



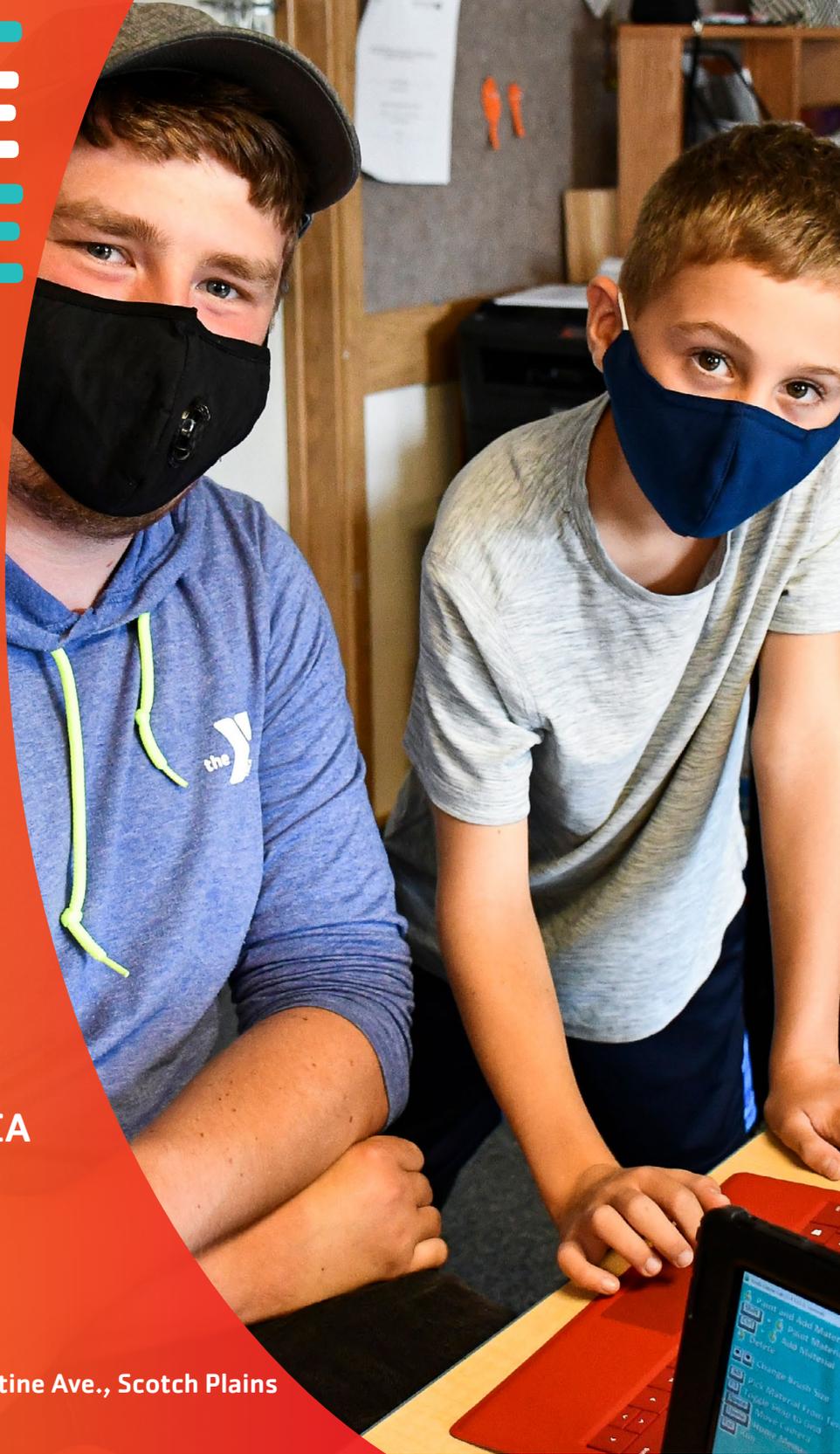
FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CREATE EXPLORE ENGAGE

Before and after care programs at the Fanwood-Scotch Plains YMCA support fun, friendships and endless possibilities.

