

Lakeland Hills Family YMCA 2018-2019 Kids Club Program Parent Handbook



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Thank you for enrolling your child into the Kids Club Program. The purpose of this handbook is to provide you with important information about our program, its philosophy, and purpose.

OUR PLEDGE:

The Lakeland Hills Family YMCA offers an array of after school experiences guaranteed to meet the needs of all children. A professionally trained staff dedicates themselves to providing children with top quality programs that focus on developing the whole child. Children will learn to socialize, cooperate, make decisions, build self-esteem, and challenge themselves. Children love the opportunity to explore unique experiences and welcome the chance to have control over part of their day, outside of the classroom, in our Kids Club Program.

YMCA MISSION:

The mission of the Lakeland Hills Family YMCA is to put Christian principles into practice through programs and services that promote youth development, healthy living and social responsibility for all.

YMCA CORE VALUES:

- **CARING:** To be sensitive to the well-being of others, and to love others.
- **HONESTY:** To tell the truth; to act in such a way that you are worthy of trust; to have integrity; and to make sure your choices match your values.
- **RESPECT:** To treat others as you would have them treat you; to value the worth of every person, including yourself.
- **RESPONSIBILITY:** To do what is right, what you ought to do; to be accountable for your behavior and obligations.

In a challenging world, the Lakeland Hills Family YMCA tries to guide children in making the right decisions, building self-esteem and displaying empathy and compassion for others. Our staff promises to demonstrate and develop the Four Core Values of the YMCA in all aspects of working with the children, but staff alone cannot make the difference. A strong partnership between parents and staff must be present in order to foster the growth of happy, confident, and caring children. All aspects of programming and interaction highlight the Four Core Values of the YMCA and our Kids Club Program seeks to promote these values in every experience and relationship.

SCHOOLS WE SERVE:

- **Boonton Township** Rockaway Valley School
- **Denville** Riverview School & Lakeview School
- **Lincoln Park** Lincoln Park Elementary School
- **Butler** Aaron Decker School

PROGRAM OVERVIEW:

Our afterschool programs foster each child's **cognitive, social-emotional and physical development** through opportunities and experiences which focus on **achievement, relationships and belonging**. The planning of each activity is offered in a **physically and emotionally safe environment** consistent with evidence-based principles of youth development: each child is encouraged to develop at his or her own unique rate by encouraging **skill development** and frequent **leadership** opportunities. Kids Club empowers both staff and children to explore their full potential. Our community will be best positioned to serve children and families by adopting these valuable tools and resources.

PROGRAM GOALS:

1. To foster a positive self-image in our children and a belief in their own ability to succeed by recognizing their talents, accomplishments, and worth as individuals.
2. To contribute to our children's education by offering homework assistance, encouraging children to work conscientiously on their assignments, and by providing additional opportunities for hands-on learning. We are taking the first step to close the Achievement Gap and paying closer attention to student learning.
3. To provide opportunities for children to learn new physical skills and channel energy into a variety of athletic activities through the Healthy U and Coordinated Approach to Child Health (C.A.T.C.H.) Curriculums.
4. To encourage the respect of thought, cultures, religions and ethnic traditions of all people, which leads to understanding and better communication.
5. To enable children to develop their own minds and unique perspectives through programming that encourages imagination, reflection, and expression.
6. To offer a safe, quality, and affordable program option to parents who need school age child care.
7. To build character and a strong sense of values by stressing the importance of the YMCA Core values: caring, honesty, respect, and responsibility.
8. To have fun!

PROGRAM HIGHLIGHTS: All of these choices are optional; however, we do encourage participation.

C.A.T.C.H. is an afterschool program designed to develop and maintain health in school-age children. The primary goal is to promote healthy physical activity behaviors. C.A.T.C.H. includes short lessons on healthy eating and a physical activity component.

There are many benefits of physical activity. Physically active children are leaner and more physically fit, have lower blood pressure, have increased beneficial HDL cholesterol, have improved physiological well-being, and a lower risk for cardiovascular disease. Not only does C.A.T.C.H help health all around but it also helps learning, memory and stress levels. The physical activity component of C.A.T.C.H. has four objectives;

- Involve students in at least 30 minutes of daily activity
- Involving students in at least 40 % of MVPA (Moderate to vigorous physical activity)
- Provides students with many opportunities to participate and practice movement skills.
- Provides students with a variety of enjoyable physical activities.

