eliminating racism
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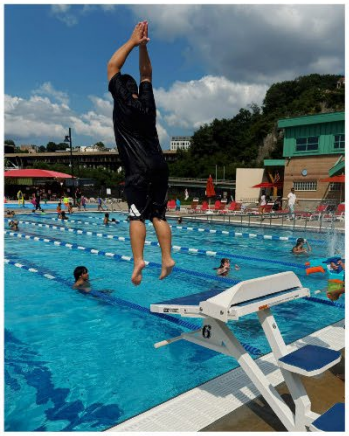
ywca

Northern New Jersey

Bergen • Essex • Hudson • Morris • Passaic



YWCA IS ON A MISSION

YWCA Northern New Jersey

School Age and Summer Camp Programs

Parent Handbook

2026-revised

WELCOME

We are delighted to have you join our community. This manual contains important information about our programs, and we encourage you to review it thoroughly and keep it accessible for your reference.

Our core curriculum offers supportive recreational activities before school, dynamic and engaging after-school programs, and enriching summer camp experiences. We emphasize multicultural learning and anti-bullying initiatives to create a positive and inclusive environment. Our programs are designed to foster self-esteem, respect, and social development in every child.

By providing a safe and nurturing space during out-of-school hours, we support families by allowing parents to focus on their careers with confidence, knowing their children are well cared for and 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 twenty-five 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

YWCA Northern New Jersey

healingSPACE

Support • Prevention • Advocacy • Counseling • Empowerment

Bergen County's Sexual Violence Resource Center

24/7 Hotline: 201-487-2227

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 childcare 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 – Senior Director of Youth Development
DPinto@ywcannj.org 201-345-1905

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

Jafili Fernandez – Manager of Camp Programs
JFernandez@ywcannj.org 201- 345-4616

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

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

DIRECT PHONE NUMBERS FOR PROGRAM SITE

Accessible ONLY during program hours
(7:00am-8:30am, 3:00pm-7:00pm)

SCHOOL DISTRICT	SCHOOL	ONSITE PHONE	EMAIL
CRESSKILL	BRYAN	201-403-3325	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
SADDLE RIVER	WANDELL	551-243-0338	YWCAWandell@ywcannj.org
SUMMER CAMPS	**Camp**	**ONSITE PHONE**	**EMAIL (during camp season only)**
YWCAMP@Dumont	**Grant**	201-384-6357	YWCAMPDumont@ywcannj.org
YWCAMP@Hoboken	**Wallace**	201-983-3006	YWCAMPHoboken@ywcannj.org
YWCAMP@Weehawken	**Weehawken H.S**	551-243-0338	YWCAMPWeehawken@ywcannj.org

ANTI-BULLYING POLICY

At YWCA Northern New Jersey, we are committed to fostering a safe, inclusive, and respectful environment for all children. In alignment with our mission to promote acceptance and tolerance, and in accordance with our Discipline Policy, we maintain a zero-tolerance approach to bullying in any form. Bullying may include—but is not limited to—**physical, emotional, or verbal harm** directed at others. Any behavior that causes or threatens to cause harm to another child will not be tolerated.

- **Reporting & Response Procedures**

All incidents involving bullying or aggressive behavior will be promptly reported to the SAP (School Age Program) Administration. Each situation will be reviewed and addressed on a **case-by-case basis**, with disciplinary action taken in accordance with the YWCA Northern New Jersey Discipline Policy. Responses will be **age-appropriate** and aimed at both accountability and education.

- **Weapons Policy**

If a child is found to be in possession of a weapon—or any object used or intended to be used as a weapon—the **local police department** and the **Department of Child Protection and Permanency (DCPP)** will be immediately notified. Further action will be taken under the advisement of these agencies and in collaboration with YWCA Northern New Jersey administration.

ATTENDANCE POLICY

1. Reporting an Absence

If your child will be absent from the SAP or Camp program, it is the responsibility of the parent or guardian to inform the **Site Supervisor or Camp Director** in advance. Notification can be made **by phone, in writing, or in person**. Contact information for each site is provided in this handbook.

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2. Unreported Absences (SAP Only)

For the School Age Program (SAP), if a child who is scheduled to attend does not arrive and we have not received prior notice from a parent or guardian, the following steps will be taken to ensure the child's safety:

a. The **school secretary** will be contacted to determine if the child was absent from school.
b. The **child's parent(s)/guardian(s)** will be called using all available contact numbers.
c. If the child is still unaccounted for, we will contact all **emergency contacts** listed on the child's enrollment form.

If the child cannot be located after these steps, the **local Police Department** will be contacted to assist in locating the child.

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3. Participation in School-Based Activities (SAP Only)

If your child is involved in a school-based club or activity during SAP hours, the following procedures must be followed:

- A **completed permission form** (available on our website) must be submitted by the parent/guardian.
- Children **must first check in** with YWCA staff before attending any school activity.
- Please note: **Children who leave the school building for any reason are not permitted to return to the YWCA program** for the remainder of the day.

ARRIVAL AND DEPARTURES (signing in and out)

Morning Arrival

For the safety and security of all participants, each child must be escorted to the designated program entrance by a parent or guardian. Upon arrival, the parent/guardian is required to sign the child in on the attendance sheet provided by program staff.

