

# YWCA School Age Programs (SAP) Parent Handbook 2020-21



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## WELCOME

Welcome to the YWCA Northern New Jersey. We offer a Before & After School Program, also known as SAP, which is licensed by the State of New Jersey's Department of Children and Families Services.

The following pages contain important information about our program. Please familiarize yourself with the material and keep this manual handy for easy reference. Our core curriculum includes 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.

## ABOUT US

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

### Our Mission

YWCA Northern New Jersey is dedicated to eliminating racism, 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.



**YWCA IS ON  
A MISSION**

**eliminating racism  
empowering women**

## SAP Administration Staff

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## 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, 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 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 to the assigned program door by a parent/guardian who must sign in the child on the attendance sheet. We must screen children for fever and other COVID-19 symptoms prior to entry to the program-every day

- Children and staff with a fever in excess of 100.4 degrees Fahrenheit cannot be allowed to enter the facility, nor will persons that have exposure to persons known to have COVID-19 during the preceding 14 days.
- YWCA STAFF will wear gloves and a face shield/ barrier to take child's temperature using a non-contact thermometer upon arrival at the facility. YWCA STAFF will use an alcohol wipe between each client. You can reuse the same wipe as long as it remains wet.

- YWCA STAFF will ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.
- YWCA STAFF will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

Afternoon departure: All children must be picked up designated time. A parent/guardian (adult over 18) must to the assigned program door to sign out the child. Parent CANNOT enter the building. YWCA Staff will accompany a group of children to the pickup area. Children will be lined up 6 feet apart and parents are asked to line up 6 feet apart outside the building. PARENTS ARE ASKED TO LINE UP 6 FEET APART AND WAIT TO SIGN OUT THEIR CHILD. MASKS MUST BE WORN BY PARENTS AT PICKUP

## BEFORE AND AFTER SCHOOL CARE

Before and After School Care is available for the Cresskill, Dumont and Oradell School districts. On scheduled early dismissal days, the After School program begins at the early dismissal time and ends at the normally scheduled time. A typical After Care day includes, snack, 30 minutes of quiet time for homework, arts and crafts, outdoor play, and free and organized play.

## CELL PHONE / CAMERA USEAGE

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

## 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.

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

Parents must inform the Site Supervisor in advance if someone other than the parent will be picking up. If the pickup person is not listed on the child's emergency data form and we have not been notified by the parent, the Site Supervisor cannot 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. Children who leave the school building CANNOT return to the YWCA 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 YWCA
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.

## DAY ONE – THINGS TO KNOW

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

Children attending Before School Program (BSP) for the first time: Walk your child to the designated program area. Please see the drop off procedures. The YWCA staff are easily identified by their staff shirts. Due to COVID restrictions please have all discussions via phone or email. At the first bell, YWCA staff will bring children to the appropriate meeting area for your school. Staff do not know which specific teacher or classroom assignment belong to children – make sure your children know where they should go. There can be NO eating in the YWCA Before School Program.

Children attending After School Program (ASP) for the first time: Make sure you send a note in to your child's teacher telling them your child is registered to the after school program. Each school handles dismissal differently – check with your school for their policy. Most schools escort YWCA children into the program space. Staff are present to greet each child and quickly take temperature and attendance. If a child has a temperature above 100.4 the child will be segregated from the other child and parents/ guardian will be called for immediate pickup. If your school has virtual learning time – children must bring their laptop or tablet and headphones. YWCA staff will assist and support the virtual learning.

## 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. 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 in order to prevent this policy from being enforced. Some examples of unacceptable behavior include but are not limited to:

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. If issues escalates to a daily /consistent time outs we will move to next step
4. Parent Meeting – YWCA SAP Mgt will meet virtually with parent and child to discuss the issues. Typically a behavior contract will be created.
5. Suspension – This would occur only if the behavior contract is not be followed on a consistent basis and/ or the parents are resistant to supporting the YWCA staff. A virtual meeting will occur to discuss this issue if needed.
6. Removal - This happens in rare cases where a child's actions are detracting from the safety of the group. Parents will have been information during the prior meetings.

## 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. 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.

## 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 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.

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 virtually with SAP Mgt.

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.

## PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to wear a mask or follow social distancing policies
- Parents threatens physical or intimidating actions toward staff children/other parents members
- Parent exhibits verbal abuse to staff/children/other parents
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up your child.

