

**eliminating racism  
empowering women**

**ywca**

Northern New Jersey

# Parent Handbook

**Before & After School Programs**

**2019/2020 SCHOOL YEAR**

**Visit our website:**

[www.ywcannj.org](http://www.ywcannj.org)

## GLOSSARY

- Welcome – who we are and what we do
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## Welcome to the YWCA Northern New Jersey Before and After School Programs

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

### **Our Mission**

YWCA Northern New Jersey is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

### **About YWCA Northern New Jersey**

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

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

Women, girls and families come to us for a variety of reasons. Our hope is that they leave with a renewed spirit, healthy relationships, new skills, and stronger lives.

The Before and After School Programs, licensed by the State of New Jersey, Department of Human Services, Child Protection and Permanency, DCP&P provides quality childcare for children in grades K-6 in a safe, nurturing, and enriching environment.

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

### **To register please contact:**

**Mary Agnello**  
Program Assistant, School Age Programs  
[magnello@ywcannj.org](mailto:magnello@ywcannj.org)  
Tel: (201) 345-1914

### **Billing Inquiries:**

**Jessi Isabel**  
Customer Service Specialist  
[jisabel@ywcannj.org](mailto:jisabel@ywcannj.org)  
Tel: (201) 373-2907

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

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

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

### **ATTENDANCE POLICY:**

1. **If a child is going to be absent from the program the parent must inform the Site Supervisor by telephone, Kinderlime, in writing, or in person.** All programs have 24-hour voice mail service and text message capabilities. Please do not rely on the child's teacher or school to notify YWCA staff. Please refer to the 'Direct Phone Numbers for Program Sites' list on the last page of this handbook.

2. If the child fails to arrive on a day when he/she is scheduled to attend the program, and we have not been notified by a parent, we will try to locate the child according to the following procedure:

- The child's teacher or school secretary will be contacted to find out if the child was absent from school;
- The child's parents will be called at all available phone numbers;
- All emergency telephone numbers will be called; and
- If at this point, the child has not been located, the local Police Department will be called to assist in locating the child.

### **ARRIVAL AND DEPARTURES: (signing in and out)**

**Morning arrival:** Each child must be brought inside the building to the program site by a parent/guardian who must sign in the child on the attendance sheet. We realize that this might appear to be an inconvenience, especially when you are in a hurry to get to work in the morning, but it is for the safety of your children.

**Afternoon departure:** All children must be picked up by 7 p.m. A parent/guardian (adult over 18) must come into the After School Program site to sign out the child(ren) on the dedicated site phone.

**CHILD RELEASE POLICY:** Each child may be released only to the child's parent(s) or person(s) (over age 18) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up the child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her 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 such 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.

**Parents must come into the program to physically sign children out. We cannot release a child unless an authorized person can come into the program to sign the child out.**

Parents **must** inform the Site Supervisor in advance if someone other than the parent will be picking up. If the pick up person is not listed on the child's emergency data form and we have not been notified by the parent, the Site Supervisor **will not** release the child.

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

**The YWCA Northern New Jersey has no responsibility for a child after the child has been signed out of the program.** For children involved in extracurricular activities within the school and wish to return to the asp afterwards, parents must notify the Site Supervisor in writing. Permission slips are available on site, please ask your Site Supervisor for more details. Once children are signed out and leave school premises, they may not return to program.

### **CONFIDENTIALITY POLICY:**

The policy of the YWCA Northern New Jersey School Aged Programs in regard to the issue of confidentiality of information is as follows:

1. Information about a child belongs to the child with the parents acting on the child's behalf. Consequently, parents have unlimited access to the records of their child.
2. YWCA staff will be permitted access to records on a need to know basis as determined by the Site Supervisor.
3. Records will not leave the site without permission of the School Age Program Managers.
4. No information about a YWCA family may be released to another agency without the written consent of the family, **unless required by law.**
5. Information that families give to the YWCA staff will be shared with other staff, only on a need to know basis.
6. All YWCA staff members are required to treat information about YWCA families responsibly and with discretion. Staff is permitted to discuss information about families with other staff only on a need to know basis. Information about YWCA families or staff members is not a suitable topic of casual conversation among staff or in the presence of children.
7. Staff that violates a family's or staff member's right to privacy will be subject to personnel action as determined by the YWCA Northern New Jersey policies and procedures.
8. Staff is advised to refrain from any discussion of YWCA staff or program information that is pertinent only to the YWCA.