Fanwood-Scotch Plains YMCA
School Age Child Care
FAMILY HANDBOOK

Fanwood-Scotch Plains YMCA • 1340 Martine Ave., Scotch Plains
908-889-8880 • fspymca.org





Dear Parents/Guardians,

At the Y, our “before school” program or “after school” program isn’t just a safe place to hang out before school starts or when school lets out. The School Age Child Care Program is a comprehensive and FUN program. The Y takes pride in our work and we always look for ways to evolve to meet the needs of all children and families. We appreciate and respect the choice you have made for the Y to be the provider of care for your children. We recognize the incredible responsibility you have placed upon us and we will work tirelessly to meet your expectations.

This handbook has been designed to answer your questions, promote communication between our staff and your family, and to assist you in understanding our policies and procedures. By selecting the Y Program, you are giving your children the opportunity to benefit from a quality program founded upon YMCA tradition. Our program provides fun, experiential learning activities that build on developing new skills and helping children feel successful.

Sincerely,

Katie Lizer
School Age Child Care & Camp Director

Fanwood-Scotch Plains YMCA
1340 Martine Avenue
Scotch Plains, NJ 07076

Katie Lizer - School Age Child Care Director
908-889-8880 ext. 125; klizer@fspymca.org

James McManus - School Age Child Care Associate Director
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908-889-8880; kfortune@fspymca.org

YOUR SAFETY IS OUR PRIORITY

The Y believes all kids have great potential and deserve the opportunity to discover who they are and what they can achieve. And while these are unprecedented times that challenge us individually and as a community on many levels, Y School Age Child Care programs provide kids with a safe, familiar and fun-filled environment for them to explore their surroundings, build confidence, develop skills and make lasting friendships and memories, so they can grow as individuals and leaders.

The Y's SACC program has always strived to provide a physically and emotionally safe environment for children and the 2021-2022 School Year is no different. Being surrounded – even if socially-distanced – by positive role models and peers is crucial for kids' social-emotional growth and a healthy youth development journey. Delivering a before and after care experience that includes peer interaction – however modified – brings a sense of comfort and normalcy to children.

OUR HEALTH AND SAFETY PROCEDURES

When we begin our program, before and after care will look a little different than it has in the past. **Below are some of our updated guidelines for the 2021-2022 School Year. Please note that we will be following CDC and Health Department guidelines at the time of program start and regulations are subject to change.**

- Parents are required to wear a mask at drop off and pick up.
- **Daily temperature and health checks:**

A designated health checker and program staff will welcome families at drop-off for morning care. Before admitting a child into the program, the child's temperature will be checked and the following questions will be asked daily:

- Was any fever reducing medication administered?
- Does your child have any of the following symptoms: fever, cough, or shortness of breath?
- Do any household members have the following symptoms: fever, cough, or shortness of breath?
- Has your child been in close contact with anyone diagnosed with COVID-19 in the past 14 days?
- Have you traveled to any state (outside of NY, CT, DE and PA) that would require self-quarantine within the past 14 days?

If "yes" was the answer to any of the questions asked above and/or if your child had a fever of 100.4 or higher, your child will be excluded from the program. Your child may return to SACC after receiving a negative test result for COVID-19 and their symptoms have improved. Please refer to page 5 for more specific guidelines.

- Immediately entering the program, children are required to wash their hands.
- Staff will follow the same protocol/regulations as above at the Y staff entrance/daily temperature and health check station.
- **Please remember – if your child is sick, for any reason, they must stay home until they are well. Also, if the drop-off/pick-up person is not feeling well, they should not be dropping off their child to the program, where they may unintentionally expose their illness to others.**



YOUR SAFETY = OUR PRIORITY

 **STAY HOME IF SICK**

Help us keep our community healthy.

Thank you for your cooperation.

- **Face Masks:**

Students are required to wear their masks indoors. Students are not required to wear face masks while outdoors, as long as they stay within their assigned group, although it is strongly encouraged. Staff are required to wear masks at all times. Every student is required to bring a cloth face mask (labeled with child's name) to SACC daily. *Exceptions will be made for those with a documented health reason for not wearing a mask.



