

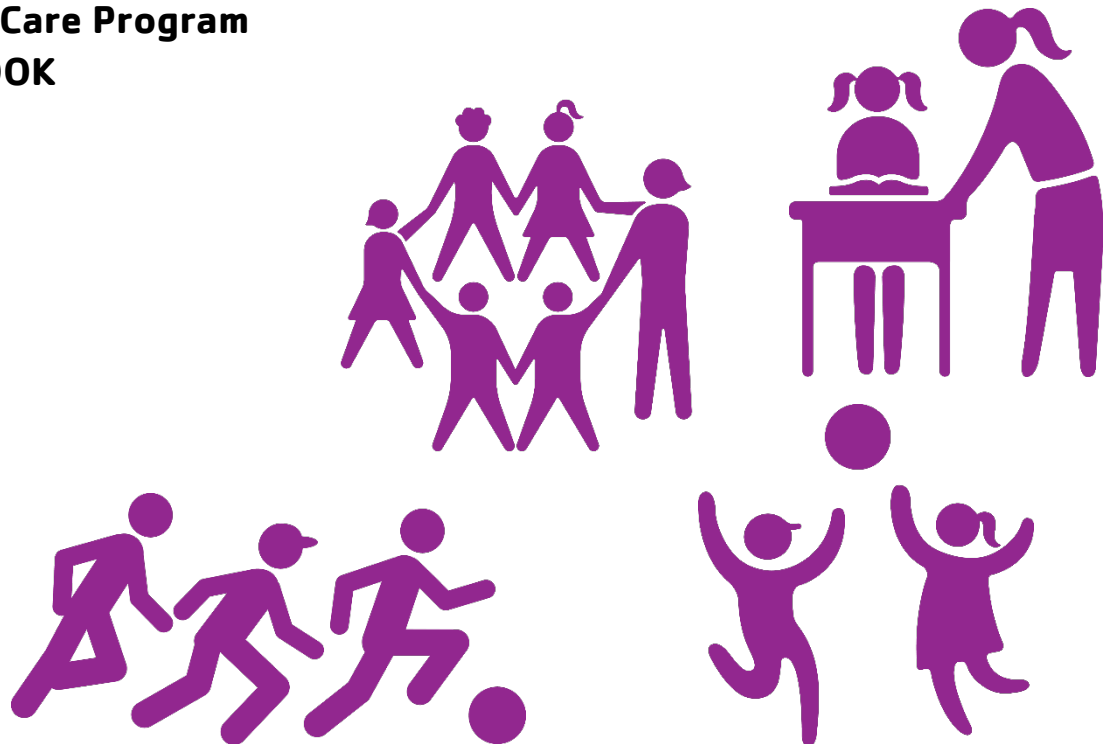


FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CREATING A NURTURING ATMOSPHERE

PRINCETON FAMILY YMCA

School Age Child Care Program
PARENT HANDBOOK



YMCA OFFICE STAFF & SITE LOCATIONS

PRINCETON FAMILY YMCA
59 PAUL ROBESON PLACE
PRINCETON, NJ 08540
609.497.9622

Leigh Zink
Senior Director, Youth Development & Outreach
lzink@princetonymca.org
ext. 201

Matt Boyd
Registrar, Program & Billing Assistant
mboyd@princetonymca.org
ext. 222

PRINCETON SITES

Community Park School
372 Witherspoon Street
Princeton, NJ 08540
Site Cell Phone: TBA

Littlebrook School
39 Magnolia Lane
Princeton, NJ 08540
Site Phone: (609) 468-1284

Johnson Park School
285 Rosedale Road
Princeton, NJ 08540
Site Cell Phone: (609) 731-1373

Riverside School
58 Riverside Drive
Princeton, NJ 08540
Site Phone: TBA

SITE PHONE AND COMMUNICATION

Site cell phones are only on during program hours. Messages may be left for staff on the phone's voicemail. Please use these numbers in case of emergencies, changes in your child's daily schedule (including the reporting of absences) or if you are running late for pick-up.

PRINCETON FAMILY YMCA MISSION STATEMENT

The Princeton Family YMCA is a charitable, not-for-profit community organization dedicated to enriching the spirit, mind and body and improving the quality of life. We create and deliver values-based programs that draw their inspiration from our Judeo-Christian heritage. We serve people of all ages, races and creeds, with an emphasis on families and youth.

WELCOME TO THE YMCA SCHOOL AGE CHILD CARE PROGRAM!

The Princeton Family YMCA is pleased to welcome you to our School Age Child Care (SACC) Program. We are so happy that you would entrust your most precious possessions, your children, with us. This booklet will hopefully answer many of your questions that you might have regarding the program. If you should have any questions that are not addressed in this manual, please do not hesitate to contact us. Our door is always open.

YMCA SACC MISSION

To promote the values of caring, honesty, respect and responsibility in a safe, friendly & nurturing environment that allows children the opportunity to develop to their greatest potential academically, socially and spiritually.

The Princeton Family YMCA is devoted to children. Our goal is to help children develop to their fullest potential in a safe and positive environment, as well as support and strengthen the family unit.

The YMCA is a value-based association. Therefore, everything we do encourages and develops your child's confidence, self-esteem, sense of community and leadership skills. As part of our character development program, we strive to teach caring, honesty, respect and responsibility.

FOUR CORE VALUES

The Four Core Values were introduced by the YMCA of the USA in the mid 1990's. These assets were put in place to teach children the difference between right and wrong. We stress the high importance of these values every day in all our programs.

Honesty: Being honest, dependable & loyal.

Respect: Living the Golden Rule, accepting others, showing courtesy and manners.

Responsibility: Being accountable, doing one's best.

Caring: Being kind, compassionate & understanding, showing love and charity to others.

PROGRAM INFORMATION: A to Z

ABSENCES FROM THE PROGRAM

Please call the Site Director and YMCA Office before 8:30am to inform us of any illness and absence. The site cell phone voicemail is checked daily so you may call anytime, 24 hours a day.

