



FOR YOUTH DEVELOPMENT®
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YMCA Families,

Welcome to our School Age Child Care Program! We are so happy to have your children in our care and we want to take this opportunity to thank you for the privilege of serving your family.

At the Metuchen YMCA, the safety and well-being of your child(ren) is our top priority. We realize in this challenging & uncertain time, the safety & well-being of your child(ren) is of great concern to you as well. We also recognize the significance of you entrusting your children to our care. Therefore, we wanted to make sure that you are aware of all the additional practices we have implemented in order to keep our program clean & minimize the spread of germs.

In this packet you will find our *temporary health and safety protocols*. These guidelines have been put into place in accordance with NJ Department of Health and CDC recommendations. We have been following many of these temporary procedures in our Emergency Child Care for Essential Employees and at our Summer Camps over the last few months. They have been adopted, with some minor changes, for use now as our school year programs re-open. All of our staff have been trained on the new, temporary protocol and how to implement it.

If the current situation changes and it becomes necessary to update our procedures or close our program temporarily, we will notify families by email with as much notice as possible so please be sure the program has your most current & often checked email. You may also follow our social media page for late-breaking program updates.

Thank you for your understanding and patience as we implement these new procedures. Our goal is to keep our practices as familiar as possible for your children, while at the same time keeping you, your family and our staff healthy and safe.

Please do not hesitate to reach out to me via email at gabriella.stfleur@ymcaofmewsa.org or by telephone at (732)548-2044 ext:2255 should you have any questions or concerns.

Sincerely,

Gabriella St.Fleur

School Age Child Care Director

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

TEMPORARY HEALTH & SAFETY PROTOCOL

Business Operations:

- We are reducing our hours of operation to support staffing availability and needs. Our current hours of operation are 7:30am- 6:00pm. As we are able to move closer to our standard hours of operation, we will provide you with as much notice as possible.

Arrival and Dismissal:

- It may be necessary to designate drop-off and pick-up times/windows. This will depend on the enrollment and the need to keep children safe, and will be determined by the Director.
- Families will be greeted outside the front door of the building where a staff member will meet the child(ren). You have the option of pulling your car up directly to the front door and staying in your car while the staff assist with the drop-off and check-in process. Parents and other family members will not be allowed inside the program. Prior to parents leaving the site, a trained staff member will take the temperature of their child(ren) and ask parents the following questions:
 - Are you, your child or anyone in your household experiencing symptoms of COVID-19 (including but not limited to, fever, cough or shortness of breath)?
 - Do you live with anyone or have you had close contact with anyone who has been diagnosed with COVID-19 within the past 14 days?
- We are unable to allow entry to the program if any answers to screening questions are *yes*, a child has *symptoms of COVID-19* or has a *temperature of 100.4° or higher*.
- Children and staff will be required to wash their hands immediately upon entering the building and throughout the day.
- Upon your arrival to pick up your child, a staff member will bring your child out to you. This practice will limit direct contact and help us to maintain physical distancing.
- Parents will be required to wear a mask and practice physical distancing from other families during check-in screenings and during pick-up.

Healthy Environment:

- We will separate children into age-appropriate small groups (max of 10 children per group).
- The sharing of equipment will be minimized. Program space will be disinfected between different groups.
- Class groups will remain separated and outdoor play times will be staggered to reduce the possibility of viral transmission.
- Staff will disinfect high-touch surfaces such as door handles, light switches, faucets, toys and games that children play with multiple times a day.
- We will perform an enhanced deep cleaning every night in all areas & on all touched surfaces.
- Staff will have access to anti-bacterial hand sanitizers and disposable gloves and use them as needed.
- Staff will wash/scrub their hands and children's hands a minimum of hourly (noted by the CDC as the most effective preventive measure).

- Program tours will be given virtually as well as after hours until further notice to reduce the number of visitors in the building.
- We will minimize item sharing among children when possible, for example: give each child a set of his/her own crayons, etc.
- We will refrain from sensory or water table activities, including playdough.
- Children will not be permitted to bring toys from home.