**CELL PHONE / CAMERA USAGE:** We require children to keep their personal cell phones in their backpack. If they need to use their phone, we ask them to first tell the Site Supervisor and then to put the phone back in their backpack when finished. Cell phones and other handheld devices with cameras are not allowed to be used in the programs. No use of video cameras are allowed without approval from the Site Supervisor, as well as parents and children involved in the filming.

**TECHNOLOGY POLICIES:** As social media, digital cameras, smart phones/ tablets, and other hand held gaming devices become more prevalent and more user friendly, it is increasingly more likely that the children in our care and their families will be using some form of digital photography as part of their family life.

Digital technology along with smart phone apps have increased the potential for cameras, devices, and images to be misused, inevitably causing concerns about the risks to which children and young people may be

exposed. The YWCA Northern New Jersey fully understands that the behaviors of individuals using the technology present the risk, not the technology.

Our staff are well trained in these matters and are aware that failure to follow any of these policies could result in disciplinary action up to and including termination of employment.

Any participant device usage allowed in program will be monitored and only used when staff designate dates and times. Designated dates should not exceed four times per month.

- **TV/ SMART Board/ Computer Policy:** The majority of the YWCA sites do not have access to TV's, SMART Boards, and/or computers. At sites where access is available, viewing television programming is not permitted. If a VCR or DVD player is available sites shall be limited to educational and instructional viewing, shall be age and developmentally appropriate, and shall only be utilized on special days that have been cleared with YWCA School Age Program Managers. Computers are the property of the Public Schools. Wherever available, they shall only be used while completing homework.
- **Social Media Policy:** All staff are required to be given, acknowledge receipt of, and strictly adhere to the YWCA Northern New Jersey Social Media Policy. We ask that parents and program guests also adhere to the YWCA Northern New Jersey Social Media Policy. Parents are not permitted to take photos of other people's children during any YWCA program hours. Social media postings by the YWCA Northern New Jersey are only permitted with the approval of the School Age Program Managers and individual parental consent. Photos and videos are to be taken only by appointed YWCA personnel. Images utilized will be kept for a period of up to three years and will not include any personal information; i.e. children's full names.
- **Electronic Communication Policy:** Once enrolled you will receive an invitation to sign into Kinderlime to manage attendance and communication- this is our primary method of communicating with families.

**DAY ONE – THINGS TO KNOW:** All YWCA Northern New Jersey programs open on the first day of school, whether it is a ½ day or a full day. If your child is registered for one of our School Age Programs there are some things you will need to know for the first day.

**Children attending Before School Program (BSP) for the first time:** Walk your child into the program area. All children MUST be accompanied and signed in by an adult. The YWCA staff should be easily identified by their staff shirts. All correspondence, changes and comments should be addressed with the Site Supervisor. When you sign your child in be sure to speak with staff if you have any special concerns or needs. At the first bell, YWCA staff will bring children to the appropriate meeting area for your school (playground, gym line up, etc). Staff do not know which specific teacher or classroom assignment belong to children – make sure your children know where they should go. Children are welcome to bring their breakfast; we do not provide any food.

**Children attending After School Program (ASP) for the first time:** Make sure you send a note in to your child's teacher telling them your child is registered to the after school program and the days they are registered for. Each school handles dismissal differently – check with your school for their policy. Most schools escort YWCA children into the program space. Staff are present to greet each child and quickly take attendance. All correspondence, changes and comments should be addressed with the Site Supervisor. If your child is not going to be at program, it is very important to text or call the site phone (and leave a voice mail) listed on the back page of this booklet to let staff know. While at program, your child will be involved in games, crafts, structured activities and organized free play. Time is set aside for children who wish to do homework. YWCA staff will be available to answer questions and provide support but they are not able to tutor or give one-on-one homework help. We ask any parent/guardian who wants their child to do homework during program hours to please take a copy of our homework contract and discuss it with your child and return it to your Site Supervisor signed by all parties. Our goal is to provide a safe, nurturing and fun environment for all children.

**GUIDELINES FOR POSTIVE DISCIPLINE:** Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do: positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem. The complete guidelines are located on site in a black reference binder. All staff are trained on the full list of guidelines for positive discipline.

