



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

A GREAT END TO THE DAY

**SCHOOL AGE CHILD CARE
PARENT HANDBOOK**

Metuchen Branch Y

www.ymcaofmewas.org





**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Metuchen BRANCH Y p 732-548-2044 f 732- 548-9350
www.ymcaofmewsa.org

Dear Parents and Friends of the Metuchen Branch Y,

Welcome to our School Age Child Care Program, otherwise referred to as **SACC**.

Our program started in 1990 and we believe that all children 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.

As part of our weekly schedule, we include **CATCH (Coordinated Approach To Children's Health)** physical and nutrition activities to keep our children moving and to help them make good choices about the food they eat.

We look forward to working with all of you as we continue to make positive changes in our SACC program to help our children grow into lives which are healthy and fulfilling.

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,

Christine Tolley
School Age Child Care Director
Christine.tolley@ymcaofmewsa.org
732-548-2044 X 2213



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 <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

Department of Children and Families
Office of Licensing
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.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 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/childcareexplorer>.

SACC PROGRAM INFORMATION

The Metuchen Branch Y School Age Child Care Program strives to offer quality before and after school care to children in Kindergarten through 6th grade. The purpose of the program is to provide a safe and educational environment for the children during out-of-school time. We work together to build strong personal, social and life skills through the Y core values of **Honesty, Caring, Respect, and Responsibility**.

MORNING CARE

The morning care environment differs a little bit from the afternoon. Beginning at 7am, the children are grouped all together to do constructive, calm activities prior to school. Parents or guardians are required to sign their child into the program each morning. SACCers are able to finish last minute homework, interact with peers, play board games, etc. SACCers are welcome to bring a disposable, healthy breakfast from home if needed. Middle schoolers must arrive at the Y by 7:40 am and elementary schoolers by 8:15am to be able to ride the bus to school.

AFTER SCHOOL CARE

In the afternoon, the children are picked up from school in Y 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. We encourage all of the children to at least start their homework. Then, they are able to break into grade-level activities, supervised by SACC counselors. We strongly encourage at least 45 minutes of physical activity daily. Activities are pre-planned and begin around 3:30pm.

Outdoor play, sports, arts & crafts, science, nutrition, swimming or CATCH games are scheduled throughout the week. SACC begins winding down around 6:00pm and ends at 6:30pm or if you pay for extended care 7:00pm sharp. There are no accommodations for children after 7pm. Late fees are added to your child's account and are expected to be paid at pick up. \$5 for the for 10 mins and \$1 per min after that.

HOLIDAY CARE ONLY FOR OPTION B PARTICIPANTS

Holiday Care is a program at the Y, for the days or weeks when the schools have SCHEDULED days off. Often times a field trip and a special schedule is planned which may incur an additional fee to a local place of interest. Lunch is not included.

Beginning any time after 7am, SACC children are dropped off at the Y and signed in by a parent or guardian. The day may include swimming, special entertainment, movies, sports etc. Holiday Care ends no later than 6:30pm or 7pm if you pay for extended care.

REGISTRATION POLICIES AND PROCEDURES

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

IMPORTANT – Please inform us of ANY changes to your contact information that may occur during the school year, (change of address, phone number, work place, etc.) Telephone registrations are not accepted. All registrations must be made in person or ONLINE at ymcaof-mews.org

When the program fills to capacity, a *waiting list* will be established. Registration is on a first come basis. A non-refundable deposit of \$50.00 for SACC must accompany the registration form to secure a spot until August, 2018.

The Metuchen Branch Y SACC Program runs for ten (10) months (September – June).

2018-2019 FEE INFORMATION

Tuition is paid to the Metuchen YMCA on a monthly basis and is due by the 1st of the month prior. August will be for September and September for October etc. EZPAY is available allowing for your credit card to be automatically charged each month.

Because you will have paid for June, your final payment to us will be by the 1st of May. Your \$50.00 deposit will be applied to your first payment. We follow St. Francis, Metuchen & Edison Public Schools calendars. **The Y is closed some holidays that are not covered in Holiday Care. They are listed on page 5.**

FAMILY MEMBERSHIP DISCOUNT

A 3% discount is offered for any SACC participant with a *current* Family Membership to the Metuchen Y. A Family Membership offers substantial program discounts and free fitness classes. It also allows access to the pool, gym and fitness center during non-SACC hours for the whole family.

