

eliminating racism  
empowering women

**ywca**

Northern New Jersey

Bergen • Essex • Hudson • Morris • Passaic

# YWCA School Age Programs (SAP) Parent Handbook 2021-22



## WELCOME

Welcome to the YWCA Northern New Jersey. 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.



## 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 SAP Administration. 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. Parent CANNOT enter the building. YWCA Staff will accompany children to the pickup area. If needed, children will be lined up 6 feet apart. PARENTS ARE ASKED TO LINE UP 6 FEET APART AND WAIT TO SIGN OUT THEIR CHILD. MASKS MUST BE WORN BY PARENTS AT PICKUP

## CELL PHONE / CAMERA USAGE

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 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 complete permission slip with the Site Supervisor.

**\*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. No information about a YWCA family may be released to another agency without the written consent of the family, **unless required by law**.
3. Information that families give to the YWCA staff will be shared with other staff, only on a need to know basis.
4. 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.
5. 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.

### **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.

## COMMUNICATION WITH PARENTS

The site's cell phone will be the primary method of communication with parents. Please see last page for site contact information. The YWCA utilizes Facebook pages, texts, email blasts as well to communicate with parents.

## DISCIPLINE POLICIES AND REMOVAL FROM PROGRAM PROCEDURES

It is the policy of the YWCA NNJ to utilize positive discipline with the children. Clear and consistent guidelines are presented to the children so that they are aware of their responsibilities and can be held accountable for their behavior. It is always our goal to meet the individual needs of all our families and keep the children happily enrolled in the program. However, a suspension and/or expulsion may occur due to varied causes.

## 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.

Staff are reminded to use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel s/he has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys.

Staff can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.

- Use time-out by removing a child for a few minutes from the area or activity so that they may gain self-control.
- Divert the child and remove them from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child.

Staff use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what s/he is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison, or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give high fives/thumbs up and caring to every child every day.
- Appreciate the child's point of view

The YWCA NNJ maintains a zero tolerance policy for aggressive behavior, fighting or intentional physical aggression. These behaviors result in immediate jump to #3. In order to return to the program, the parent and child must meet with the Manager of School Age Programs. Should there be an infraction of the rules, the following steps may be taken:

1. Verbal Warning – We ask the child to stop the behavior and explain why this behavior is inappropriate and staff redirect them to an alternative activity.
2. Written Incident Report - Inappropriate behavior will be documented in the Incident Log and the parents will be notified
3. Early Dismissal /Suspension– If a child's actions are jeopardizing the safety of themselves or another child, parents are called and asked to immediately pick up the child.
4. Conference – If a child's behavior results in early dismissal or suspension from the program, the parent and child must meet with the Manager of School Age Programs in order to determine if a return to the program, additional suspension time, or termination are warranted. If a return to the program is agreed upon, a termination of the child from the program may be required if the child's behaviors are not resolved.
4. 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. 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.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to wear a mask/ 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

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.

## 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. (No substituting days). 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.

## FEEES AND PAYMENT POLICES

1. Monthly tuition is based on the entire school calendar year (180 days), divided over ten months August thru May. Therefore the monthly fee will remain the same every month.
2. Tuition is due on the 10th of 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. 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.
6. 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

7. Any child not picked up by 7 pm 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.
8. 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
9. Tuition credit is not given for absence due to illness, vacation.

## HOMEWORK POLICY

The After School Program staff is responsible for providing a quiet place..Staff will supervise and monitor homework daily. We cannot provide tutoring or one-on-one assistance. We ask any parent/guardian who wants their child to do homework during program hours to please complete the homework contract. The homework contract can be found on our website. Please review and discuss the contract with your child and return it to your Site Supervisor signed by all parties. The After School Program staff can *never* force a student to do their homework and cannot be responsible for the completion of your child's homework.

## HOURS OF OPERATION

- **Before School Program** hours are 7:00 am – the first bell
- **After School Program** hours vary according to school –final pickup is by 7 pm
  - **School Closing** - If schools are **closed** for any reason, YWCA SAP 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.

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://childcareexplorer.njccis.com/portal/>.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

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

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

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

Your child must have an application with 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 application.

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**

Parents are welcome to observe and participate in the YWCA Northern New Jersey once the Covid restrictions are lifted. Your Site Supervisor welcomes your comments and is available to virtually discuss any aspect of the program.

