



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN GROW THRIVE

“AFTER THE BELL”
After School Program

Parent Handbook

www.rbaymca.org



WELCOME

The Parent Handbook will help you get acquainted with the Y's child care programs. Our first priority is to see that you feel at home- this is your Y and you belong. We welcome your family and would like to extend our best wishes on taking the first step toward a healthy spirit, mind and body.

Character development is integral to all Y programs. We are guided by five core values: Caring, Honesty, Faith, Respect, and Responsibility. In the gym, at day camp, in our homes, in the community, we strive to develop these character values in our members and ourselves.

One of our goals at the Y is to not turn anyone away because of an individual's inability to pay. We offer financial assistance to individuals and families, so Y programs are accessible to every person in our community regardless of age, gender, religion, ethnicity or income level. Many lives are impacted everyday through Y community outreach thanks to the generosity of members and donors.

The Y could not survive without the dedication of our volunteers. Youth tutors, teen mentors, Board members, fundraisers, and Y volunteers lend their time, talents and energy to pitch in and strengthen our community.

Once again, welcome to your Y.

GENERAL INFORMATION

Program Contact Information

Marivel Ramirez, Director of Child Care
732.442.3632 Ext. 6512
mramirez@rbaymca.org

Johanna Greaves, Child Care Administrative Assistant
732.442.3632 Ext. 6520
jgreaves@rbaymca.org

The Y takes the prevention of child abuse very seriously.

The Y is committed to taking proactive steps to protect children and is proud to offer support and provide resources to bring awareness to parents, caregivers, and the community. The Y's Child Protection Plan outlines policies within the four elements of screening and hiring, training, supervision, and feedback systems. The Y sees protecting children as a partnership with the family. We are committed to an open dialogue and we expect all parties to be vigilant in protecting children. Please ask to see the Y Child Protection Plan, which is located in the Welcome Center.

YCARES

The Y offers program participation to all people who desire to experience the life-changing services provided through our organization. Families who are not able to pay the standard program fees may be awarded financial assistance based on their income and their demonstrated ability pay.

This program is especially for families who are unable to qualify for any other form of financial assistance outside of the Y. Assistance may be limited by the resources available at the time the application is processed. Applying for YCares is completely confidential. For more information and/or an application please contact The Y at 732.442.3632 or visit our website at www.rbaymca.org.

MEDICAL EMERGENCIES

Should your child become ill during program hours, the Site Supervisor will notify you immediately. It is imperative that you continually provide us with accurate contact information in the event an incident occurs.

SAFETY & WELL-BEING

The Y is fully insured under a general liability policy. Should an accident occur during programming, it is the families health insurance that provides primary coverage for the participant.

REGISTRATION

The registration fee is NON-REFUNDABLE.

The Y reserves the right to modify and/or change any policies, fees, and/or regulations without notice.



"AFTER THE BELL"

"AFTER THE BELL" Child Care Program

Ages 3-13

The Y's "AFTER THE BELL" Child Care Program will ensure a safe atmosphere for youth in preschool and elementary schools by providing opportunities that will help students grow, learn and thrive. The Y makes sure the time gap after school is filled creatively and constructively.

The program includes:

- **Homework Assistance**- In a group environment, counselors assist aftercare participants with school assignments. The program seeks to support and encourage children to academically thrive and improve their grades.
- **Nutritious Snack**
- **Group Discussions/Workshops**
- **Physical Activity**
- **Sports**
- **STEM Activities**
- **And more...**

We provide our youth with a fun and safe environment while parents are at work and at an affordable fee. The following are the schools we proudly serve:

Ignacio Cruz E.C.C. 601 Cortland Street Perth Amboy, NJ 08861 Aftercare: 2:30pm-6:00pm Ages: 3-4	Edmund Hmieleski Jr. E.C.C 925 Amboy Avenue Perth Amboy, NJ 08861 Aftercare: 3:00pm-6:00pm Ages: 3-4	Robert N. Wilentz School 51 First Street Perth Amboy, NJ 08861 Aftercare: 3:00pm-6:00pm Ages: 5-13
School #7 163 Patterson Street Perth Amboy, NJ 08861 Aftercare: 3:00pm-6:00pm Ages: 3-4 Transported to Ignacio Cruz	Anthony V. Ceres School 445 State Street Perth Amboy, NJ 08861 Aftercare: 3:00pm-6:00pm Ages: 5-13	Dr. Herbert N. Richardson School 318 Stockton Street Perth Amboy, NJ 08861 Aftercare: 3:00pm-6:00pm Ages: 5-13
Edward J. Patten School 500 Charles Street Perth Amboy, NJ 08861 Aftercare: 3:00pm-6:00pm Ages: 5-13	James J. Flynn School 850 Chamberlain Avenue Perth Amboy, NJ 08861 Aftercare: 3:00pm-6:00pm Ages: 5-13	The Y's Early Learning Center 280 Maple Street Perth Amboy, NJ 08861 Aftercare: 3:00pm-6pm Ages: 3-4 Transported to Ignacio Cruz
Dual Language School 630 Amboy Avenue Edison, NJ 08837 Aftercare: 3:00pm-6:00pm Ages: 5-13 Transported to Home Schools	MC STEM Charter School of Perth Amboy 430 Market Street Perth Amboy, NJ 08861 Aftercare: 3:00pm-6:00pm Ages: 5-13 Transported to Dr. H.N. Richardson School	Rosa M. Lopez School 435 Seeman Avenue Perth Amboy, NJ 08861 Aftercare: 3:00pm-6pm Ages: 5-13 Transported to Home Schools

HEALTHY U and CATCH:

The Horizon Foundation for New Jersey and the New Jersey YMCA State Alliance partnered in the development of Healthy U- a program aimed at preventing childhood obesity through improved nutrition, increased physical activity, and parental involvement. Today, the program is implemented in all 21 counties throughout New Jersey, reaching more than 40,000 children ages 3-13 at 480 Y locations and 50 public elementary school partners. Healthy U uses the CATCH (Coordinated Approach To Child Health) curriculum in the preschool, afterschool, and elementary school settings.

The Y is excited to be participating in the CATCH Program. The CATCH Program brings schools, families, and communities together to teach children how to be healthy for a lifetime. CATCH is effective because healthy behaviors are reinforced through a coordinated approach-in the Classroom, in the cafeteria, in Physical Education, at Home, and Afterschool. CATCH is research-based and proven to work. Most importantly, CATCH makes nutrition learning and physical activity FUN! Y's across the nation will provide opportunities for the community "to engage in activities that promote good health and strengthen family bonds."



"AFTER THE BELL"

When you register for After Care you become a MEMBER of the Y and your child will receive a FREE water safety course for ONE LOW PRICE of \$265 a month!

PAYMENT OPTIONS

Option A: INCLUDES a Y Family MEMBERSHIP, a FREE Water Safety Course, and a SPECIAL RATE for Holiday Camp.

- \$265 Once monthly on the 25th of each month (for the following month)
 - \$132.50 Twice Monthly on the 10th and 25th (for the following month)
 - 2 Installments totaling \$265- the installment dates must be prior to the 25th of the month: (For example 1st and 10th)
- Pre-scheduled Credit Card/Debit Card Draft (We accept Master Card, Visa, Discover and American Express)

Option B: DOES NOT include the Y MEMBERSHIP, the FREE Water Safety Course and the SPECIAL RATE for Holiday Camp.

- Pay As You Go is a \$75 weekly, due on Thursdays (for the following week).

May pay by personal check, money order, credit/debit card or cash.

Your child will be enrolled continuously unless you complete a cancellation notice, which is available at the YMCA, to discontinue childcare services. Childcare payment must be paid by the 25th of each month prior to the month of service. A \$10.00 late fee will be applied for payments received after the 25th. **Parent/Guardian is responsible for ALL childcare payments.** For more information, please contact Marivel Ramirez, Program Director at 732.442.3632 ext. 6512.

CREDITS/REFUNDS

- The YMCA reserves the right to cancel programs.
- Credits or refunds will be given toward a later program. No cash refunds.
- Credits are valid for one year from date of issue and must be presented for redemption.
- Please allow 4-weeks for credits or refunds to be processed.
- Returned check and credit/debit card will incur a \$30.00 return fee.

LATE PICK-UP POLICY

A late charge of \$1.00 per minute after 6:00pm will be applied. Parent/Guardian must contact the Y to report any delays. After one (1) hour with no parental contact, please be aware we are legally required to contact Division of Child Protection and Permanency (DCP&P) formerly known as DYFS. Please be aware all authorized to pick-up a child must be 18-years old or over. ID will be required for verification.

HOLIDAY CARE CAMPS

Take advantage of our Fall, Winter, and Spring Camps on some holidays and while school is on break! Children will enjoy structured activities including crafts, games, sports and swimming at the Y. For more information and an application, please visit our website at www.rbaymca.org or visit our Welcome Center.

Fall Camp Dates: November 4th-8th

Winter Camp Dates: December 23rd, 26-27th, 30th

Spring Camp Dates: April 13th-17th

Time: 8:00AM—6:00PM

Special Rate for Aftercare Participants: \$15.00/day per child*

Member Fee: \$20/day per child

Community Member Fee: \$25/day per child

* Siblings Savings and Financial Assistance available.



AFTER CARE SCHEDULE



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RARITAN BAY AREA YMCA Afterschool Program Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
3:00PM 3:10PM	Attendance	Attendance	Attendance	Attendance	Attendance
3:10PM 3:30PM	Restroom	Restroom	Restroom	Restroom	Restroom
3:30PM 4:15PM	Homework Assistance	Snack Prep	Homework Assistance	Snack Prep	Homework Assistance
4:15PM 4:45PM	Snack Prep	Homework Assistance	Snack Prep	Homework Assistance	Snack prep
4:45PM 5:30PM	CATCH Activity	Arts & Craft Project	CATCH Activity	Playground Activity	Arts & Craft Project
5:30PM 6:00PM	Prep for Pick-up	Prep for Pick-up	Prep for Pick-up	Prep for Pick-up	Prep for Pick-up

Please note: This is a sample schedule. Schedules are subject to change based on After Care location.



New year, new start.
It's #TimetoExplore

DISTRICT CALENDAR

Perth Amboy Public Schools Calendar - 2019 - 2020

July 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

2	Labor Day
3-4	Staff In-Service Days - No Students
5	First Day of School for Students
School Days: 18	

October

14	Staff In-Service Day - No Students
School Days: 22	

November

4-8	Fall Recess*
28-29	Thanksgiving Recess
School Days: 14	

December

23-31	Holiday Recess
School Days: 15	

January

1	New Year's Day
2	School Re-Opens
9	Staff In-Service Day - Early Dismissal for Students
20	Dr. Martin Luther King Jr. Birthday
School Days: 21	

February

17	President's Day
20	Staff In-Service Day - Early Dismissal for Students
School Days: 19	

March

19	Staff In-Service Day - Early Dismissal for Students
School Days: 22	

April

10-17	Spring Recess*
School Days: 16	

May

20	Staff In-Service Day - Early Dismissal for Students
25	Memorial Day
School Days: 20	

June

2	Primary Elections-Schools Closed
25	Last Day of School - Early Dismissal for Students*
School Days: 18	

Number of School Days: 185*
 Staff In-Service Days: 3 Full Days & 4 Early Dismissal Days for students

- School Opens/Closes
- Schools Closed ➡ Board of Education Meeting
- Staff In-Service Day - No School for Students
- ▼ Staff In-Service Day - Early Dismissal for Students

January 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

*Four inclement weather days are built into this calendar. The Board of Education reserves the right to revise the school calendar should the need arise due to inclement weather or emergency situations. If additional days are needed, they may be made up on other scheduled school closing days at the discretion of the Board of Education and may include Spring Recess and the last day of school. If days are not needed, they will be given back and scheduled at the discretion of the Board of Education. For current information, please visit our website at www.paps.net.
 Board Approved - 4/11/2019

DEPARTMENT OF CHILDREN AND FAMILIES REQUIREMENTS

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 must 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. Please read the following statement carefully. If you have any questions feel free to contact our office.

- 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 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 secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, 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 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 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 <http://www.cpsc.gov/cpsc/pub/prerel/prerel.html>. 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.ni.gov/dcf and select Publications.

USE OF SOCIAL MEDIA

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

The Raritan Bay Area YMCA recognizes the value of online social media tools for connecting with members, staff, donors, and volunteers. Our web presence should project a positive image reflective of our overall brand and is consistent with our mission.

Social media, for the purpose of this policy, should be understood to include any website or forum that allows for open communication on the Internet including but not limited to: blogs, wikis, micro-blogging sites, social networking sites, virtual worlds, video and photo sharing websites and content published online by Raritan Bay Area YMCA employees.

DEPARTMENT OF CHILDREN AND FAMILIES REQUIREMENTS

USE OF SOCIAL MEDIA (Continued)

If you choose to post a personal website or to participate in social media, (i.e. Facebook, Twitter, YouTube, Instagram) chat rooms, or blogs, the following guidelines must be followed:

- The Raritan Bay Area YMCA Code of Conduct requires that staff do not initiate outside contact with member or program participants. Under no circumstances should an employee encourage access or provide access information to his/her personal website or blog to a teen member or program participant under the age of (18) eighteen.
- The use of photos, logos, or images of the Raritan Bay Area YMCA or its programs is prohibited.
- All staff members of the Raritan Bay Area YMCA must uphold the YMCA's value of respect for the individual and avoid making defamatory statements about the Raritan Bay Area YMCA supervisors, employees, members, participants, clients, partners, affiliates, and others including competitors.
- Any personal website, blog, or social network interactions should not contain commentary and/or links that violate the Raritan Bay Area YMCA's policies on harassment or discrimination.
- Any reference to the Raritan Bay Area YMCA must include a disclaimer stating that the views expressed are yours alone and they do not necessarily reflect views of the Raritan Bay Area YMCA.
- Staff of the Raritan Bay Area YMCA are asked to promote the core values of caring, honesty, respect, responsibility, and faith in their speech and behavior at the Raritan Bay Area YMCA, with the community, and in any public forum.
- Facebook, Twitter and Instagram- The Raritan Bay Area YMCA maintains a Fan Page for these social media platforms that is administered and maintained by the Community Engagement Specialist.
- The only approved website is rbaymca.org; no other website is endorsed by the Raritan Bay Area YMCA.
- Posting Raritan Bay Area YMCA information and pictures on your personal social media page is prohibited (without approval). If you wish to post Raritan Bay Area YMCA related information/pictures on your personal page, approval is needed from the Departmental Director prior to posting.
- Parents/Guardians are prohibited from posting photographs or videos (from the YMCA program) of any child other than their own.
- The Raritan Bay Area YMCA requires that all staff members use good judgement and discretion when posting on social media sites and abide by the internal Raritan Bay Area YMCA Media Policy.

COMMUNICATION BETWEEN PROGRAM and PARENT

Communication with parents will be provided in person, by phone, E-Mail, Facebook, Twitter, and monthly newsletters. It is very important that we have a correct email on file for your family.

RELEASE OF CHILDREN POLICY 3A:52-6.5 Policy on the release of children

Each child may be released only to the child's parent(s) or person(s) 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 this 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 a 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.

For child care programs, the following shall apply:

- a.) No child shall be released from the program unsupervised.
- b.) Anyone authorized to pick-up a child must be 18-years old.

Parent(s)/Guardian(s) shall be required to complete a Release of Child form to provide to the center.

EXPULSION POLICY

Unfortunately, sometimes 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 expel or suspend a child from the center:

IMMEDIATE CAUSES OF EXPULSION:

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

DEPARTMENT OF CHILDREN AND FAMILIES REQUIREMENTS

EXPULSION POLICY (Continued)

PARENTAL ACTIONS FOR A 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 to adjust after a reasonable amount of time.
- Uncontrollable tantrums or angry outbursts
- Ongoing physical or verbal abuse to staff or other children

CHILD'S ACTIONS FOR EXPULSION

- Excessive biting
- Our in-ability to meet the needs of the child based on the ADA requirements.
- Other (explain)

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will reassess classroom environment, appropriate activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behavior(s).
- Staff will consistently apply consequences for rules.
- Child will be given time to regain control.
- Child will be given verbal warnings.
- 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 suspension and potential expulsion.
- The Director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.
- The parent(s) will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendations by the local school district child study team.

SCHEDULE OF EXPULSION

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 to 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 the risk, welfare and safety of other children.)
- 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)/GUARDIAN(S)

1. Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
2. Reported abuse or neglect occurring at the center.
3. Questioned the center regarding policies and procedures.
4. Without giving the parent sufficient time to make other child care arrangements.

