



**eliminating racism  
empowering women**  
**ywca**  
bergen county  
"y the w makes a difference"

# Parent Handbook

## Before & After School Programs

2010-2011 SCHOOL YEAR

Visit our website:

[www.ywcabergencounty.org](http://www.ywcabergencounty.org)

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## Welcome to the YWCA of Bergen County School Age Programs

### Who we are and what we do....

#### we are the **yw**bergen county

The YWCA is a worldwide membership movement and multi-service organization whose objectives are to create opportunities for women and girls and eliminate racism.

**ywca mission - "Why the W makes a difference"** The YWCA Bergen County is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom, and dignity for all.

We are the area's largest provider of child care services, a recognized leader in health and fitness programs, and operator of the county's only Rape Crisis Center. Celebrating nearly a century of commitment to our community, today we improve the lives of thousands of women, girls, and their families.

The After School Program, licensed by the State of New Jersey, Department of Human Services, Division of Youth & Family Services provides quality childcare for children in grades K-6 from the end of the school day until 7 (6 pm in Dumont) in a safe, nurturing, and enriching environment. The core curriculum includes recreational activities with a focus on multicultural activities and an anti bullying-prevention program that foster self-esteem and teach children to respect. The program support children during out of school hours, enabling parents to focus on their careers and jobs with the knowledge that their children are well cared for and are constructively engaged.

#### School Age Program Contact Information:

##### **Maire Brosnan Katavolos**

Director School Age Programs  
 mkatavolos@ywcabergencounty.org  
 Tel: (201) 881-1726  
 Fax: (201) 487-5911

##### **Robyn Knapp**

Assistant Director School Age Programs  
 rkknapp@ywcabergencounty.org  
 Tel: (201) 881-1727  
 Fax: (201) 487-5911

##### **Mary Agnello**

Office Manager  
 magnello@ywcabergencounty.org  
 Tel: (201) 881-1728  
 Fax: (201) 487-5911

##### **Ming Tseng**

Billing & Tuition Coordinator  
 mtseng@ywcabergencounty.org  
 Tel: (201) 881-1730  
 Fax: (201) 487-5911

All tuition, payments and other correspondence should be mailed to our administrative offices:

School Age Programs  
 2 University Plaza - Suite 208  
 Hackensack, NJ 07601

### ANTI-BULLYING POLICY

In keeping with our mission to promote acceptance and tolerance for all people and in order to keep all the children in our programs safe, the YWCA OF BERGEN COUNTY in accordance with its discipline policy, cannot allow any child in our program to hurt or be hurt by others. This can include physical, emotional, or verbal actions.

The YWCA has instituted the following policy:

- Any incidents of the above behaviors will be brought to the attention of the Director of School Age Programs. Each incident will be handled on a case-by-case basis. All discipline actions will be in accordance with the YWCA Discipline Policy in an age appropriate fashion.

**The local police department and the Division of Youth and Family Services (DYFS) will be notified if any child is found to be in possession of a weapon or anything identified as or used as a weapon. Further action will be under the advisement of the above agencies and the YWCA OF BERGEN COUNTY administration**

### ATTENDANCE POLICY

1. **If a child is going to be absent from the program the parent must inform the Site Supervisor by telephone, in writing, or in person.** All programs have 24-hour voice mail service. Please do not rely on the child's teacher or school to notify YWCA staff. Please refer to School Age Program phone list in the back pages of this handbook.
2. If the child fails to arrive on a day when he/she is scheduled to attend the program, and we have not been notified by a parent, we will try to locate the child according to the following procedure:
  - The child's teacher or school secretary will be contacted to find out if the child was absent from school
  - The child's parents will be called at all available phone numbers.
  - All emergency telephone numbers will be called.
  - If at this point, the child has not been located, the local Police Department will be called to assist in locating the child.

### ARRIVAL AND DEPARTURES (signing in and out)

**Morning arrival:** Each child must be brought inside the building to the program site by a parent/guardian who must sign in the child on the attendance sheet. We realize that this might appear to be an inconvenience, especially when you are in a hurry to get to work in the morning, but it is for the safety of your children

**Afternoon departure:** All children must be picked up by 7 p.m. (6p.m. in Dumont) A parent/guardian must come in to the ASP site to sign out the child on the attendance sheet

### CHILD RELEASE POLICY

Parents **must** come into the program to physically sign children out. We cannot release a child unless an authorized person can come into the program to sign the child out.