The curriculum is designed to be flexible, so physical activities can be taught in after school settings. All C.A.T.C.H. activity periods include a warm up, two activities, and a cool down period.

STEM (Science, Technology, Engineering and Math education) AFTER SCHOOL UPGRADE: We are happy to say we made a pledge with the national Y to solidify our commitment to take our STEM after school program to the next level. With focus on achievement, relationships and belonging; this after school upgrade invests in the whole child. By focusing on these areas together not only because the skills and knowledge in each discipline are essential for student success, but also because these fields are deeply intertwined in the real world and in how students learn most effectively.

KIDS CLUB COMMUNITY SERVICE: Sites will be encouraged to assist their community with projects throughout the school year and by active participation in the YMCA's Annual Giving Campaign – "Give a Kid the Y." This Campaign helps less fortunate families participate in all Y programs. We want to make sure every child has an opportunity! Our goal is to have 100% participation amongst all of our families in the program.

NEW! CLUB TALK: At least once per week, counselors and students will talk as a group about: likes, dislikes, upcoming events and activities, kindness, and character. This time will also include some fun ice-breaker games and conversation topics to help students find similarities amongst each other and forge new friendships.

LIT Program (Leaders in Training): Volunteer leadership in YMCA programs is one of the very exciting ways in which individuals grow and achieve their greatest potential and **LITs** epitomizes this concept. Kids Club will begin recruiting responsible 6th graders and offer them leadership training and opportunities for hands on experience. They will represent their site, and offer feedback and ideas to better the program. (Only available at certain sites. Call Program Director for details.)

KIDS CLUB FACEBOOK PAGE: The Director will post pictures and videos to give parents an inside look at what goes on during Kids Club and highlights throughout the year. This is also another avenue for the staff to communicate with our families. *Follow [LHFYMCA Kids Club Parents Group](#)*(For parents only).

OUR STAFF

KIDS CLUB & YOUTH SPORTS DIRECTOR, DAVE NUNEZ

Dave graduated from East Stroudsburg University with a B.S. in Public Health with a concentration in Community Health Education. He started working as counselor in Kids Club in 2006, briefly, before being promoted to Site Director. Dave went on to work as a camp specialist and administrator here at the Lakeland Hills Family YMCA. This past fall Dave became the Youth Sports Director and is now excited about the opportunity to lead the Kids Club program.

SCHOOL AGE CAMP & ASSISTANT KIDS CLUB DIRECTOR, SHANNON BUJOREANU

Shannon graduated from Penn State University with a BS in Human Development and Family Studies with a concentration in Children, Youth and Family. She has had vast experience at Lakeland Hills Y in all capacities dealing with children and is dedicated to their well-being. A K through 8th grade certified teacher, Shannon worked in our childcare center from 2000-2004 as a Head Teacher while serving as a Half Day Camp Head Counselor during the summers. In 2005 she was promoted to the After School Childcare Director, managing the “Kids Club” program while assisting the Camp Director during the summer months. Promoted to Summer Day Camp Director in 2008, Shannon is extremely committed to working with children to bring out the best in them and making sure they have fun!

SITE DIRECTORS: Responsible for the overall safety and supervision of the children as well as the running of the program. This includes execution of activities, delegation and supervising staff, communication with parents and school officials, interaction with YMCA administrators, following daily schedule, etc.

CO-DIRECTORS: Responsible for the safety and supervision of the children as well as working with the Site Director to complete administrative tasks. They serve as the person-in-charge in the absence of the Site Director. They are also expected to interact with the children daily.

COUNSELORS/SUPPORT STAFF: Responsible for the safety and supervision of the children. Counselors participate with the children and assist them with daily tasks.

STAFF BACKGROUND & TRAINING REQUIREMENTS

In order to have a successful program, the YMCA searches for qualified individuals who meet New Jersey Licensing requirements to join our staff. When choosing staff, an extensive interview process is conducted. Experience, compassion, enthusiasm, creativity, and a strong desire to work with children are attributes we look for. In addition, all of our Site Directors are certified in Basic First Aid and CPR.

Our staff is happy to listen to any concerns, questions or suggestions you may have. Please be aware that on-site staff members do not have the authority to change program policies. If you have any questions or concerns regarding the program, please be sure to contact the Program Director immediately.