Meal Preparation & Service:

- To further minimize the spread of germs, families will be required to provide all meals for their children (lunch and two snacks each day), as well as water. A filling station will be available on site to re-fill water bottles. A Pizza lunch option is offered on Fridays for a small fee.

Child Health:

- Children who start to experience symptoms of respiratory illness, including a fever of 100.4° or higher while at child care, will be isolated from other children until they can be picked up.
- Until further notice, all field trips will be suspended.

Staff Health & Wellness:

- Staff will receive training on infection control and workplace disinfection.
- Staff will use the same health screening daily prior to entering the building. The same conditions for exclusion apply to the staff.
- Staff will wash their hands immediately upon entering the program and throughout the day on the same increased schedule as the children.

Personal Protective Equipment (PPE):

- Staff will wear face coverings.
- Families should provide face coverings for children. Children will be encouraged to wear face coverings. Face coverings will be removed during meal and snack times.
- All staff will have access to PPE should a situation arise in which PPE is necessary.

Fees:

- Your weekly fees will be due every Monday prior to the week of service (for example: tuition for the week of September 7th is due on Monday, August 31st). Tuition can be paid via check, credit card or money order. Cashless options are encouraged to minimize the spread of germs. Automatic payments from your credit card or bank account can be scheduled and multiple weeks can be paid for in advance.
- Fee allowances will not be offered for occasional absences, vacations or emergency closings.
- We are unable to hold a spot for your child without full payment. Non-payment of tuition is grounds for dismissal from the program as your spot may be offered to another family in need.
- Families will not be permitted to return until past due balances are paid in full.

School Supply List:

We are asking that each child sends in the following materials for the beginning of the school year. These materials will be for your child only and will not be shared.

- Crayons
- Markers
- #2 pencils
- Extra erasers
- Colored pencils
- Pens
- Scissors
- Glue sticks
- Glue bottle
- Ruler
- Any other supplies that your child's school teacher will require for distance learning
 - Laptop or iPad
 - Headphones
 - Charger

Your child also needs:

- Back pack
 - Lunch box (lunch, 2 snacks & a drink)
 - 1 folder (to send communication back and forth between home and the Y staff)
 - Plastic bin with a lid to store your child's school supplies
-

Closings and Early Pick-ups

The following days are **CLOSED** for our 2020/2021 SACC Program:

- Thanksgiving & the day after: CLOSED
- Christmas Eve: CLOSING at 2PM
- Christmas Day: CLOSED
- New Year's Eve: Closing at 2PM
- New Year's Day: CLOSED
- Memorial Day: CLOSED

REGISTRATION POLICIES AND PROCEDURES

Registration Forms and Health Forms must be received for each participant prior to attending our program. Registration information will be treated in a confidential manner.

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.

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 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 one of our YMCA child care centers. Both children must be enrolled for 5 days a week. Please notify the director to be sure that they are aware of siblings.

CHANGE/CANCELLATION

A one week notice must be provided for any change made to your child's enrollment in the program. All changes must be approved by the director prior to having the changes take effect.

FINANCIAL ASSISTANCE

Applications for financial assistance are available on our website 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 weekly fees to your designated credit card. This will help with payments being made on time and will avoid late fees. Credit Cards will be charged on the Monday one week prior for the following week's tuition. (ex. The September 7th payment will be charged on August 31st).

LATE FEES

There is an automatic additional fee of \$20 for any late payment. 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 week. Please call or email the director 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.

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 violations of the licensing requirements.
- Reported abuse or neglect occurring at the Center.

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.

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 kindergarteners 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. To follow recommended CDC COVID guidelines; all children will wear a face mask while on the bus. They will be seated one child per row, every other row.

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 100.4 degrees Fahrenheit

Red eyes with discharge

Lethargy

Infected untreated skin patches

Skin lesions that are weeping or bleeding

Difficult or rapid breathing

Mouth sores with drooling

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.

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

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 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.

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.

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 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.

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.