

**eliminating racism
empowering women**

ywca

Northern New Jersey

Bergen • Essex • Hudson • Morris • Passaic



YWCA Northern New Jersey

School Age and Summer Camp

Programs

Parent Handbook

WELCOME

Welcome to the YWCA Northern New Jersey. The following pages contain important information about our program. Please familiarize yourself with the material and keep this manual handy for easy reference.

Our core curriculum includes engaging recreational before school, after school and summer camp programs with a focus on multicultural activities and anti-bullying prevention. Our programs that foster self-esteem and teaches children to respect. The program supports children during out of school hours, enabling parents to focus on their careers and jobs with the knowledge and comfort that their children are well cared for and are constructively engaged.

ABOUT US

The YWCA is the oldest and largest multicultural women's organization in the world. Across the globe, the YW has more than 25 million members in 122 countries, including 2.6 million members and participants in 300 local associations in the United States.

Our Mission

YWCA Northern New Jersey is dedicated to eliminating racism, promoting racial understanding, and advancing gender equity.

About YWCA Northern New Jersey

Our YWCA has been serving the community since 1920 with programs that improve lives, inspire change, and create opportunities. We provide safe, welcoming places for women, girls, and families to learn, share, and grow; support women and girls on their paths to educational, career, and financial success; and advocate for women's rights and civil rights.



We are one of the area's largest providers of child care services, a recognized leader in health and wellness programs, and operator of **healingSPACE**, Bergen County's only Sexual Violence Resource Center.

**YWCA IS ON
A MISSION**

**eliminating racism
empowering women**

Youth Services Department

Daniela Pinto - Director of Youth Development
DPinto@ywcannj.org
 201-345-1905

Akil Davis - Manager of School Age Programs
Adavis@ywcannj.org
 201- 345-1904

Mary Agnello
 Registration Questions (new or changes):
SAPregistration@ywcannj.org
 201-345-1914

Jessi Isabel
 Billing Questions: SAPbilling@ywcannj.org
 201-373-2907

Hena Qureshi - Behavior Specialist
HQureshi@ywcannj.org
 201-345-1883



DIRECT PHONE NUMBERS FOR PROGRAM SITES

SCHOOL DISTRICT	SCHOOL	ONSITE PHONE	EMAIL
CRESSKILL	BRYAN	201-569-8484	YWCABryan@ywcannj.org
	MERRITT	201-541-1031	YWCAMerritt@ywcannj.org
DUMONT	GRANT	201-384-6371	YWCAGrant@ywcannj.org
	HONISS	201-384-6357	YWCAHoniss@ywcannj.org
	LINCOLN	201-384-6457	YWCALincoln@ywcannj.org
	SELZER	201-364-2682	YWCASelzer@ywcannj.org
HARRINGTON PARK	HARRINGTON PARK	201-403-3457	YWCAHarringtonPark@ywcannj.org
ORADELL	ORADELL	201-986-0320	YWCAOradell@ywcannj.org
SUMMER CAMPS	Camp	ONSITE PHONE	EMAIL (during camp season only)
YWCAMP@Dumont	Honiss	201-384-6357	YWCAMPDumont@ywcannj.org
YWCAMP@Mahwah	Mahwah	201-327-2079	YWCAMPMahwah@ywcannj.org
YWCAMP@Weehawken	Weehawken High School	551-243-0338	YWCAMPWeehawken@ywcannj.org

ANTI-BULLYING POLICY

In keeping with our mission to promote acceptance and tolerance for all people and in order to keep all the children in our programs safe, the YWCA Northern New Jersey in accordance with its discipline policy, cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions.

Any incidents of the above behaviors will be brought to the attention of the SAP Administration. Each incident will be handled on a case-by-case basis. All discipline actions will be in accordance with the YWCA Northern New Jersey Discipline Policy in an age-appropriate fashion.