SIBLING DISCOUNT

A 10% sibling discount for *SACC* children is offered for the second child enrolled in SACC. We also offer a 10% sibling discount if you have a child enrolled full time at any of our off site child care centers.

MONTHLY FEES

The monthly fee is based on 180 days of school, divided into 10 equal

SCHOOL AGE CHILD CARE FEES 2018-19

Metuchen Public School Morning Care ONLY	\$157 per month 7-8:15am
-------------------------------------------------	-----------------------------

SACC Option A grades K-6	After School Care for full/half days, no Snow Days or Holidays	5 days: \$372 / 4 days: \$362 / 3 days: \$354 per month
---------------------------------	----------------------------------------------------------------	---------------------------------------------------------

SACC Option B grades K-6	After School Care for full/half days <u>AND</u> Snow Day/Holiday Care	5 days: \$410/ 4 days: \$386 / 3 days: \$376 per month
---------------------------------	-----------------------------------------------------------------------	--------------------------------------------------------

Extended Care 6:30 PM-7PM	\$50 per month 6:30pm-7pm
----------------------------------	------------------------------

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.

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. *Children will be monitored by staff during time-out.*
- 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. Be loving, but do not confuse love with license.

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers N.J.A.C. 10:122, every licensed SACC Program 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 SACC matters. The program may comply with these requirements:

- 1) by reproducing and distributing to parents this written statement, prepared by the Bureau of Licensing in the Division of Youth and Family Service (DYFS);
- 2) by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with these requirements, the program must secure every parent's signature attesting to his/her receipt of the information.

Our program is required by the State Child Care Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location in the YMCA. To be licensed, our program 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; parent/community participation; administrative and record keeping requirements; and others.

Our program must have on the premise a copy of the Manual of Requirements and make it available to interested parents for review. If you would like to review our copy, you may contact the SACC Director. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Division of Youth and Family Services, CN 717, Trenton, New Jersey 08625.

We encourage parents to discuss with us any questions or concerns about the policies of the program or the meaning, application or alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our program may

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 SACC, the child will be removed from the classroom and you will be called to take him/her home.

Severe pain or discomfort

Acute diarrhea

Red eyes with discharge

Infected untreated skin patches

Difficult or rapid breathing

Skin rashes lasting longer than 24 hours

Swollen joints

Visibly enlarged lymph nodes

Episodes of acute vomiting

Sore throat or severe coughing

Yellow eyes or jaundice skin

Stiff neck

Blood in urine

Elevated oral temperature of 101.5 degrees Fahrenheit

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

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 SACC 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

influenzae*

Measles*

Meningococcus*

Mumps*

Strep throat

Tuberculosis*

Whooping Cough*

Gastrointestinal Illnesses

Giardia Lamblia*

Hepatitis A*

Salmonella*

Shingella*

Contact Illnesses

Impetigo

Lice

Scabies

- If your child is exposed to any communicable disease in SACC, you will be notified in writing.
- Any medications are to be given to the Director in charge of the program with a signed form provided by the Metuchen Branch Y. All medication MUST be in the original container. This form can be downloaded on our website.

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

payments. Total monthly fees are required regardless of the number of program days in a month. Payments are due by the 1st of each month.

SWITCHING PLANS

Once a plan is selected, participants may not move back and forth. Moving will incur the difference between plans dated back to September and/or daily charge for holidays.

FINANCIAL ASSISTANCE

Applications are available at the Y welcome desk for financial assistance. They take a minimum of 2 weeks to process and must be submitted to the Y Corporate Office, 483 Middlesex Avenue in Metuchen.

EZ PAY

The Y offers a payment option which automatically charges monthly SACC fees to your designated credit card. This will help with payments being made on time and will avoid late fees. Sign up on the registration form for EZPAY.

MEMBERSHIP TO THE METUCHEN BRANCH Y

EVERY child must have at least a Program Membership in order to participate. This 65 fee is to be paid with, or prior to, your first month's payment. This membership is yearly and enables the member to participate in programs at the YMCA.

LATE FEES

There is an automatic additional fee of \$25.00 for any late payment received after the 1st of the month. 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 SACC program requires full tuition payment each month. **Please call or email before 2:00 PM if your child is not attending the program for any reason. THIS IS VERY IMPORTANT.** The staff can not spend time at the school trying to track down your child if he/she is not on our absent list. Failure to call in a child's absence may result in removal from the program.