## CHILD'S ACTIONS FOR EXPULSION

- Failure to wear a mask or follow social distancing policies
- The child is at risk of causing serious injury to other children or himself/herself
- 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.
- Eloping or leaving program area without permission

If remedial actions have not worked, the child's parent/guardian will be advised 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. Whenever possible the YWCA will give parents advance notice of a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one 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.

## FEES AND PAYMENT POLICES

1. Monthly tuition is based on the entire school calendar year, divided over ten months. Therefore 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. Nonpayment or continued late payment could result in your removal from program.
4. The YWCA Northern New Jersey will impose a \$35 service charge if payments are not honored from your credit card or account on file.
5. Your credit card statement and/or bank statement will serve as your receipt of payment. We do not issue tax-statements
6. If you have a flex spending account and require a receipt for payment, please email your form to [SAPbilling@ywcannj.org](mailto:SAPbilling@ywcannj.org). Our Provider Tax Id is # 22-149-4725.
7. Children not picked up by scheduled pickup time will be subject to the following:
  - 1<sup>st</sup> late pickup – no late fee –but email sent to document the occurrence
  - 2<sup>nd</sup> late pickup - \$25 late fee - letter sent out reminding parents of our policy
  - 3<sup>rd</sup> late pickup– \$50 late fee- letter sent out reminding parents of our policy
  - 4<sup>th</sup> late pickup- \$100 fee -suspended from program for the next scheduled day
  - 5<sup>th</sup> late pickup – immediate removal from program
8. Any child not picked up by 6pm 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.
9. Withdrawal from program /changes in daily attendance etc. requires notification of one full month prior to the 10<sup>th</sup> of billing month being affected; to withdraw from a program contact [sapregistration@ywcannj.org](mailto:sapregistration@ywcannj.org) All fees/tuitions are nonrefundable
10. Tuition credit is not given for absence due to illness, vacation. Unscheduled school closures will result in a full refund

## 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.

## 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 daily 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.

## HOURS OF OPERATION

- Before School Program hours are 7:30am – the first bell
- After School Program hours vary according to school
- 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.

\*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.

## 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.

## INFORMATION TO PARENTS - Department of Children and Families - Office of 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/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

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.

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.

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.

If your child is sent home from school for any reason, he/she may not attend the After School Program that afternoon.

## PARENTAL PARTICIPATION

Due to COVID-19 restrictions parents are not allowed to enter the school buildings. Your Site Supervisor welcomes your comments and is available to virtually 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).

## STAFF INFORMATION

Each site is led by adult and young adult staff who have been selected for their skills and leadership with children. The Site Supervisor is the lead onsite staff and they supervise the recreation counselors. All communication should be addressed to the Site Supervisor. All staff receive training on CPR/1st Aid in addition to YWCA policies and procedures in accordance with NJDCF licensing regulations. During COVID-19 precautions each site has one Site Supervisor and Recreation Counselors to support a staff to student ratio of 1 staff to a group of 10 kids. Staff will not move between groups of kids. 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. All staff must wear masks at all times and will have their temperature taken every day.

## TECHNOLOGY POLICIES

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

Any participant device usage allowed in program will be monitored and only used when staff designate dates and times. Computers are the property of the Public Schools. Wherever available, they shall only be used while completing homework/ virtual learning.

### CELL PHONE USE IS NOT PERMITTED

Movies/ TV/ You Tube/ Video games /any use of social media are PROHIBITED

**Social Media Policy:** All staff, parents and program participants must adhere to the YWCA Northern New Jersey Social Media Policy. Parents are not permitted to take photos of other people's children during any YWCA program hours. Social media postings by the YWCA Northern New Jersey are only permitted with the approval of the School Age Program 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 an app to manage attendance and communication- this is our primary method of communicating with families