The local police department and the Department of Child Protection and Permanency will be notified if any child is found to be in possession of a weapon or anything identified as or used as a weapon. Further action will be under the advisement of the above agencies and the YWCA Northern New Jersey administration.

ATTENDANCE POLICY

1. If a child is going to be absent from the sap/camp program the parent must inform the Site Supervisor/Camp Director by telephone, in writing, or in person. Contact information for the sites is in this handbook.

2. **(SAP ONLY)** - If the child fails to arrive on a day when they are scheduled to attend the program, and we have not been notified by a parent, we will try to locate the child according to the following procedure:

- The school secretary will be contacted to find out if the child was absent from school.
- The child's parents will be called at all available phone numbers.
- All emergency telephone numbers will be called.

If at this point, the child has not been located, the local Police Department will be called to assist in locating the child.

3. **(SAP ONLY)** - If your child will be participating in an in-school club or activity, parents **MUST** complete a permission form (found on the website) and the children **MUST** first check-in with the YWCA staff. ***Children who leave the school building CANNOT return to the YWCA program.***

ARRIVAL AND DEPARTURES (signing in and out)

Morning arrival: Each child must be brought to the assigned program door by a parent/guardian who must sign in the child on the attendance sheet.

Afternoon departure: All children must be picked up designated time by child's parent(s) or person(s) (over age 18) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached. For safety and security, we ask that once you have signed your child out of program that you promptly leave the YWCA program space.

We do require that parents show identification until the staff become familiar with you. This step is taken for the safety of your child.

BEHAVIOR GUIDELINES

We hold children in the highest regard. We believe in promoting a positive self-image and always reinforce positive behavior. We accomplish this by practicing the techniques of encouragement, acknowledgment of positive behavior, shaping, and role modeling.

When the need to extinguish negative behavior arises, we rely on non-threatening techniques. Children are first removed from the negative situation and then redirected towards something positive. All major behavior concerns are immediately communicated to parents and steps towards behavior modification are taken, if necessary.

All incidents of improper behavior are documented in children's files. If, after behavior modification and action steps are taken, the negative behavior still occurs, parents will be informed that the child is permanently dismissed from the program. Severe incidents, determined by the director, mean immediate termination without warning.

Please see the discipline policies section for more information.

CELL PHONE / CAMERA USAGE

We require children to keep their personal cell phones in their backpack. **Cell phones and other handheld devices with cameras are not allowed to be used in the programs.** No use of video cameras is allowed.

CHANGES TO REGISTRATION/ENROLLMENT - (SAP Only)

Withdrawal from program /changes in daily attendance etc. requires notification of one full month prior to the 10th of billing month being affected. **For example:** to withdraw in November, let us know by October 9th by 12:00pm.

More than 4 enrollment changes in a 2-month time period will result in a \$50 penalty. We do not issue credits or refunds for scheduled school holidays, sickness, or closings due to inclement weather and there are no additional charges for scheduled early release days.

To withdraw from the sap program, contact sapregistration@ywcannj.org.
All fees/monthly tuitions are non-refundable.

CHANGES TO REGISTRATION/ENROLLMENT - (Camp Only)

Membership, registration, and weekly fees are non-refundable. There is a \$25 processing fee for changes. There will be a \$35 service charge if payments are not honored from your credit card or account on file.

We do not issue credits or refunds for sickness or closings due to inclement weather.

If you would like to add additional weeks during the camp season please email sapbilling@ywcannj.org. Children must be registered by the prior **WEDNESDAY** to start on the following week. **Children registered on Thursday will incur a \$50 late registration fee.** Friday signups are not available.

To withdraw from a program, contact campregistration@ywcannj.org. All fees/weekly tuitions are non-refundable.

CHILD RELEASE POLICY

Each child may be released only to the child's parent(s) or person(s) (**over age 18**) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) 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) or person(s) authorized by the parent(s) fails to pick up the 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) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to their parent(s) or person(s) authorized by the parent(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) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment 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 an impaired individual.
- 2)Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- 3)If the center is unable to make alternative arrangements, a 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.