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

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

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

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a series health risk 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 disease must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Disease and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

## **STAFF INFORMATION**

Each site is led by one Site Supervisor with Recreation Counselors to support the staff to student ratio (1 staff to a group of 15 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. In addition, all Site Supervisors and Recreation Counselors are trained in First Aid and CPR safety procedures. SAP staff consists of professionals with

teaching certificates, teachers' aides, and college students majoring in education/ related fields, and individuals with experience in child care.

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.

## **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.

If school computers are required to be used, they shall only be used while completing homework/ virtual learning.

The use of television, computers, and other video equipment in a group setting shall be limited to educational and instructional use, shall be age and developmentally appropriate, and shall not be used as a substitute for planned activities or for passive viewing.

**\*YouTube/Video games/any use of social media are PROHIBITED.**

**\*CELL PHONE USE IS NOT PERMITTED**

### **Social Media Policy:**

TELEVISION & COMPUTER USE POLICY: All Staff are required to be given, acknowledge receipt of, and strictly adhere to the YWCA NNJ Social Networking Policy. Social Media postings by the YWCA NNJ are only permitted with the approval of the Youth Services Administration and individual parental consent. The posting of photos, and/or videos of any child other than a parent's own child on social media platforms (including by not limited to social networking sites, blogs, or email) is strictly prohibited. Failure to adhere to this policy may result in program exclusion for parents and their children, or immediate discharge for employees. The use of television, computers, and other video equipment shall be limited to educational and instructional use, shall be age and developmentally appropriate, and shall not be used as a substitute for planned activities or for passive viewing.

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 Administration 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.

## **PERSONAL ITEMS**

We encourage children to leave personal items and 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**

The YWCA will offer full day (7:30am-6:30pm) childcare onsite at our Harrington Park and Oradell locations on school vacation days. The vacation day program will follow the Oradell and Harrington Park school district calendars. The vacation day calendar will be posted on our website at [www.ywcannj.org](http://www.ywcannj.org). This program is optional to all districts and requires separate registration and payment.

## DIRECT PHONE NUMBERS FOR PROGRAM SITES

| SCHOOL DISTRICT | SCHOOL          | ONSITE PHONE | EMAIL  |
|-----------------|-----------------|--------------|--|
| CRESSKILL       | BRYAN           | 201-569-8484 | <a href="mailto:YWCA Bryan@ywcannj.org">YWCA Bryan@ywcannj.org</a>                     |
|                 | MERRITT         | 201-541-1031 | <a href="mailto:YWCA Merritt@ywcannj.org">YWCA Merritt@ywcannj.org</a>                 |
| DUMONT          | GRANT           | 201-384-6371 | <a href="mailto:YWCA Grant@ywcannj.org">YWCA Grant@ywcannj.org</a>                     |
|                 | HONISS          | 201-384-6357 | <a href="mailto:YWCA Honiss@ywcannj.org">YWCA Honiss@ywcannj.org</a>                   |
|                 | LINCOLN         | 201-384-6457 | <a href="mailto:YWCA Lincoln@ywcannj.org">YWCA Lincoln@ywcannj.org</a>                 |
|                 | SELZER          | 201-364-2682 | <a href="mailto:YWCA Selzer@ywcannj.org">YWCA Selzer@ywcannj.org</a>                   |
| HARRINGTON PARK | HARRINGTON PARK | 201-403-3457 | <a href="mailto:YWCA Harrington Park@ywcannj.org">YWCA Harrington Park@ywcannj.org</a> |
| ORADELL         | ORADELL         | 201-986-0320 | <a href="mailto:YWCA Oradell@ywcannj.org">YWCA Oradell@ywcannj.org</a>                 |

## SAP ADMINISTRATION STAFF

Daniela Pinto - Manager, School Age Programs

[DPinto@ywcannj.org](mailto:DPinto@ywcannj.org)

201-345-1905

Mary Agnello

Registration Questions (new or changes):

[SAPregistration@ywcannj.org](mailto:SAPregistration@ywcannj.org)

201-345-1914

Jessi Isbael

Billing Questions: [SAPbilling@ywcannj.org](mailto:SAPbilling@ywcannj.org)

201-373-2907

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