- **Hand Washing:**

- Children must wash hands:

- Upon entering the program
- After sharing supplies within assigned group
- Before & after meals
- After using the toilet

- Staff must wash hands:

- Upon entering the Y program location
- After sharing supplies within assigned group
- Before & after meals
- After using the toilet

- Regular hand washing and use of hand sanitizer will be encouraged throughout the program time.

- **Social Distancing:**

- Student group size:

- Indoors – 15 students per assigned group

- Students are required to be permanently assigned to a specific group. The formation of an assigned group is to allow the program to mitigate any infection spread and is intended to avoid any impact on the entire program community and operation.

- Individuals in an assigned group do not have to social distance while interacting within their group. Groups must social distance from other groups.

- **Cleaning and Disinfecting:**

Our program has created a schedule to clean multiple times daily in addition to on-demand cleaning with EPA-registered disinfectants.

This includes:

- Sports equipment
- Tables/Chairs
- High Touch areas (faucet handles, door knobs, light switches, etc.)

Groups will be assigned their own program supplies, such as: crayons, markers, glue sticks, scissors, etc.



RESPONSE PROCEDURES FOR COVID-19 SYMPTOMS OR EXPOSURE

Any confirmed or suspected exposure to COVID-19 occurring in a Child Care center must immediately be reported to both the local Departments of Health and Licensing.

Children or staff members who develop symptoms of COVID-19 while in the program:

- If a child or staff member develops symptoms of COVID-19 while in the program (e.g. fever of 100.4 or higher, cough, shortness of breath), they will be immediately separated from the well people until the ill person can leave the building. The Y will establish a space as our isolation space. Sick children will be able to rest in this space, supervised by staff, until the parent/guardian is able to arrive at the program.

If symptoms persist or worsen, the Y will call 911. All YMCA employees or child's parent/caregiver must inform the program immediately if the person is diagnosed with COVID-19.

Children or staff members who test positive for COVID-19:

- If the FSPY SACC program becomes aware of a COVID-19 positive case in our program, we will contact the local Health Department for guidance. Health officials will provide direction on whether our program should cease operations following the identification of a positive case in the facility. The duration may be dependent on staffing levels, outbreak levels in the community and severity of illness in the infected individual.
- Symptom-free children and staff should not attend or work at another facility during the closure.
- All rooms and equipment used by the infected person and persons potentially exposed to that person, will be cleaned and disinfected in accordance with CDC guidance.

KEEPING OUR YMCA SAFE

The Fanwood-Scotch Plains YMCA is:

Closely monitoring updates and guidance from health agencies

Educating staff on the prevention and spread of all germs

Adhering to rigorous sanitation practices

Providing hand sanitizers and disinfecting wipes

Ensuring our cleaning service remains up to date on the latest guidelines

Prepared to quickly evolve plans to align with health agency updates

RETURNING TO SACC AFTER COVID-19 DIAGNOSIS OR EXPOSURE

If a staff member or child contracts or is exposed to COVID-19, they cannot be admitted to the program again until the criteria for lifting transmission based precautions and home isolation have been met.

Those criteria are included in the Department of Health’s guidance available here:

SYMPTOMS/DIAGNOSIS	CRITERIA FOR RETURN
Individuals who have symptoms of COVID-19 AND <ul style="list-style-type: none"> • have tested positive (by PCR, rapid molecular or antigen testing) OR • have not been tested (i.e. monitoring for symptoms at home) should stay home ** and away from others until: 	<ul style="list-style-type: none"> • At least 10 days have passed since their symptoms first appeared AND <ul style="list-style-type: none"> • They have had no fever for at least 72 hours (three full days without the use of medicine that reduces fever) AND <ul style="list-style-type: none"> • Other symptoms have improved (for example, symptoms of cough or shortness of breath have improved)
Individuals who have NO symptoms and have tested positive should stay home** and away from others until:	<ul style="list-style-type: none"> • 10 days have passed from the collection date of their positive COVID-19 diagnostic test AND they have not developed symptoms
Individuals who have symptoms and have tested negative should stay home and away from others until:	<ul style="list-style-type: none"> • They have received a negative test result for COVID-19 and their symptoms have improved.
*Close contact is defined as being within 6 feet for at least a period of 15 minutes. **Siblings and household members should monitor for symptoms and stay home if feeling unwell.	