***We cannot release a child unless an authorized person can sign the child out.**

Parents **must** inform the Site Supervisor/Camp Staff in advance if someone other than the parent will be picking up. If the pickup person is not listed on the child's emergency data form and we have not been notified by the parent, the Site Supervisor/Camp staff **cannot** release the child. **YWCA Staff are not permitted to sign in, sign out, or transport any children to or from program.**

We do require that parents show identification until the staff become familiar with you. This step is taken for the safety of your child.

(SAP Only) For children involved in extracurricular activities within the school and wish to return to the asp afterwards, parents must complete permission slip with the Site Supervisor.

For the safety and security of your child, we ask that you once you have signed your child out that you promptly leave the YWCA program space.

Children who are signed out/leave the school building CANNOT return to the YWCA program

CHILD DEVELOPMENT:

YWCA programs are a great place for participants to understand and manage their emotions and personal responsibility, develop compassion for others, a sense of belonging, make ethical decisions, handle conflicts constructively, and form positive relationships.

YWCA programs provide numerous daily activities that help campers develop on a mental, emotional, social, and physical level.

CONFIDENTIALITY POLICY:

1. Information about a child belongs to the child with the parents acting on the child's behalf. Consequently, parents have unlimited access to the records of their child.
2. No information about a YWCA family may be released to another agency without the written consent of the family, **unless required by law.**
3. Information that families give to the YWCA staff will be shared with other staff, only on a need-to-know basis.
4. All YWCA staff members are required to treat information about YWCA families responsibly and with discretion. Staff is permitted to discuss information about families with other staff only on a need-to-know basis. Information about YWCA families or staff members is not a suitable topic of casual conversation among staff or in the presence of children.

COMMUNICATION WITH PARENTS

The site's cell phone will be the primary method of communication with parents. Please see site contact information in this handbook. The YWCA utilizes the MY KIDZDAY app, texts, email blasts as well to communicate with parents.

COUPON PUNCH CARD / DROP IN POLICY: (SAP ONLY)

In order to support working families, we offer a drop in at our Before School Program only. 10 visit punch cards are available for purchase. Coupon punch cards are non-transferable, cannot be shared and have no refund value.

DAY ONE - THINGS TO KNOW - (SAP Only)

All YWCA Northern New Jersey programs open on the first day of school. If your child is registered for one of our School Age Programs, there are some things you will need to know for the first day.

Children attending Before School Program (BSP) for the first time: Walk your child to the designated program area. Please see the drop off procedures. The YWCA staff are easily identified by their staff shirts. At the first bell, YWCA staff will bring children to the appropriate

meeting area for your school. Staff do not know which specific teacher or classroom assignment belong to children - make sure your children know where they should go.

Children attending After School Program (ASP) for the first time: Make sure you send a note in to your child's teacher telling them your child is registered to the after-school program. Each school handles dismissal differently - check with your school for their policy.

DAY ONE - THINGS TO KNOW - (Camp only)

All YWCA Northern New Jersey summer camp families will receive a welcome letter upon registration. Welcome letter includes what to bring, locations, and important information.

DISCIPLINE POLICIES AND REMOVAL FROM PROGRAM PROCEDURES

We hold children in the highest regard. We believe in promoting a positive self-image and always reinforce positive behavior. We accomplish this by practicing the techniques of encouragement, acknowledgment of positive behavior, shaping, and role modeling.

When the need to extinguish negative behavior arises, we rely on the following procedures. All major behavior concerns are immediately communicated to parents and steps towards behavior modification are taken, if necessary.

All incidents of improper behavior are documented in children's files.

Clear and consistent guidelines are presented to children so that they are aware of their responsibilities and can be held accountable for their behavior.

