

PARENT HANDBOOK

2011 - 2012

The Learning Center

At The

Meadowlands Area YMCA

Day Care Program

436 Ridge Road

North Arlington, NJ 07031

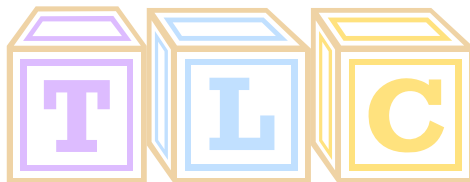
Phone: (201) 955-5300; Fax: (201) 955-2055

Mailing Address:

P.O. Box 252, Rutherford, NJ 07070

www.MeadowlandsYMCA.org

www.YMCAinfo.org



The Learning Center

The Meadowlands Area YMCA Mission Statement

The YMCA's mission is to serve the residential and corporate communities of the Meadowlands Area by offering services and programs that build healthy bodies, minds and spirits; so that men, women, and children of all ages, incomes, abilities, races and religions, can participate in programs resting on Christian values that will help them develop as individuals and as citizens of their communities.

Program Philosophy

YMCA childcare programs stress care and safety, as they nurture the children's natural desire to learn and explore through developmentally appropriate activities. The scheduling, pacing, and rhythm of these activities are consistent with recognized principles of early childhood education, which let each child develop at his or her own rate. The children's experiences shall stimulate physical, social, intellectual, and emotional growth. Fostering self-esteem and respect for others is central to the YMCA's philosophy. Children are encouraged to share their thoughts and feelings, which fosters their emotional, social, and language development.

The family is the most vital element in the child's life; therefore, the YMCA has an open door policy for enrolled families and encourages parents to be active and involved in their child's education.

Program Goals

The YMCA wants to help children develop to their fullest potential. The Program will promote children's growth and learning through these 14 goals.

1. Involve children in their community to develop their social and living skills.
2. Encourage expression and acceptance of feelings, whether sad, joyful, or otherwise.
3. Encourage children to be involved in other YMCA programs, such as swimming, parent-child programs, music, and art and movement education.
4. Our school is a haven where children reach their potential.
5. Each child's strengths are valued.
6. Each child's learning style is supported.
7. Each child is given opportunities to demonstrate what he or she knows in a number of ways
8. Each child learns to acknowledge the worth of every individual, and all students know they make a difference in the world.
9. Our community's cultural diversity is celebrated.
10. Parents are partners, and "home" and "school" are synonymous.
11. The entire community is involved in the education of our children.
12. Our students and their parents know we care about children.
13. The success of each child is a commitment, not just a concept.
14. There is truly equal educational opportunity for all.

Hours of Operation

Regular Hours: 7:00 a.m. to 6:30 p.m.Monday to Friday

YMCA Membership

Every child attending Child Care must be a current member of the Meadowlands Area YMCA.

Arrivals and Departures

Parents and approved drop-off and pickup individuals must sign in when dropping children at the Center, and approved individuals must sign them out when leaving. This is very important for a fire drill or in an emergency. The sign-in/sign-out sheets are used to double check on the whereabouts of the children. Sign-in sheets are located at the front receptionist desk.

Each child within our Learning Center must arrive to the Learning Center before 10:00 am or will be considered absent for that day.

Please walk your children to their classroom door and pick them up from their classroom each day. Your child is considered in our care when they arrive in the classroom and our staff acknowledges their arrival. Children are no longer in our care when the teacher has released them from their class to a parent or an alternate pick-up person.

Absences

In the event your child is sick, please notify the Center (201 955-5300 x 30). Please also alert your child's teacher of vacation plans. Credit or make up for days missed due to illness, vacation, inclement weather or holidays cannot be given.

Termination of Service

The Meadowlands Area YMCA will make every effort to serve all children registered in the Center and to work with parents to insure continuation of services. However, we reserve the right to terminate service if the following conditions occur.

- Child is constantly unable to obey Center standards of conduct. Please see the Discipline Philosophy and Expulsion Policy.
- Accounts must be current (see Registration & Fees).
- Failure to complete necessary forms or maintain accurate information.