Afternoon Departure

Children must be **picked up at their scheduled dismissal time** by a parent, guardian, or an individual who is:

- **At least 18 years of age**, and

- **Authorized in writing** by the parent/guardian to pick up the child and assume responsibility in case of an emergency when the parent/guardian cannot be reached.

To ensure a safe and smooth dismissal process, we kindly ask that once your child has been signed out, you **exit the YWCA program space promptly** to minimize disruption and maintain a secure environment.

Identification Requirement

For the safety of all children in our care, **photo identification will be required** at pick-up until staff are familiar with the authorized adults. This is a necessary precaution to ensure each child is released only to approved individuals.

BEHAVIOR GUIDELINES

At YWCA Northern New Jersey, we hold all children in the highest regard and are committed to fostering an environment that supports **positive self-esteem, respect, and personal growth**. We prioritize reinforcing **positive behaviors** through the use of developmentally appropriate strategies, including:

- Encouragement and praise
- Acknowledgment of positive actions
- Role modeling appropriate behavior
- Positive behavior shaping techniques

Addressing Challenging Behavior

When behavior challenges arise, we respond with **non-threatening, supportive interventions** designed to guide children toward more appropriate choices. Our approach includes:

- Removing the child from the negative situation
- Redirecting them to a more positive and constructive activity
- Communicating openly with parents/guardians about significant behavioral concerns
- Implementing behavior support strategies, when appropriate

All significant incidents are documented and maintained in the child's file. If, after appropriate interventions and behavior modification efforts have been implemented, the concerning behavior persists, parents will be notified that **continued participation in the program may no longer be possible**.

In cases involving **severe or unsafe behavior**, as determined by the Program Director, **immediate dismissal from the program may occur without prior warning**.

For further details, please refer to the **Discipline Policies** section of this handbook.

CELL PHONE / CAMERA USAGE

To maintain a safe, focused, and respectful environment for all participants, the use of personal electronic devices is restricted during program hours.

- **All personal cell phones, smartwatches (e.g., Apple Watches), gaming devices, and other electronics** must remain **turned off and stored securely in the child's backpack** for the duration of the program.
- The use of **devices with camera, video, or messaging capabilities** is **strictly prohibited** while participating in YWCA programs, including during arrival and dismissal.

This policy is designed to **protect the privacy, safety, and well-being of all children and staff**. Any violation may result in the device being held by staff and returned to the parent/guardian at pick-up.

CHANGES TO REGISTRATION/ENROLLMENT – (SAP Only)

To ensure accurate planning and billing, all changes to your child's registration or enrollment must be discussed with the **Registration Department no later than the 1st of the billing month** in which changes are being requested.

Please contact us at **SAPregistration@ywcannj.org** for any changes.

Tuition & Billing Information

- **Monthly tuition** is based on an **annual rate**, divided into **10 equal monthly payments** (August through May).
- Tuition is **due on the 10th of each month** for the **upcoming month**.
- The **first month's tuition** is by the first of the billing month being affected.
- **Tuition is non-refundable and non-prorated**, regardless of attendance. This includes absences due to illness, personal schedules, holidays, or emergency closings (e.g., inclement weather).
- No additional fees are charged for scheduled early release days.

Changes to Enrollment

- Requests for withdrawal or changes to your child's schedule (e.g., days of attendance) must be submitted **at least one full month in advance, prior to the 10th of the billing month being affected**.
  - *Example: To withdraw for the month of November, notice must be given by **October 1st.***
- More than **four changes** to enrollment within a **two-month period** will incur a **$50 administrative fee**.

Payment Policies

- A **$35 service charge** will be applied to any declined or returned payments, in addition to any bank fees.
- A **3% processing fee** applies to all transactions made using **MasterCard, Visa, or Discover** credit cards.

We do not issue credits or refunds for scheduled school holidays, sickness, absences or closing due to inclement weather and there are no additional charges for scheduled early release days.

If you have any questions or need to make changes to your child's enrollment, please reach out to us at **SAPregistration@ywcannj.org**.

CHANGES TO REGISTRATION/ENROLLMENT – (Camp Only)

To maintain the quality and consistency of our camp programs, the following policies apply to all registration and enrollment changes:

Registration & Fees

- **All registration and weekly tuition fees are non-refundable.**
- A **$25 processing fee** will be applied for any changes made to a camper's schedule once registration has been completed.
- A **$35 service fee** will be charged for any declined payments or transactions not honored by the credit card or bank account on file.
- A **3% surcharge** applies to all credit card transactions using **MasterCard, Visa, or Discover**.
- Promo codes and sibling discounts **MAY NOT** be combined for any camp.

Absences & Cancellations

- No **credits, refunds, or make-up days** will be issued for absences due to illness, personal vacation changes, or closures caused by inclement weather.
- Please note: **Tuition secures your child's space in the program**, regardless of attendance.

Scheduling Policies

- **Mid-week transfers between camp locations or groups are not permitted**, as they impact required camper-to-staff ratios and staffing allocations.
- To **add additional weeks**, please email **campregistration@ywcannj.org**.
  - Campers must be registered by **Wednesday of the prior week** to begin attending the following week.
  - Registrations submitted on **Thursday** will incur a **$50 late registration fee**.
  - **Friday registrations are not accepted.**

Withdrawals
To withdraw your child from the camp program, please contact us in writing at **campregistration@ywcannj.org**.