Forms of Disciplinary Action May Include:

1. **Verbal Warning:** Minor concerns are handled on the spot with consistency, we remind our participants of the YWCA expectations and rules. Explain the rule or conduct that they have violated and state what the next step of discipline will be if this action continues. Examples of violations: not following rules in a timely manner, rough play, or disruptive behaviors.
2. **Cool Down Time:** We remove the participant from the current activity, giving them a chance to calm down and think about what they've done and what they should be doing instead. Remind the participant of the YWCA expectations and rules. Explain the rule or conduct they have violated and state what the next step of discipline will be if this action continues. Example of violations: multiple verbal warnings or being disrespectful towards other participants or staff.
3. **Behavior Notification:** These are formal notices/conversations that document the participant's behavior. The parent/guardian is notified of issue and a future action plan is arranged. Examples of violations: reoccurring violations, foul language, or unwillingness to participate in the program.
4. **Behavior Specialist/Manager of School Program Notification:** When there are continued behavioral concerns, YWCA Behavioral Specialist and Manager of School Age Program will communicate with the families to facilitate a child's future success in the program.
5. **Suspension:** If the inappropriate behavior still occurs, parents will be informed that the child will need to be picked up from program immediately and then suspended from their next scheduled

program day. Examples of violations: repeated written notices, running away, fighting, bullying, threatening, or theft. ***School Suspensions:** Any child who is suspended from their school will not be permitted to attend our program during the duration of their suspension.

6. **Dismissal from the Program:** While we work hard to ensure that each child in our program is successful, we reserve the right to remove any child immediately (for the entire program year) when we believe that removal is in the best interest of the child and/or the program. Our priority is to provide safe, quality care for all children enrolled in our programs but on rare occasions there may be a need to remove a child from enrollment. Some of the reasons for involuntary dismissal might include:
- a. **Failure to adapt** - If a child fails to adapt to our program, after an extended time period even though an effort has been made by parents and the staff to integrate them into the program, the child may be removed so that their parents can find alternate care for their child.
 - b. **Eloping/Aggressive/Disruptive/Unsafe behavior** - If a child runs away from program, is aggressive or hurtful to others or if a child's behavior is disruptive to the group, we will make every attempt to work with the child in respecting others and managing their behavior appropriately. If these behaviors continue the child may be removed at the discretion of the Director.
 - c. **Abusive/disruptive behavior by parents** - We reserve the right to remove any child whose parent behaves in a manner that is destructive, disruptive, abusive, or malicious through their statements or actions toward the staff, their own child, or other parents/children in the center.
 - d. **Failure to pay tuition** - We may immediately remove any child from enrollment whose tuition is not paid per facility policies.
 - e. **Failure to maintain required paperwork** - Parents are responsible for ensuring that the information in their child's file is complete and accurate at all times. This includes accurate phone numbers as well as ensuring your child all required paperwork on file. Failure to keep us informed of changes or failure to submit required paperwork will result in your child's dismissal from the program.
 - f. **Excessive late pick-ups:** We understand that late pick-ups can occur; however, if there becomes a pattern of excessive late pick-ups a child may be removed from the program to allow the parents the opportunity to find an environment that better meets their needs.

Occasionally there may be times and reasons we must suspend/expel a child from our program. Before we would reach such a situation, we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. Eloping (running away from program), Serious Incidents, Fighting or intentional physical aggression can result in immediate jump to suspension/termination.

EMERGENCY CONTACTS - MUST be 18 years old or older.

Emergency contacts are very important and should be aware of their responsibility. Parents/Guardians **MUST** provide at least one emergency contact other than parent/guardian. All emergency contacts should be able to pick up your child within a reasonable time frame if we cannot reach you. Emergency Contacts and phone numbers **MUST** be updated regularly.

ENROLLMENT - SAP only

Registration is accepted throughout the school year, based on license capacity availability. A calendar one-month minimum enrollment is required for full-time and part-time participants. If a student is enrolled for less than five days per week, the days attending must be specified in advance to maintain the proper ratio of staff to students. (Switching of days is prohibited). Your

child is not considered enrolled until all the required forms are completed in their entirety and all required fees, and first month's tuition has been paid.