STAFF POLICY

Staff members protect themselves, and the YMCA, by agreeing not to be alone with YMCA youth or program participants outside of YMCA programs or facilities (i.e. **babysitting, transporting the children in staff vehicles, taking children on trips, having them in their homes, etc.**) As this is the YMCA policy, please do not put the staff in a difficult position by asking them to interact with your child outside of the YMCA programs.

PROGRAM TIMES

The Kids Club After School Program begins at the elementary school dismissal time (varies per school) and runs until 6:00p.m. Anyone picked up after 6:00 pm will be charged a fee of \$1.00/minute, for each minute after 6:00 pm. Please understand that traffic and inclement weather are not acceptable excuses for being late. You will be charged for late fees on the next month's tuition.

SAMPLE DAILY SCHEDULE

A typical day at the Kids Club After School Program is comprised of 3 major parts. Each site may run slightly different due to the size, facility permission and staff.

Homework Time: The Kids Club Program offers a 45-minute period of quiet homework time each day. We will create a master roster on all children who signed up for homework time. During this period, staff will be monitoring the homework time and aiding the children with any questions they may have. Staff will encourage children to start/complete homework but will not **force** a child to conform. If a parent wishes for homework to be completed, besides the homework form on the registration, it is the parent's responsibility to convey this message to the child.

Choice Time: Three structured activities are offered per day from which children can choose. Choice time teaches decision-making skills and gives them a feeling of control over their afternoons. No child is forced to participate in any activity; instead he/she is encouraged to choose an activity that would be of interest. **"TRY FOR FIVE"** If a child refuses to do any activities, we will ask them to try it for five minutes and then decide.

REC TIME: This is a time when kids get the opportunity to exert some energy and play with other kids. Whether it be playing a vigorous activity or just enjoying healthy social interaction with friends, recreation time is a great way for kids to "unwind" after a long school day. The playground is utilized during this time weather permitting.

While every site is different, below is a general daily schedule to give an idea of how a child's afternoon might be spent:

Dismissal:	Attendance
2:30-2:45	Snack Time (provided by Parents)
2:45-3:30	Homework Time/ Quiet Activity Choices
3:30-4:30	2-3 structured activities set up for choice (Sports/Games, Arts&Crafts, STEM, Table Games)
4:30-5:30	Rec time: Games, playground etc.
5:30-6:00	Free time/Clean-up

Again, all sites contain the same program components but the time allotment and order of events differ from site to site.

PARENT COMMUNICATION CENTER

Each Kids Club Site will have a parent communication center. The information center will offer the following resources:

- Wipe off board – indicating what activities were offered that day
- Bulletin Board – state required information (i.e. state license, insurance certificate, etc.)

- The sign-out sheet (Parents must sign their child out each day of the program (**i.e. initials and time**)). Example below

Time in Is always at the top*
Bottom-Parent Initials & Time Out

- Handouts
- Monthly Calendars/newsletters/ Informational update on the week
- Enrichment/Club etc. Forms: we need in writing, using the form available, if your child is going to be late to Kids Club or wants to do any of the extra clubs the school offers. (State requirement)

SCHOOL CLOSINGS & HALF DAYS

HALF DAYS: Scheduled school half days (those reflected on the school district calendar distributed at the beginning of the school year) are covered by the Kids Club Program at no additional charge and are held directly at the school. On these days the program starts at the earlier dismissal time and runs until 6:00pm. *This does not cover any unscheduled early dismissals due to inclement weather or emergency.* In order to be able to take advantage of half day coverage, your child must be registered for that particular day of the week. If you are not signed up for that day your child is not authorized to attend, state rule.

VACATION CAMP DAYS: Scheduled full days off from school (those reflected on the school district calendar distributed at the beginning of the school year such as Yom Kippur and Columbus Day are covered from 7:30 a.m. until 6:00 p.m. Vacation Camp deadlines and pricing will be posted on the web and you will be able to register for all vacation camps online or with the Kids Club Bookkeeper starting on September 1st. **You must sign up by the deadline in order to secure a spot for your child.** Due to staffing, scheduling, and expenses we cannot accept late registration and all deadlines are held firm. Email notifications will be sent out reminding you of any upcoming Vacation Camps approximately three to four weeks in advance.

VACATION CAMP OPTIONS

Full Day Vacation Camp- 7:30 a.m.-6:00 p.m. Full Day Vacation Camp consists of morning rotations that revolve around fun and exciting themes scheduled each day and recreational time in the afternoon.

Extended Half Day Option- 9:00 p.m.- 2:00 pm Extended hours allows you to stay longer and enjoy lunch and recreation.