**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:** TBA.

DIRECT PHONE NUMBERS FOR PROGRAM SITES

SCHOOL DISTRICT	SCHOOL	ONSITE PHONE	EMAIL
CRESSKILL	BRYAN	201-569-8484	<a href="mailto:YWCABryan@ywcannj.org">YWCABryan@ywcannj.org</a>
	MERRITT	201-541-1031	<a href="mailto:YWCAMerritt@ywcannj.org">YWCAMerritt@ywcannj.org</a>
DUMONT	GRANT SCHOOL	201-384-6371	YWCAGrant@ywcannj.org
	HONISS SCHOOL	201-384-6357	<a href="mailto:YWCAMerritt@ywcannj.org">YWCAMerritt@ywcannj.org</a>
	LINCOLN SCHOOL	201-384-6457	YWCALincoln@ywcannj.org
	SELZER SCHOOL	201-364-2682	YWCASelzer@ywcannj.org
ORADELL	ORADELL PUBLIC SCHOOL	201-986-0320	YWCAOradell@ywcannj.org

# COVID-19 PRECAUTIONS

## Guidance for New Jersey Child Care Facilities On COVID-19 Related Health and Safety Requirements

May 29, 2020

Effective June 15, 2020, pursuant to Executive Order 149 all child care programs operating in the State of New Jersey must comply with the requirements detailed in this guidance. Failure to do so may result in the prohibition of continued operation during the COVID-19 public health emergency. Noncompliance by licensed child care centers may also result in the suspension or revocation of an offending operator's certificate of approval to operate. These requirements are imposed in conjunction with other applicable requirements imposed in law or regulation, or in the rare event that these requirements are in conflict with other law or regulation, the more stringent requirement shall be enforced.

This guidance is heavily derived from guidance documents produced by the federal Centers for Disease Control and Prevention (CDC), however, in many instances it has been supplemented or modified to reflect the needs of New Jersey. In several areas, CDC recommendations have been replaced with mandates for New Jersey centers. In those instances, this guidance document is controlling.

### Summary of Requirements

As New Jersey centers reopen pursuant to Executive Order 149, they are taking on a tremendous responsibility for ensuring the wellbeing of children in an environment in which the risks are significantly higher and more complex than they were only a few short months ago. The rules outlined below and discussed in greater detail in the pages that follow, are intended to facilitate the safety and well-being of child care operators, their staff and the children they serve. Effective June 15, 2020, and until further notice:

- All centers shall screen staff and children for fever and other COVID-19 symptoms prior to entry to the program facility each day. Children and staff with a fever in excess of 100.4 degrees Fahrenheit, or exhibiting other symptoms of COVID-19, shall not be allowed to enter the facility, nor will persons that have exposure to persons known to have COVID-19 during the preceding 14 days.

YWCA STAFF will wear gloves and a face shield/ barrier to take child's temperature using a non-contact thermometer upon arrival at the facility.

YWCA STAFF will ask the parent/guardian to confirm that the child does not have fever, shortness of breath or cough.

YWCA STAFF will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness.

YWCA STAFF will use an alcohol wipe between each client. You can reuse the same wipe as long as it remains wet.

- Centers shall minimize group sizes and movement between groups. Groupings shall not exceed 10 children, and interactions between groups must be limited. Staff shall be assigned to and remain with one group. **THE YWCA WILL MEET THESE GUIDELINES – PROGRAM WILL BE DIVIDED INTO GROUPS OF 10 KIDS / 1 STAFF.** Groups will include the same group of children each day, to the greatest extent possible, and, also to the greatest extent possible, the same staff shall be assigned to care for each group, each day. Groups shall congregate not less than 10 feet in all directions from other groups or be separated by walls or other physical partitions. Combining or mixing groups shall not be permitted.
- Programs shall ensure that the spacing of groups within the facility allows for ten feet of separation between groups at all times, including sleeping and play periods. Outdoor play shall be scheduled in staggered shifts. Use of shared spaces (entry ways, restrooms) shall be carefully controlled to ensure that children and staff maintain at least six feet of separation from children or staff from other groups. Floor markings, physical partitions or other safeguards will be used as necessary.

Outdoor play time on shared playgrounds shall be staggered to prevent mixing between groups. Simultaneous use of outdoor play spaces is permissible if at least six feet of separation can be maintained between groups, and centers are encouraged to partition available space, where possible, to allow for increased outdoor play time. Children and staff will wash their hands upon returning from outdoor play.

Games and activities involving direct physical contact or shared equipment (football, baseball) should be replaced with no contact activities or sports (running races, aerobics).