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 always supervised.
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 is picking up other than the parent. 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 the 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 after-school program afterwards, parents must complete a 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.

(SAP and CAMP) For the safety and security of your child, children are **NOT PERMITTED** to walk to and from the program.

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

CHILD DEVELOPMENT

At YWCA Northern New Jersey, we are deeply committed to nurturing the comprehensive development of every child entrusted to our care. Our programs are intentionally designed to support growth across all

areas of development—**mental, emotional, social, and physical**—within a safe, inclusive, and supportive environment.
Through a wide range of structured, engaging, and age-appropriate activities, children are given opportunities to:

- Develop emotional awareness and self-regulation
- Build a strong sense of personal responsibility and independence
- Foster empathy, kindness, and respect for others
- Establish and maintain healthy peer and adult relationships
- Strengthen their connection to community and sense of belonging
- Practice ethical decision-making and sound judgment
- Resolve conflicts peacefully and constructively

YWCA programs empower children to explore their interests, build confidence, and grow into compassionate, capable, and resilient individuals.

CONFIDENTIALITY POLICY

At YWCA Northern New Jersey, we are committed to maintaining the privacy and confidentiality of all children and families enrolled in our programs. The following guidelines reflect our responsibility to safeguard sensitive information in accordance with best practices and applicable laws:

1. **Parental Access to Records**
   All information pertaining to a child is considered the property of that child, with parents or legal guardians acting on the child's behalf. As such, parents/guardians have **unrestricted access** to their child's records.
2. **Disclosure of Information**
   No personal or confidential information regarding a YWCA family may be released to any outside agency or individual **without the written consent** of the parent or legal guardian—unless disclosure is required by law.
3. **Staff Access to Information**
   Any personal or sensitive information shared with YWCA staff will be **shared internally only on a need-to-know basis**, and solely for the purpose of supporting the well-being of the child and family.
4. **Staff Responsibility and Conduct**
   All YWCA staff are expected to handle family and child information with **the highest level of professionalism, discretion, and care**.

- Information about children, families, or staff is **not to be discussed casually**, either among staff or in the presence of children.
- Any conversations involving confidential matters must be conducted **privately and only with authorized personnel**.

Maintaining confidentiality is essential to fostering trust and creating a respectful, supportive environment for all families and staff within the YWCA community.

COMMUNICATION WITH PARENTS

Effective and timely communication with families is a top priority at YWCA Northern New Jersey. We are committed to keeping parents and guardians informed about their child's well-being, program updates, and any incidents that may occur during program hours.

Primary Communication Channels

The **site's designated cell phone** will serve as the **primary method of direct communication** with parents and guardians. Contact information for each site can be found in this handbook.
In addition, the YWCA utilizes multiple platforms to ensure clear and consistent communication, including:

- **PlayerSpace App**
- **Text messages**
- **Phone calls**
- **Email blasts and newsletters**

Communication from Program Staff

YWCA Site Supervisors, Camp Directors, and Camp EMTs may contact parents for a variety of reasons, including but not limited to:

- General reminders and program updates

- Behavior or health-related incidents
- Administration of medications
- Accidents or injuries

In the event of a **serious incident**, parents will be contacted **immediately by phone**. This includes:

- **Head injuries**
- **Bites that break the skin**
- **Falls from a height**
- **Any injury requiring professional medical attention**

We appreciate your responsiveness and cooperation in maintaining open lines of communication, which help us provide the highest standard of care for your child.

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

To support the needs of working families, YWCA Northern New Jersey offers a **drop-in option for our Before School Program** only through the purchase of a Coupon Punch Card.

Policy Guidelines:

- **10-Visit Coupon Punch Cards** are available for purchase and provide flexible attendance for families who do not require regular before-care services.
- Punch cards are **non-transferable, may not be shared between children or families**, and hold **no cash or refund value**.
- **Unused visits** will **expire at the end of each school year (June)** and cannot be carried over to the following year.

This option is designed to offer flexibility while maintaining the structure and safety of our program. For more information or to purchase a punch card, please contact our registration department.

DAY ONE – THINGS TO KNOW – (SAP Only)

All YWCA Northern New Jersey School Age Programs begin on the **first day of the school year**. If your child is registered for the Before or After School Program, please review the following important details to ensure a smooth first day.

Before School Program (BSP)

If your child is attending the Before School Program for the first time:

- Please **walk your child to the designated YWCA program area**. Refer to your site-specific drop-off procedures for exact location details.
- YWCA staff can be **easily identified by their staff shirts** and will be available to assist you.
- At the school's first bell, YWCA staff will escort children to the designated meeting area within the school.
- **Please ensure your child knows their teacher's name and classroom assignment**, as staff are not provided with individual classroom placements.

After School Program (ASP)

If your child is attending the After School Program for the first time:

- Please send a **note or email to your child's teacher** informing them that your child is enrolled in the YWCA After School Program.
- As **dismissal procedures vary by school**, we recommend confirming the specific process with your school administration in advance to avoid any confusion on the first day.

If you have any questions prior to the start of school, please contact your Site Supervisor or the Registration Department.

