

## HISTORY

The Hunterdon County YMCA has been operating School Age Childcare Programs since 1983. The YMCA has been running programs in the county since 1903. All of our school age programs are licensed by the State of NJ.

## STAFF

The Before and After School programs are overseen by Wendy Crocetti, Director of School Age Childcare Programs. Julie Bell and Stephanie Lawreck are District Directors and are responsible for the direct supervision of programs in the South and North sections of the County, respectively. Each site is run and supervised by an on site director and staff who have been selected for their skills, experience and leadership with children.

## REGISTRATION

Because space in some programs is limited, it is important to register early. Those currently enrolled in Before or After School programs and siblings will be able to register beginning May 15<sup>th</sup>, as long as their tuition account balance is current. Registration for all others begins on June 2<sup>nd</sup>.

Registering a child on or before August 22nd requires:

- \* A completed registration packet.
- \* A \$50.00, non-refundable deposit, which is subtracted from September payment.
- \* A \$25.00, non-refundable registration fee.
- \* A YMCA membership for child.

A new registration packet must be completed each year. **Registrations with missing information will be returned.** Children will NOT be considered registered with an incomplete packet.

Registrations taken between August 23<sup>rd</sup> and September 12<sup>th</sup> will be assessed a \$50.00 registration fee.

Registrations on or after August 23<sup>rd</sup> require payment in full for first month.

**Children registered between August 23<sup>rd</sup> and September 12<sup>th</sup> will NOT be admitted into programs until September 15<sup>th</sup>. This blackout period will be strictly enforced to assure that all attendance rosters and information sent to the schools is correct during the first weeks of school.**

The school a child attends is the school where the child will attend the Before/After School Programs. We do not accept children into programs who attend school out of district. For middle school children who wish to attend program at the elementary school in their home district, **it is the parents' responsibility to arrange transportation from one school to another.** The YMCA holds no responsibility for arranging transportation.

**It is also the parents' responsibility to notify the school that their child is attending Before and/or After School Programs** and to provide the school with the attendance schedule. The YMCA does provide each school with a list of participants as well.

## TUITION PAYMENTS

**All payments are due on the first of each month.** You will be billed each month. Billing is a courtesy. Payments are due regardless of whether or not a bill is received. Payments received after the 10<sup>th</sup> of the month are subject to a \$15.00 late fee per child. Payments can also be made through credit draft with a credit or debit card. Credit draft forms will be mailed with September bills. A new form needs to be completed each year.

Tuition payments are the responsibility of the person registering the child/children. In the event that more than one party pays tuition, the person who receives the bill is responsible for the collection and payment of the total bill. We do not send out more than one bill per child.

The day an account becomes 30 days past due, children will NOT be admitted to the program until that account is up to date. Tuition, late pick up fees, and late payments fees are all subject to the 30 day past due rule. If your child is removed from the program for non-payment of tuition or if there are chronic late payments on an account, you will be required to provide us with a valid credit or debit card for use for all future payments.

NO payments are accepted at program sites. Payments can be mailed to the Y at 144 W. Woodschurch Road, Flemington, NJ 08822 or made in person at either branch of the YMCA.

It is our policy that monthly tuition is paid in full. We do not prorate for absences or by the hour. If needed, children can be withdrawn for one or more months at a time. If a child is withdrawn, and that program has a waiting list the child WILL lose their slot. We do not hold spaces under any circumstances.

Tuition is a yearly fee divided into 10 monthly payments.

Please contact Wendy Crocetti at 908-236-4184 x. 22 should there be extenuating circumstances regarding payments BEFORE the 30 day past due period has been reached to arrange a payment plan.

Confidential financial assistance is available.

We recommend that parents keep a record of payments for IRS purposes. We do not, as a rule, give receipts of payments. Cancelled checks are an acceptable receipt for payments. Our tax I.D. number is 221-524-183.

FEES

BEFORE SCHOOL PROGRAM

\$120.00 per month, regardless of number of days attending.  
 Holiday care is not provided, no second child discount.  
 Program begins at 7 AM in all schools EXCEPT Kingwood which begins at 7:15 AM

AFTER SCHOOL PROGRAM  
 MONTHLY FEES

	FIRST CHILD	SECOND CHILD
# of days		
5	\$ 291	\$ 262
4	\$ 243	\$ 219
3	\$ 201	\$ 181
2	\$ 135	\$ 122

Pick up time is by 6:00 PM

TEWKSBURY KINDERGARTEN PROGRAM  
 MONTHLY FEES

	3:15 PICK-UP	6:00 PICK-UP
# of days		
5	\$ 202	\$ 425
4	\$ 188	\$ 355
3	\$ 155	\$ 288
2	\$ 119	\$ 218

FLEMINGTON KINDERGARTEN PROGRAM  
MONTHLY FEES

AM (7AM – 12:50 PM) OR PM (11:30 AM – 6:00 PM)

# of days	
5	\$ 495
4	\$ 400
3	\$ 305
2	\$ 210

A 10% second child discount will apply to all after school fees.  
Fees are all-inclusive and include care on half days and holidays.