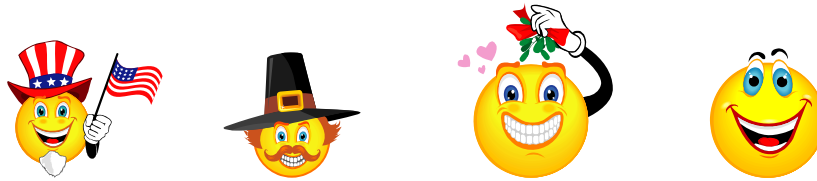
Fire Drills

The Bureau of Licensing requires fire drills at least once a month. Parents and visitors must evacuate the building as well as children and staff during a fire drill.

Authorized Pick-up

Only people whose names are on the **Approved Pick-Up Forms/Emergency Contacts/Pick up Plan** will be allowed to take children from the Center. When a parent calls to inform the Center that someone other than the normal pick-up person is coming to pick up the child, the YMCA Learning Center Staff reserves the right to ask for that individual's **picture identification**. Please remind that person to bring a form of picture identification with them when picking up your child. **ONLY THOSE INDIVIDUALS ON YOUR CHILD'S EMERGENCY PICK-UP FORM WILL BE ALLOWED TO PICK UP THE CHILD.**

No child will be allowed to go home with anyone who the staff judges to be impaired or under the influence of alcohol or drugs.



2011- 2012 Center Closings

Labor Day	(Monday, September 5, 2011)
Thanksgiving Day	(Thursday, November 24, 2011)
Day after Thanksgiving	(Friday, November 25, 2011)
Christmas Day (in observance)	(Monday, December 26, 2011)
New Years Day (in observance)	(Monday, January 2, 2012)
Memorial Day	(Monday, May 28, 2012)
4 th of July	(Wednesday, July 4, 2012)

INCLEMENT WEATHER /EMERGENCY CLOSING POLICY

It is important for all parents to be aware of our Inclement Weather/Emergency Closing Policy for Center closings, delayed openings, or early dismissal. Every attempt will be made to open during bad weather, but occasionally we may deem it necessary to close for the safety of the children and adults involved if the weather is very bad or if there is an unforeseen emergency. Accordingly, there will be no refund on these days.

The Learning Center will make every attempt to open the school. Occasionally, weather conditions may warrant a school closing. Traditionally we abide by the North Arlington School District's Delayed Openings/Closings. If the North Arlington School District has a delayed opening, we will open at regular time (7:00 am), if North Arlington's School District is closed, we will have a delayed opening (9:00 am). The Center shall be closed in the event a "State of Emergency" is declared by the Governor of New Jersey. Parents may call our office at (201) 955-5300 ext.30 by 6:00 a.m. for a voice recorded message stating whether we are closed or having a delayed opening. Parents should make sure the school is open before leaving home. A delayed opening means the center will be open by 9:00 a.m.

When snow falls heavily during the day, parents should plan to pick up earlier than the regular dismissal time if possible. In the event that we need to close early, because of an emergency or because weather conditions worsen during the day, parents will be called at work or home with the designated time. If parents cannot be reached, we will try emergency contacts. Please have a contingency plan in place for your child's care during inclement weather.



“OUR DAY AS HAPPY PRESCHOOLERS”

7:00-9:00 AM

ARRIVAL & FINE MOTOR-[MANIPULATIVES, LEGOS, BLOCKS], **BREAKFAST** (completed by 8:30 am), **CLEAN UP, DIAPERING/POTTY TRAINING**

9:00-12 Noon

CIRCLE TIME! - [CALENDAR, WEATHER, And INTRODUCTION OF THEME: BULLETIN BOARD], **SNACK TIME, CLEAN UP, ARTS AND CRAFTS, MUSIC AND MOVEMENT LEARNING CENTERS, LARGE MOTOR SKILLS** - [Weather permitting - OUTSIDE PLAY AREA, NATURE WALK]

Noon-3:00 PM

LUNCH TIME, CLEAN UP, DIAPERING/POTTY TRAINING, NAP TIME - [REST ON MATS WITH BOOKS WHILE LISTENING TO RELAXING MUSIC],

3:00-6:30 PM

MATH/SCIENCE - [NUMBERS, SHAPES, SEQUENCE, PATTERNS, PUZZLES, SCENSORY PLAY], **DIAPERING/POTTY TRAINING, SNACK TIME, CLEAN UP, OUTSIDE OR INSIDE PLAYTIME** - [OUTSIDE OR IN CLASSROOM], **MUSIC AND MOVEMENT, READING READINESS** - STORY TIME, FINGERPLAYS, DRAMATIC PLAY], **FINE MOTOR** - [TABLE TOYS/MANIPULATIVES], **DEPARTURE**

Discipline Policy

The goal of our center's staff is to work cooperatively with children and parents to help children develop self-control. We wish to help children of all ages become increasingly independent. We want children to feel good about him or herself and to learn to balance their needs with those of other people, to see the possible consequences of their actions and to accept alternate behaviors.

Discipline comes from gentleness, understanding, sensitivity and consistency. Effective discipline begins with prevention. Children need to know what behavior is expected while adults need to model positive behavior.

Actions and words should be used to guide a child. Do's should be used instead of don'ts, e.g. "feet belong on the floor" instead of "Don't stand on the table." Children should be encouraged to think of alternative solutions and the possible effects of taking those alternatives; teachers are present to encourage children to redirect their attention to positive behavior and activities.

Children's positive beliefs about themselves should be encouraged. A child with high self-esteem will display positive behavior patterns.

Above all, children should be treated with respect and expected to treat others with respect.

Under no circumstances shall discipline of a child involve hitting, corporal punishment, abusive language, ridicule, harsh, humiliating, or frightening treatment, unsupervised isolation, withholding of emotional responses or stimulation, enforced silence for long periods, association of a child's behavior with rest, toileting or feeding, or any other form of child abuse, neglect, or exploitation. Time outs may be used, 1 minute for each year of the child's age.

All discipline used at the Meadowlands Area YMCA Children's Center shall be consistent with Division of Youth and Family Services policies.

New Jersey state licensing laws require mandatory ratio requirements to be upheld at all times. It is not the responsibility of the YMCA Learning Center staff to offer one on one childcare to any child due to specific disciplinary issues with an individual. We will try our best to meet the needs of every child in our care to the best of our ability within state ratio requirements. If your child requires special attention due to disciplinary problems please see the director as soon as possible; however, keep in mind that we cannot offer one on one childcare.

In the event that inappropriate behavior continues to exist, the following actions will be initiated: (1) Discussion as needed between on-site teacher and parent/guardian which will be documented. (2) Parent/Guardian and coordinator will meet to discuss ideas on solving the conflicts. (3) Parent/guardian will be asked to keep the child at home for a few days. (4) If serious conflict still exists, the child's continued participation in the program will be jeopardized and ultimately terminated if improvement is not apparent. (5) The YMCA reserves the right to immediately terminate a child's enrollment if a severe and flagrant problem occurs, which jeopardizes the welfare of other children in the program. Please inform the staff if your Child is having a problem with other children. Please do not deal with it on your own. We believe in open communication between parent-teacher-director. The more we know about at home behavior the better we will be at teaching, disciplining, and redirecting your child's behavior. We appreciate your cooperation.

EXPULSION POLICY

Unfortunately, there are reasons we have to expel a child from our program either on a 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 terminate or suspend a child from this center.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Other (Explain) _____

CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts.
- Outgoing physical or verbal abuse to staff or other children
- Excessive biting
- Other (Explain) _____

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSIONS

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate of activities, supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges (Explain)
- _____
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/Guardian will be notified verbally.
- Parent/Guardian will be given written copies of the disruptive behaviors that might lead to expulsion.
- The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises
- Recommendation of evaluation by local school district child study team.

SCHEDULE OF EXPULSIONS

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's 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 come to an agreement with the center.
 - The parent/guardian will be informed regarding the length of the expulsion period
 - The parent/guardian will be informed about 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 an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on 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 child's parent(s):
 - Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-667-9845)
 - Reported abuse or neglect occurring at the center. (1-877-NJ ABUSE) (1-877-652-2873)
 - Questioned the center regarding policies and procedures.
- Without giving the parent an adequate amount of time to make other child care arrangements.

Health Policies

Sending a Child Home

Usually a child's teacher will bring a health concern to the attention of the Director (i.e. the child seems warm or has an unusual rash). We will use the following criteria to determine when to send a child home:

- 1) The teacher and Director will assess the child by appearance, checking the child's temperature and evaluating whether the child's behavior is any different than usual.
- 2) There are also State licensing requirements that must be followed in determining when a child has to be sent home. See Health Requirements.

Occasionally a child is not ill enough to be sent home but is just "not themselves". The parent will then be called by either the Director or Teacher so a mutually agreed decision can be made as to what care should be given. You may decide to come for the child or have a back up caregiver come for your child. If your child has to be sent home, please remember that for your child's comfort and to reduce the risk of contagion we ask that your child be picked up within one hour after notification.

Fever/Contagious Diseases

If your child went home with a fever, your child will have to remain at home for 24 hours, fever free without medication, before returning to the program. In the case of a contagious disease, except chickenpox, a doctor's note will be required before the child can return. We understand that it is difficult for a parent to leave or miss work; therefore, we suggest that alternative care arrangements be made in advance. If a child has been absent due to a communicable disease, a doctor's note MUST accompany the child to school upon his/her return or he/she will NOT be permitted to stay in attendance at the Learning Center for that day.
(Please see communicable disease policy)

Requirements

If a child is sick or injured at the Center we will notify his/her parent. In some cases we may request that you immediately come for your child, in other circumstances we only inform you of your child's situation so that you can decide if some action should be taken.

The Meadowlands Area YMCA Day Care Program Policy (**based on State licensing requirements**) for sending a sick child home:

- 1) Fever of 101.5 F or more
- 2) Vomiting - 2 or more episodes
- 3) Diarrhea - twice within an hour
- 4) Suspected ear or eye infections
 - A) Child pulling on ear
 - B) Complaining of earache
 - C) Yellow eyes
 - D) Red eyes with discharge
- 5) Sore throat and/or severe coughing
- 6) Rash (other than diaper rash)
 - A) Weeping and/or bleeding skin lesions - untreated by M.D.
 - B) Infected, untreated skin patches

IMPORTANT TO UNDERSTAND

- 1) Child might not be technically sick but still not belong in a group setting nor fit for group play
- 2) Sick children are better off at home where they can receive individual care.
- 3) We are not diagnosticians, only a medical doctor can say for sure if a child is ill. We are going by symptoms and what the child tells/indicates to us.

Child out sick may return to Center:

- 1) When temperature is normal for 24 hours (without fever reducing medications).
- 2) When child is symptom free or a licensed medical doctor indicates that the child poses no serious health risk to themselves or other children.
- 3) **If a child has been ill for 2 or more days, it is necessary to bring a doctor's note upon returning to the Center.**

Medication Policy

- 1) Administration of Medication:
Medication **MUST** be administered at home -
---For a period of 24 hours if child has not been on this particular medication before **OR**
---The period of time as instructed by your physician **OR**
---At least the first dose must be given at home before medication will be administered at the Center.
- 2) A Medication Permission Form must be filled out before any medication will be given by the Director.
- 3) Medication must be in original container labeled with
---child's name
---name of medication
---date it was prescribed or updated
---directions for administration
- 4) SAMPLE MEDICATION **MUST** have a note from the physician with the child's name, name of medication, dosage information, time to be given, how to mix medication (if necessary), date and physician signature. A parent permission form is also needed.
- 5) **Non-prescription medicine will ONLY be administered by any YMCA Learning Center Staff Member with a doctor's note stating the reason for medication and the correct dosage.**

NON-PRESCRIPTION MEDICATION

Only the following non-prescription (over the counter) medication will be administered.

- 1) Antihistamines/decongestants
- 2) Acetaminophen
- 3) Cough suppressants
- 4) Topical Ointments

State licensing requirements for non-prescription medication states:

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". . . Which shall be dispensed in accordance with the recommended dosage, age and/or weight of the child, as indicated on the label."

Parent must then sign a Medication Permission form with the above note attached.

GENERAL POLICIES FOR PRESCRIPTION AND NON PRESCRIPTION MEDICATIONS:

Over the counter medication will only be given for 3 days with a physician's note. No medication is to be put in a child's food or drinks brought into the center. No child will be awakened from naps for medication. We reserve the right to limit amount of medications given at one time to a child. If we have any questions about medication, the child's physician will be called.

Injuries

The center will notify you when your child is injured. Minor injuries are washed with soap and water, if necessary ice is applied, as well as a Band-Aid. Serious injuries, i.e. broken bones, lacerations that need stitches are reported immediately to you. If needed, an ambulance will be called. Minor injuries to the face and/or head are reported to you as soon as possible. Other minor injuries will be reported to you when you pick up your child. **All injuries to a child will be documented in an accident report. If a child causes an accident to happen then that child will be written up on an incident report. The acting director and the parent of the child must sign this report. No information of the other child involved will be reported. A copy of the accident report will be given to the parent upon request and a copy will be kept for the child's record.**

Biting

Though biting can be a normal part of early childhood development, it can cause problems in a daycare setting. In lieu of the safety of all the children, the following will be our guidelines for "biter and bitee": The parents of any child who gets bitten will be notified through an accident report. If the bite breaks the skin, we will ask that you seek professional medical attention as soon as possible. Once a child has bitten someone, we will notify his or her parents. We will offer the child something to bite or teeth on, explaining that biting people is not acceptable. If the child bites a second time, that child will have a time out. If the child bites a third time, that child will be separated from the group and then sent home. This often works as a child may bite for many reasons from a rough teething day to being tired and needing some home time, or in some cases a child will bite because they are in need of attention. If a child bites consistently, a teacher will shadow him. A conference with the parent will be necessary and we may ask the child's pediatrician for advice. If biting continues, a child may have to be kept at home until the behavior stops. The names of the children involved will be kept confidential.

Emergency Forms/Immunizations

State licensing as well as local and State health departments require that we keep immunization records on all the children. Please let the Director know when your child receives immunizations. For your child to continue in any group care (child care, public school) immunizations must be kept up to date and a record of the immunization reported to the Center.

Our consulting physician is Dr. Marks, 1 Wesley Place, North Arlington and we will use Hackensack Medical Center in case of emergency.

Communicable Disease Policy

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A child who contracts any of the following diseases may NOT return to the center without a physician's note stating that the child presents no risk to himself/herself or others:

Respiratory Illnesses:

Chicken Pox**
German Measles
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis
Whooping Cough*

Gastrointestinal Diseases:

Giardia Lambli*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses:

Impetigo
Lice
Scabies
Coxsackie

*Reportable Diseases that will be reported to the health department by the YMCA Learning Center

**Note: If your child has chicken pox, a doctor's note is not required for re-admitting the child to the center. A note from the parent is required, stating that at least 6 days have elapsed since the onset of the rash OR that all sores have dried up and crusted.

If your child is exposed to any of the above communicable diseases, you will be notified in writing.

Diapering Procedure

The following diapering procedure is in place because some of our children may still be toilet training.

The changing station is cleaned with soap and water and then with bleach and water before and after each child is diapered. In addition, clean changing paper is placed on the table. The Diaper changing Table can be found in our bathroom so that running water is feasible to both child and teacher after every change.

Teachers wear clean, latex gloves while diapering each child, when disposing of all diapers and when assisting a child with toilet training (changing gloves in between each child). All materials are discarded immediately after diapering. Teachers wash their hands before and after diapering, and the children wash their hands after diapering and toilet training. Children that are toilet training, train in diapers, OR Pull-ups. Please discuss with your child's teacher when you are ready to start potty training your child at home. When changing your child here, we ask that you follow the cleaning and disinfectant procedures. The classroom teacher will assist you.

Bottle, Sippy Cup and Drink Policy

Bottles are allowed for children 20 months and younger. Sippy cups are allowed for children 18 months and older. Juice and milk boxes with straws are an excellent alternative and are suggested for all age groups. **Please label all items belonging to your child.**

Food Allergies

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We have children attending the Center who have various food allergies. Please check with your child's teacher before bringing in any special treats for birthdays or parties. **Children may not bring in any foods containing peanut butter or nuts of any kind.**

Children with other food restrictions due to culture, religion or lifestyle; health habits (i.e. vegetarian) etc. must fill out the Medical Report in the Registration Package.

Children with food allergies either mild or severe, should have an Emergency Health Care Plan Form filled out. **See Registration Package.**

**The following items are needed for all children as they enter day care.
Everything must be labeled with your child's name.**

Special Note: We are a peanut free center. Children may NOT bring in any foods containing peanut butter or nuts of any kind.

- Child's size, one inch thick, waterproof mat for sleeping
- Child's size blanket (NO small sleeping bags)
- Bib(s), if necessary
- Disposable diapers or Pull-Ups and diaper wipes, if necessary
- Complete seasonal change of clothes
- Food: Send in morning snack with drink and any utensils that your child will need to eat it
- Food: Send in lunch with drink and any utensils that your child will need to eat lunch
- Food: Send in afternoon snack with drink any utensils that your child will need to eat it.
- All food should be cut and ready for serving. Refrigeration available.
- Foods that need to be heated in the microwave should be ready for serving and require no more than a minute to be heated.
- All food and food bags should be labeled with your child's name.
- Sunscreen
- Please make sure to limit the amount of items brought to school, most children share a cubby and space is extremely limited for that reason. Please respect the property of the child whose cubby you are sharing.
- Absolutely NO TOYS FROM HOME ARE PERMITTED IN THE LEARNING CENTER.