DAY ONE – THINGS TO KNOW – (Camp Only)

All families enrolled in YWCA Northern New Jersey Summer Camps will receive a **Welcome Letter** upon registration. This letter contains **important first-day details**, including:

- **What to Bring to Camp**
- **Drop-Off and Pick-Up Procedures**
- **Camp Location and Contact Information**
- **Special Reminders**

We encourage families to review this information carefully to ensure their child is fully prepared for a safe, fun, and successful first day at camp. If you have any questions or need assistance prior to the start of camp, please contact your **Camp Director or the Camp Registration Team**.

DISCIPLINE POLICIES & 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 the issue and a future action plan is arranged. Examples of violations: reoccurring violations, foul language, or unwillingness to participate in the program.

4. **Manager of School Age Program Notification:** When there are continued behavioral concerns, the Manager of School Age Program will communicate with the families to facilitate a child's future success in the program.

5. **Suspension:** If inappropriate behavior still occurs, parents will be informed that the child will need to be picked up from the 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 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 is 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 reach such a situation, we will do everything possible to work with the family of the child 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.

At YWCA Northern New Jersey, the safety and well-being of every child in our care is our top priority. To ensure we are prepared in the event of an emergency, all families are required to provide **accurate and up-to-date emergency contact information**.

Policy Requirements:

- **Two emergency contacts** must be provided **in addition to the parent or legal guardian**.
- All emergency contacts must:
  - **Reside within the United States**, and
  - Be **available to pick up your child within a reasonable time frame** if we are unable to reach a parent or guardian.
- Emergency contacts and phone numbers should be **reviewed and updated regularly** to ensure accuracy.
- Once the program begins and you receive access to the **PlayerSpace App**, you will be able to:
  - **Add or update emergency contacts**
  - **List authorized individuals for pick-up**

Having this information completed and up-to-date in your child's account ensures a **safe, efficient, and secure pick-up process** in both routine and emergency situations.

ENROLLMENT – (SAP Only)

Enrollment in YWCA Northern New Jersey's School Age Program is accepted **on a rolling basis throughout the school year**, subject to **availability and licensing capacity**.

Minimum Enrollment Requirements

- A **minimum enrollment of one full calendar month** is required for both full-time and part-time participants.
- For part-time enrollment (less than five days per week), **specific days of attendance must be**

selected in advance.
- **Switching days is not permitted**, as this affects staffing and student-to-staff ratios required by state regulations.

Enrollment Completion

A child is not officially enrolled until the following conditions are met:
- All **required registration forms** are completed in full
- All **applicable registration fees** are paid
- The **first month's tuition** has been submitted

Enrollment is confirmed once all documentation and payments are received and processed by the Registration Department.

ENROLLMENT – (Camp Only)

Enrollment for YWCA Northern New Jersey Summer Camp is accepted on a **rolling basis throughout the camp season**, subject to **availability and licensing capacity**.

Enrollment Deadlines & Requirements
- Registration for any upcoming week must be **completed and confirmed by 12:00 PM on the Wednesday prior** to the week your child will attend.
- A camper is **not officially enrolled** until:
  - All **required registration forms** have been fully completed and submitted
  - All **applicable fees and tuition** have been paid in full

We strongly recommend early registration to secure your child's place in the desired weeks of camp.

****Camper Group Placement**
- Campers are grouped **according to age** to ensure age-appropriate activities and supervision.
- We honor a **one time friend/group request per camper**, provided the request is mutual and age-compatible.
- Additional requests will be reviewed on a **case-by-case basis** and are not guaranteed.
- **We encourage all campers** to engage with their group and **form new friendships** as part of the camp experience.

FEES AND PAYMENT POLICES – (SAP Only)

To ensure the sustainability and quality of our School Age Programs, the following **fees and payment policies** are in effect for all enrolled families:

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1. Tuition Structure
- Tuition is calculated based on the **entire academic year (180 school days)** and is divided into **10 equal monthly payments**, from **August through May**.
- **Tuition is billed one month** in advance, families registering later in the school year may be required to pay up to two months of tuition at the time of registration.
- As a result, **monthly tuition remains consistent**, regardless of the number of program days in a given month.

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2. Payment Schedule
- Tuition is due on the **10th of each month**, from **August through May** (no June payment).
- **Monthly invoices are not sent**. Please mark your calendar accordingly.

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3. Nonpayment & Late Payments
- **Late or missed payments** may result in your child being **suspended or removed** from the program.
- A **$35 service fee** will be applied for any payment not honored by your credit card or bank account.
- If a payment is declined **three (3) times or more** within the school year, a **$50 service charge** will be added to each subsequent declined transaction.

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4. Receipts & Tax Information
- Your **credit card or bank statement** will serve as your receipt.
- For **flexible spending account (FSA)** reimbursements or formal receipts, please email your request to

SAPbilling@ywcannj.org with the required form attached.
- **Provider Tax ID:** 22-1494725

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5. Late Pick-Up Policy
Children must be picked up **promptly at their scheduled dismissal time**. Late pick-ups will be handled as follows:
- **1st Occurrence:** No fee; documented with an email reminder
- **2nd Occurrence:** $25 late fee; written reminder of policy issued
- **3rd Occurrence:** $50 late fee; second written reminder issued
- **4th Occurrence:** $100 late fee; child suspended for the next scheduled program day
- **5th Occurrence:** Immediate removal from the program

Important: Any child not picked up by **7:00 PM**, and if no contact can be made with a parent or emergency contact, the **local Police Department and/or Division of Child Protection and Permanency (DCPP)** will be contacted to assist in locating a guardian.