- Centers shall take steps to preclude crowding at pick up and drop off times. Centers are strongly encouraged to schedule and stagger these times.  
BSP DROP OFF – Parents will be met at the door by YWCA staff and children’s temperature will be taken by staff with no contact thermometer. Any child with temp over 100.4 cannot enter the building.  
ASP DROP OFF - PARENTS CANNOT ENTER THE BUILDING. At pickup times Staff will accompany a group of children to the pickup area. Children will be lined up 6 feet apart and parents are asked to line up 6 feet apart outside the building. PARENTS ARE ASKED TO LINE UP 6 FEET APART AND WAIT TO SIGN OUT THEIR CHILD. MASKS MUST BE WORN BY PARENTS AT PICKUP.

- Sharing of supplies, food, toys and other items must be strictly limited. Centers shall ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items. Sharing of supplies, food, toys and other high touch items (art supplies, school supplies) will be strictly limited. The YWCA will ensure an adequate supply of school, art and other supplies to preclude the need for sharing of items.

- Field trips and other off-site activities are prohibited, with the exception of activities within walking distance of the facility, as long as social distancing can be maintained throughout. THE YWCA WILL MEET THESE GUIDELINES
- Close person to person contact (hugging, wrestling, games involving touching or tagging) shall be strictly limited and discouraged. THE YWCA WILL MEET THESE GUIDELINES
- Staff shall be required to wear cloth masks while working unless doing so would inhibit the individual's health. STAFF AND CHILDREN ARE REQUIRED TO WEAR PROPERLY WORN FACE MASKS AT ALL TIMES
- Centers shall continue to teach and reinforce healthy hygiene practices to prevent the spread of COVID-19. THE YWCA WILL MEET THESE GUIDELINES
- Visitors shall not be permitted to enter the center during operating hours, with the exception of emergency or law enforcement personnel in their official capacity, and Department of Children and Families personnel for child protection or child care licensing purposes. All others, including persons providing maintenance or repair services, prospective customers, prospective employees, entertainers or speakers, and third-party therapists or service providers shall be required to visit the facility after operating hours. THE YWCA WILL MEET THESE GUIDELINES
- Centers shall implement enhanced cleaning and sanitation practices. The YWCA will teach and reinforce washing hands and covering coughs and sneezes among children and staff.

The YWCA will have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer

Children and staff be required to wash their hands upon arriving at the YWCA program, , before snacks, after outside time, after going to the bathroom, and prior to leaving for home. Children should be monitored to ensure proper technique.

The YWCA will work with the schools to coordinate cleaning of program areas.

YWCA STAFF will clean, sanitize, and disinfect frequently touched surfaces (e.g, playground equipment, door handles, sink handles) multiple times per day and shared objects between use. Cleaning shall be in accordance with the CDC's Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes

- Centers shall plan for and abide by procedures detailed herein for response to COVID-19 exposure in the center. Centers shall immediately notify their county department of health and the DCF Office of Licensing of any known or suspected COVID-19 exposure in the program facility.  
Any confirmed or suspected exposure to COVID-19 occurring in a child care center will immediately be reported to both the local department of health and the DCF Office of Licensing.

- If a child or staff member develops symptoms of COVID-19 while at the facility (e.g. fever of 100.4 or higher, cough, shortness of breath), the YWCA will immediately separate the person from the well people until the ill person can leave the facility. If the child has

symptoms of COVID-19 (e.g. fever, cough, shortness of breath), the caregiver waiting with the child should remain as far away as safely possible from the child (preferably, 6 feet).

Advise the employee or child's parent or caregiver to inform the facility immediately if the person is diagnosed with COVID-19.

If the YWCA that becomes aware of a COVID-19 positive case in one of our programs we will notify the school and contact our their local health department for guidance.

- Health officials will provide direction on whether a center 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. Staff will not work at another facility during the closure.
- All rooms and equipment used by the infected person, and persons potentially exposed to that person, should be cleaned and disinfected in accordance with CDC guidance referenced above. Centers uncertain about the extent of potential exposure shall clean and sanitize all rooms.

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

- Licensed centers shall complete the DCF Office of Licensing daily log (See attached example of the online form) each day by 11:00 AM. **THE YWCA WILL MEET THESE GUIDELINES**
- Required notices and wall signs are attached to this guidance. Centers shall ensure that these are posted as indicated on entry and exit doors, in diapering areas, and in restrooms. **THE YWCA WILL MEET THESE GUIDELINES**