Attendance is taken every day by the Site Director. School attendance sheets are picked up from the school's office prior to the start of After School, so each site is aware what children were absent from school that day who would regularly attend the program.

AFTER CARE INFORMATION

After Care is offered at all listed sites beginning at the end of virtual instruction and ends at 6pm each day. Each parent/guardian or designated person must sign out their child when they arrive for pick up. Please see the "release of children" policy for more information.

BABYSITTING

YMCA staff shall not socialize with children enrolled in YMCA programs outside of approved YMCA activities, including babysitting or transporting children. Immediate disciplinary action will be taken by the YMCA toward YMCA staff if a violation is discovered. PLEASE DO NOT ASK STAFF TO BABYSIT!

BILLING & PAYMENT POLICY

By enrolling your child in the School Age Child Care Program, you accept the responsibility of payment on a weekly basis.

All payments are by the first of the month. Late payments will result in a disruption of your child's attendance at SACC. In addition, your account will be charged a \$30.00 late payment fee.

In the event of illness, vacation, or other absences such as non-YMCA after school activities, please contact the SACC site by 8:30am by leaving a voicemail or speak to the site director. No credit or refund will be given for missed days.

The After Care Program ends each day at 6pm - late pick up will result in a charge to your account. The fee for late pick up is \$1.00 per minute beginning at 6:01pm.

Families who choose an earlier pickup window must pick up by the designated time. The fee for late pick

up is \$15 per 15 minutes beginning one minute after the end of the window.

Monthly tuition is the same for every month that school is in session, regardless of the number of days on the school calendar. There will be no reduced fees for months with fewer school days (December, March, April & June).

The Princeton Family YMCA offers a financial assistance program to families who meet our qualification guidelines. For a copy of the financial assistance application and guidelines, please call the Membership Office.

Parents of a child who is enrolled in outside subsidy programs must complete all required paperwork on time prior to starting the school age child care program. Parents are responsible for fees that are not covered by their subsidy. If monthly payments are not made, children may not be accepted into the Program.

Payments may be made in cash, check, credit card, or electronic funds draft. (If we have your credit card or EFT authorization on file, you will be drafted on the designated draft schedule). Payments can be made at the YMCA Membership Office at any point. Payments will not be accepted on site by SACC staff.

Payments may also be mailed to:

The Princeton Family YMCA
Attn: Matt Boyd c/o School Age Child Care,
59 Paul Robeson Place
Princeton, NJ 08540

BIRTHDAYS

Birthdays are special days for children and can be celebrated in a variety of ways. Parents may arrange with our staff to bring a special snack to celebrate with the group. Invitations to parties outside the YMCA and SACC program can be given out at the Site if the **entire group** is to be invited.

BULLYING POLICY

As defined by the New Jersey Coalition for Bullying Awareness and Prevention, "Bullying is an act or threat that is unprovoked, repeated, aggressive, intended to cause fear, distress, harm, may be physical, verbal, or psychological in nature or combination and may be bias/prejudice. Acts of bullying may include name calling, slurs, epithets, put-downs, taunts, teasing, bodily harm, hitting, kicking, tripping, shoving, taking or damaging personal property, saying/writing inappropriate things, starting rumors, public

humiliation, deliberate exclusion and coerced actions.” (New Jersey Coalition for Bullying Awareness & Prevention)

Any child observed bullying another child or children will have their parents notified along with the child(ren) being bullied by the YMCA staff. If the problem persists, the YMCA may remove the child who has committed the act or acts of bullying from the program.

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 site or not, is required by the State law to report the concern immediately to the State Child Abuse Hotline, 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.

CANCELLATION, REFUNDS and CREDITS

If you choose to stop enrollment, a written request must be sent at least seven (7) days in advance of the beginning of the following month. Written notice can be made through the Program Change Form from available from the Membership Office or Matt Boyd. No credits or refunds can be issued without 7 days written notice. Accounts will be charged accordingly if 7 days written notice is not given to the YMCA office. Staff at school sites will not accept any cancelation requests.

CHANGES TO REGISTRATION

You may only change your child’s schedule once a month. If you switch schedules more than once a month, you will be charged a \$20 fee. Changes may also be made via email with the Program Registrar. All changes must be received at least seven (7) days prior to the beginning of the effected month.

DISCIPLINE AND BEHAVIOR

It is the goal of our YMCA to provide a healthy, safe and secure environment for all participants. Children are expected to exhibit YMCA Core Values, follow basic behavior guidelines and to interact appropriately in a group setting. Please remember that you are your child’s biggest role model. Discipline is viewed by our staff as a teaching opportunity. Our goal is to teach

children the kind of self-control that results in appropriate, cooperative behavior.

The YMCA believes that we should always be positive with our children. Children respond and cooperate when they feel good about themselves. Learning to be responsible for oneself and one’s own actions is a basic need of all children. Positive discipline involves correcting behavior rather than punishing the child. Positive discipline respects the rights of the individual and the group. If inappropriate behavior develops, staff will encourage the child to verbalize his/her feelings and help develop an understanding of why certain behavior is not appropriate. If inappropriate behavior continues, we will try to redirect the child to a new activity to change the focus. If the behavior still continues, the child will be seated away from the group/activity.

Under no circumstances will we use any form of hitting, corporal punishment, abusive language, ridicule, humiliating or frightening treatment in our programs. Our aim is to help each child develop self-control and self-esteem while learning independence and respect for themselves and others.