Parents **must** inform the Site Supervisor in advance if someone other than the parent will be picking up. If the pick up person is not listed on the child's emergency data form and we have not been notified by the parent, the Site Supervisor **will not** release the child.

We do require that parents show identification until the Site Supervisor and staff become familiar with you. This step is taken for the safety of your child.

The YWCA of Bergen County has no responsibility for a child after the child has been signed out of the program. **For children involved in school extracurricular activities who will return to the asp afterwards parents must fill out a special permission form. These forms are available from your site supervisor.**

**CELL PHONE / CAMERA USEAGE** -We require children to keep their cell phones in their backpack. If they need to use their phone we ask them to first tell the Site Supervisor and then to put the phone back in their backpack when finished. Cell phones with camera are not allowed to be used in the programs. No use of video cameras are allowed without approval from the Site Supervisor, as well as parents and children involved in the filming.

### **CONFIDENTIALITY POLICY**

The policy of the YWCA School Aged Programs in regard to the issue of confidentiality of information is as follows:

1. Information about a child belongs to the child with the parents acting on the child's behalf. Consequently, parents have unlimited access to the records of their child.
2. YWCA staff will be permitted access to records on a need to know basis as determined by the Site Supervisor.
3. Records will not leave the site without permission of the director.
4. No information about a YWCA family may be released to another agency without the written consent of the family, **unless required by law.**
5. Information that families give to the YWCA staff will be shared with other staff, only on a need to know basis.
6. All YWCA staff members are required to treat information about YWCA families responsibly and with discretion. Staff are permitted to discuss information about families with other staff only on a need to know basis. Information about YWCA families or staff members is not a suitable topic of casual conversation among staff or in the presence of children.
7. Staff that violates a family's or staff member's right to privacy will be subject to personnel action as determined by the director. When warranted, such action may include suspension or dismissal.
8. Staff is advised to refrain from any discussion of YWCA staff or program information that is pertinent only to the YWCA.

### **DAY ONE - THINGS TO KNOW....**

All YWCA programs open on the first day of school, whether it is a ½ day or a full day. If your child is registered for a YWCA program there are some things you need to know for the first day.

**Children attending before school program (BSP) for the first time.** Walk your child into the program area. All children **MUST** be accompanied and signed in by an adult (no older siblings). The YWCA staff should be easily identified by their shirts - black indicates the Site Supervisor and orange identifies the Recreation Counselor. All correspondence, changes, comments should be addressed to the Site Supervisor. Sign your child in - talk to the staff if you have any special concerns or needs. At the first bell the YWCA staff will bring your children to the appropriate meeting area for your school (playground or line up in gym etc). We do not know the teacher or classrooms assigned to your children - make sure your children know where they should go. Children are welcome to bring their breakfast; we do not provide any food.

**Children attending After School Program (ASP) for the first time.** Make sure you send a note in to your child's teacher telling them your child is registered to the afterschool program. Each school handles dismissal differently - check with your school principal as to their policy. Most schools escort the YWCA children into the program space. The YWCA staff, easily identified by their black (Site Supervisors) and orange (Recreation Counselor) YWCA shirts are here to greet them and quickly take attendance. All correspondence, changes, comments should be addressed to the Site Supervisor. If your child is not going to be at program it is very important to call the YWCA voice mail listed on the back page of this booklet to let them know. While at program your child will be involved in games, crafts, structured activities and free play. Time is set aside for those children who wish to do homework. YWCA staff will be available to answer questions, provide support but they are not able to tutor to give one to one homework help. We ask any parent who wants their child to do their homework at the YWCA to take a copy of our homework contact and discuss it with their child. Our goal is to provide a safe, fun environment for your children while you are at work.