*Locations and schedule will be posted on website.

Pre-registration for all Vacation Camp days is required. Registration is available online. Due to staffing, supplies, and licensing capacity; registrations will not be accepted after the issued deadline. No refunds can be given unless you give at least two weeks' notice, prior to the vacation camp. A minimum of 15 children must be registered to run a program. There is no drop-in service for vacation camp. * Vacation Camps are held at the Community Church of Mountain Lakes, Craig School or at the YMCA in Mountain Lakes. (Limited space available)

HOLIDAY CLOSINGS

There are certain holidays in which the Kids Club Program will be closed:

- Thanksgiving Day & day after
- Christmas Day
- New Year's Day
- Good Friday
- Christmas Eve
- New Year's Eve
- President's Day
- Memorial Day

ACTIVITY CALENDARS

Calendars are available on the parent portal pages and highlight two fun activities per day.

SPECIAL ACCOMMODATIONS

The Kids Club Staff is not trained in the handling of children with developmental challenges. Your child must be able to participate in a large group setting and follow scheduled activities with reasonable accommodations. If your child has an IEP or Behavior Plan and needs modifications it is important to keep staff informed. You should contact the Program Director to discuss these matters. If your child has a one-on-one aide in the school, you must inform the Program Director via the registration forms. The YMCA does not have the resources to provide one-on-one aides for the Kids Club Program.

POSITIVE GUIDANCE AND DISCIPLINE POLICY

Your involvement as a parent/caregiver is extremely important for our continued success. It is important to communicate with the Kids Club staff after your child(ren) begin the program. Parent feedback is important to us.

At the Kids Club After School Program we follow the guidelines for positive discipline. Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children

what they should do. Punishment teaches fear; positive discipline teaches self-esteem.

You can use positive discipline by planning ahead:

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

You can use positive discipline by intervening when necessary:

- Re-direct to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time-out -- by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here."

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Give hugs and caring to every child every day.
- Appreciate the child's point of view.
- Be loving, but don't confuse loving with license.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
 - Hitting, shaking, or any other form of corporal punishment
 - Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children
 - Engaging in or inflicting any form of child abuse and/or neglect
 - Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
 - Requiring a child to remain silent or inactive for an inappropriately long period of time
- Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But it's worth it, because positive discipline works.

BEHAVIOR REPORTS: Internal Documentation is kept on incidents to help staff understand and identify patterns of behaviors and common triggers of the children. Staff members keep parents aware and alert to all challenging situations and ask for advice and support when needed. Parents will be asked to sign behavior reports any time a child is written up. Having three write ups may result in the termination of your child’s enrollment in the program. **NO REFUNDS WILL BE GIVEN.**

BEHAVIOR CHART WITH CONSEQUENCES:

	MILD	MODERATE	SEVERE
PHYSICAL	Pushing Cutting in line Light shoving Spitting in fun Spraying with water Taking clothes Throwing objects	Shoving, Hitting Striking with equipment Spitting on purpose Rat tailing (hitting with towels) Stealing or hiding things Using property without permission Mild graffiti	Kicking, Punching, Biting Threatening with a weapon Inflicting bodily harm Breaking/damaging property Graffiti that defaces property Locking in a room Inappropriate, unwanted touching Inappropriate exhibiting of body
RELATIONAL	Excluding from a game Excluding from a seat area Excluding from an activity Critical comments meant to hurt Internet use to exclude or hurt Dirty looks meant to hurt Mild gossiping, spreading rumors	Exclusion more than once Moderate gossiping, spreading rumors Embarrassing in front of others Public challenge to do something uncomfortable Setting up to look foolish/take blame Threatening to reveal personal information Mild ethnic slurs Using Internet for any of the above	Peer’s threats of/or total isolation Coercion Malicious rumors Revealing upsetting/personal info Hurtful ethnic slurs Threats of/or retaliation for reporting bullying Using Internet for any of the above
VERBAL	Poking fun Inappropriate language toward others Mild teasing Name calling without hurtful intent Using of a nickname when told not to Verbal rudeness to authority	Verbal threats of aggression against property or possessions Making fun of others Name calling with hurtful intent or rudeness Taunting One-time sexual harassment	Verbal threats of harm to person or possessions Threats of/or retaliation for reporting bullying Verbal threats of violence or bodily harm Escalating rudeness toward others Ongoing sexual harassment Cursing and Foul Language
CONSEQUENCES	1 st offense – verbal warning 2 nd offense – remove from group and supervisor discussion 3 rd offense – parents are notified 4 th offense – program suspension	1 st offense – remove from group and discussion with child 2 nd offense – parents are notified 3 rd offense – parents called to pick up child and program suspension 4 th offense – child removed from program	1 st offense – parents called to pick up child and program suspension 2 nd offense – child removed from program