We’re in this together & we need your help. All parents, counselors and partners can help us make the Fanwood-Scotch Plains YMCA SACC Program safer and protect our community by:

1. Staying home when sick. If you are a parent and your child is sick, keep your child home. Do not bring your child back to the program until they have received a negative test result for COVID-19 and their symptoms have improved.
2. Arranging for someone else to drop-off or pickup your child if you are sick.
3. Washing or sanitizing your hands often.
4. Covering your mouth with tissues whenever you sneeze or cough and discarding used tissues in the trash. If that’s not possible, cough or sneeze into your elbow. Do not cough or sneeze into your hand.
5. Avoiding touching your face, especially your eyes, nose, or mouth with your hands.
6. Avoiding people who are sick with respiratory symptoms.
7. Avoiding close physical contact (maintaining a physical separation of at least six feet) with others whenever possible.
8. Avoiding using others’ phones, tools, or equipment whenever possible.
9. Wearing a mask or face covering at pick up and drop off.

BE A SAFETY ROLE MODEL

Help us keep our community healthy and safe. Follow our four core values each and every day!

CARING:
I wear a mask to protect others

HONESTY:
I stay home if I’m feeling sick

RESPONSIBILITY:
I wash my hands frequently

RESPECT:
I stay 6 feet away from others

GENERAL SACC INFORMATION

Before attending our SACC program, all members are required to sign our updated Membership Waiver and Code of Conduct, which can be found [here](#). You will need to enter your name and the barcode number on your YMCA key tag. If you do not have a key tag, please call our Welcome Center at 908-889-8880 or email membership@fspymca.org.

School Age Child Care Program Admission Requirements

1. Program Application
2. Non-refundable Deposit - \$100 per child/per program (Please note: Before Care and After Care are two separate programs)
3. Active YMCA Membership from date of registration through duration of child's participation in program.

Fees

Registration Deposit

The registration deposit will be applied to June's tuition. If you withdraw your child from the program earlier than June, the registration deposit will be applied to the last month your child attends the program (this requires 30 days written notice). Plus, a SACC change form will need to be filled out [here](#).

If 30 days written notice is given, the registration deposit will be applied to your last month's tuition. If 30 days written notice is not given, a credit will be applied to your account and can be used toward other programming. The credit will be good for 1 year. Credit is not good toward monthly membership. The registration deposit is **non-refundable**.

Payment Plans

All payments are due on the 1st of each month, September through June. If alternate payment dates need to be arranged, please call or email the School Age Child Care Director. Please note: yearly tuition fee is divided into 10 equal monthly payments. There are no refunds for school holidays, closures or absences.

Late Fee

A \$35 late fee will be applied to all payments received after the 1st of each month, September through June. Any account is considered past due if payment is not made online or received at the YMCA Welcome Center by end of business day on the 1st of each month, September through June. School Age Child Care tuition fees will be listed at fspymca.org. Choose the option that best meets your family needs. If you need to change your program option, click [here](#).

Payment and Attendance Policies

Payment Options

Check, Money Order, Credit Card - MasterCard/Visa/Discover/AMEX.

Payment in full is due regardless of attendance, holidays or weather-related closings. Credit is not given for days your child does not attend or for days the program does not open due to emergency closings, delayed openings or early closings. Days cannot be rescheduled.

Delinquent Accounts and/or Insufficient Funds

If payment is not honored, the account must still be paid, plus a \$25 service charge will be due.

All accounts with a balance due after the 1st of the month also will be charged a \$35 late payment fee.

Children will be unable to attend program until account is paid in full.

Scheduled Payments –

Avoid all late fees! Schedule your payments online [here](#) under “Change Auto Pay,” or in-person at our Welcome Center. Monthly tuition will be drafted from either a bank card or a credit card on the first of the month, September through June.

Program Withdrawal or a Schedule Change—please fill out our form [here](#).

School Suspension

Please note that should your child be suspended from school; your child is also not permitted to attend the program during that same time. This is in cooperation with the Scotch Plains-Fanwood School District.

Age Range of Children Served

Our program is designed to meet the developmental needs of children at the elementary and middle school levels.