Any child who does not behave in an appropriate manner may experience the following consequences:

1. Warning 1st Offense
2. Removal of privileges 2nd Offense
3. Supervisor/Parent Conference 3rd Offense
4. Possible Suspension or Expulsion 4th Offense

When a child does not follow the behavior guidelines, the following steps will be taken. These steps are progressive and assume that behavior problems continue to occur:

- Staff will redirect the child to more appropriate behavior.
- The child will be reminded of the behavior guidelines and rules and a discussion will take place regarding the child’s behavior.
- Time outs will be used, when needed. Staff will discuss appropriate behavior and will then allow the child to return to the activity.
- The parent/guardian will be notified of the problem through a written form. Written documentation will identify the behavior problem, what provoked the problem and all corrective actions attempted.
- Supplemental Behavior Contracts will be written to address specific problems and solutions to the problems.
- A conference with the parent/guardian, staff & Site Director will occur to determine appropriate action.

- If the problem persists, a conference will occur with the parent/guardian, child, staff and Program Director. The YMCA Program Director will have all documentation and conference notes for review. Future participation may require counseling.
- If a child's behavior at any time threatens the immediate safety of self, other children or staff, the parent/guardian will be notified and expected to pick up the child immediately – suspension from the program may be warranted.
- If a problem persists and a child continues to disrupt the program, the YMCA reserves the right to suspend the child from the program.
- Expulsion from the program will be considered in extreme situations

The following behaviors are unacceptable and may result in the immediate suspension of a child for the remainder of the current day and/or further time period:

- Endangering or threatening to endanger the health and safety of others, self, children, staff or volunteers.
- Stealing or damaging YMCA, host site, or personal property.
- Leaving the program or boundaries as set by staff without permission.
- Continuous disruption of the program
- Refusal to follow the behavior guidelines of the program.
- Using profanity, vulgarity or obscenities
- Acting in a lewd manner

While the fore mentioned is the general outline of our behavior procedures, the YMCA reserves the right to ask parents to find alternative arrangements for their child without prior notification, as deemed necessary for the safety of staff and/or program participants, not limited to the fore mentioned behaviors.

DROP IN PASSES

In addition to regular care, parents may choose to purchase drop in passes for their child. These passes may be purchased by parents who only need care on an irregular basis. Use of passes is subject to availability at the site.

EMERGENCY CLOSINGS

See "Weather Related Closing Policy."

EMERGENCY/NATURAL DISASTER PLAN

In the event a natural disaster occurs, our goal is to keep children safe and calm. The YMCA Director along with each Site Director will determine the safest plan

of action. The staff will keep the student's emergency information with them at all times. Our designated area of safety for all sites in the event we need to evacuate a facility is the grass fields/playground areas. Our designated area of safety for all sites in the event we need to take cover indoors is the appropriate gymnasiums.

Please consider making arrangements with a friend or relative who works or lives close to the area to pick up your child in case of a disaster. Their names must be included on the emergency contact list on your Emergency/Health Information Form. Remember, they must have a Photo ID and they must be at least 18 years old. Remember, making plans prior to emergencies will expedite the safe release of your child. Closure due to a natural disaster is at the discretion of the Senior Program Director, or the Executive Director. If questionable situations arrive, please call the Princeton Family YMCA at 609-497-9622. If an immediate closure is deemed appropriate, the Princeton Family YMCA will contact parents immediately via phone and email, as well as post further information on our website at princetonymca.org.

Please remember, no credits will be given for absences due to family trips, holidays, vacations, disasters, emergencies, or days we are scheduled to be closed.

ENROLLMENT AND REGISTRATION

Our YMCA Program welcomes all children regardless of race, religion, or creed. To ensure a space in the program, we require that your child have a completed application on file, which includes all forms completed in their entirety.

The School Age Child Care programs in Princeton services children grades kindergarten through fifth grade at Community Park, Johnson Park, Littlebrook and Riverside schools. The SACC programs in Montgomery services children grades Kindergarten through sixth grade at Orchard Hill Elementary, Village Elementary and Lower Middle Schools. Each child must be registered prior to participating in the program. Registration information is confidential. We offer different enrollment options based on the days of need each week.

Registration is on a first-come, first-serve basis per licensing capacity. Returning children must re-register each year. There will be no exceptions to this policy. When a program fills to capacity, a waiting list will be established.

Proper forms must be completed in full and handed in to the Membership Office three business days before your child's start date or care will not be provided. These include: Child's health history, child's personal history, authorized pick-up form and the parent/guardian sign off sheet.

SACC programs start the first day of school and end on the last day of school.

ENROLLMENT ELIGIBILITY

All activities are deemed age appropriate and safe for each group. We ask that each child be able to be self-sufficient. Self-sufficient is defined as: children are able to eat on their own, use the restroom and change independently. Assistance may be provided if needed under certain circumstances.

The Princeton Family YMCA will accept children with special needs into our programs and make a reasonable effort to accommodate the child without fundamentally altering the child care program. The Princeton Family YMCA provides group child care. If a child requires a one-on-one aide during the school day, one will need to be provided for the SACC program. The YMCA is not able to provide personal assistants. Please speak with the YMCA Director prior to registration to discuss the needs of your child and the level of care we could provide within our scope.

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(NJSA 10:5-1 et seq) and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 USC 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 1-800-514-0301 (voice) or 14-800-514-0383 (TTY).

EXPULSION POLICY

Unfortunately, there are sometimes reasons we must 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) to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from a center:

Immediate causes for 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.

Parental Actions for child's expulsion:

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

Child's Actions for child's expulsion:

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting
- If a child is in possession of and/or using tobacco, alcohol, illegal drugs, firearms, knives, explosives or any other weapon.

A Child will not be expelled:

- If a child's parent has made a complaint to the Office of Licensing regarding the center's alleged violations of the licensing requirements.
- If a child's parent reported abuse or neglect occurring at the center.
- If a child's parent has questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other childcare arrangement.

Proactive actions that can be taken in order to prevent expulsion:

- Staff will try to redirect children 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 behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- Child will be given time to regain control.
- Child's disruptive behavior will be document and maintained in confidentiality.

- Parent/Guardian will be notified verbally.
- Parent/Guardian will be given written copies of disruptive behaviors that might lead to expulsion.
- The staff and parent/guardian will have a conference to discuss how to promote positive behaviors.
- The parent may be given literature or resources regarding methods of improving behavior.

At no time will swearing, abusive language or physical violence be allowed by children, staff, volunteers, or parents. In addition, the YMCA strictly enforces all rules and regulations set by the local school or host sites.

Parents are responsible for any damage imposed by their child to the program area, YMCA property, activity grounds, appropriate schools, buses or other YMCA activity areas.

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

FIELD TRIPS

In most cases, our program will not offer any type of field trip activities throughout the school year. If this policy changes for any of the sites, we will inform all parents in advance of every field trip, outing, or event away from the center and must obtain prior written consent from parents before taking a child on each such trip.

FUNDRAISING

During our program year, we will run fundraising events to benefit the Princeton Family YMCA's Annual Giving Campaign – our financial assistance program. Participation is on a voluntary but proceeds directly benefit all program participants.

The needs are great, but there is a way you can help. By donating to the YMCA, you help the us provide membership and programs to kids and families who might not otherwise be able to afford them, helping to improve their lives and the quality of life in our community.

Contributions to the YMCA's ANNUAL GIVING CAMPAIGN ensure that no child or family is turned away because of the inability to pay. Each year, the Princeton Family YMCA provides financial assistance to hundreds of local youth and families in need. These requests are now rising to unprecedented levels. The Princeton Family YMCA, through its annual fund-raising, wants to be there to meet them.

HEALTH AND SAFETY

A registration packet must be completed in full for each child to be enrolled in our program. We are currently licensed by the State of New Jersey Department of Children and Families Office of Licensing. Dates for immunizations are required. (If for religious reasons, you cannot provide this information, contact the YMCA for a waiver. This must be signed before attending). All pages of the registration packet will need to be completed in full in order for your child to attend the any program. A new registration packet and health information must be submitted each school year.

Safety is our primary concern. We strongly enforce safety rules for all children. We believe in the positive reinforcement approach and work very hard with all participants to teach safety at all times. At least two staff members who are CPR, AED and First-Aid Certified are required to be on site at all times and asked to only give care within the scope of their training. If your child is injured or becomes ill during SACC, we will take whatever steps are necessary to provide appropriate care. These steps may include but are not limited to:

- Attempting to contact parents.
- Attempting to contact persons named as emergency contacts.
- Summoning 911/emergency care
- Assigning a counselor or a designated person to go with the child to the hospital or medical facilities, if a child is sent.

Please remember that children will never be transported by any Princeton Family YMCA employee. Special needs, allergies, or behavioral concerns should be reported to the director prior to the start so that adequate and appropriate preparation and care can be provided for each child.

FOR ADDITIONAL HEALTH AND SAFETY INFORMATION, PLEASE REFER TO PAGE 14.

HOMEWORK TIME

We offer children time to do homework so that they can receive help from our staff and homework is complete upon going home. If you would not like your child to do their homework at Afterschool, please talk to the Site Director so that other arrangements can be made. We spend roughly 45 minutes on homework daily, except Friday.

ILLNESS

If your child is ill, please keep them home. If your child becomes ill while in our care, a parent will be contacted and asked to pick up their child immediately. The child will be isolated, within sight and hearing of staff, until the parent arrives. If the parent cannot be reached, the staff will phone the emergency contact person(s) listed on the child's enrollment form. The YMCA is not licensed to provide health care for sick children.

For additional information on Illness, please see "**COMMUNICABLE DISEASES AND GENERAL ILLNESS**" on page 17.

INJURIES

Injuries will be treated as needed: washing, applying Band-Aids or ice packs. Parents will be notified upon pick up and given an incident report explaining the details. Parents will be contacted immediately in the case of more serious injuries, in which medical attention is needed.

Staff will only provide basic first aid and are not held to applying First Aid beyond their level of authorization.

LOST AND FOUND

The Princeton Family YMCA assumes no responsibility for lost or stolen items. Please label all belongings with permanent marker. If something is misplaced, check with your staff. Please leave all toys and games at home.

LUNCH AND SNACKS

The YMCA will provide children with a healthy afternoon snack daily. This snack is not a meal. Our typical snacks include granola bars, fruit, cheese, crackers, yogurt, sun chips, popcorn etc. An occasional dessert may be served as a special treat.

Please send your child with a packed lunch every day. Do not send food that needs heating or refrigeration. Avoid sending perishable foods unless precautions are taken (ice packs, frozen drinks, etc.)

The Princeton Family YMCA is NOT a Nut-Free program. We are a Nut Aware program. Please make sure you speak with program staff as well as indicate in your child's registration form if your child has special dietary concerns. In case of severe allergies certain food items may be restricted from the site. If this should apply to your child's site, you will be notified.

Children will be required to wash and sanitize their hands prior to any meal period.

MASKS

Masks and face coverings that cover the mouth and nose are required while in the program.

MEDICATION

A Medication Authorization Form must be completed and signed by the parent or guardian in order for any medication to be administered. Additionally, an action plan from your child's doctor is required.

Medication must be brought to staff in its original prescription labeled container. The label must clearly identify the child's name, doctor, date, prescription name and dosage. Children are NOT allowed to dose medication themselves—all medicine (including inhalers) must be given to the Site Director immediately. Children requiring EPIPENS must turn in all medication to the Site Director and inform them of any special instructions. Please note: The Princeton Family YMCA does not provide medical or hospital insurance for medical costs incurred by the individual or immediate family as a member of the YMCA or a participant of any of its activities. Therefore, any costs incurred for such treatment will be the responsibility of the individual family.

MEMBERSHIP AT THE Y

All children actively enrolled in the Princeton Family YMCA School-Age Child Care Program receive a Youth Full Facility membership included in their enrollment without an additional cost! The membership will be active through the end of June 2021 or the end of your child's enrollment, whichever comes first. If the child is registered for our Summer Camp programs for the summer, the membership will be extended through the months of July and August.