PROGRAM SUSPENSIONS: Program suspensions will be at the discretion of the program director and based on severity of the incident as well prior incidents for the school year. Suspensions will be issued the next scheduled day(s) of the program.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this 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 the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

CHILD'S ACTIONS FOR EXPULSION:

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

SCHEDULE OF EXPULSION:

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

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

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.

- Praise appropriate behaviors.
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child’s disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

ATTENDANCE POLICIES & PROCEDURES

HOURS: The Kids Club session starts at school dismissal and ends promptly at 6:00pm. If a parent has not arrived by 6:00pm, the work, home, and emergency numbers listed on the child's registration form will be called. If no one can be reached by 6:20pm, the police department in your town will be contacted, at the Program Director and Site Director's discretion. If no one can be reached and the child is not picked up after 60 minutes, the Division of Youth and Family Services will be contacted to take the child into custody. (Please see Authorization to Pick Up Form).

Three late pick-ups will result in termination from the Kids Club Program. The \$1.00 per minute will be strictly enforced, so please understand when we ask you to sign off on a late pick-up form.

POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the center’s daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child’s parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be

placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call the *24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.

For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

VOICEMAIL MAILBOX PHONE NUMBERS TO REPORT ABSENCES:

Riverview School: 973-507-7001

Lincoln Park School: 973-507-7002

Rockaway Valley School: 973-507-7004

Aaron Decker School: 973-507-7005

Lakeview School: 973-507-7006

EMERGENCY CONTACT AT THE KIDS CLUB SITES

In the event of an emergency where you need to get in touch with the staff at your child's site, please call the site emergency cell phone line. If for some reason you cannot get in touch with them call the YMCA. The front desk staff will then call the Program Director and they will then contact the site. This includes if you are running late to pick up your child.

EMERGENCY SITE CELL PHONE NUMBERS FOR DURING PROGRAM HOURS:

Riverview School: 973-879-6689

Lincoln Park School: 973-879-6680

Rockaway Valley School: 973-879-6679

Aaron Decker School: 973-879-6675

Lakeview School: 973-879-6687

Policy on the Management of Communicable Diseases:

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, 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
- Severe coughing
- Yellow eyes or jaundiced 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 with drooling

- Stiff neck

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

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others.

Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick

Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

INJURIES AT THE SITES

If your child becomes injured at Kids Club, you will be notified. All Site Directors at Kids Club are CPR/First Aid/AED certified, in addition to some of the support staff at the sites. Children with serious injuries that require emergency medical attention will be transported to the hospital located closest to the site, unless otherwise specified by the Emergency Medical Team.

Lincoln Park & Butler Sites – Chilton Memorial Hospital

Denville, & Rockaway Valley School Sites- St. Clare's Hospital in Denville

The site will IMMEDIATELY notify the parent's verbally (and maintain a record on file) when one of the following occurs while the child is in care:

- A child is bitten and the skin is broken
- A child sustains a head or facial injury *including when a child bumps his or her head*
- A child falls from a height greater than the height of the child
- An injury requiring professional medical care occurs

MEDICATION

If your child needs to take any medication during Kids Club hours, the medication must be delivered to Site Director on your child's first day. It must be in its original container with the appropriate label and instructions, have your child's name on it, and have the appropriate amount of medication needed for the duration of the illness or for the duration of your child's stay at Kids Club. For those children requiring an epi-pen, please provide both. A Medication Consent Form must be completed prior to the first day. Forms are available online at: www.lakelandhillsymca.com.

Epi-pens will be stored in their original boxes with the child's name and prescriptions. A special care plan or other documentation from a health care provider shall accompany the epi-pen.

ALLERGIES

If your child suffers from severe allergies, diabetes or any other debilitating condition, you must also fill out a Food Allergy Action Plan for staff to follow in the event of an emergency (allergy sufferers must also provide an Epi-pen and Benadryl to the Kids Club staff). This form can also be found online.