EXTRADAYS

After school participants who need extra days of care can add as needed. Before School participants are NOT eligible. Parents MUST contact site staff and school office 24 hours in advance.

After School Program – regular day	\$20.00 per child
Scheduled Half Day	\$25.00 per child
Full Day Care	\$50.00 per child
AM Care	\$10.00 per child
K – Wrap (3:15 pick up)	\$ 10.00 per child
K – Wrap (AM or PM)	\$ 25.00 per child

CHANGES AND WITHDRAWALS

In order to change a child's schedule, parents must contact the YMCA administrative offices (908) 236-4184 x 22. Changes must also be reported to the on site director and to the school. We allow 2 schedule changes per school year. Any additional changes will result in a \$10.00 service charge. If a child is withdrawn from a program and would like to return, they may do so only if there is no waiting list. If there is a waiting list, child will be placed on it. Withdrawing a child also results in the loss of priority registration for the following year.

For billing purposes, changes are effective the first of the month after contact is made with the YMCA offices. Therefore, contacting the YMCA with a change does not affect the current months balance due.

SCHEDULE

Before School Programs run from 7:00am until the beginning of the school day in all schools EXCEPT Kingwood, which begins at 7:15am.

Before School care is provided during regular school days only. No extra days are included in the program fee.

After School Programs run from dismissal until 6:00pm, including scheduled half days and many school holidays. Fees include all half days and all school holidays except those listed below. Half days and holidays are covered IF they fall on a regularly scheduled day of attendance. (SEE BELOW FOR HOLIDAY SCHEDULE). At programs where there is no K-Wrap, AM Kindergartners may be enrolled in the Before School Program only and PM Kindergartners may be enrolled in the After School Program only.

## HOLIDAY SCHEDULE AND CLOSINGS

Programs will be offered on most school holidays in accordance to school calendars. Changes made to school calendars will result in changes to program schedule.

### **For the 2008/2009 school year PROGRAMS WILL NOT RUN ON:**

Thanksgiving  
 Thanksgiving Friday  
 December 24  
 December 25  
 December 26  
 December 31<sup>st</sup> – 2 PM close  
 January 1  
 January 2  
 Presidents' Day  
 Good Friday  
 Memorial Day

A survey to determine holiday care needs will be conducted by the Site Director, approximately two weeks prior to the holiday. Permission slips for any field trips that may be scheduled will also be distributed at that time. A cut off date will be established for sign-ups and for payment of field trips. NO additional sign ups will be accepted after the cut off date. Should no children arrive by 10:00 AM, staff will be dismissed for the day. On holiday care days, children **MUST** bring lunch from home.

Due to the unavailability of some schools and low attendance, sites are often combined during the holidays. Program Site Director will alert parents to holiday care site arrangements as soon as they are determined.

Field trips may be planned during holiday care days, there is NO alternative care for children who choose not to attend trips.

## AFTER SCHOOL SCHEDULE

Attendance: Site staff will verify that all children who are scheduled to attend are at the program. Parents are required to let both the Site Director and the school know if a child will not attend program on a scheduled day or will be at after school activities. Any child going to an after school activity must first report to the After School Program. Staff goes to extensive lengths to locate children missing from programs, PLEASE make sure staff is informed of schedule changes. If adding or changing days, parents are also required to notify site staff and school. Staff cannot be responsible for children who they did not know were supposed to attend program.

Snack: Snack is provided by the YMCA and is supplemented by a voluntary parent snack-sharing program. Site staff will have a monthly snack calendar for parents to sign up to bring snack for the group if they wish. This allows a variety of snacks that can be offered to the group, especially perishable items which we are unable to store.

Homework/Quiet Time: Time is set aside each day (except Friday) to allow children to work on homework if his/her parent wishes. It is important that parents let their children know if they are to do homework. Site staff will offer assistance as needed, but they cannot provide constant one-on-one help or supervision. Staff will NOT check backpacks or homework folders, if children say they do not have homework. Quiet activities are offered to children who finish early or who are not doing/do not have homework.

Group Activities: Each day there is a staff directed group activity. Active games, quiet games, craft projects, community service projects, and special events are all possibilities. All children are strongly encouraged to participate in the group activity. No other choices will be offered during this time. Children may do quiet activities should they choose not to participate.

Free Play/Choice Time: After six hours or more of school, it is important that children be able to choose some activities of their own. A period is set aside each day for children to pursue activities that interest them such as indoor, outside or gym play, socializing with friends, games, etc.

### SIGN IN PROCEDURES BEFORE SCHOOL PROGRAM

Children **MUST** be brought into Before School programs by a parent or guardian. Children are **NOT** to be dropped off outside of the school building. **Failure to comply with this rule will result in child being removed from program.**

### RELEASE OF CHILDREN FROM THE AFTER SCHOOL PROGRAM

Each family will be issued pick-up cards for children enrolled in the programs, during the first week of school. Children may only be released to those who present the correct pick-up card for a specific child. Those with pick-up cards **MUST** also be listed on child's application on the emergency/authorized pick up list. Individuals must be at least 16 years old to pick up children from the program. Parents are responsible for giving out pick-up cards to those on pick up list as well as retrieving any cards that may become invalid.

Pick-up cards **MUST** be presented every day.

Please have ID available on the first few days child is in program

If a non-custodial parent has been denied or has limited visitation through court order, a copy of this order **MUST** be kept on file at program, as per State regulations. It is the parents' responsibility to provide this paperwork. The YMCA will not get involved in parental custody disputes and will **NOT** take verbal instructions regarding custody/visitation/pick-up.

In emergency situations only, parents may give verbal permission to staff to release child to an individual without a pick-up card. That individual must present ID before the child is released.

### IMPAIRED DRIVERS

As per State regulations, if a parent or other authorized individual appears to be physically/emotionally impaired to the extent that, in the judgment of the staff, the child would be placed at risk of harm, the child **WILL NOT** be released to that individual. Staff will attempt to contact others on emergency/authorized pick up list to take child and the impaired individual home. Should the individual attempt to drive, the police **WILL** be called.

### LATE PICK-UPS

Late pick-ups from program are not allowed. Should you be delayed, it is required that you make arrangements for another authorized person to pick up your child. Should children be picked up after 6:00 PM, **ACCORDING TO THE CELL PHONE OF THE SITE STAFF**, a \$15.00 late fee will be charged for the first 15 minutes or any portion thereof and \$15.00 for every 15 minutes or portion of thereafter. To avoid discrepancies, parents will be asked to sign a late pick-up slip. Late fees will be charged whether or not form is signed. Late fees will be included in next bill. As with all fees, if late fees are not paid, child will not be admitted into program until account is up to date. We understand that sometimes there are unavoidable delays, but ongoing late pick-ups cannot be tolerated and 5 late picks ups during the course of the school year may result in child being removed from program.

If a child is not picked up by 6pm and staff has not been notified as to why, staff will attempt to contact alternative pick-ups. If a child is still remaining an hour after closing staff will call the DYFS 24 hour Child Abuse Hotline to seek assistance in caring for the child until the parent or others authorized can pick up the child.

SCHOOL EMERGENCY CLOSINGS

Due to safety considerations and school policies, the Before School Programs do not run on delayed openings. The After School Programs will not run in the event of an early dismissal due to a weather or other emergency. We recommend checking with your child's school as to their snow dismissal policy. Remember the school, not the YMCA, will dismiss your child. Please have alternative childcare arrangements made early. Please keep the school informed of your alternative plans. Neither Before or After School Programs run on days school is closed due to weather or other emergencies.

DISCIPLINE/EXPULSION POLICY

The Hunterdon County YMCA School Age Childcare discipline policy is listed below. Each site also adopts its own day-to-day rules for expected behavior within this policy.

No child shall be deprived of food, isolated, subjected to corporal punishment, abusive language or punitive physical exercise. Programs shall use positive reinforcement as a tool to avoid unwanted behavior. When a child exhibits inappropriate behavior, they shall be warned and given an explanation of why such behavior is unacceptable. Should the behavior persist, staff may place the child in time out using the guideline of one minute per year of age. At this time another explanation of why the behavior is unacceptable will be given. Should the behavior continue, parents will be called to pick up the child immediately.