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6. Program Withdrawal & Schedule Changes
- To **withdraw from the program or request a change in your child's scheduled attendance**, written notice must be submitted **one full month in advance**, by the first of the billing month in which the change is to take effect.
- All notifications must be sent to: **sapregistration@ywcannj.org**
- **All tuition and fees are non-refundable.**

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7. Absences and Credits
- **Tuition will not be prorated or credited** for absences due to illness, vacations, holidays, weather related or removal from the program for any reason.

FEES AND PAYMENT POLICES – (Camp Only)

Registration and Payment Terms
- **Registration and weekly camp fees are non-refundable.**
- A **$25 processing fee** will be applied for any requested changes to registration.
- A **$35 service charge** will be assessed for any payment that is not honored by your credit card or bank account on file.
- Promo codes and sibling discounts **MAY NOT** be combined for any camp.

Absences and Weather-Related Closures
- We do **not issue credits or refunds** for absences due to illness, vacation, schedule changes, or camp closures resulting from inclement weather.
- Your tuition secures your child's spot in the program and supports staffing and operational needs.

Adding Additional Weeks
- To add weeks during the camp season, please email **campregistration@ywcannj.org**.
- Registrations for additional weeks must be completed by the **Wednesday prior** to the start of the desired week.
- Registrations submitted on Thursday will incur a **$50 late registration fee**.
- **Registrations are not accepted on Fridays**.

Credit Card Surcharge
- The YWCA Northern New Jersey charges a **3% processing fee** on all payments made via Mastercard, Visa, and Discover credit cards.

Late Pick-Up Policy
To ensure the safety and well-being of all campers, children must be picked up promptly at the scheduled dismissal time. Late pick-ups will be addressed as follows:
- **1st late pick-up:** No fee; an email will be sent to document the occurrence.
- **2nd late pick-up:** $25 late fee; a written reminder of the policy will be sent.
- **3rd late pick-up:** $50 late fee; a second written reminder will be issued.
- **4th late pick-up:** $100 late fee; camper will be suspended from the program for the next

scheduled day.
- **5th late pick-up:** Immediate removal from the camp program.

If you have any questions regarding fees or payment policies, please contact the Camp Registration Team at **campregistration@ywcannj.org**.

FINANCIAL ASSISTANCE

Financial assistance is available for income-eligible families to help support participation in our programs. For more information on eligibility and application procedures, please visit the **New Jersey Child Care Assistance Program (CCAP)** website or contact them directly at **201-336-7150**.

GOALS AND OUTCOMES

At YWCA Northern New Jersey, our goals and outcomes are deeply rooted in our mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all individuals. Guided by these principles, our programs are designed to foster holistic growth and development in every participant.

Our key goals include:

- **Fostering Healthy Relationships:** Build positive, respectful connections between participants and staff to create a supportive community.
- **Promoting Inclusivity and Respect:** Cultivate an environment that encourages tolerance and appreciation of diversity across race, religion, gender, age, abilities, and other differences.
- **Enhancing Physical Development:** Support the development of both fine and gross motor skills through engaging, age-appropriate activities.
- **Encouraging Problem Solving and Creativity:** Stimulate critical thinking and creativity by facilitating child-led exploration and active participation in diverse activities.
- **Supporting Cognitive Growth:** Promote cognitive development through spontaneous, open-ended play and exploration in natural and enriching environments.
- **Building Self-Esteem and Responsibility:** Empower children to develop self-confidence, personal responsibility, and respect for others' viewpoints while ensuring a safe, nurturing experience.

Our commitment is to provide an inclusive, empowering space where every child can thrive emotionally, socially, cognitively, and physically, reflecting the core values of the YWCA Northern New Jersey.

HOMEWORK POLICY - (SAP Only)

YWCA Northern New Jersey staff will supervise and monitor homework completion during program hours to support students' academic responsibilities. However, please note that our staff are **unable to provide tutoring, one-on-one assistance, computer access, or technical support**.

To ensure clear communication and shared expectations regarding homework during program time, parents/guardians who wish for their child to complete homework while in our care are required to complete a **Homework Contract** with their child. This contract outlines responsibilities and guidelines for homework completion.

The Homework Contract is available on our website. We ask that parents/guardians review the contract thoroughly, discuss it with their child, and return the signed copy to the Site Supervisor before your child begins homework during program hours.

Please be aware that staff will **never compel a student to complete homework**, and the YWCA After School Program does **not provide access to computers or support for online assignments**.

HOURS OF OPERATION - (SAP Only)

- **Before School Program:**
  Monday through Friday, from **7:00 AM until the first bell** (7:15 AM at Harrington Park).
- **After School Program:**

Hours vary by school location. Children must be picked up at their scheduled dismissal time.

- **Half-Day Program:**
  Begins at the school's designated half-day dismissal time, with final pick-up at your scheduled time.