**DISCIPLINE POLICIES AND REMOVAL FROM PROGRAM PROCEDURES:** It is the YWCA's goal to educate participants and instill in them the ability to self-discipline. Misbehavior is seen as a chance to educate a student about appropriate behavior. It is understood that all children require firm and consistent limits and that no child will be permitted to endanger himself, others, or to damage property. It is the policy of the YWCA to use appropriate physical restraint only when absolutely necessary for the welfare of the child or the protection of life and property. Clear and consistent guidelines are presented to children so that they are aware of their responsibilities and can be held accountable for their behavior. Children whose needs, abilities and values vary are treated in such a way that recognizes these differences. Occasionally there may be times and reasons we must expel/ suspend a child from our program. Before we would reach such a situation we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. Some examples of unacceptable behavior include but are not limited to:

*Physical aggression on the part of a child or parent*  
*Use of foul language by child or parents*  
*Disrespectful / Intolerant words or actions*  
*Disrespect to staff or other children (child or parent)*  
*Consistently ignoring program rules*  
*Leaving program area without permission*

*Failure to complete required forms*  
*Habitual tardiness when picking up child.*  
*Bringing a gun, knife etc to the program*  
*Failure to pay tuition payments and/or late pick up fees*  
*Parent or Child exhibits verbal abuse to staff*

Discipline will be administered as soon as possible and will be consistent with the severity of the problem. Should there be an infraction of the rules, the following consequences will occur:

1. **Verbal Warning** -We remind children of appropriate behavior.
2. **Five Minute Time Out**- This gives a child a break to cool off.
3. **Ten Minutes Time Out**- Again a cooling off period and chance for re-direction. Staff will inform parents at pickup.
4. **Written Note** - Student writes a note to parent explaining behavior. This allows the student a chance to separate from the problem and cool down. It also forces the child to review the situation from start to end. Child will give the written note to the parent in the presence of staff.
5. **Removal** - Parents are called and asked to pick up the child immediately. This happens in rare cases where a child's actions are detracting from the safety of the group. If this removal is permanent the parents will have the opportunity to meet with the director of SAP to discuss.

**Fighting or intentional physical aggression for any reason results in immediate jump to #5.** In order to return to the program, the parent and child must meet with the program Managers.

The YWCA program will not tolerate any parent reprimanding, punishing or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all the children in our care is our first priority.

**EXPULSION POLICY:** Unfortunately, there are sometimes reasons we have to expel a child from our program either on short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center.

### **IMMEDIATE CAUSES FOR EXPULSION**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parents threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

### **CHILD'S ACTIONS FOR EXPULSION**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.

**SCHEDULE OF EXPULSION** If after the remedial actions have not worked, the child's parent/guardian will be advised and in writing about the child's or parent behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two week notice depending on the risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### **A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN**

- Made a complaint to the Office of Licensing regarding the program center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the program center.
- Questioned the program centers Site Supervisor or Managers regarding policies and procedure.
- Without giving the parent significant time to make other child care arrangements.

**Please Note: Staff and Management will work together to take all proactive actions necessary to avoid and prevent expulsion. All staff are trained on the full list of guidelines for positive discipline, redirection and proactive actions to avoid and prevent expulsion.**

**EARLY DISMISSALS:** for scheduled ½ days we will open our program at dismissal to accommodate children registered for the after school program. **If your child is not registered for that day – there will be a \$60 extra day fee. Advanced notice is required by contacting Mary Agnello at 201-345-1914.**

**ENROLLMENT:** Registration is accepted throughout the school year, based on license capacity availability. A calendar one-month minimum enrollment is required for full-time and part-time participants. If a student is enrolled for less than five days per week, the days attending must be specified in advance to maintain the proper ratio of staff to students. Students may be enrolled in the before school program (bsp), afterschool program (asp) or both. Your child is not considered enrolled until all the required forms are completed in their entirety and all required fees and first months tuition has been paid.

**EMERGENCY CONTACTS:** Your emergency contacts are very important and should be aware of their responsibility. All emergency contacts should be able to pick up your child within a reasonable time frame if we cannot reach you. Phone numbers **MUST** to be updated regularly.