The center shall give a copy of the expulsion policy to the parent of each enrolled child. The center shall secure and maintain on file a record of each parent's signature attesting to the receipt of the expulsion policy.

GUIDELINES FOR POSITIVE DISCIPLINE

Each class shall adopt its own day to day norms (rules) based on age/grade make up, school policies, and facilities available. Site norms shall either be developed with the children or the children must be made aware of norms immediately upon the beginning of program. Guidelines for Positive Discipline policy must be posted on site.

No child shall be deprived of food, isolated, or subject to corporal punishment or abusive language or punitive physical exercise. All program shall utilize positive reinforcement as a tool to avoid unwanted behavior. Norms shall be developed and periodically reviewed with the children in each class or group. When a child exhibits inappropriate behavior, he/she shall be given an explanation of why such behavior is unacceptable. If the child persists in behavior, parents shall be notified and made aware of the behavior through discussion.

Serious infractions of site norms by the child that compromises his/her or another participant's safety or the authority of the staff will result in the incident being recorded in the site incident log. The parent will be asked to read and sign the log so they are aware of the behavioral problem. Daily or weekly patterns of inappropriate behavior may result in conference with the parent along with the Program Director, Site Coordinator, Head Teacher, Counselor, and or Vice President of Family Services.

DEPARTMENT OF CHILDREN AND FAMILIES REQUIREMENTS

GUIDELINE TO POSITIVE DISCIPLINE (continued)

- 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.
- 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.

You can 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 he/she 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.

You 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.
- 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.
- Assess the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."
- If all approaches fail, we may have the child take some time to think away from the area, group or activity so he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb). The child will be talked to during this time about their actions and how they could have made a better choice.

You can 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 he/she 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 hugs and be caring to every child every day.
- Appreciate the child's point of view.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

MANAGEMENT OF COMMUNICABLE DISEASES 3A:52-7.11 Information to parents regarding the management of communicable diseases

The Y is required to provide a copy of the management of communicable diseases policy. In accordance with the State of New Jersey Department of Children and Families 3A:52-7.1(d) Illnesses/communicable diseases, under no circumstance shall the Y serve or admit any child who has any illness, symptom of illness or disease that a health care provider has determined requires the child to be: 1. Confined to home under a health care provider's immediate care; or 2. Admitted to a hospital for medical care and treatment.

The following provisions relate to illness and/or symptoms of illness: 1. The Y serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the Y on a given day unless medical diagnosis from a health care provider, which has been communicated to the Y in writing, or verbally with a written follow-up, indicated that the child poses no serious health risk to himself or herself or to other children. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

- Severe pain or discomfort;
- Acute diarrhea, characterized as twice the child's usual frequency of bowel movements with a change to a looser consistency within a period of 24 hours, or bloody diarrhea;
- Two or more episodes of acute vomiting within a period of 24 hours;
- Elevated oral temperature of 101.5 degrees Fahrenheit or over auxiliary temperature of 100.5 degrees Fahrenheit or over in conjunction with behavior changes;
- Lethargy that is more than expected tiredness;
- Yellow eyes or jaundice skin;
- Red eyes with discharge;
- Infected, untreated skin patches;
- Difficult or rapid breathing;
- Skin rashes in conjunction with fever or behavior changes;
- Weeping or bleeding skin lesions that have not been treated by a health care provider;
- Mouth sores with drooling; or
- Stiff neck

DEPARTMENT OF CHILDREN AND FAMILIES REQUIREMENTS

MANAGEMENT OF COMMUNICABLE DISEASES (Continued)

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 or herself or to other children, the child may return to the Y unless contraindicated by local health department or Department of Health.

If a child who has already been admitted to the Y manifests any of the illnesses or symptoms of illness specified above, the Y shall remove the child from the group of well children to a separate room or area until: He or She can be taken from the Y; or the Director or his or her designee has communicated verbally with a health care provider, who indicates that the child poses no serious health risk to himself or herself or to other children, at which time the child may return to the group.

The Y may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the Y.

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 or staff member presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

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

“AFTER THE BELL” After School Program

RARITAN BAY AREA YMCA

357 New Brunswick Avenue

Perth Amboy, NJ 08861

732.442.3632

www.rbaymca.org