****Weather-Related Closures:**
In the event of hazardous weather conditions during After School Program hours, the YWCA Northern New Jersey reserves the right to close the program early to ensure the safety of all children and staff. In such cases, staff will promptly contact parents or guardians by phone. You will be required to arrange for your child's immediate pick-up at the adjusted dismissal time.

HOURS OF OPERATION - (Camp Only)

- **Pre-Camp:** 7:30 AM – 8:30 AM
  Participation requires prior enrollment in the Pre-Camp program.
- **Regular Camp:** 8:30 AM – 5:00 PM
- **Post-Camp:** 5:00 PM – 6:30 PM
  Participation requires prior enrollment in the Post-Camp program.

INCLEMENT WEATHER

School Closing- If schools are **CLOSED** due to inclement weather/emergency closing, all YWCA programs will be **CLOSED**.

Delayed Openings- If the school has a delayed opening the Before School Program will be **CLOSED**, but the After School Program will operate according to schedule.

Early Dismissal due to weather/emergency closing for any reason- All programs will be **CLOSED**.

If the school cancels ALL After School Activities, this includes the YWCA After School program.

If weather conditions become hazardous during the after school program, we reserve the right to close the After School Program early. In this situation you would receive a call notifying you of the closing time and you must make arrangements to pick up your child at the modified time.

Reminder: Direct Site phones are only accessible during program hours (7:00am-8:30am, 3:00pm-7:00pm)

If you have any questions, please contact:
Akil Davis
201-345-1904
adavis@ywcannj.org

Jafili Fernandez
201-345-4616
jfernandez@ywcannj.org

INCLUSION PLAN

At YWCA Northern New Jersey, we are committed to creating inclusive environments where all children, including those with special needs, can thrive. We recognize the positive impact our programs can have in supporting children's social development and are dedicated to working collaboratively with families to ensure each child's success within our group recreational programs.

To best support your child, we request that parents provide a copy of their child's Individualized Education Program (IEP) or 504 Plan at the time of registration. This information is essential for us to tailor our approach and ensure a safe and supportive experience.

Please note, our staffing ratios are 1:15 in the School Age Program and 1:10 at camp. Children receiving one-to-one support or those in self-contained classrooms may face challenges in our group settings, and as such, participation may not be appropriate.

Our enrollment process for children with an IEP or 504 Plan includes the following steps:

- YWCA SAP/Camp Management will review the child's IEP/504 Plan in detail.
- Management or the Senior Director will contact the parents or guardians to discuss the child's specific needs and accommodation.
- We may recommend a site visit involving the child and their parents to meet with program staff and assess fit.
- Based on the initial site visit, a follow-up visit with the child alone may be requested to further evaluate readiness and compatibility.
- Enrollment decisions will be made after careful evaluation of all visits and information to ensure the best outcomes for the child and program.
- Please be advised that **ABA therapists are not permitted to aid or support during YWCAMP program hours**. All supervision and support during programming hours must be provided by YWCAMP staff in accordance with our program policies and procedures.

YWCA Northern New Jersey is committed to fostering an inclusive, respectful, and supportive environment for all participants.

INFORMATION CHANGES

Parents or guardians are responsible for promptly notifying School Age Program and Summer Camp staff of any changes to their contact information, including address, phone numbers, and authorized individuals permitted to pick up their children. Maintaining current and accurate information is essential to ensure the safety and well-being of all participants.

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

To ensure the health and safety of all children in our care, a completed application with up-to-date health and medical information, including any necessary medications and action plans, must be on file prior to or on your child's first day in the program. **All allergies and medical concerns must be clearly documented in the application.**

For the well-being of your child and others, please keep your child at home if they appear ill or have exhibited symptoms of illness during the night. Children exhibiting any of the following symptoms will be sent home promptly: fever, vomiting, diarrhea, persistent coughing, or skin rashes. It is essential that all emergency contact information is kept current. If you are contacted to pick up your child, please do so within one hour. In certain cases, a child may not be permitted to return to the program without a physician's note.

Medications will only be administered with written consent from the child's parent or guardian. All medications must be in their original containers, clearly labeled with the child's name, physician's name, date, and dosage instructions. Required medications must be submitted to YWCA staff and remain onsite for the duration of enrollment. Only authorized personnel, such as the Site Supervisor or Camp Health Care Manager, are permitted to administer medication.

Please note that if your child is sent home from school for any reason, they are not permitted to attend our program on the same day.

PARENTAL PARTICIPATION

Parents and guardians are welcome and encouraged to observe, participate in, or schedule a tour of our School Age and Summer Camp programs. To ensure a smooth experience and minimal disruption to programming, we kindly ask that all visits be arranged in advance with the **Manager of School Age Programs** or the **Manager of Summer Camps**.

We value family engagement and look forward to partnering with you to support your child's growth and development.

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES:

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

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

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 health care 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 disease 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

To maintain a safe and focused environment, we strongly encourage children to leave all personal items – including electronic handheld devices – at home. Such items are often distracting and may be easily misplaced, lost, or stolen.

Please note that **YWCA Northern New Jersey is not responsible for any personal belongings that are lost, damaged, or stolen while in our care**.

We appreciate your cooperation in helping us create a secure and distraction-free environment for all participants.

POSITIVE DISCIPLINE

At YWCA Northern New Jersey, we are committed to creating a safe, respectful, and inclusive environment for all participants. We expect children to conduct themselves in a manner that reflects our core values of **respect, responsibility, kindness, and cooperation**.

Participants who engage in behavior that is inconsistent with these values may be subject to disciplinary action. All situations will be addressed thoughtfully and on a case-by-case basis, taking into account the nature of the behavior, the child's age, and any previous incidents.

Disciplinary actions may include verbal redirection, parent communication, behavior plans, suspension, or removal from the program, depending on the severity and frequency of the behavior. The YWCA reserves the right to determine and implement the course of action it deems most appropriate for maintaining a positive and safe program environment.

This policy is not exhaustive; other behaviors not specifically listed may also result in disciplinary measures. Previous disciplinary actions will be considered when determining next steps.

Please note: The YWCA reserves the right to modify this policy at any time. All staff are trained on our discipline policies and procedures during orientation and ongoing staff development sessions.

GUIDELINES FOR POSITIVE DISCLIPLINE

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 alignment with the mission of YWCA Northern New Jersey, we are committed to fostering a welcoming, respectful, and inclusive environment for every child. Our programs are designed to promote friendship, acceptance, and personal growth through engaging, age-appropriate activities that encourage teamwork, self-esteem, responsibility, and respect for diverse perspectives.

We are proud to honor and uphold the rights and dignity of all children in our care—regardless of ability, culture, race, gender, religion, or background. We believe that every child deserves to feel safe, valued, and heard.

YWCA Northern New Jersey maintains a zero-tolerance policy for the following behaviors:

- Physical or verbal bullying
- Acts of hatred, harassment, or discrimination
- Possession or use of weapons, drugs, or alcohol on any YWCA program or camp property
- Any action that compromises the safety or dignity of another individual

By promoting a culture of empathy, inclusion, and mutual respect, we aim to ensure that every child has the opportunity to thrive in a positive and supportive environment.

SAFETY

To ensure the safety and well-being of all participants, staff, and visitors, the possession or use of weapons, drugs, or alcohol is strictly prohibited on all YWCA Northern New Jersey program sites, including during transportation and off-site activities.

Any child or staff member found in violation of this policy will be subject to immediate dismissal from the program or termination of employment, in accordance with organizational protocols and applicable laws.

Maintaining a secure and supportive environment is our top priority, and we thank all families and staff for their cooperation in upholding these standards.

STAFF INFORMATION

Each YWCA Northern New Jersey program site is managed by a **qualified Site Supervisor**, supported by a team of trained **Youth Counselors**, ensuring we meet and maintain appropriate staff-to-child ratios — **1:15 for School Age Programs (SAP)** and **1:10 for Summer Camp**.

We are committed to maintaining the highest standards of quality, professionalism, and care when selecting and training our staff. All team members undergo comprehensive **professional reference checks** and **criminal background screenings** prior to employment. In addition, every staff member —

including Site Supervisors, Youth Counselors, and Camp personnel – is certified in **First Aid and CPR**.

Our staff includes a diverse group of professionals, such as:

- Certified teachers
- Teacher aides
- College students majoring in education or related fields
- Experienced childcare providers

We are dedicated to equipping our staff with the tools and knowledge needed to create engaging, age-appropriate, and enriching experiences for all children in our programs.

To support this, all staff are required to:

- Attend a **comprehensive orientation** at the start of the program year
- Participate in **monthly team meetings** focused on curriculum development, programming updates, and educational best practices
- Engage in **ongoing professional development opportunities** throughout the year, including specialized workshops and training sessions led by experts in the field

By investing in our staff's growth, we ensure your children are supported by a team that is caring, competent, and prepared to provide a safe and nurturing environment every day.

SOCIAL MEDIA POLICY:

Social Media, Television & Computer Use Policy

To ensure the safety, privacy, and well-being of all children in our care, YWCA Northern New Jersey maintains a strict policy regarding the use of social media, photography, video, and technology within our programs.

Social Media & Photography Policy

All staff, parents/guardians, and program participants are expected to adhere to the **YWCA NNJ Social Media and Networking Policy**. The following guidelines apply:

- **Photographs or videos of children**—other than your own—**may not be taken or shared** on any social media platforms, websites, blogs, or via email or text messaging.
- **Parental consent and YWCA administrative approval** are required before any photos or videos are used in official YWCA NNJ communications or postings.
- Only designated YWCA staff members are authorized to take and post media content, and only for approved program purposes.
- **Parents are not permitted to photograph or video other children** during program hours or events.

Violations of this policy may result in:

- **Immediate removal from the program** for parents or guardians who fail to comply.
- **Disciplinary action or termination** for employees who breach this policy.

Staff Conduct on Social Media

- YWCA NNJ staff are **prohibited from posting any information** related to program activities, participants, or their employment at YWCA on personal social media accounts.
- Staff must acknowledge receipt of and adhere to the **YWCA NNJ Social Networking Policy** during orientation and throughout their employment.
- Any violation may lead to formal disciplinary action, up to and including termination.

Television, Computer & Device Usage

- The use of television, computers, and other video equipment is limited to **educational or instructional purposes** and must be **age-appropriate**.
- These tools are **never to be used as a substitute** for planned enrichment activities or for passive entertainment.
- Devices must not be used for personal purposes during program hours unless approved by a supervisor for program-specific use.

This policy is in place to protect the privacy of all children and families in our programs and to maintain a safe, respectful environment. Thank you for your cooperation in upholding these standards.

SWIMMING- (Camp Only)

At YWCA Northern New Jersey, we believe swimming is a valuable and fun part of the summer camp experience. All swim activities are supervised by certified lifeguards and trained swim instructors. We take great care to ensure that our swim programs are safe, inclusive, and enjoyable for all campers.

Swimwear Guidelines

To ensure safety, comfort, and ease of movement during swim activities, please send your child in **athletic, functional swimwear**. Acceptable options include:

- One-piece swimsuits
- Tankinis
- Two-piece swimsuits with a **sports-bra-style top** (must pull over the head)
- Swim trunks that provide full coverage and fit securely at the waist

Please label all swim items, including towels, with your child's full name.

Swim Site Information by Camp Location

YWCamp@Dumont

Campers will be transported by YWCA staff to the **New Milford Swim Club**, a private, chlorinated pool facility closed to the public. Certified lifeguards and swim instructors will lead structured swim lessons.

- **What to bring**: Campers should arrive in their swimsuit and have sunscreen applied at home. Sunscreen will be reapplied during the day.
- If swim lessons are canceled due to weather or other factors, campers will participate in **alternative land-based activities**.

YWCamp@Hoboken

Campers will walk to **Hoboken High School's indoor pool**, which is also closed to the public. Certified lifeguards and swim instructors will provide lessons in a controlled environment.

- **What to bring**: Children should arrive dressed in their swimsuit with sunscreen already applied. Sunscreen will be reapplied during the day.
- In the event of a swim cancellation, alternate engaging activities will be provided.

YWCamp@Weehawken

Campers will be transported to the **Weehawken Municipal Pool Complex**, which features a large chlorinated pool and splash pad. Swim instruction will be provided by certified lifeguards and swim instructors.

- **What to bring**: Campers should arrive in their swimsuit with sunscreen applied prior to arrival. Reapplication will occur throughout the day.
- Should swim lessons be canceled due to weather or other unforeseen events, structured land-based activities will take their place.

Safety Protocols

Safety is always our top priority. Across all sites:

- Certified lifeguards and swim instructors will supervise all swim sessions.
- Emergency response procedures and supervision ratios are strictly followed.
- Parents will be informed **in advance of any cancellations** or changes to scheduled swim activities.

Thank you for your cooperation in helping us provide a safe and positive aquatic experience for all campers.

TECHNOLOGY POLICIES

At YWCA Northern New Jersey, we recognize the powerful role that digital technology can play in

education and engagement when used appropriately. However, we also understand the potential risks associated with its misuse, particularly where children and young people are concerned. As such, we have established clear and responsible guidelines to ensure the safe and appropriate use of all technology within our programs.

Use of Technology in Programs

The use of televisions, computers, and other video equipment is limited to **educational and instructional purposes only**. All content must be:

- Age-appropriate and developmentally suitable
- Aligned with our program goals
- Used to **enhance**, not replace, planned group activities
- Never used for passive or unstructured screen time

Staff Responsibilities

All YWCA staff members receive training on safe technology practices and are expected to model responsible digital behavior at all times. Violations of this policy may result in disciplinary action, up to and including termination of employment.

YWCA staff are strictly prohibited from:

- Accessing or displaying **YouTube**, **video games**, or any form of **social media** during program hours
- Using **cell phones**, **smartwatches**, **headphones**, or **AirPods** while supervising children
- Taking photos, videos, or using personal devices in any way that violates our **confidentiality** or **social media** policies

These rules are in place to ensure that all children remain safe, engaged, and supported in a distraction-free, developmentally appropriate environment.

TRANSPORTATION - (Camp Only)

General Transportation Guidelines

- Campers and staff must remain seated and wear seatbelts at all times while on the bus.
- Bus counselors conduct seatbelt checks prior to departure.
- All buses are equipped with lap seat belts.
- Campers are never left unattended on the bus.
- Campers are only accepted and discharged curbside for safety.
- Buses are maintained clean and safe, with clear access to all exits.
- Eating and drinking on the bus is strictly prohibited.
- Drivers will not exceed bus occupancy limits.
- Emergency evacuation drills are conducted each session for both campers and staff.
- Daily safety inspections of buses are performed by the driver.
- Bus counselors conduct thorough sweeps from the back to the front of the bus after every arrival and departure to ensure no camper remains onboard.

Location-Specific Transportation Policies

- **YWCamp@Dumont and YWCamp@Weehawken:** These camps provide bus transportation to and from local swim clubs for scheduled swim activities.

Please contact camp administration with any questions regarding transportation or bus schedules.

VACATION DAYS - (SAP Only)

The YWCA Northern New Jersey offers full-day childcare services at an additional cost on select school closure days in accordance with the respective school district calendars. Availability of the Vacation Day Program varies by location and follows the specific calendar of each participating district.

Participation in the Vacation Day Program is optional and requires separate registration and payment. The program schedule and calendar of available dates will be posted in advance on our website at www.ywcannj.org.

For detailed information on program locations and registration, please visit our website or contact the School Age Program office directly.