Program Goals

The YMCA School Age Child Care Program is designed to help children:

- Grow personally
- Develop and strengthen values; appreciate diversity
- Become better leaders and supporters
- Build skills
- Build developmental assets
- Lead healthy lives
- Improve interpersonal relationships and have FUN!

Snow Days/Emergency Closings

Credit is not given for days your child does not attend or for days the program does not open due to emergency closings, delayed openings or early closings. Days cannot be rescheduled.



Homework Assistance

Children are provided with daily opportunities for Homework Time. Every family has different expectations of their child/ren in regards to homework. We ask that all children complete at least one assignment for the day. Please speak to your child/ren's site supervisor if you have any questions/concerns about what should be completed each day.

Y Staff will assist children with their homework, however they do not correct the homework. Please check to make sure their homework is correct and complete.

Character Development

The YMCA of the USA's Character Development Initiative incorporates the everyday values of Caring, Honesty, Respect and Responsibility into our programs.

40 Developmental Assets

The Fanwood-Scotch Plains YMCA is committed to helping children develop into healthy, caring and responsible adults. As a result, we use portions of the [Search Institute's 40 Developmental Assets® Framework](#). The framework of this initiative is integrated into daily programming.

Core Curriculum Components

The YMCA of the USA School-Age Care Curriculum Framework was developed in partnership with YMCA of the USA, the YMCA of Greater Providence and the National Institute on Out-of-School Time.

These are the curriculum areas that our Y School Age Child Care Program staff will use as the framework for planning daily, weekly and monthly activities:

- Arts and Humanities
- Character Development
- Health, Wellness and Fitness
- Homework Support
- Literacy
- STEAM
- Service Learning
- Social Competence and Conflict Resolution
- Cultural Diversity



Policy on Outdoor Play

10:122-6.1 of the Manual of Requirements for licensed programs requires that outdoor play is a part of each child's daily activities, except in cases where there is severe weather conditions.

Please note: if a child is not well enough to go outside, the child should not be in attendance at the Y School Age Child Care Program.

Custody Issues

In the unfortunate event of a difficult/dangerous custody situation where a court order is in place, please contact the School Age Child Care Director to set up guidelines regarding the release of your child. You must have a copy of any court documents regarding the restriction of release of children in our care.

Parents/guardians are responsible for resolving any issues that may arise from their child's participation in our programs. The Y will not get involved in disputes. A child may be removed from the program until the parents/guardians are able to resolve their differences.

Children with Special Needs

The YMCA of Fanwood-Scotch Plains operates within the provisions of all applicable laws, including those which provide protection to individuals with disabilities as well as to providers who care for such individuals. Y Programs welcome all children to the extent that it is reasonably able to do so. A child who requires measures that constitute a fundamental alteration to the program or other undue hardship, or a child that poses a direct threat to the health and safety of others, will not be able to participate in the program.

Prior to a child's admittance to the program, it is imperative that the School Age Child Care Director make an individualized assessment to whether the program meets the particular needs of the child within the noted guidelines. Upon receiving the child's registration form, our staff will be in contact with the parents/guardians for a preliminary intake interview to gather all necessary and pertinent information to serve the participant to the best of our abilities and within the parameters of our program's design.

If Y staff and/or the parents or guardians feel it necessary, a meeting will be scheduled as an opportunity for the Y staff and the parents/guardians to meet and discuss the situation.

Information will be shared with site staff, and follow-up calls and/or meetings with program directors will be arranged on an as-needed basis.

Behavior Management Policy

Y staff will use positive behavior management techniques that are developmentally appropriate and adhere to the Y's Four Core Values of Caring, Honesty, Respect and Responsibility. A child that poses a direct threat to the health and safety of others, will not be able to participate in the program.

Behavior Management Techniques

Y staff will:

1. Involve the children in the development of the "house rules."
2. Maintain consistent behavior expectations and reinforce the Y's Four Core Values.
3. Guide children by setting clear, consistent, fair limits for program behavior.
4. Use natural and logical consequences.
5. Redirect children to a more acceptable behavior or activity.
6. Use positive reinforcement, including a positive behavior recognition program.
7. Make eye contact and listen when children talk about their feelings and frustrations.
8. Guide children to resolve their own conflicts through the use of conflict resolution skills.
9. Use effective praise that is immediate, sincere and specific.
10. Modify and structure the environment to attempt to prevent problems before they occur.