ENROLLMENT - Camp only

Registration is accepted throughout the summer season, based on license capacity availability. Registration for the following week must be confirmed by the previous Wednesday by 12:00pm. Your child is not considered enrolled until all the required forms are completed in their entirety and all required fees have been paid.

FEES AND PAYMENT POLICES - SAP only

1. Monthly tuition is based on the entire school calendar year (180 days), divided over ten months August thru May. **Therefore, the monthly fee will remain the same every month.**
2. Tuition is due on the 10th of August thru May (no June payment). No monthly bill will be sent as a reminder.
3. Nonpayment or continued late payment could result in your removal from program.
4. The YWCA Northern New Jersey will impose a \$35 service charge if payments are not honored from your credit card or account on file. If your card is declined more than 3 times in a school year, YWCA will impose a \$50 service charge on any future payments that are not honored from your credit card or account on file.
5. Your credit card statement and/or bank statement will serve as your receipt of payment. If you have a flex spending account and require a receipt, please email your form to SAPbilling@ywcannj.org. **Our Provider Tax Id is # 22-1494725.**
6. Children not picked up by scheduled pickup time will be subject to the following:
 - 1st late pickup - no late fee -but email sent to document the occurrence
 - 2nd late pickup - \$25 late fee - letter sent out reminding parents of our policy
 - 3rd late pickup- \$50 late fee- letter sent out reminding parents of our policy
 - 4th late pickup- \$100 fee-suspended from program for the next scheduled day
 - 5th late pickup - immediate removal from program
7. Any child not picked up by 7 pm and we are unable to contact a parent or the emergency persons, the local Police Department /DCFS will be called to assist in locating a parent or guardian.
8. Withdrawal from program /changes in daily attendance etc. requires notification of one full month prior to the 10th of billing month being affected; to withdraw from a program contact sapregistration@ywcannj.org. All fees/tuitions are nonrefundable.
9. Tuition credit is not given for absence due to illness, vacation, or removal from program.

FEES AND PAYMENT POLICES - Camp only

1. Full payment is due upon enrollment. A confirmation receipt for payment will be sent via email.
2. \$25 service fee will be charged for withdrawals or changes and requires advance notification. **(All fees/tuitions are nonrefundable).**
3. **Additional Weeks:** If you would like to add additional weeks during the camp season, please email sapbilling@ywcannj.org. Children must be registered by the prior **WEDNESDAY** to start on the following week. **Children registered on Thursday will incur a \$50 late registration fee.** Friday signups are not available.
4. Children not picked up by scheduled pickup time will be subject to the following:
 - Late Pick Up Policy**
 - 1st late pick up - no late fee but email sent to document the occurrence.

- 2nd late pick up - \$25 late fee letter sent out reminding parents of our policy
- 3rd late pick up - \$50 late fee letter sent out reminding parents of our policy
- 4th late pick up - \$100 fee suspended from program for the next scheduled day
- 5th late pick up - immediate removal from program

5. Tuition credit is not given for absence due to illness, vacation or removal from program.

GOALS AND OUTCOMES:

YWCA Northern New Jersey goal and outcomes are set with the mission of the YWCA NNJ in mind. The mission of the YWCA is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

- To build healthy relationships between individuals and the staff.
- Create an atmosphere that encourages tolerance, and consideration for other differences regardless of looks, race, religion, gender, age, abilities, etc.
- Boost and develop small and large muscle skills.
- Stimulate problem-solving and creativity through child-led investigation and encouragement of participation in various activities.
- Aid in growth of cognitive skills through spontaneous, open-ended, play in natural surroundings while participating in various activities.
- Support individual self-esteem, personal responsibility, and appreciation of others viewpoints and opinions while providing a safe and enriching experience.