CLOSINGS & EARLY PICK UP

The following days are **CLOSED** for our 2018/ 2019 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**

The first day of the 2018-2019 program is the first day of school for your child. The last day of the School Age Child Care Program will be the last day of your child's 2019 school year.

DELAYED OPENINGS

When there is a delayed opening the YMCA provides transportation for the children enrolled in the Morning Care Program ONLY. The SACC Morning Care

Program will begin at regular time, 7am unless the build has a delayed opening. Please check our facebook, twitter or website for changes in time on inclement weather days.

HOURS OF OPERATION

- Morning Care: 7am –8:15am
- After School Care: dismissal –6:30pm
- Holiday Care: 7am to 6:30pm
- Extended Care 6:30pm–7pm

INCLEMENT WEATHER POLICY

When Schools have closed for inclement weather the Y will be open for Snow Day care beginning at 7am, **unless the weather is severe**. We will send an email, update our website, facebook and twitter notification as well. If it is necessary to close early due to severe weather, we will contact you and ask for alternate names for pick-up. Snow Day Care is included in Option B ONLY.

PICK-UP TIME

While we offer SACC until 7pm every evening in order to accommodate families traveling long distances to and from work. It is a VERY long day for children to be out of their homes from 7am until 7pm. Please make every effort to shorten your child's day. There is **no allowance for pick-up after 7pm. After 3 late pick-ups, your child will be removed from the SACC program.** PARENTS MUST CALL AHEAD IF LATE. Failure to call is considered neglect and may result in the notification of the Division of Youth and Family Services and/or the Metuchen Police Department. **There is a late fee of \$5 for the first 10 mins & \$1/minute fee for every minute you arrive after the program ends.** The late fee is paid directly to the front desk staff at the time of pick up.

RELEASES

NO CHILD WILL BE RELEASED TO ANYONE WHOSE NAME DOES NOT APPEAR ON YOUR SIGN-OUT AUTHORIZATION FORM. Please see our policy on the release of children with our registration forms.

Please have all necessary guardians listed on your Sign-Out Authorization Forms may be amended at any time.

SCHOOL AND BUS

Please notify your child's teacher and school principal, **in writing or by phone**, that your child is in the Y School Age Child Care Program *prior to attending*. Y Staff bus aides take attendance on and off the bus EVERY day, so it is MANDATORY you call 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.

SNACK

The Metuchen Branch Y will provide snack every afternoon. The snack is prepared with a healthy mindset, and excludes food containing trans-fats. We discourage you from giving your children snack to bring to the program, but if it is necessary we encourage you to provide a healthy snack. We do not allow soda, candy, chips, gum, etc. We follow the HEPA standards for snack time and they can be found on our website under SACC .

COM-

SCREEN TIME

Our SACC program limits screen time to 30 minutes of less per day unless time is used for homework purposes.

STAFFING

A full-time Y experienced professional plans and implements the SACC program. Support staff are hired for their ability to interact positively and build relationships with children. Staff are typically college and high school students focused on a career in education. All participate in Listen First, Positive Discipline and a variety of other Y trainings throughout the year.

POLICY FOR PARENTAL INVOLVEMENT

The School Age Child Care Program will hold an open house twice during the program year. An enrollment conference scheduled prior to your child beginning our program is a great opportunity for parents and staff to discuss any special needs your child has.

The Metuchen Branch Y operates with an open-door policy. This means that

parents are free to come in at anytime to observe our programs. Throughout the remainder of the year, observations can be scheduled at the convenience of the parents.

VOLUNTEERS are always welcomed at the Y. We invite all parents to spend some time in our classrooms as volunteers or even as a substitute teachers/aides.

If you have any gift or talent that you would like to share with us, please speak with the SACC Director to make arrangements for your visit.

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

EXPULSION POLICY CONTINUED

and staff. All children must comply with program rules and regulations. We have a Zero Tolerance Policy for bullying. Parents will be informed if any such behavior occurs. Repeated bullying or harmful behavior will lead to suspension and possibly expulsion at the discretion of the Director.

SWIMMING

Swim lessons are offered on a weekly basis to the SACC children. It is understood that if your child arrives with a swimsuit, that he/she has your permission to swim on that day. Swim lessons are on Tuesdays from 4:30pm–5pm. Swimming is usually available during Holiday and Snow Day care. Please remember to send a swimsuit, towel and bathing cap if needed on those days as well.

WITHDRAWAL

A 30 day notice is required to cancel or change enrollment at the beginning of the month. A letter from the parents stating the child's last day is required when withdrawing.