Behavior Management Action Steps

"Personal Time" – removal of child from a situation for up to 5 minutes so they can regain control of their behavior.

Verbal or written communication to parent/guardian regarding a child's behavior. A child's behavior may result in the child being given a behavior write-up.

Two behavior write-ups in any school year results in the suspension of the child for 1 day. The parent/guardian is responsible for contacting the Site Supervisor/School Age Child Care Director to set-up an appointment or phone conversation to discuss the child's behavior.

If the child is reinstated and then receives a third behavior write-up, the Site Supervisor will suspend the child for a 3-day period immediately and termination may result.

Behavior Management Action Steps continued

Suspension – Serious behavior problems will result in immediate suspension, and you will be responsible for picking up your child immediately. This action is meant to allow a period of time so that the parent/guardian can work on the behavior or to come to an agreement with Fanwood-Scotch Plains YMCA about next steps.

Schedule of Termination – If the above recommended remedial action does not work, the child's parent/guardian will be advised verbally and in writing about the behavior warranting expulsion.

No credit will be given for suspension or termination.

Late Pick Up

A late pick-up fee of \$35 will be charged for the first fifteen minutes or any part of that time and \$10 for each additional ten minutes or any part of that time. Continued lateness will result in termination from the program. For consistency, the program will use the clock at the site for time reference. It is critical to always contact the Site Director if you are going to be late.

If a child is not picked up by their scheduled time, we will attempt to contact parents or other authorized pick up. If the child remains at 6:30pm, staff members will call the DYFS 24-Hour Child Abuse Hotline to seek assistance in caring for the child until the parents or others authorized can pick up the child.

Personal Belongings

Please be sure your child does NOT bring items of value to the Y program (ex. electronics aside from school-issued device, jewelry, etc.). The Y is not responsible for items lost, broken or stolen during program hours. Articles that are left behind at the end of the day will be placed in the "Lost and Found."

Removal of Child from Program

A child that poses a direct threat to the health and safety of others, will not be able to participate in the program. There are times when it is necessary to remove a child from the program. Reasons for removing a child from the program include:

- Non-payment of fees or failure to follow policies and procedures.
- Child is unable or unwilling to conform to program rules and guidelines and/or all reasonable alternatives for behavior management have been exhausted.
- Immediate withdrawal for blatant disregard to rules or extreme disruptive behavior by child or parent/guardian.
- Custody situations that involve parents that are unable to resolve differences as it relates to the Y program.

School Suspension – Please note that should your child be suspended from school, your child is also not permitted to attend the School Age Child Care program during that same time. This is in cooperation with the Scotch Plains-Fanwood School District.



Staff Communication with Families

Staff are not to be alone with children they meet at the Y. This includes all forms of communication (phone calls, e-mails, instant messages, social media, text messages, etc.).

Babysitting, sleepovers and inviting staff members to a child's home are prohibited unless one of the following conditions exists:

- Staff and child's family have a relationship that predates the staff member's employment or volunteering with the Y.
- Staff and the child's family have a relationship that predates the child's enrollment in the Y program.
- Staff and the child or child's family are related.

If you have an existing relationship with a Y staff, you must contact the School Age Child Care Director so that appropriate disclosures and documentation can be completed.

The Y does recognize that there may be occasions when children ask a staff member to attend their sporting event, dance recital, etc. This is permitted as long as it is a public event and the child and staff member are never alone.

Staff are NEVER to transport children in their personal vehicles.

Pick Up/Release of Children

To avoid confusion on the pick up list you submit to us, please include the name(s) of the child's parent(s), as well as persons authorized to pick up your child. Please note that, unless we receive proof to the contrary, we will consider both of the child's parents as authorized persons for pick up.

If there is a specific custodial arrangement that affects the rights of either parent to pick up a child, the YMCA must have a certified copy of the legal document setting forth those rights. Please note: we will not place other children in our care or any staff member in a position of potential harm or danger as we work to implement a legal agreement regarding custodial rights.