### FEES AND PAYMENT POLICES:

1. Monthly tuition is based on the entire school calendar year, divided over ten months. Therefore, no matter how many school days there are in a month the monthly fee will remain the same.
2. Tuition is due on the 10th of each month for the following month's tuition. Tuition is payable August thru May –no June payment. No monthly bill will be sent as a reminder.
3. Non payment or continued late payment may result in your removal from program.
4. The YWCA Northern New Jersey will impose a \$25 service charge if payments are not honored from your credit card or account on file.
5. Your credit card statement and/or bank statement will serve as your receipt of payment.
6. If you have a flex spending account and require a receipt for payment, please call our billing office at 201-373-2907. Our Provider Tax Id is # 22-149-4725.
7. Any child left at the program beyond their scheduled pickup time will be charged \$10 per hour for any extra time.
8. Children not picked up by 7:00pm will be subject to late fees:
  - 1<sup>st</sup> late pickup – \$25 fee
  - 2<sup>nd</sup> late pickup - \$25 fee - letter sent out reminding parents of our policy
  - 3<sup>rd</sup> late pickup - \$50 fee and letter remind parents of possible suspension
  - 4<sup>th</sup> late time – suspended from program for 1 day and \$50 fee
  - 5<sup>th</sup> late fee - \$100 fee and letter reminding parents of possible removal from program
  - 6<sup>th</sup> late fee – removal from program
9. Any child not picked up by 7:15pm and we are unable to contact a parent or the emergency persons, the local Police Department /DCFS will be called to assist in locating a parent or guardian.
10. Withdrawal from program requires notification of one full month prior to the 10<sup>th</sup> of billing month being affected; to withdraw from a program call Mary Agnello at 201-345-1914 – All fees/tuitions are non-refundable. – No refunds can be given.
11. To drop or add a day call Mary Agnello at 201-345-1914. A “Change in Attendance” form will be completed by your Site Supervisor. Rate plan changes must be made prior to the 10<sup>th</sup> of the month for the billing month being affected. Monthly tuitions are non-refundable.
12. Extra afterschool days may be available (if space permits) for children who are not registered for 5 days per week. To check availability contact Mary Agnello at 201-345-1914. The fees are \$40 per day for full session days or \$60 per day for half session days. We do not issue credits for early pick-ups for extra days. One day may not be substituted for another.
13. Before care extra days are available for children who are not registered for 5 days per week. The cost is \$15 per day which will be billed at the end of each month. No advanced notice is required.
14. Tuition credit is not given for absence due to illness, vacation, or unscheduled school closures
15. No tuition credit will be given for pick-ups prior to 3pm. This include half session days as well.
16. You will receive a \$5 credit per hour based on an earlier pickup. **Maximum credit \$25 per month.** Credits and charges are assessed in a month lag.

**HOMEWORK POLICY:** The After School Program staff is responsible for providing a quiet place (keeping in mind we are limited by our assigned space) and a staff person to supervise and monitor homework time. We do not provide tutoring or one-on-one assistance. We ask any parent/guardian who wants their child to do homework during program hours to please take a copy of our homework contract and discuss it with your child and return it to your Site Supervisor signed by all parties. The After School Program staff will *never* force a student to do his/her homework and will not be responsible for the completion of your child's homework.

**INFORMATION CHANGES:** Parents are responsible for informing the School Age Program staff of any changes in address, phone numbers and persons authorized to pick up children. It is very important that this information be kept up to date at all times.

### **HOURS OF OPERATION:**

- **Before School Program** hours are 7:00am – the first bell
- **After School Program** hours are 3:00pm – 7:00pm
- **School Closing** - If schools are **closed** for any reason, all YWCA Northern New Jersey programs will be **closed**.
- **Delayed Opening** – If the school has a delayed opening, the Before School Program will be closed.
- **Unscheduled Early Dismissals**– due to extreme heat, winter advisories, or other unforeseen emergencies– YWCA After School Programs will **not** be open. Example: If all after school activities are cancelled for any reason, the After School Program will not operate.

\*If weather conditions become hazardous during after school program hours we reserve the right to close the After School Program early. **In this situation, staff will contact you immediately via phone and you must make arrangements to pick your child up at the modified time.** This is for the safety of all children and staff.

## **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 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/childcare\\_explorer](https://data.nj.gov/childcare_explorer).

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/](http://www.state.nj.us/dcf/).

### **MEDICAL & HEALTH POLICIES AND PROCEDURES:**

1. Your child must have an application w/health and medical information on file along with any necessary medications and action plans the day he/she begins the program. All allergies and medical concerns must be documented on the child's medical and emergency data form.
2. For the welfare of your child and the other children in the group, your child must be kept home if he/she appears ill or has been ill during the night. A child will be sent home if any of the following symptoms are present: *fever, vomiting, diarrhea, relentless coughing, and/or skin rashes*. All emergency phone numbers on file must be kept up-to-date. If you are called to pick up your child, please do so within an hour of the phone call. In some instances, a child may not be permitted to return the following day without a doctor's note.
3. Medication will be administered only after the receipt of written approval from a child's parent. This medication must be in its original container, labeled with child's name, physician's name, date, and dosage. Medication will only be administered and recorded by a Site Supervisor.
4. If your child is sent home from school for any reason, he/she may not attend the After School Program that afternoon.

**PARENTAL PARTICIPATION:** Parents are welcome to observe and participate in the YWCA Northern New Jersey School Age Program. Staff welcome your comments and is available to discuss any aspect of the program. Parents are reminded that all interactions with children must be positive in nature. Any parent who engages in any negative interaction with any child will face immediate removal from the program and termination of their child's future participation.

### **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES:**

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, 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
- Elevated oral temperature of 101.5 degrees
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes w/ 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 serious health risk to himself/herself 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 to himself/herself or others. Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

**COMMUNICABLE DISEASE REPORTING GUIDELINES:** Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases 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](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf).

## Quick Reference



### Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

**Communicable Disease Service**  
**Disease Reporting Requirements and Regulations can be viewed at:**  
<http://nj.gov/health/cd/reporting.shtml>



**Health care providers required to report:** physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

**Administrators required to report:** persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

**Laboratory directors:** For specific reporting guidelines, see NJAC 8:57-1.7.

#### CONFIRMED or SUSPECT CASES TELEPHONE IMMEDIATELY to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the local health department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: [localhealth.nj.gov](http://localhealth.nj.gov).

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of immediately reportable diseases and other emergencies - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

**July 2013**

[www.nj.gov/health/cd](http://www.nj.gov/health/cd)

#### REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

#### REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

**Hepatitis C**, acute and chronic, newly diagnosed cases only  
**Written report within 24 hours**

**HIV/AIDS**  
**609-984-5940 or 973-648-7500**  
**Written report within 24 hours**

- ADS
- HIV infection
- Child exposed to HIV perinatally

**Sexually Transmitted Diseases**  
**609-826-4869**  
**Report within 24 hours**

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

**Tuberculosis** (confirmed or suspect cases)  
**609-826-4878**  
**Written report within 24 hours**

**Occupational and Environmental Diseases, Injuries, and Poisonings**  
**609-826-4920**  
**Report within 30 days after diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

H6607

**STAFF INFORMATION:** Each site has one Site Supervisor and Recreation Counselors to support a staff to student ratio of at least 1 to 15. We uphold a high standard of quality, dedication, and commitment when it comes to selecting our staff. Staff members are required to go through professional reference and criminal background screenings before they are hired. Both our Before and After School Program staff consists of professionals with teaching certificates, teachers' aides, college students majoring in education and related fields, and individuals with experience in child care. Most importantly, they are the people who work on a day-to-day basis to create an environment that we want for our children and are our most valuable assets in helping to create a successful program. Our goal is to provide our staff with the tools and knowledge they need in order to help create and maintain an exciting, enriching, age-appropriate program for your children. Our staff members are required to attend our full day staff orientation at the beginning of the year. Our staff attend monthly meetings where we discuss programming, curriculum and educational trends as well as bringing in trainers and holding special workshops. There are additional opportunities throughout the year for staff to participate in professional development workshops. In addition, all Site Supervisors and Recreation Counselors are trained in First Aid and CPR safety procedures.

**TOYS:** We encourage children to leave cell phones, I-Pods, Game boys, PSPs, DS and other electronic hand held devices at home. These items can be easily misplaced, lost, or stolen. The YWCA Northern New Jersey assumes no responsibility for misplaced, lost or stolen items.

**VACATION DAYS:** On many school vacations, we run an off-site full day program located at the Bethany Community Center, 605 Pascack Road, Township of Washington, NJ 07676. This program operates 7:30am to 6:30pm. Advance registration is required and there is an additional fee for this service. Vacation days are not guaranteed for all school breaks.

**DIRECT PHONE NUMBERS FOR PROGRAM SITES**

BRYAN SCHOOL	CRESSKILL	201-569-8484
MERRITT SCHOOL	CRESSKILL	201-541-1031
GRANT SCHOOL	DUMONT	201-384-6371
HONISS SCHOOL	DUMONT	201-384-6357
LINCOLN SCHOOL	DUMONT	201-384-6457
SELZER SCHOOL	DUMONT	201-364-2682
ORADELL PUBLIC SCHOOL	ORADELL	201-986-0320
HAWES SCHOOL	RIDGEWOOD	201-670-3755
ORCHARD SCHOOL	RIDGEWOOD	201-670-1230
RIDGE SCHOOL	RIDGEWOOD	201-301-1187
SOMERVILLE SCHOOL	RIDGEWOOD	201-493-1207
TRAVELL SCHOOL	RIDGEWOOD	201-493-1809
WILLARD SCHOOL	RIDGEWOOD	201-445-5460