INCLEMENT WEATHER

If school is cancelled or dismissed early during the day for an unscheduled reason (i.e. severe weather) there will be no Kids Club for that day. The school is responsible for notifying you of any cancellations and or early dismissal/delayed openings. Please be prepared to work out a plan with your child if there is a delayed opening for the Riverview, Butler or Lincoln Park morning programs as there will be no AM care on those days. **There are no credits or refunds for unscheduled closings.**

The YMCA reserves the right to close a Kids Club Site for the day if it deems necessary (ex. lack of electricity or heat in the school). You will be notified to pick up your child immediately if this should occur.

If you are ever in doubt of a Kids Club closing, please check our website for that information: www.lakelandhillsymca.com and go to the Kids Club Page which is found under the childcare menu.

EMERGENCY PROCEDURES

As per state policy, Kids Club is required to facilitate at least one fire drill per month and two lockdown drills per year. All drills will be conducted and documented for reference for the state of NJ office of licensing. We will do our best to avoid extremely cold or rainy days for fire drills, however, that is not always possible.

EVALUATION PROCESS

Participating Kids Club members and their families will be emailed a survey to complete together. Parents and child/children can sit down, discuss the program, evaluate it and come up with any ideas for improvement.

Periodically we will conduct participant evaluations or surveys to ensure that the children's social, emotional and physical needs are being met. These evaluations are used to keep parents and Site Directors in close communication for the well-being of the children.

The New Jersey State Licensing Department requires that the Kids Club Program offer formal parent conferences. We, at Kids Club, feel that parent communication is an important component to any childcare program and will make an effort to address program feedback whenever necessary. If you would like to set up a formal conference with your Site Director, please contact him/her directly.

REGISTRATION

At the time of registration a one-month deposit is required. This deposit will be used toward the final Kids Club payment in June. It does not pay for September! **The one-month deposit will be applied as your payment for your last month in the program if the Program Director is notified at least 30 days prior to leaving the Kids Club Program.** All forms can be found on our website. Once you are registered you have 5 days to get all the forms in or you will lose your spot and will have to re-register. Keep in mind we have limited space at each site depending on our state licensing capacity.

The following items must be completed and on file at the YMCA before your child can begin the program:

- Registration Form
- Medical Consent Form
- Homework Completion Form
- Informed Consent Form
- Parental Information Statement
- Statements of Understanding
- Discipline & Expulsion Policy
- Credit Card Authorization Form

MORNING CARE PROGRAM FEES

(Mornings available only at Butler, Riverview and Lincoln Park Schools)

Quiet activities and additional homework/study time will be available from 7:00 a.m. until school begins.

	<u>Members</u>	<u>Non Members</u>
Morning Care Only	\$210/month	\$225/month
Kids Club Members	\$175/month	\$180/month

AFTERNOON CARE PROGRAM FEES

Children may attend Kids Club 1, 2, 3, 4, or 5 days per week and the fees are as follows:

	<u>Members</u>	<u>Non Members</u>
1 day	\$100/per month	\$105/month
2 days	\$160/per month	\$170/month
3 days	\$230/per month	\$245/month
4 days	\$285/per month	\$305/month
5 days	\$330/per month	\$355/month

The YMCA believes in serving the needs of all participants regardless of their ability to pay the full cost of the Kids Club Program. To obtain an application for scholarship/financial assistance please stop by the Member Services Desk or call to have one mailed. You can also download the application from our website: www.lakelandhillsymca.com.

PAYMENT INFORMATION

Kids Club payments are due the 1st of each month. A four-day grace period will be given but payments received or postmarked after the 5th of the month will be charged a late fee of \$10 unless prior arrangements have been made with the Kids Club bookkeeper. **If payment and late fee do not reach the YMCA by the 10th of the month, your child/children will no longer be able to attend the program until payment is received.** Three late payments will result in termination of the program.

The YMCA does not send a monthly bill; it is your responsibility to send payments into the YMCA on schedule. Payment stubs will be provided in your welcome mailing for your convenience.

If you need to arrange a more suitable payment schedule, please do not hesitate to contact the Kids Club bookkeeper. Do not wait until you receive a late notice to set up a new payment schedule.

The payment stubs should accompany payments which are available on the web. Please be sure to write your child's name and the Kids Club site clearly on the stub. **Receipts will be sent to you via email.** If you would prefer to make your payment at the YMCA, the Front Desk may take your payment.