PLEASE LABEL ALL BELONGINGS

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), 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 may comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent'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, 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 recordkeeping 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to " Treasurer, State of New Jersey" , and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657 Trenton, New Jersey 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 the parent(s) 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 that we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office'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.

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 Office 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 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 and LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing and ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The center is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll-free at 1(800) 242-5846.

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 Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. 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.nj.gov/dcf and select Publications.

(Keep This Page for Your Records)

Registration and Fees

1. Parents must complete a registration package prior to the child's admission into the program. The package includes: registration form, child information form, and discipline policy, permission for emergency medical care, medical report form and information to parents form.
2. The days of the week must be declared at the time of registration. To change these days, approval of the Day Care Director must be obtained.
3. No refund/credit of days will be issued due to illness, center closing (Holiday and/or weather), or any other reason for absence.
4. The first 2 weeks tuition, 2 weeks security, YMCA membership and registration fee **must** be paid in full at the time of registration. An interim tuition payment may be due if you are starting your child on a week that falls in between the scheduled Tuition Fee Payment Schedule.
5. A security deposit equal to 2 weeks of tuition is due at the time of registration. Two weeks written notice to the office must be given of the child's last day. The security deposit will then be applied to those last two weeks. The security deposit may also be applied to any outstanding balance at the discretion of the YMCA.
6. Children may enter the program at any time. If there are openings, tuition fees only may be prorated, if necessary, to comply with set Tuition Payment Schedule.
7. There will be a first time initial \$50.00 Registration fee required at the time of registration; which is non-refundable and is not applicable towards program fees and membership. If a child leaves the program and wishes to return, a \$50.00 Re-Registration fee will be due. The child's spot in the Center is not guaranteed once they leave the program.
8. Scholarships are available. Contact the YMCA for a confidential application.
9. Fees paid after the due date is subject to a \$17.00 late fee. The YMCA may apply Security monies to any outstanding balances. Payments may be cash, check, or money order. Checks should be made out to the Meadowlands Area YMCA. All payments should either be mailed directly to the YMCA office (P.O. Box 252, Rutherford, NJ 07070) or brought to the child's Day Care Center.
10. A CHILD MAY NOT ATTEND WITHOUT THE PROPER FEES BEING CURRENT. There are **NO CREDITS OR REFUNDS for days missed. Holidays (see enclosed list), personal illness, emergency closing, and activities.** Your fee pays for direct operating costs, such as staff and materials. All of these must be available for your child. When you enroll, you are reserving the time, space, staffing and provisions for your child whether the child attends or not.
11. If a check is returned uncashable, there will be a \$25.00 penalty fee. All subsequent payments must be made on a cash or money order basis.
12. In the event that any balance due is not paid, the YMCA may charge interest at 1.5% per month until the amount due is paid, plus reasonable attorney's fees in an amount not to exceed one third of the amount due.

13. The child(ren) must be picked up promptly at their registered pick up time (12 noon for half day children) or there will be a late pick up charge of \$16.00 per half hour or any part thereof. If, after the first 15 minutes, we do not hear from a parent, an authorized adult on the emergency form will be contacted to pick up the child. If an authorized adult cannot be reached one hour after pick up time the Director or Acting Director will make arrangements with the Division of Youth and Family Services to care for the child until an authorized adult can pick up the child. Any child who is chronically picked up late will not be allowed to remain in the program.
14. A family with more than one child attending the YMCA Day Care Program may receive a 10% discount off of tuition fees for additional children; provided that these children are registered for the same number of days per week or less than the first child.
15. Children must be current YMCA members. The annual fee is \$20.00 per child or \$45.00 per family of three (\$5.00 each additional family member)
16. Tuition fees and payment - an amount equal to 2 weeks tuition for the upcoming 2 weeks of day care service is due every other Monday as outlined below: i.e. September 1st payment covers service for September 1 through September 12.
17. Please select your schedule carefully. The YMCA will try to accommodate any change in schedule from your original registration based on availability in the daycare. Any changes must be made in writing at least 2 (two) weeks in advance and approved by the Day Care Director. **There will be a \$15.00 fee for any changes made to your child's schedule.**
18. A family may choose to pay their tuition with a recurring tuition charge payment option. This payment option can be submitted to the Meadowlands Area YMCA with an authorization for the Meadowlands Area YMCA to charge a recurring tuition to their credit/debit card (MasterCard or Visa only) on the tuition due dates (See Tuition Fees Payment Schedule). The parent/guardian assumes all responsibility to notify the YMCA in writing of any changes that may affect this agreement.