As stated in the New Jersey State Manual of Requirement for Child Care Centers "...a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorized the center to allow such visits or releases in writing. This written authorization including the name, address, and telephone number of the non-custodial parent(s) shall be maintained on file. If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect and maintain a copy on file."

The YMCA will use its best efforts to release a child only to an authorized person. If a non-custodial parent or other non-authorized person forcibly takes a child, we will then notify the local police and the custodial parent(s).

No child will be released to a guardian who appears to be physically/emotionally impaired or intoxicated if, in the best judgment of the staff, the child would be placed at risk or harm if released to that individual.

Attendance, Drop Off and Pick Up Policies

Upon drop-off or pick-up of your child, you must sign the attendance sheet indicating your child's arrival/ departure time. For the safety of your child, the staff cannot accept or release any child before he/she has been signed in or out properly by an adult (18 years old or older) that is on the child's application form. Please list everyone possible, including coaches, scout leaders, etc. ID is required by everyone until faces become familiar to staff. No adults will be let in the building for any reason. Those conducting Pick Up/Drop Off must wait outside. A Y Staff member will release or accept your child into the program.

Please see either [Katie Lizer](#) or [James McManus](#) to add an adult to the registration form to prevent any pick-up problems. **Additions to the list MUST be made in writing and confirmed with a phone call or in person.** Remember that only the parent/guardian that signed the registration documents can alter the forms. We expect your full cooperation with this policy.

Use of Technology and Social Media

Usage of cell phones or photographic devices is not permitted during working hours unless approved by a supervisor. Photos require parental permission and are not to be downloaded to public websites. Photographs may only be used by the YMCA for purposes directly related to the program or YMCA. The Fanwood-Scotch Plains YMCA operates a closed Facebook group for School Age Child Care families, which features photos of students. We notify parents at the beginning of each school year regarding the Facebook group and at that time, they are given the opportunity to decline having their child's photo taken for this group. If you change your mind about allowing your child to be in pictures, please speak with your Site Supervisor.

Staff is not permitted to contact youth members or program participants for non-related YMCA communication via personal contacts, including, but not limited to email, text messages, phone calls, social networking pages or other communication vehicles. Staff shall not share their personal contact information with any children participating in the YMCA programs.

Medication Policy

The Y does not administer any prescription or over the counter medication. All medication should be administered by the school nurse prior to attending the before or after school program.

Should your child require an inhaler or an Epi Pen, Y staff will keep that medication in a safe location. Epi Pens must include an allergy action plan from the physician's office signed by both the doctor and parent. Asthma medication must include Asthma treatment plan completed by the doctor.



Insulin/Inhalers/Epi Pens

Children are not allowed to keep insulin, inhalers or Epi Pens in their backpacks or with them while attending the program. Such medications are to be given directly to the Site Supervisor. All rescue medications are kept in a safe location to be accessible at all times if needed.

Head Lice

If head lice are detected while your child is attending program, the child will need to be picked up immediately. A child with head lice is allowed to return to the program after treatment. Evidence of treatment includes no lice or nits, clean hair and scalp, and a note from the parent or physician stating the treatment used.



Emergency Procedures

Y staff are trained and prepared to activate emergency procedures in the event of severe weather, fire and/or other emergency conditions that require building evacuation or other immediate safety measures. In the event of such a situation, parents/guardians will be contacted. A monthly fire drill is conducted for both morning care and after care at all sites. A bi-yearly lockdown drill is also conducted as instructed by the New Jersey Office of Licensing.

Children's Records

Request for copies of children's records (attendance/payment history, etc.) can only be given to the parent/guardian that registered the child for the program.

Reporting Child Abuse

New Jersey law requires any person who suspects child abuse or neglect to report the case to the NJ Department of Children and Families at 1-877-NJ-ABUSE and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. Y staff will report all suspicions of child abuse or neglect.

How to Report a Problem

Open communication is vital. We are here to address and work through your problems and concerns. We encourage you to please report all problems or concerns to your child's Site Supervisor.