HOMEWORK POLICY- (SAP only)

Staff will supervise and monitor homework daily. We cannot provide tutoring, computers, tech support or one-on-one assistance. We ask any parent/guardian who wants their child to do homework during program hours to please complete the homework contract with their child so clear expectations have been discussed. The homework contract can be found on our website. Please review and discuss the contract with your child and return it to your Site Supervisor signed by all parties. The After School Program staff will *never* force a student to do their homework. The YWCA does not have access to computers and cannot support children with online assignments.

HOURS OF OPERATION- (SAP only)

- **Before School Program** hours are 7:00 am – the first bell **7:15 for Harrington Park
- **After School Program** hours vary according to school -final pickup at your scheduled time.
- **Half Day Program** – program begins at the half day dismissal time according to school -final pickup at your scheduled time.
- **School Closing** - If schools are **closed** for any reason, YWCA SAP programs will be **closed**.
- **Delayed Opening** - If the school has a delayed opening, the Before School Program will be closed.
- **Unscheduled Early Dismissals**- due to weather or other unforeseen emergencies- SAP will **not** be open.
 - ***If weather conditions become hazardous during after school program hours, we reserve the right to close the After School Program early. In this situation, staff will contact you immediately via phone and you must make arrangements to pick your child up at the modified time. This is for the safety of all children and staff.**

HOURS OF OPERATION- (Camp only)

- **Pre-camp** hours 7:30 am-8:30 am (Must enroll into the program to attend)

- **Regular Camp Hours** 8:30 am-5:00 pm
- **Post-camp** hours 5:00 pm-6:30 pm (Must enroll into the program to attend)

INCLUSION PLAN

YWCA NNJ knows that our programs can positively impact children with special needs and provide opportunities to increase their social skills and it is always our goal to work with any identified child to ensure their success in our group recreational program. Having complete information on each child helps to ensure success, so we request that parents share their child's IEP/504 with us at registration. Children in self-contained classrooms or who receive one-to-one staffing in school may not be a good candidate for our program as our staffing is 1 staff for every 15 children (1 staff for every 10 children at camp).

Our preferred policy when enrolling a with child with an IEP/504 will be:

- Behavioral Specialist will review the IEP/504
- Behavioral Specialist will contact parents via phone call to discuss the child
- We will request / recommend a site visit for child and parents to meet with the staff. Depending on the success of the 1st site visit we may request another visit with just the child (no parent)
- After the site visit(s) are evaluated, we may enroll the child
- If the program is not a suitable fit, the child will be removed from program.
- The family will be refunded the monthly tuition and will only be charged the fees.

INFORMATION CHANGES

Parents are responsible for informing the School Age Program and Summer camp staff of any changes in address, phone numbers and persons authorized to pick up children. It is very important that this information be always kept up to date.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to their receipt of the information.

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

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

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

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

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/.

MEDICAL & HEALTH POLICIES AND PROCEDURES

Your child must have an application with health and medical information on file along with any necessary medications and action plans the day they begin program. **All allergies and medical concerns must be documented on the child's application.**

For the welfare of your child and the other children in the group, your child must be kept home if they appear ill or has been ill during the night. A child will be sent home if any of the following symptoms are present: *fever, vomiting, diarrhea, relentless coughing, and/or skin rashes*. All emergency phone numbers on file must be kept up to date. If you are called to pick up your child, please do so within an hour of the phone call. In some instances, a child may not be permitted to return the following day without a doctor's note.

Medication will be administered only after the receipt of written approval from a child's parent. This medication must be in its original container, labeled with child's name, physician's name, date, and dosage. All required medications **MUST** be given to the YWCA staff and kept onsite at program during enrollment. Medication can only be administered by a Site Supervisor/Camp Health Care Manager.

If your child is sent home from school for any reason, they may not attend our program.

PARENTAL PARTICIPATION

Parents are welcome to observe and participate in the YWCA Northern New Jersey. Please make arrangements with the Manager of School Age Programs beforehand.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES:

If a child exhibits any of the following symptoms, the child should not attend the YWCA programs. If such symptoms occur at a program, the child will be removed from the group, and parents will be called to take the child home.

Severe pain or discomfort	Yellow eyes or jaundiced skin	Skin lesions that are weeping or bleeding
Acute diarrhea	Red eyes with discharge	Mouth sores with drooling
Episodes of acute vomiting	Infected, untreated skin patches	Stiff neck
Oral temperature of 101.5	Difficult or rapid breathing	
Lethargy	Skin rashes in conjunction with fever or behavior changes	
Severe coughing		

Once the child is symptom-free or has a health care provider's note stating that the child no longer poses a series health risk themselves or others, the child may return to the center unless contraindicated by local health department or Department of Health. **EXCLUDABLE COMMUNICABLE DISEASES:** A child or staff member who contracts an excludable communicable disease may not return to the center without a healthcare provider's note stating that the child presents no risk themselves or others. Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES: Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Disease and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

PERSONAL ITEMS

We encourage children to leave personal items and electronic handheld devices at home. These items can be easily misplaced, lost, or stolen. The YWCA Northern New Jersey assumes no responsibility for misplaced, lost or stolen items.

POSITIVE DISCIPLINE

YWCA NNJ expects all participants to conduct themselves in a manner that reflects program values of respects and kindness. Any participant whose conduct is inconsistent with these values will be subject to disciplinary action. YWCA reserves the right to take disciplinary action based on what it deems to be appropriate in any given situation. This policy is not all-inclusive and other issues may result in disciplinary action. All past disciplinary actions will be taken into consideration when addressing any violation. YWCA reserves the right to change, alter, our policy at any time. This is the information our staff receives during orientation.

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.

RIGHTS AND DIGNITY OF CHILDREN IN THE YWCA PROGRAMS

In keeping with the spirit of the YWCA mission, we are dedicated to creating an environment of friendship and acceptance. We aim to engage children in fun activities that promote teamwork, self-esteem, personal responsibility, and appreciation for others viewpoint and opinions while providing a safe and enriching experience.

YWCA Northern New Jersey respects the rights and dignity of all students/campers, including individuals with varying abilities, cultures, genders, races, and religions.

We will not tolerate physical or verbal bullying, acts of hatred or intolerance or anything that would cause harm to another individual. No weapons, drugs, or alcohol are permitted on school age program and or camp properties.

STAFF INFORMATION

Each site is led by one Site Supervisor with Recreation Counselors to support the staff to student ratio (1 staff to a group of 15 kids for SAP, 1 staff to group of 10 Campers for Camp). We uphold a high standard of quality, dedication, and commitment when it comes to selecting our staff. Staff members are required to go through professional reference and criminal background screenings before they are hired. In addition, all Site Supervisors, Youth Counselors and Camp staff are trained in First Aid and CPR safety procedures. SAP/Camp staff consists of professionals with teaching certificates, teachers' aides, and college students majoring in education/ related fields, and individuals with experience in childcare.

Our goal is to provide our staff with the tools and knowledge they need to help create and maintain an exciting, enriching, age-appropriate program for your children. Our staff members are required to attend our full day staff orientation at the beginning of the year. Our staff attend monthly meetings where we discuss programming, curriculum and educational trends as well as bringing in trainers and holding special workshops. There are additional opportunities throughout the year for staff to participate in professional development workshops.

SOCIAL MEDIA POLICY:

TELEVISION & COMPUTER USE POLICY: All Staff are required to be given, acknowledge receipt of, and strictly adhere to the YWCA NNJ Social Networking Policy. Social Media postings by the YWCA NNJ are only permitted with the approval of the Youth Services Administration and individual parental consent. The posting of photos, and/or videos of any child other than a parent's own child on social media platforms (including by not limited to social networking sites, blogs, or email) is strictly prohibited. Failure to adhere to this policy may result in program exclusion for parents and their children, or immediate discharge for employees. The use of television, computers, and other video equipment shall be limited to educational and instructional use, shall be age and developmentally appropriate, and shall not be used as a substitute for planned activities or for passive viewing.

All staff, parents and program participants must adhere to the YWCA Northern New Jersey Social Media Policy. Parents are not permitted to take photos of other people's children during any YWCA program hours. Social media postings by the YWCA Northern New Jersey are only permitted with the approval of the School Age Program Administration and individual parental consent. Photos and videos are to be taken only by appointed YWCA personnel.

Staff and Parents are advised the YWCANNJ does not allow the posting of photos of children in our care to any social media or internet sites without the written consent of the parents and YWCA administration.

YWCA staff are prohibited from posting information about work and/or the children in care. Posting may result in disciplinary action.

Parents are reminded of There is NO Posting of photographs or videos of children, other than your own, including, but not limited to photographs or videos of children obtained through handheld devices, computers, video monitoring systems, childcare monitoring apps, or any other electronic device or transmission.

SWIMMING- (Camp only)

For bathing suits: please send athletic, functional bathing suits for all campers. Acceptable bathing suits include a one piece, a tankini, or a two piece with a top that pulls over the head sports-bra-style, other acceptable bathing suits include swim trunks that provide full coverage and are fitted around the waist.

YWCamp@Dumont campers will be transported to the Dumont Swim Club for swim lessons. Campers will be instructed by certified Lifeguards/Swim Instructors in a chlorinated pool which is closed to the public. Please send your child to camp in their bathing suit and apply their sunscreen prior to arriving (sunscreen will be reapplied throughout the day).

YWCamp@Mahwah campers will have the opportunity to swim daily in our beautiful lake. Swim shoes are highly recommended. Campers will be instructed by certified Lifeguards/Swim Instructors. Please send your child to camp in their bathing suit and apply their sunscreen prior to arriving (sunscreen will be reapplied throughout the day).

YWCamp@Weehawken campers will be transported to the Weehawken Municipal Pool Complex for swim lessons. Campers will be instructed by certified Lifeguards/Swim Instructors in a chlorinated pool and splash pad. Please send your child to camp in their bathing suit and apply their sunscreen prior to arriving (sunscreen will be reapplied throughout the day).

***Swimming will be weather permitting at all camp locations.**

TECHNOLOGY POLICIES

Digital technology has increased the potential for images to be misused, inevitably causing concerns about the risks to which children and young people may be exposed. The YWCA Northern New Jersey fully understands that the behaviors of individuals using the technology present the risk, not the technology. Our staff are well trained in these matters and are aware that failure to follow any of these policies could result in disciplinary action up to and including termination of employment.

If school computers are required to be used, they shall only be used while completing homework/ virtual learning. The YWCA is not able to supply computers or offer tech support.

The use of television, computers, and other video equipment in a group setting shall be limited to educational and instructional use, shall be age and developmentally appropriate, and shall not be used as a substitute for planned activities or for passive viewing.

***You Tube/ Video games /any use of social media are PROHIBITED.**

***CELL PHONE USE IS NOT PERMITTED**

TRANSPORTATION- Camp Only

Our YWCAMP@Mahwah campers **MUST** use our provided transportation to and from camp. Bus stop times and locations can be found on the website www.ywcannj.org. Campers are not permitted to be dropped off and/or picked up from YWCAMP@Mahwah.

Our YWCAMP@Dumont and YWCAMP@Weehawken will use bus transportation to and from the local swim club for their swim activities.

VACATION DAYS- (SAP only)

The YWCA will offer full day childcare onsite at our Oradell School location on some school schedules closure days. The vacation day program will follow the Oradell school calendar. The vacation day calendar will be posted on our website at www.ywcannj.org. This program is optional to all districts and requires separate registration and payment.