Please keep this schedule handy

Tuition Fees Payment Schedule.

If date falls on a day the Center is closed, then the tuition is due on the next day that the Center is open.

2011	2012	2012
August 29 September 12, 26 October 10, 24 November 7, 21 December 5, 19	January 2, 16, 30 February 13, 27 March 12, 26 April 9, 23	May 7, 21 June 4, 18 July 2, 16, 30 August 13

Weekly Tuition Fees

Tuition Fees - weekly from August 29, 2011 through August 26, 2012.

18 Months to 2 1/2 Years				2 1/2 Years - 5 Years			
5 Full Days	\$224	5 Mornings (9-12 Noon)	\$141	5 Full Days	\$199	5 Mornings (9-12 Noon)	\$109
4 Full Days	\$208	4 Mornings (9-12 Noon)	\$124	4 Full Days	\$170	4 Mornings (9-12 Noon)	\$95
3 Full Days	\$185	3 Mornings (9-12 Noon)	\$103	3 Full Days	\$130	3 Mornings (9-12 Noon)	\$71
2 Full Days	\$157	2 Mornings (9-12 Noon)	\$ 79	2 Full Days	\$ 102	2 Mornings (9-12 Noon)	\$51

Drop In or Emergency Care

Morning Child to All Day (7:00am to 6:30pm)	Adding an Additional Full Day (7:00am to 6:30pm)	Adding a 9am to 12 Day (9:00am to 12 Noon)
\$38.00	\$62.00	\$27.00

Schedule Change Fee: \$15.00

Meadowlands YMCA's Commitment to Safety - Information to Parents

The Meadowlands Area YMCA is dedicated to providing you and your family with a safe, welcoming atmosphere in all of our programs. Our staff is critical to this goal. The YMCA has in place a comprehensive pre-employment screening procedure to screen-out staff not suited for working with children. Additionally, our staff receives Child Abuse Prevention training and is required to adhere to a Code of Conduct, which prohibits staff in having planned contact with youth participants when they are off duty. Our Professional Directors welcome your suggestions, observations and/or comments.

Employee Code of Conduct

1. In order to protect YMCA staff, volunteers, and program participants, at no time during a YMCA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children including:
 - a. Physical abuse - to strike, spank, shake, slap;
 - b. Verbal abuse - to humiliate, degrade, threaten;
 - c. Sexual abuse - to inappropriately touch or speak;
 - d. Mental abuse - to shame, withhold kindness, be cruel
 - e. Neglect - to withhold food, water, basic care, etc.No type of abuse will be tolerated and may be cause for immediate dismissal.
6. Staff must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
9. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.
12. Staff must appear clean, neat and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.

15. Profanity, inappropriate jokes, sharing intimate details of one's personal life and any kind of harassment in the presence of children or parents is prohibited.
16. Staff must be free of physical and psychological conditions that might adversely affect the children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff is not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA.)
22. Staff is required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
23. Staff will act in a caring, honest, respectful and responsible manner.

Our Commitment to Creating a Child Safe Environment

The Meadowlands Area YMCA is dedicated to providing you and your family with a safe, welcoming atmosphere in all of our programs. Our staff and volunteers are critical to this goal.

The YMCA has in place a comprehensive pre-employment screening procedure to screen-out staff and volunteers not suited for working with children. Additionally, our staff and volunteers receive Child Abuse Prevention training and are required to adhere to a Code of Conduct, which 1) prohibits them from being alone with a child at any point, including having planned contact with youth participants when they are off duty - including babysitting, play dates, and communication online; 2) prohibits them from giving children any personal gifts or asking them to keep secrets; and 3) prohibits them from using their own vehicles to transport children.

Parents place their trust in the YMCA to help their children thrive. Our core values – caring, honesty, respect and responsibility- are part of everything we do. Because of this, we place a great value on creating the most child-safe environment possible.

Parents are seen as program partners so your feedback is important to us, especially as it relates to the staff Code of Conduct. Please contact a Professional Director at the Main Office, by calling (201)955-5300 to share any observations, concerns, suggestions, and/or comments. You may also refer to our website for more information on this topic.