CREDIT CARD DRAFT: We are able to offer a convenient option for paying your child's tuition for the Kids Club Program. Credit card drafting is available on all the same credit cards we currently accept (Visa, Master Card, Discover, and American Express) and can be set up for the entire school year using the contract provided in this mailing. Once your draft header is set up in our system, we do all the work. No more remembering to send a check for the month or logging in to pay online, which also means no risk of late fees. However, please remember that if you change credit card information or credit card companies once the draft system is in place, you must notify the bookkeeper before the 25th of the month. All denied credit cards accrue a \$25 processing fee. Receipts for families using the draft system will be sent via email once your credit card had been charged.

If you need documentation for income tax purposes, please use your monthly receipts; the YMCA Kids Club does not issue any further documentation for this purpose.

Our tax Id number is 22-155-9438.

Payments will not be accepted at the Kids Club sites.

Lakeland Hills Family YMCA
100 Fanny Road
Mountain Lakes, NJ 07046
Attn: Gail Shelby-Kids Club Bookkeeper

CONTACT INFORMATION

If you need to get in touch with someone regarding the program, please contact the Program Director (973) 507-7019 (direct line) or you can email him at DaveN@lhymca.com. The best time to reach the director is between the hours of 12 and 2 pm or 6 and 8 pm. During most afternoon hours, the Director visits the Kids Club Sites to monitor the children and staff. If you cannot reach Dave, you can contact the Kids Club Assistant Shannon (973) 507-7037.

COMMITTEE RECRUITMENT

In order to help address parent concerns and gain new perspectives on our program, we have a committee to discuss "hot topics." The topics that are discussed get presented to the Board of Governors through recommendations. This committee is comprised of parents who would like to act as a representative for their site and serve as a liaison between the parents and the administrative staff. It is important to have at least one parent representative per site. If you are interested in serving on this committee that meets every month (October through April) at the YMCA for a one hour meeting, please feel free to call me anytime at (973) 507-7019 We welcome your ideas.

SCHEDULE CHANGES/DROPPING PROGRAM:

If at any time you need to make a change to your child's schedule you must do so using the day change request form which is available on the website www.lakelandhillsymca.com. This form must be faxed to the YMCA (973) 334-1308 or mailed to the YMCA to the attention of the Kids Club Program Director. You can also email it and or send it in writing in an email. You must give 30 days' notice and be mindful that requests can only be accommodated if there is enough space at the particular site. We make changes twice a month, once for the 15th rosters and once for the 1st rosters.

Credits or refunds **will not** be given for days missed because of illness, family vacations, and school closings due to inclement weather. Credits or refunds will also not be given for suspensions from the program.

SAFETY POLICIES & PROCEDURES:

MONKEY BARS: Monkey bars build strength and dexterity for children and can be an important part of their development, but they also have been the leading instrument of playground injury for associations insured by The Redwoods Group in the past seven years. Some proactive protocols are necessary to keep kids from being hurt on this basic childhood apparatus.

Understanding how children fall is helpful in reducing playground injuries. Two factors combine to produce a large number of upper body and extremity injuries. Younger children's centers of gravity are relatively high so they are prone to landing head-first, especially if falling from a height that allows any body repositioning. Instinctual self-preservation reflexes that are meant to protect them from serious injury often result in lesser but significant hand, wrist, and arm injuries. Therefore the best protection against such injuries is to eliminate the use of this equipment.

PLAYGROUND EQUIPMENT: In order to ensure the safety of all children in our program we ask that all playground equipment be used the way it was intended (ex. sliding down slides not climbing up, sitting on swings rather than laying on them with your belly, etc.). We also ask that children do not play tag games on the playground equipment.

GYMNASTICS: We understand that some children are proficient in gymnastics skills (i.e. cartwheels, back walkovers, etc.). However, due to the lack of proper equipment and certified instructors we ask that children refrain from gymnastics activities during the Kids Club program.

KIDS CLUB RESTRICTIONS: Hand held game devices, MP3 Players, CD players, cell phones, etc. are not permitted at Kids Club Sites at any time. We have found that having such items cause an unnecessary distraction from planned activities. However, hand held game devices are permitted at Vacation Camp for use during recreational periods only. We are not responsible for stolen or lost items. On Half days we understand the Kids would like to have electronics; as per NJ STATE LICENSING GUIDELINES- TV/Computers/Videos must be educational/instructional and age/developmentally appropriate. Electronics must NOT be a substitute for planned activities or used for a passive viewing.