Problems and concerns also can be directed to Katie Lizer, SACC/Camp Director at 908-889-8880 x125 or klizer@fspymca.org. New Jersey law requires staff from the Division of Children and Families to investigate a licensed child center when there has been a complaint made to the Division. If you believe that a child care provider fails to meet the requirements outlined in the summary of New Jersey Child Care Law and Rules, or if you have questions, please call the Division of Children and Families at 1-877-667-9845.

Sick or Ill Children

To ensure the well-being of all children, please be considerate. If your child is too sick to go outside, he/she is too sick to be at the Y Program.

Any child showing or developing symptoms such as fever, rash, diarrhea or vomiting will be excluded from the group and provided with an area to rest. Y staff will contact parents/guardians for arrangements to be made for pick up.

Communicable Disease Management

According to New Jersey State regulations, a child exhibiting any of the illnesses or symptoms of these illnesses listed below shall not be permitted into the program on a given day unless medical diagnosis from a licensed physician has been communicated to the program in writing, or verbally with a written follow-up, indicating the child poses no serious health risk to himself/herself or to the other children.

Such illnesses or symptoms of illness shall include, but not be limited to, any of the below. Parents are responsible for keeping us updated on current emergency phone numbers. ***Sick days and hospitalization days are not discounted from enrollment fees, except when a child is out for two consecutive weeks and a note from a physician states a two-week absence was necessary.***

The following symptoms must be treated at home:

- Colored discharge from nose
- Severe pain or discomfort
- Diarrhea: must have stopped for 72 hours before returning to school.
- Vomiting: must have stopped for 72 hours before returning to school.
- Fever of 100.4 degrees Fahrenheit or higher; temperature must be normal for 72 hours before returning to school.
- Lethargy that is more than expected tiredness
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Difficult or rapid breathing
- Infected, untreated skin patches
- Skin Rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling
- Stiff neck
- Lice (need to be nit free for 24 hours before returning to school)
- Having any excludable communicable diseases (See list on next page).

*** A child who is not well enough to participate in daily activities must not be sent to the Y program.***

(This could look like: not allowing your child to play outside due to cold/allergies, or not permitting your child to participate in swim class due a cold or ear infection, plus other examples. If that is the case, your child should not be attending the Y program.)

Please see pages 2-5 for COVID-19 information and procedures.

Excludable Communicable Diseases

In addition to COVID-19, if a child is exposed to any excludable disease at the program, parents will be notified in writing:

Respiratory Illnesses:

Whooping Cough

German Measles

Hemophilus Influenzae

Meningococcus

Mumps

Strep Throat

Tuberculosis

Chicken Pox (a note from the parent stating that all sores have dried and crusted is required)



Gastro-Intestinal Illnesses:

Campylobacter

Escherichia coli

Giardia Lamblia

Hepatitis A

Salmonella

Shigella

Contact Illnesses:

Impetigo

Lice

Scabies

Shingles

If a child has already been admitted to the program and any of the illnesses or symptoms listed at left appear, the parent/guardian is required to pick up the child within an hour of the phone call. The child may return to the program once they are symptom free for 72 hours or a note from a licensed physician states the child poses no health risk either to her/himself or other children. A child who contracts an excludable communicable disease may not return to the program without a health care provider's note stating that the child presents no risks to himself/herself or others.

Health and Safety

The health and safety of the children in our care is our top priority. Even so, young children are often testing their physical limits making injuries inevitable. Y staff will verbally inform parents/guardians of any injuries that occur during program hours.

If emergency medical care is needed, the First Aid Squad will be called for transportation. One of our staff will go in the ambulance with the child if the parent/guardian cannot get to the school first.

New Jersey State Licensing

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 his/her receipt of the information.

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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <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://data.nj.gov/childcareexplorer>.

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/.



PLEASE RETURN THIS PAGE WITH YOUR CHILD’S PAPERWORK

I have read and understand the content of this handbook, including:

- COVID-19 Health & Safety Policies
- Information to Parents Document - Department of Children and Families - Office of Licensing
- Policy on the Release of Children
- Positive Guidance and Discipline Policy
- Policy on Methods of Parental Notification (Important Contact Information)
- Policy of Communicable Disease Management
- Expulsion Policy
- Policy on the Use of Technology and Social Media

Name of Child:

Name of Parent/Guardian:

Parent’s/Guardian’s Signature/Date:
