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FOR HEALTHY LIVING  
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# LEARN. GROW. THRIVE

BEFORE AND AFTER SCHOOL CARE  
HUNTERDON COUNTY

2024-2025

# PARENT HANDBOOK

RIVER CROSSING YMCA | [ymcabhc.org](http://ymcabhc.org)



**River Crossing YMCA  
2024/2025  
SCHOOL AGE CHILD CARE  
PARENT HANDBOOK  
HUNTERDON COUNTY**

Since our beginning in 1903, the YMCA has been strengthening our community. We nurture the potential of kids, help people understand and improve their health, and provide opportunities to give back and support neighbors.

Our first School Age Childcare program opened in 1983.

All of our school age programs are licensed by the State of NJ.

**OUR DIRECTORS**

Ryan Hazlett, Vice President of Child Care, oversees all Child Care, School Age Child Care and Camp programs for YMCA of Bucks & Hunterdon Counties.

Wendy Crocetti, Senior Director, School Age Childcare Programs. You can reach Wendy at 908-482-4622 or [wcrocetti@ymcabhc.org](mailto:wcrocetti@ymcabhc.org)

Stephanie Lawreck, Regional Director, School Age Child Care Programs. You can reach Stephanie at 908-483-4628 or [sflawreck@ymcabhc.org](mailto:sflawreck@ymcabhc.org)

Holly Iadanza, Regional Supervisor of School Age Child Care Programs. You can reach Holly at 908-483-4626 or [hiadanza@ymcabhc.org](mailto:hiadanza@ymcabhc.org).

Each school based program is run and supervised by an on-site director and staff who have been selected for their skills, experience and leadership with children. Staff are CPR and First Aide certified and have been trained in child development, health and safety, and child abuse prevention.

**THE PROGRAMS**

In all of our programs we focus on activities that help children to build relationships, gain a sense of belonging, and encourage achievement. We incorporate 9 different components: 21<sup>st</sup> Century Skills, The Arts, exploring Career Paths, Global Inclusion, Health and Wellness, Leadership Development, Service Learning and Academic Enrichment in program activities.

## COMMUNICATION

The Y will utilize email as a main form of communication to parents and staff. Phone calls and text messages will be used from staff to parents when more immediate communication is needed or in the event of an emergency.

The Y has a text message alert system

## REGISTRATION

Registering a child requires:

- \* Completed online registration
- \* \$40.00 non-refundable enrollment fee paid at the time of registration

A new online registration form is required each year with all questions answered. Information from previous year's forms cannot be reused.

There is a mandatory 2 day processing period after a child is registered, before they can begin program. The day the child is registered, weekends and holidays are not counted in the waiting period. There are no exceptions to this policy.

Full monthly tuition is due upon registration, no matter what day a child begins program.

Children will attend Before or After School Program in the school they normally attend. We can accommodate children who attend school out of district, at their home district school in aftercare program. Transportation must be arranged by the parent and the Y will need to be informed of those arrangements. The Y is not responsible for arranging transportation.

**It is the parents' responsibility to notify the school that their child is attending Before and/or After School Programs** and to provide the school with the attendance schedule as well as any changes to that schedule. The Y will also provide each school with a list of participants.

## TUITION PAYMENTS

All before and after school registrations (including drop-in status) must be done online and a credit card or debit card must be placed on the account. The card on file will automatically be used for all future tuition/drop-in/extra day fees. Tuition payments are drafted on the 1<sup>st</sup> of each month, for that month. Drop-in, late and extra day fees are drafted by the 10<sup>th</sup> of each month for the previous month.

If the card on file becomes invalid it is the parent's responsibility to update information before month end to avoid late fees.

Payments made after the first of the month are subject to a \$30.00 late fee per child. If an account is overdue by 5 days, a child's participation in program will be suspended until the account has been brought back to good standing.

Tuition, drop-in fees, late pick up fees, and late payments fees are all subject to the 5 day past due rule.

If there are extenuating circumstances regarding payments, please contact Wendy Crocetti **before** the 5 day past due period has been reached to discuss payment options.

It is our policy that monthly tuition is paid in full each month. We do not prorate for absences or by the hour. If needed, children can be withdrawn for one or more months at a time. However, if a child is withdrawn, the child may lose their space in program. We do not hold spaces under any circumstances.

Tuition payments are the responsibility of the parent who registers the child for before or after care. We cannot be responsible for split payment arrangements between parents.

Confidential financial assistance through the Y is available to those who qualify. More information and application is available on the Y website at [www.ymcabhc.org](http://www.ymcabhc.org).

We recommend that parents keep a record of payments for IRS purposes. Upon request, we can provide a statement for tax purposes or it can be accessed through the parent portal.

Our tax I.D. number is 23-1903158

Questions regarding bills should be directed to Sam Pyle at [spyle@ymcabhc.org](mailto:spyle@ymcabhc.org) at 215-536-8841 ext 3023

### **REFUND POLICY**

The Y does not credit nor refund for events considered outside of our control which cause closure of programs. This is because our standard monthly expenses of compensating salaried staff, medical benefits, utilities, rent/mortgage payments, etc. does not waiver in times of closure due to incidents such as weather, power outages, public health emergencies, etc.

### **TUITION/FEES**

All locations offer a 1, 2, 3, 4, or 5 day per week option for both before and after care, as well as drop-in care.

We also offer an all -inclusive rate which includes both morning and afternoon care at a discounted rate.

Please see registration forms for site specific tuition rates.

A 10% multi child discount will applied to all School Age Child Care program fees. This discount does not include extra day or drop-in fees. Discounts are applied to all children after the first.

After school tuition includes care on scheduled early dismissal days and holidays as long as they fall on a day a child is normally scheduled to attend. Before care tuition does not cover holiday care.

**DROP-IN CARE**

Parents who do not need care on a regular basis can enroll their children for drop-in care, if space is available. When a program fills, children requesting a regular schedule will have priority over drop-ins

Parents must call or text site phone 24 hours in advance in order to drop a child into after school program (see last page for program numbers). Advanced notice is not necessary for before school program.

All registration requirements apply.

**EXTRA DAYS AND DROP-IN FEES**

After School Program – regular day	\$45.00 per day
Scheduled Half Day	\$52.00 per day
Full Day Care	\$70.00 per day
Before School Care	\$30.00 per day

Before School, After School, or Holiday Care can be added as needed. Parents must contact the Site Director and school office to inform them of the additional day. These days will be charged to credit card on file separately from regular tuition.

**SWITCHING DAYS**

If needed, parents may switch days within the same week. Days cannot be “banked” for use at other times. A regular school day cannot be switched for a full or half day program.

**VARYING SCHEDULES**

For children registered with varying schedules, staff must be informed to expect the child. Parents have the full responsibility for contacting the site staff and the school each and every day the child will be attending program. Parents can also provide staff with a weekly or monthly schedule ahead of time.

## **CHANGES AND WITHDRAWALS**

In order to change a child's schedule, parents must contact Wendy at (908) 483- 4622 or [wcrocetti@ymcabhc.org](mailto:wcrocetti@ymcabhc.org) Changes must also be reported to the Site Director and to the school.

Any changes in service will go into effect the 1<sup>st</sup> of the following month. We make no changes mid-month.

If a child is withdrawn from a program and would like to return, they may do so only if there is space available as we do not hold program spots. If there is a waiting list, the child will be placed on it. Withdrawing a child also results in the loss of priority registration for the following year.

All withdrawals require 30 days advanced notice.

## **PRESCHOOLERS**

We are able to allow preschoolers into before and after care programs, however the DCF child care licensing guidelines has strict rules for participation. Children must be 3, FULLY potty trained (no pull-ups), and can only be with us a total of 3.5 hours each day. The 3.5 hours includes before and after care combined.

## **E CHILD CARE USE POLICY**

Attendance must be recorded daily and needs to be called in from the Program site phone. Absences/sick days must also be recorded but can be done from any phone. The number to call for illness/absence is located on the back of the Family First Card. Failure to report attendance/absences could result in the loss of funding.

If attendance is not recorded on a regular basis, parents will be required to attend a training held by NORWESCAP. Failure to attend this training will result in suspension of assistance. NORWESCAP will notify families when their agreement is up for renewal. This process must be completed in a timely fashion so assistance is not interrupted. Y Financial Assistance, if utilized, must be renewed every year. Any changes in schedule must be reported to both the Y and NORWESCAP.

Lost cards should be reported immediately to NORWESCAP, so there is minimal interruption in reporting service. Co-payments and excess fees (if applicable) must be paid on the normal tuition schedule.

If days are not recorded and payment is not received by the YMCA from the State, parents will be charged those amounts along with applicable co-pays and excess fees. Any days attended during which a child's contract has lapsed will be charged to parents in full with no financial assistance applied. If a family loses NORWESCAP funding due to failure to comply with E Child Care procedures, YMCA financial assistance will not be applied to child care programs.

## **PROGRAM SCHEDULE**

**Before School Programs** run from 7:00am until the beginning of the school day in all schools except Kingwood, which opens at 7:15am.

Before School care is provided on regular school days only. No extra days are included in the tuition. Parents may sign up for PM drop in to take advantage of extra days.

**After School Programs** run from dismissal until 6:00pm and includes scheduled early dismissal days. Most school holidays are also covered and run from 7 AM – 6 PM. SEE BELOW FOR HOLIDAY SCHEDULE.

Half days and holidays are included only when they fall on day a child is regularly scheduled to attend. Parents may not switch care from a regular school day to an early dismissal or full day.

## **HOLIDAY SCHEDULE AND CLOSINGS**

**For the 2024/2025 school year PROGRAMS WILL NOT RUN ON:**

Labor Day and the previous Friday (if schools are closed on Friday)

Thanksgiving

Thanksgiving Friday

Winter Break (December 23 – January 1)

January 2<sup>nd</sup> (if schools are closed)

Presidents' Day

Good Friday

Memorial Day

Changes made to school calendars may result in changes to program schedule.

A survey to determine holiday care needs will be conducted by the Site Director, approximately two weeks prior to the holiday. Permission slips for any field trips that may be scheduled will also be distributed at that time. A cut-off date will be established for sign-ups and for payment of field trips. No additional sign-ups will be accepted after the cut-off date. During holiday care days, depending on the number of children, there may be alternative care for children who choose not to attend trips. A minimal fee is charged for trips.

Because we staff full days based on the number of children scheduled, if a child is signed up for holiday care and does not attend, there will be a \$25 service charge applied to the next month's bill.

If no children arrive for holiday care by 10:00 AM, staff will be dismissed for the day.

On holiday care days, children must bring lunch and snacks from home.

Due to the unavailability of some schools and lower attendance, sites are often combined during the holidays. Program Site Director will alert parents to holiday care site arrangements as soon as they are determined.

### **SIGN-IN PROCEDURES - BEFORE SCHOOL PROGRAM**

Children must be brought into Before School programs by a parent or guardian. Children cannot to be dropped off outside of the school building. **Failure to comply with this rule may result in child being removed from program.**

### **AFTER SCHOOL COMPONENTS**

The Y's curriculum framework—created in partnership with national experts in youth development programming—offers comprehensive, age-appropriate, engaging programming.

At the Y, our innovative after school programs are centered around nine research-based core components:

#### **1. ACADEMIC ENRICHMENT**

Children have the opportunity to work in small group settings to hone their skills in math, literacy and STEAM (science, technology, engineering, arts, and math). Opportunities to complete homework are given every day.

#### **2. COLLEGE AND CAREER EXPLORATION**

We know that it is vitally important for children of all ages to explore the interests and talents that allow them to be successful

#### **3. 21ST CENTURY SKILLS**

Children learn how to be 21st century citizens through group work; conflict resolution; life and career skills; learning and innovation skills; and information, media, and technology skills.

#### **4. SERVICE LEARNING**

Whether they are participating in a canned food drive or cleaning up their communities, the children in our programs have the opportunity to “give back.” They participate in ongoing projects to create positive, lasting change.



## **5. ARTS EDUCATION**

Children explore drama, photography, drawing, painting, music, and creative writing through a variety of approaches and materials. By valuing process over product, youth in our programs learn about problem-solving and creative risk-taking in supportive environments.

## **6. LEADERSHIP DEVELOPMENT**

Children have the opportunity to be leaders at the Y and in their community. Writing, speaking, presentation, and conflict resolution skills are developed.

## **7. HEALTH AND WELLNESS**

Kids enjoy at least 30 minutes of moderate to vigorous physical activity daily through the Coordinated Approach to Child Health (CATCH) curriculum and participation in sports. We provide a healthy snack and learn the importance of good nutrition.

## **8. GLOBAL LEARNING**

Through interaction with international foods and music and studies of foreign language and culture, our programs create global citizens. Children in our programs learn to value all perspectives.

## **9. PARENT AND FAMILY ENGAGEMENT**

Parent newsletters and family events ensure that we regularly invite parents into our programs.

## **DAILY SCHEDULE - AFTER SCHOOL**

**Attendance:** Site staff will verify that all children who are scheduled to attend are at the program. Parents are required to let both the Site Director and the school know if a child will not attend program on a scheduled day or will be at an after school activity. Any child going to an after school activity must first report to the After School Program.

Staff goes to extensive lengths to locate children missing from Programs, please make sure staff is informed of schedule changes. If adding or changing days, parents are also required to notify site staff and school.

**Snack:** Parents should send snack for after school each day as well as a refillable water bottle. There will be special events and parties throughout the school year where the Y will provide snack and special treats.

**Homework/Quiet Time:** Time is set aside each day (except Friday) to allow children to work on homework if his/her parent wishes. It is important that parents let their children know if they are to do homework. Site staff will offer assistance as needed, but they cannot provide constant one-on-one help or supervision. Staff will not check backpacks or homework folders, if children say they do not have homework. Quiet activities are offered to children who finish early or who are not doing/do not have homework.

**Group Activities:** Each day there is a staff directed group activity. Active games, quiet games, craft projects, community service projects, and special events are all possibilities. All children are

strongly encouraged to participate in the group activity. Children may do quiet activities should they choose not to participate.

Free Play/Choice Time: After six hours or more of school, it is important that children be able to choose some activities of their own. A period is set aside each day for children to pursue activities that interest them such as indoor, outside or gym play, socializing with friends, games, etc.

Healthy U/Shaping NJ: The Hunterdon County YMCA believes in the importance of providing an environment where we encourage physical activity and good nutrition.

Our Y follows the guidelines of Shaping NJ which includes: Increasing physical activity, increasing the consumption of fruits, vegetables and water. It also includes decreasing screen time, the consumption of sugar-sweetened beverages and the consumption of "empty" calorie foods.

The Healthy U program, brought to the Y through a grant from the Horizon Foundation of New Jersey, provides nutrition education and lessons for children as well as activities to keep kids active for at least 30 minutes each day after school.

### **RELEASE OF CHILDREN FROM THE AFTER SCHOOL PROGRAM**

Children enrolled in programs will only be released to the individuals who are listed on child's application on the emergency/authorized pick up list. Everyone, including parents must present a photo ID to pick up a child. The name on the ID must match the name on the registration form.

In emergency situations only, parents may give verbal permission to staff to release child to an individual who is not on the authorized pick-up list. Those individuals must also present photo ID before the child is released.

Individuals must be at least 16 years old to pick up children from the program.

Please bring ID in to program each day. As staff get to know you, they may not ask you to present it, however we may have substitute staff who will need to see ID.

If a non-custodial parent has been denied or has limited visitation through court order, a copy of this order must be kept on file at program, as per State regulations. It is the parents' responsibility to provide this paperwork. The YMCA will not get involved in parental custody disputes and cannot take verbal instructions regarding custody/visitation/pick-up.

We require you to present ID for the protection and safety of your child. A parent who refuses to present ID to staff may have their child removed from program.

If a child is not picked up by 6 pm and staff has not been notified as to why, staff will attempt to contact alternative pick-ups.

If a child is still remaining an hour after closing time and providing that other arrangements for pick-up have failed and staff cannot continue to supervise at the site, the staff will call the

Department's State Central Registry Hotline at 1-877 NJ ABUSE to seek assistance in caring for the child until the child can be picked up by an authorized individual.

No child shall be released from program unsupervised.

### **IMPAIRED DRIVERS**

In accordance with State regulations, if a parent or other authorized individual appears to be physically/emotionally impaired to the extent that, in the judgment of the staff, the child would be placed at risk of harm if released to that individual, the child will not be released. Staff will attempt to contact others on emergency/authorized pick up list to take the child and the impaired individual home. If the staff is unable to make alternative arrangements for pick-up, staff will call the Department's State Central Registry Hotline at 1-877- NJ ABUSE.

Should the impaired individual attempt to drive, the Police will be called.

### **LATE PICK-UPS**

Parents must pick-up their children by closing time. After the program closes, the Y will charge \$1 per minute late fee. This will be added to the next bill. Should you be delayed, you must make arrangements for another authorized person to pick up your child. To avoid discrepancies, parents will be asked to sign a late pick-up slip. Late fees will be charged whether or not form is signed. As with all fees, if late fees are not paid, child will not be admitted into program until account is up to date. We understand that sometimes there are unavoidable delays, but ongoing late pick-ups cannot be tolerated and 5 late picks ups during one school year may result in child being removed from program.

### **SCHOOL EMERGENCY CLOSINGS**

The After School Programs will not run in the event of an early dismissal due to a weather or other emergency. We recommend checking with your child's school as to their snow dismissal policy. Remember the school, not the YMCA, will dismiss your child. Please have alternative childcare arrangements made early. Please keep the school informed of your alternative plans.

No programs run on days school is closed due to weather or other emergencies.

In some districts, we will run program on delayed openings. Programs will open on the same delay schedule as the district. Please check with your AM Site Director to confirm your school participates.

## **RECALL ITEMS**

The Department of Children and Families, Office of Licensing requires that we do not have any unsafe children's products as listed on the Department of Law and Public Safety, Division of Consumer Affairs website, at Program and that we post the web address to that site for parents to access:

It is available at: [www.state.nj.us/lps/ca/recall/recalls.htm](http://www.state.nj.us/lps/ca/recall/recalls.htm) or [www.cpsc.gov/recalls](http://www.cpsc.gov/recalls)

## **DISCIPLINE POLICY**

Children are entitled to a safe and harmonious environment at Before and After School Programs.

River Crossing YMCA School Age Child Care discipline policy is listed below. Each site also adopts its own day-to-day rules for expected behavior within this policy.

No child shall be deprived of food, isolated, subjected to corporal punishment, abusive language or punitive physical exercise. Programs shall use positive reinforcement as a tool to avoid unwanted behavior.

When a child exhibits inappropriate behavior, they shall be warned and given an explanation of why such behavior is unacceptable. Should the behavior persist, staff may place the child in time out using the guideline of one minute per year of age. At this time another explanation of why the behavior is unacceptable will be given. Should the behavior continue, parents will be called to pick up the child, immediately.

Ongoing inappropriate behavior, chronic disrespect of staff or serious infractions of site rules will result in a Progressive Discipline Report being written, as the Y believes that no parent should ever be surprised by a suspension, removal or pause of service.

The child and parent will be asked to review and sign the report. A child who has three incident reports will be suspended from the program for 1 day. Additional reports will result in longer suspensions, a conference with District Director and/or Director of School Age Programs and possible removal from program. Suspension/progressive discipline reports may occur at any time depending on infraction. There will be no credits/refunds for suspensions.

## **EXPULSION POLICY**

The Y reserves the right to immediately suspend, pause and/or terminate care for any family whose child displays the following:

- Harm to self

- Physical aggression/violence, inappropriate sexual contact and/or verbal abuse towards other children or staff
- Inability to thrive within the standard teacher/student ratio

Parents who are habitually tardy when picking up or who refuse to show ID at pick-up or who are verbally abusive to staff or who cause staff to feel afraid, harassed, or intimidated or who harass or verbally abuse other children and/or parents may have their child removed from program.

The program shall not expel a child based solely on the child's parent making a complaint to the Bureau of Licensing regarding the Program's alleged violations of licensing regulations or questioning Program directly regarding policies and procedures.

### **STAFF EMPLOYMENT BY PARENTS**

Y employees are prohibited from being employed by parents of children in our programs. Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ the YMCA's staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of the YMCA will have their employment with the YMCA terminated. Employment refers to any relationship outside of the agency's services which involves an employee of the YMCA to interact with a current or former client of the YMCA. Such relationships include but are not limited to, baby-sitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

### **MANAGEMENT OF COMMUNICABLE DISEASES**

As per state guidelines, if a child exhibits any of the following symptoms, the child cannot attend program. If such symptoms occur at program, the child will be removed from the group and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- 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
- Skin lesions that are weeping or bleeding
- Mouth sores
- Stiff neck

Once a child is symptom free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself, the child may return to program unless contraindicated by local health department or Department of Health.

### **EXCLUDABLE COMMUNICABLE DISEASES**

Programs shall not permit a child or staff member with an excludable communicable disease, as set forth in the Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions, to be admitted back into programs until we receive a note from the child's/staff's health care provider stating that the child/staff has been diagnosed and presents no risk to himself/herself or others. These diseases include Pertussis, Mumps, and Measles.

A full list can be found at:

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

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting a child to center. However, a note from parent is required stating that all sores have dried and crusted.

If a child is exposed to any excludable disease at program, parents will be notified in writing.

Children with lice should be treated and be lice free before returning to program.

### **MEDICATIONS**

Site staff can only administer prescription medications if parents have completed an "Authorization for Administration of Medication" form, available on site. Prescription medications will only be administered from the original container. If a child requires any rescue medication, we must have the prescription at program along with a health action plan. We cannot get any medications that are with the school nurse.

The State of New Jersey requires that all Epi pen prescriptions must be in original box and must contain both Epi pens. The health care plan for the child must also be attached.

Staff cannot administer needles.

Non-prescription medications, limited to the following types, may be administered with authorization from parent.

Antihistamines/decongestants  
Acetaminophens (aspirin substitutes)  
Cough suppressants  
Topical ointments

## **SUNSCREEN**

In the Fall and Spring, we have the children outdoors for longer periods of time and it is suggested that sunscreen be applied to your child before they come to school, to avoid sunburn during outdoor play. If a **spray** sunscreen is provided to Staff, they will help with application as long as a note from parent is also provided.

## **CHILDREN'S PERSONAL ITEMS**

Any personal items left behind at the end of the day will be held by staff, should these items not be claimed, they will be taken to the school's lost and found.

Handheld games, cell phones and other electronic items are not allowed at programs. School issued tablets/computers are allowed for reading and homework only. Tablets/computers that are used for other purposes may result in loss of this privilege.

The staff will not be responsible for any personal items/toys brought from home.

Parents should be aware that we abide by each school's facility use policy and rules.

## **VIDEO POLICY**

Programs are, as a rule, screen free. On occasion movies are shown during full or half day programs. Only G and PG rated movies are shown.

## **SOCIAL MEDIA POLICY**

River Crossing 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 that is reflective of our overall brand and is consistent with our mission. As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families.

River Crossing YMCA maintains a Facebook and Instagram page that are administered and maintained by the Director of Marketing and Communications.

The only approved website is [www.ymcabhc.org](http://www.ymcabhc.org); no other website is endorsed by the YMCA.

For the protection of the children in our care, photographs of children will only be posted with waiver signed by parents upon enrollment. Site location may be used, but children's names will never be. Live feeds are never used.

Photos/videos may only be taken with YMCA owned equipment (cameras, cellphones, etc.), use of personal devices for photos/videos is prohibited by staff and for parents while they are at program.

Staff are advised to manage their personal security settings to ensure that their information is only available to people they choose to share information with. No staff member may take or post photos of participants in our program on personal sites.

In the event that staff name the River Crossing YMCA in any social media they do so in a way that is not detrimental to the Y or its families.

Staff observe confidentiality and refrain from discussing any issues relating to work.

Staff should not share information they would not want children, parents or colleagues to view.

Staff and parents should report any concerns or breaches to the Senior Director of SACC Programs. Any member of staff found to be posting remarks or comments that breach confidentiality, bring the Y into disrepute or that are deemed to be of a detrimental nature to the Y or other employees, or posting/publishing photographs of the setting, children or staff may face disciplinary action.

### **INFORMATION TO PARENTS FROM THE STATE OF NJ DCF**

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 also.

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

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.nj.gov/dcf](http://www.nj.gov/dcf) and select Publications.

#### **ON SITE PROGRAM PHONE NUMBERS:**

Barely Sheaf: 908-752-0362

Copper Hill: 908-752-7836

Conley: 908-752-7568

Delaware Township: 908-752-0476

Desmares: 908-752-7910

East Amwell: 908-752-8616

Franklin Township: 908-752-3164

Holland Brook: 908-752-7931

Holland Township: 908-752-7909

Kingwood: 908-255-5904

Lebanon: 908-335-0223

Patrick McGaheran: 640-867-0405

RFIS: 908-752-7770

Robert Hunter: 908-752-0677

Round Valley: 640-867-0406

Spruce Run: 640-252-0391

Tewksbury: 908-752-7534

Three Bridges: 908-752-7370

Union Township: 908-752-7133

West Amwell: 908-752-7251

Whitehouse: 908-752-7165