Children are entitled to a safe and harmonious environment at Before and After School Programs. Ongoing, inappropriate behavior, chronic disrespect of staff or serious infractions of site rules will result in an incident report being written. The child and parent will be asked to review and sign the report. A child who has three incidents reports will be suspended from the program for 1 day. Additional reports

will result in longer suspensions, a conference with District Director and/or Director of School Age Programs and possible removal from program. Suspension/incident reports may occur at any time depending on infraction. There will be NO credits/refunds for suspensions.

Physical violence towards other children or staff will NOT be tolerated and could result in immediate removal from program.

The program shall not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding a center's alleged violations of licensing regulations, or questioning a center directly regarding policies and procedures.

COMMUNICABLE DISEASES

As per state guidelines, the Before and After School Programs cannot permit any child to attend or remain in program with an excludable communicable disease. They are:

RESPIRATORY	GASTRO-INTESTINAL	CONTACT
Chicken pox	Giardia Lamblia	Impetigo
German Measels	Hepatitis A	Lice
Hemophilus Influenzae	Salmonella	Scabies
Measles	Shigella	
Meningococcus		
Mumps		
Strep Throat		
Tuberculosis		
Whooping Cough		

Children will not be readmitted to program without a note from child's physician that states the child presents no risk to him/herself or others.

Outbreaks of communicable diseases will be communicated to parents,

Children exhibiting the following symptoms will be separated from the group and parents will be called for pick up. Once the child is symptom free, she/he may return to program.

Severe pain or discomfort	Infected, untreated skin patches
Acute diarrhea	Difficult, rapid breathing
2 or more episodes of acute vomiting	Skin rashes
Temperature over 101.5	Skin lesions
Sore throat	Swollen joints
Severe coughing	Visibly enlarged lymph nodes
Yellow eyes or jaundiced skin	Stiff neck
Red eyes with discharge	Blood in urine

### MEDICATIONS

Site staff can only administer prescription medications if parents have completed an "Authorization for Administration of Medication" form, available on site. Prescription medications will only be administered from the original container. Staff cannot administer needles.

Non-prescription medications, limited to the following types, may be administered with authorization from parent.

Antihistamines/decongestants  
Acetaminophens (aspirin substitutes)  
Cough suppressants  
Topical ointments

### CHILDREN'S PERSONAL ITEMS

Any personal items left behind at the end of the day will be taken to the school's lost and found.

Gameboys, IPODs, cell phones and other electronic items are NOT allowed at programs. We do not recommend children bring toys from home, as we will NOT be responsible for these items.

Parents should be aware that we abide by each school's facility use policy and rules.

### MOVIE POLICY

On occasion movies are shown at programs. Only G and PG rated movies are shown.

### INFORMATION TO PARENTS

Our programs are required by the state Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the State of New Jersey Division of Youth and Family Services. A copy of our current license must be posted in a prominent location at each site, look for it when you are there.

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

Programs must have on-site, a copy of the Manual and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual for a nominal fee by writing to: Bureau of Licensing, Division of Youth and Family Services, P.O. Box 717, Trenton, New Jersey 08625.

We encourage parents to discuss with us any questions or concerns about the policies and programming of the site or the meaning, application or alleged violations of the Manual. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our site may be in violation of licensing standards, you are entitled to report them to the Bureau. Of course, we would appreciate your bringing these concerns to our attention, too.

Programs must have a policy concerning the release of children to parents or people authorized by the parent to be responsible for the child. Please discuss your pick-up plans and these policies if necessary.

Programs must have a policy about administering medicine and health care procedures and the management of communicable diseases.

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

Parents are entitled to review the center's copy of the Bureau's Inspection/Violation Report, which is issued after every state inspection of our sites. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation summary report, as well as any letters of enforcement or other action taken against the site during the current licensing period. Let us know if you wish to review them and we will make them available.

Our programs must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff and children.

Our programs must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available upon parents request. We encourage you to review it and discuss with us any questions you may have about it.

We must also post a listing or diagram of those rooms and areas approved by the Bureau for children's use.

Programs must offer parents of enrolled children/ ample opportunity to participate in and observe the activities at the site. Parents wishing to participate in the activities or the operations of the site should discuss their interest with the Site Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit 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.

Programs must inform parents in advance of every field trip, outing, or special event away from the site, and must obtain prior written consent from parents before taking a child on each trip.

Programs are required to comply with the New Jersey Law Against Discrimination and the American with Disabilities Act. Anyone who believes our programs are 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 and 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).

Anyone that 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 concerns immediately to the Division of Youth and Family Services' Office of Child Abuse Control, Toll Free at (800) 792-8610 or to any DYFS District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting the Community Education office, DYFS, P.O. Box 717, Trenton, NJ 08625.