Families who register for a Full Facility Family membership will receive a discount on the Family membership rate.

At the Y, Full Facility Members get access to, child care while you work out, free group fitness classes, open

pool and gym time and take advantage of special member pricing on swim lessons, specialty classes, sports and summer camps!!!

PARENT VISITATION / PARENT INVOLVEMENT

Under current health and safety guidelines, visitors to sites are currently not permitted during program hours. Typically, our YMCA programs have an open-door policy for families. We welcome visits from our parents once the temporary policy has been lifted.

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

PROGRAM CONCERNS OR QUESTIONS

The YMCA encourages constant communication between parents, staff and children to assure everyone's needs are being met. If you should ever have a problem, concern, or question, we encourage you to speak to the YMCA staff. Should they not be able to meet your needs, please contact the YMCA School Age Child Care Director and/or Senior Program Director. It is through your input that we are better able to meet the needs of the community and enhance the quality of our programs.

PROGRAMMING & ACTIVITIES

The School Age Child Care program will have two primary goals: 1. Support virtual learning during school designated learning periods. 2. Offer safe, fun opportunities for growth and enrichment during after care. Most of our group activities, projects and games are planned around seasonal themes. Themes include: the seasons, holidays and other fun and interesting topics. We include special days, parties and family events throughout the school year. For parties and special days, we usually ask parents to volunteer to bring in items for the children. There will be sign ups in advance for these days.

All activities have been deemed appropriate and have the best interest of all children in mind. We will provide opportunities for child involvement in activity planning, self-selected activities and recreational play. Daily schedules will include individual quiet time, structured and unstructured activities and small-group and large-group activities. It is our responsibility to provide structured and unstructured

indoor and outdoor energetic physical activity for at least 30 minutes each day.

The use of Televisions/Computers/Videos will only be used for educational/instructional use only and deemed age/developmentally appropriate. These media outlets will never be used to substitute planned activities or for passive viewing.

In support of virtual learning, school-issued or sanctioned laptops or tablets may be used for completion of educational tasks only by that student. These devices may be used by students (including special needs students) under the direct supervision of the YMCA staff only. All work done on these types of electronics shall be very limited. Accommodations will be made for any student with special needs who uses this technology daily after communication between YMCA staff and the classroom teacher.

Due to the nature of our program and availability of such technology, the YMCA School Age Child Care program will typically never engage in this type of media programming (watching movies, playing on the internet, playing video games etc.). Students will never be allowed to play with personal electronic devices.

PROGRAMMING & ACTIVITIES - CATCH

Coordinated Approach To Child Health

CATCH is an after school program proven to reduce the rate of child obesity and improve children's health-related behaviors. It is the only coordinated nutrition education and physical activity program with 15 years of solid research and evidence to support its design and content. Every day CATCH is making a difference to children's lives across North America and beyond. We are proud to make this program, an included benefit to all MASH children.

Healthy U, a partnership between The Horizon Foundation of New Jersey and the New Jersey YMCA State Alliance, is a four-year program designed to lower obesity rates by 10 percent in children taking part in the program. A year-one evaluation of Healthy U conducted by evaluators from The University of Texas, School of Public Health, shows improvements in key health measurements including increased physical activity and healthier eating. Healthy U uses the Coordinated Approach to Child Health (CATCH) curriculum developed by the University of Texas Science Center School of Public Health. It is a national, award winning program with over 15-years of research documenting its success in reducing the rate of childhood obesity.

In the last few decades, childhood obesity rates have soared. Nationally, one in three children is obese or overweight, which puts children at risk for chronic diseases often seen in adults, such as high cholesterol, cardiovascular disease, high blood pressure and type-2 diabetes. This health crisis sheds light on the need to provide children and their parents or guardians with the resources and the support they need to live healthier. With a presence in nearly 10,000 communities nationwide, the Y is uniquely positioned to address this issue.

The Princeton Family YMCA is also committed to achieving the Healthy Eating and Physical Activity (HEPA) standards in our early learning and school age childcare programs as outlined by YMCA of the USA and reports outcomes on an annual basis.

PROGRAM STAFF

The School Age Child Care Program operates under direct supervision of the School Age Child Care Director and Senior Program Director. Each site is led by a Site Director, whose responsibility is the entire operation, including but not limited to the supervision of children and staff, program planning and implementation, communication and parent relations.

Most of our staff are college students, post college grads, high school seniors, teacher aides, retired school workers or education professionals. All have cleared mandatory background checks as well as national sex offender checks and most are certified in CPR, AED, First-Aid and Child Abuse Prevention, Sexual Harassment and Bloodborne Pathogens. Each staff member is also required to complete hours of trainings as mandated by the State of New Jersey Office Of Licensing. They have had a successful experience working with children, have been trained by YMCA Directors and are looking forward to getting to know your family.

PROGRAM SUPPLIES

The YMCA will provide the necessary enrichment toys, educational games, arts and crafts and school supplies to successfully run a child care program.

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: <http://www.cpsc.gov/recalls>. Internet

access may be available at your local library. For more information call the CPSC at 1-800-638-2772.

The YMCA is not responsible for lost, stolen or broken items your child brings to the School Age Child Care Program. As we are not responsible for items, please have your child leave their valuables at home (including money, video paraphernalia and toys).

Please label all your child's items (books, bags, jackets, coats, hats, etc.) Personal Computers, iPods or other MP3 players, iPads or other Tablets, cell phones, DS's, PSP's or other video game systems not permitted unless otherwise noted.

RELEASE OF CHILDREN

Our center must have a policy concerning the release of children to parents or authorized individuals by parents to be responsible for the child. Please CLEARLY discuss with us and have in writing in the enrollment packets, your plans for your child's departure from the site.

Children can only be signed out by individuals authorized by the children's guardian listed on the registration forms who are 18 years or older. If there are any additions or changes to these names, please inform the Director in writing or via email. By law, we cannot release any child unless we have authorization from a parent/guardian.

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 terms of the court order.

No child will be released to any person(s) or parent who appears to be physically or emotionally impaired, to the extent that in the judgment of the Director, the child would be placed at risk of harm if released to such an individual. This includes individuals who may seem to be intoxicated or under the influence of narcotics. In such a situation, the Director will attempt to contact the child's other parent or authorized pick-up person. It is important to always list two backups other than the parents. If we are unable to make an alternate arrangement within one hour of the center closing, the Director will call the 24-Hour State Central Registry Hotline (1-877-NJ-ABUSE) to seek assistance in caring for the child.

Late pick-up fees will be charged for each child picked up after their designated pickup time. Late fees are

charged at a rate of \$15 per 15 minutes beginning one minute after the designated pickup time. Chronic late pick-ups will be grounds for dismissal.

In the event a child is left one hour past 6:00pm with no contact from a parent, the following procedure will be followed:

- The child will remain supervised at all times
- With no success at the above, the site director will contact the School Age Child Care Director.
- The Director will go to the site; at this time, they will call the appropriate local Police Department to have someone go to the child's home.
- If no contact has been made from parents or emergency contacts, the police will take the child to the appropriate police station. If the police are unable to provide appropriate care, the center 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.

SCHOOL CLOSINGS & Y ZONE

For the scheduled holidays and teacher in-service days, the YMCA will host the YZONE program. This is a full-day, pre-registered drop off program for your child. Some full day YZONES are included in the monthly tuition and will be offered at the Princeton Family YMCA or Village Elementary School. Please visit the YZONE page on our website for more information and a calendar.

You must sign up prior to the YZONE date in order for your child to attend. No child will be accepted if not signed up and paid in advance if necessary. It is the parent's responsibility to sign-up for these days. YZONE days held at the YMCA are open to the public. Sign up early in order to reserve your space for your child. If your child is signed up and not going to attend YZONE that day, you must call the YMCA by 8:30am at (609) 497-9622, to let us know they will be absent. "No show" students may be subject to a \$15 fee without notification.

SNACKS

See "Lunch and Snacks"

SOCIAL MEDIA, COMMUNICATION AND PHOTO RELEASE

The Princeton Family YMCA may take photos, videos, or sound recordings of your children in our childcare programs. We often use them for crafts, projects, or posted online. The Princeton Family YMCA reserves the right and if granted permission by the parent as indicated in the registration packet, to photograph or

film any child while they are participating in any activity. The Princeton Family YMCA may also use said pictures and video files for any form of advertising or promotion, at no compensation to the family, as deemed appropriate as well as publish them on the YMCA website or social media outlets such as Facebook for publicity purposes.

Parents and YMCA staff are able to communicate directly through each program's site cell phone. Contact between staff and parents via personal phones, email and social media outlets is prohibited.

Posting of photographs or videos of children other than your own taken at SACC sites or SACC sponsored events is prohibited.

STAFF/CHILD RATIOS

All children will be supervised by a YMCA Staff Member at all times, including during outdoor activities, walking through hallways, in the gymnasium etc. The mandated staff to child ratio set forth by the State of New Jersey is 1:15.

STATE OF NEW JERSEY LICENSING

All our School Age Child Care locations are 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 sites.

To be licensed, our sites 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 sites must have a current copy of the Manual of Requirements of Child Care Centers and at each location for parents to review. If you would like to review a copy, please speak with your site director at your school. You may also view a copy of the Manual on the DCF website at:

<http://www.nj.gov/dcf/providers/licensing/laws/CCCMannual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to "Treasurer, State of New Jersey" and mailing it to: NJDCF, Office of Licensing, Publication Fees, P.O. Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns you may have about the policies and program 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 you bringing these concerns to our attention too.

Parents are entitled to review each site's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State inspection. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Report, as well as any letters of enforcement or other actions taken against the site during the current licensing period. Let us know if you wish to review anything and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal>.

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

TEMPORARY CHANGES OF SCHEDULE

If you require a short-term change in your child's pickup time, please email Matt Boyd to complete that request.

WEATHER RELATED CLOSINGS POLICY

As a tenant in the school buildings, the YMCA must always follow district protocol and policy. This could result in a program cancellation that is out of the YMCA's control.

The YMCA has the authority to close the SACC program sites early when needed. In some cases, the school district will require us to close early. Please understand that if the After Care program is opened, but weather and road conditions worsen throughout the late afternoon, we have the right to close early and will contact parents accordingly. This is for the safety and well-being of the children and all staff.

In case we are closing our program for any reason, the YMCA will send out an email to all parents with this notification. Alerts of closings and program

disruptions will also be made via RainedOut alerts (see "RainedOut Alerts" for more details). If a state of emergency is declared there will be no programs offered.

Please remember, no credits will be given for disasters, emergencies, or days we are scheduled to be closed.

THANK YOU!

We are happy that you have selected the Princeton Family YMCA School-Age Child Care Program for your family. We offer days filled with happiness, wonderful activities and educational fun. We thank you for sharing your child with us.



HEALTH AND SAFETY ADDENDUM

We kindly ask all parents/guardians to take you and your child's temperature every morning prior to coming into care and please remain home if your child has a fever or is feeling unwell (cough, aches, sore throat, stomachache, etc.); do not send your child into care if he or she has a fever. Families will receive a temperature and health check at drop-off, led by Y staff.

Again, if your child is unwell, please remain home. Do not provide your child with fever reducing medication prior to entering into care so as to pass the daily health check; as this places our program and community at risk, families who complete this practice will be released from the program immediately.

- If your child is exposed to someone who has a known or suspected case of COVID-19 (that could be a family member, friend, neighbor, etc.) do not send your child into care.
- If your child has obvious symptoms of COVID-19, do not bring your child into care.
- If your child has a confirmed case of COVID-19, do not bring your child into care.

HEALTH SCREENING AT ENTRY

A staff member will screen both students and staff members for fever or signs of COVID-19 illness prior to being permitted to enter the facility or participate in SACC programming. Face coverings are required for all parents/guardians, students and staff members during drop off/pick up.

Symptoms related to COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

It is required that all staff and students have their temperature taken upon entry each day using a

Hands Free Thermometer. The parent/guardian must be present when taking the temperature of the child. Temperature may not exceed 100.4F. If a temperature reads above 100.4F, then we will wait 5 minutes and try again. If the temperature again reads above a 100.4F, then your child will be denied entry. Staff, students or parents/guardians who respond affirmatively when asked about the following shall not be admitted to the program:

- Have medications been used to lower the child's temperature?
- Have you or anyone in your household had a fever in the past 24 hours; temperature over 100.4?
- Have you or anyone in your household been in contact or cared for a person with a lab confirmed case of COVID-19 in the past 14 days?

The Princeton Family YMCA staff reserves the right to decline entry for any child and/or parent/guardian who looks and/or sounds unwell.

PARENT RESPONSIBILITY

Health professionals cannot stress enough the importance that parents are responsible in regard to keeping themselves, their children and hence other children and staff, safe.

If a case of Covid-19 emerges within your family, please let us know ASAP as well. We will be given guidelines by our local board of health in regard to quarantine periods that may result.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

GLOVES

Staff are required to wear additional PPE such as gloves when assisting children with self-care needs (first aid, etc.). Staff are also required to wear gloves when serving food. Staff are not required to wear gloves while participating in regular SACC activities.

FACE COVERINGS

- All families are required to send a mask for their child to wear if/when needed. For children who do not have a mask with them, the Y has masks in stock.
- We will support all families who want their child to wear a mask throughout the entire day and Y staff will support the child in the practice of wearing the mask. Our programs and curriculum will continue to be based upon YMCA core values of caring, honesty, respect and responsibility.

- Kindness and inclusion will also be a significant theme in our return to care.

Face coverings are not recommended for staff or students when (1) doing so would inhibit the individual's health, (2) the individual is in extreme heat outdoors, (3) the individual is in the water.

CLEANING & DISINFECTING & SANITATION

The Princeton Family YMCA will ensure increased sanitation and disinfection of high-volume surfaces such as doorknobs, tables and bathrooms. Toys or materials that are difficult to sanitize will not be used. There will be no clutter or anything of abundance.

Supplies will be wiped down after use. High touch areas will be cleaned and disinfected/sanitized every hour by a Health and Safety Champion and/or before and after access such as meals, activities, art projects, etc.

Before, during and after each day of the program, YMCA staff will clean and disinfect areas that are used by the program to help minimize the risk of spread. Staff will be required to sanitize areas before and after use including equipment and furniture, as well as outdoor playground equipment.

Hospital grade EPA approved disinfecting solution or an equivalent such as bleach/water solution will be used to sanitize equipment and surfaces. If groups of children are moving from one area to another in shifts, cleaning measures must be completed prior to the new group entering the area.

HAND WASHING & HYGIENE

The Princeton Family YMCA will provide adequate supplies for good hygiene including clean and functional handwashing stations, soap, paper towels, minimum 60% alcohol-based hand sanitizers and lined trash cans.

- Children and staff are to avoid touching their eyes, nose or mouth as much as possible especially with unwashed hands.
- The Princeton Family YMCA will ensure frequent hand washing with warm soap and water for 20 seconds.
- If soap and warm water are not available, staff will assist a child in applying an alcohol-based hand sanitizer with a minimum 60% alcohol.
- Staff supervision will be provided to children to ensure they are practicing effective handwashing.

- When possible, children and staff should cover coughs or sneezes with a tissue, then throw the tissue in the trash. Children and/or staff should wash their hands with soap and water for at least 20 seconds after blowing their nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains a minimum 60% alcohol.

PHYSICAL & SOCIAL DISTANCING

Though complete physical distancing is difficult to achieve in a SACC environment, the Princeton Family YMCA is committed to implementing protocols and strategies to minimize chances of COVID-19 transmission.

These will include, but are not limited to:

- Non-essential visitors will not be permitted.
- Throughout the day, groups are not to exceed 10 students.
- Groups will maintain the same to prevent commingling to help reduce the risk of any potential exposures.
- Indoor social distancing between groups will be maintained by utilizing large rooms such as a gymnasium and multi-purpose spaces.
- Large rooms can be divided into two using a barrier to ensure spacing between groups.
- Games and activities that require close physical contact should be avoided as best as possible.
- Counselors will create activities that encourage social distancing whenever possible and when this is not possible staff reserve the right to ask children to wear masks.
- Rainy day policies are designed specifically to promote social distancing between groups.

RESPONSE TO SYMPTOMS OF COVID-19:

If your child is exposed to someone who has a known or suspected case of COVID-19 (that could be a family member, friend, neighbor, etc.) do not send your child to the program. If your child has obvious symptoms of COVID-19, do not bring your child to the program. If your child has a confirmed case of COVID-19, do not bring your child to the program.

If a child is sent home sick, the Princeton Family YMCA will consult with our local health department if COVID-19 is suspected.

YMCA staff and children in the group would be considered close contacts of a case and may be required to quarantine in their homes for 14 days per order and guidance of the local health

department. Parents/Guardians/Families will be notified via email, information sheet, and/or website if a case is suspected or confirmed.

Other groups with the program may continue to function, with daily and vigilant screening for illness occurring and social distancing and personal and environmental hygiene measures strictly adhered to. If suspected or confirmed cases occur in multiple groups with the program, then all program operations will need to be suspended.

Credits and/or refunds will be granted for days missed due to COVID-19.

For the health and safety of all, any staff or child showing a fever of over 100.4F or higher will not gain access into our program. If a fever develops during the program, the staff or child will be excluded from participating and the parent/guardian will be asked to immediately pick up their child.

Additional symptoms that will prompt exclusion from the program include persistent cough and/or shortness of breath. ****Also see Health Screening section above****

If a member of the household is known to have COVID-19, we ask that those children not attend care for 14 days after the last day they were in close contact with the sick person.

If symptoms arrive after the child checks into the program, staff will immediately separate the child, and arrange for him/her to be picked up immediately. The child will be masked and isolated and designated staff member will stay with the child, remaining as far as safely possible from the child (ideally at least six feet away).

Note: Failure to answer a call from the Y and/or pick-up of the child immediately, will result in a warning followed by termination from the program (second offense). Please ensure the Y has the most accurate parent/guardian contact (immediate contact) and/or emergency contact information (second contact). While home, if symptoms persist or worsen, families should call their health care provider for further guidance.

If an individual is diagnosed with COVID-19 based on symptoms and not a positive COVID-19 test, AND they had a fever, they may return to care after meeting all of the following conditions:

- Three (3) days after the fever ends
- There is an improvement in their initial symptoms (e.g. cough, shortness of breath)
- If the individual is diagnosed with COVID-19 based on symptoms and not a positive COVID-19 test

If an individual is diagnosed with a test confirmed case COVID-19, they must remain out of the facility. They may return to the program after meeting all of the following conditions:

- They must no longer have a fever (without the use of medicine that reduces fevers)
- There is an improvement in their initial symptoms (e.g. cough, shortness of breath)
- They receive two negative tests in a row, 24 hours apart.

If an individual believes they had close contact with someone with COVID-19 but are not currently sick, they should monitor their health for fever, cough, and shortness of breath during the 14 days after the last day they were in close contact with the sick person.

When Y staff discover that an individual has contracted COVID-19, and has been in any of our facilities/program in the past 14 days, the following steps will occur:

- Y staff and families will immediately report suspected and/or confirmed cases to the our local Department of Health.
- The Princeton Family YMCA will receive instructions from our Local Department of Health which may include leading an interview with the individual/s.
- The Princeton Family YMCA will contact any staff/members/participants/families that may have come in contact with the individual to let them know that they have come in close contact with someone who has COVID-19; identity is not shared.
- Those participating within the same group and/or area of the person who contracted COVID-19 can return to the Y under what our Department of Health refers to as a "modified quarantine." This means for a minimum of 14 days, the impacted group continues the daily temperature and health check and is closely monitored for symptoms, adheres to no commingling, and immediately communicates any related symptoms to the COVID Coordinator.

- The Y will provide a credit and/or refund to any family who has been impacted by COVID-19 whether within or outside of our program.

CONTACT TRACING

Staff should help YMCA administration in identifying close contacts of positive COVID-19 cases. This should be done in conjunction with the Local Health Department.

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus.

A contact tracing team from the local health department or the NJDOH calls anyone who has tested positive for COVID-19. They ask the patient questions about their activities within a certain timeframe – to help identify anyone they have had close contact. (Close contact means being closer than 6 feet apart for more than 10 minutes while the person was infectious.) Those contacts might include family members, caregivers, co-workers or health care providers.

Individuals who have recently had a close contact with a person with COVID-19 should stay home and monitor their health.

COMMUNICABLE DISEASES & GENERAL ILLNESS

If your child is ill and will not attend the School Age Child Care Program, please contact the Program Director via email by 8:30am to inform us of any illness and absence. If your child becomes ill while on site, a parent/guardian will be contacted and asked to pick up their child immediately. The child will be isolated, within sight and hearing of staff, until the parent/guardian arrives.

SACC Program Staff have the authority to ask a parent/guardian to remove their child from the program if that child appears ill or their health is judged to be detrimental to the other children and staff. Parent/guardians or emergency contacts are required to pick up the child within one hour of being contacted.

A child may be sent home or may not be admitted into care at the center for the following situations:

- Minimum temperature of 100.4 degrees. Note: Children need to be fever free (without fever

reducing medication) for 24 hours prior to returning to care.

- A behavior change making the child unable to participate; for example, sluggish, sleepy and/or inconsolable.
- Vomiting 2 or more times while in our care. May return 24 hours after vomiting has stopped.
- Bronchitis (which is an upper respiratory infection with severe coughing and mucous). May return as per direction of doctor's note.
- Severe cold with fever, coughing, sneezing, and nose drainage. May return when symptoms are gone or with the direction of a doctor's note.
- Whooping Cough. May return as per direction of doctor's note.
- Rashes that have oozing/open wound. May return after the rash has disappeared or as per direction of doctor's note.
- Impetigo. May not return until treated and as per direction of doctor's note.
- Scabies. May not return until treated and as per direction of doctor's note.
- Ringworm. Red circular patches on skin and heads. Must consult a physician and may not return for 24 hours and as per direction of doctor's note.
- Chicken Pox. May not return until pox have healed and as per direction of doctor's note.
- Measles. May not return for at least five days, rash has disappeared, and with direction of doctor's note.
- Mumps. May return after fever and swelling are gone and with the direction of a doctor's note.
- Head lice. May return once the child has been treated. Staff will check the child before readmitting.

Children receiving antibiotics may return after 24 hours of medication or at the direction of a doctor's note. The Department of Health requires whenever there is an illness that is infectious or contagious that we notify all families.

ISOLATION AREA / HEALTH STATION

A designated isolation area will be used for children who develop symptoms during the day and are waiting to be picked up by a parent/guardian. The isolation area will be away from other children. Children should be kept comfortable while staff remain physically distant. The child will be masked, and staff will stay with the child until they are picked up by a parent/guardian. Staff monitoring this area when a child is sick, will be required to wear appropriate PPE. The isolation area will be cleaned and disinfected/sanitized after the child leaves.