**If there is anything we can do to improve our services to you and your family - please let us know!**

## DISCIPLINE POLICIES AND REMOVAL FROM PROGRAM PROCEDURES

It is the YWCA's goal to educate the student and instill in them the ability to self-discipline. Misbehavior is seen as a chance to educate a student about appropriate behavior. It is understood that all children require firm and consistent limits and that no child will be permitted to endanger himself, others, or to damage property. It is the policy of the YWCA to use appropriate physical restraint only when absolutely necessary for the welfare of the child or the protection of life and property. Clear and consistent guidelines are presented to children so that they are aware of their responsibilities and can be held accountable for their behavior. Children whose needs, abilities and values vary are treated in such a way that recognizes these differences. Occasionally there may be times and reasons we must expel /suspend a child from our program. Before we would reach such a situation we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. Some examples of unacceptable behavior include but are not limited to:

<i>Physical aggression on the part of a child or parent</i>	<i>Use of foul language by child or parents</i>
<i>Disrespectful / Intolerant words or actions</i>	<i>Disrespect to staff or other children (child or parent)</i>
<i>Consistently ignoring program rules</i>	<i>Leaving program area without permission</i>
<i>Failure to complete required forms</i>	<i>Habitual tardiness when picking up child.</i>
<i>Bringing a gun, knife etc to the program</i>	<i>Failure to pay tuition payments and/or late pick up fees</i>
<i>Parent or Child exhibits verbal abuse to staff in front of enrolled children.</i>	

Discipline will be administered as soon as possible and will be consistent with the severity of the problem. Should there be an infraction of the rules, the following consequences will occur:

1. **Verbal Warning** -We remind children of appropriate behavior
2. **Five Minute Time Out**- This gives a child a break to cool off.
3. **Ten Minutes Time Out**- Again a cooling off period and chance for re-direction. Staff will inform parents at pickup
4. **Written Note** - Student writes a note to parent explaining behavior. This allows the student a chance to separate from the problem and cool down. It also forces the child to review the situation from start to end. Child will give the written note to the parent in the presence of staff.
5. **Removal** - Parents are called and asked to pick up the child immediately. This happens in rare cases where a child's actions are detracting from the safety of the group. If this removal is permanent the parents will have the opportunity to meet with the director of SAP to discuss.

### **A child will not be expelled if the parent/guardian:**

- 1) Made a complaint to the Office of Licensing regarding the program's alleged violations of the licensing requirement.
- 2) Reported abuse or neglect occurring at the school.
- 3) Questioned the program director regarding policies and procedure.

**Fighting or intentional physical aggression for any reason results in immediate jump to #5.** In order to return to the program, the parent and child must meet with the program director

The YWCA program will not tolerate any parent reprimanding, punishing or verbally threatening any child on our premises. If there is a problem, you will be asked to leave immediately. The safety of all the children in our care is our first priority.

**EARLY DISMISSALS** - for scheduled ½ days we will open our program at dismissal to accommodate all kids registered for that afterschool program. **If your child is not registered for that day - there will be a \$40 extra day fee.** We will only open for the early dismissal if the **ENTIRE** school is dismissed early.

### **ENROLLMENT**

Registration is accepted throughout the school year, based on license capacity availability. All participants must be YWCA members. A calendar one-month minimum enrollment is required for full-time and part-time participants. If a student is enrolled for less than five days per week, the days attending must be specified in advance to maintain the proper ratio of staff to students. Students may be enrolled in the before school program (bsp) afterschool program (asp) or both. Your child is not considered enrolled until all the required forms are completed

**EMERGENCY CONTACTS:** Your emergency people are very important and should be aware of their responsibility. All emergency contacts should be able to pick up your child within a reasonable time frame if we cannot reach you. Phone numbers need to be updated regularly.

### **FEES AND PAYMENT POLICES**

YWCA Membership	\$50 (includes 1 adult and all children under 12)
After School Registration Fee	\$60 per application
Before School Registration Fee	\$30 per application

1. All fees / tuitions are non-refundable. – No refunds will be given.
2. Monthly fees are based on the entire school calendar year, which equates to 180 days divided over ten months. Therefore, no matter how many school days there are in a month the monthly fee will remain the same.
3. Tuition is due on the 1<sup>st</sup> of each month. Tuition received after the 10th of the month will result in a \$25 late fee. **Tuition is payable August thru May**
4. Non payment or continued late payment will result in your removal from program.
5. If your credit card is declined twice you will be subject to a \$25 administrative fee.
6. Your credit card statement and/or canceled check will serve as your receipt of payment.
7. If you have a flex spending account, please send the paperwork with a self addressed stamped envelope and we will complete the necessary information. Our Provider Tax Id is # 22-149-4725.
8. If a child is left at the program beyond 7pm (6pm- Dumont), a \$25.00 late fee will be charged. If by 7:15 (6:15 - Dumont) we are unable to contact a parent or the emergency persons, the Police Department will be called to assist in locating a parent or guardian. If the child is left for more than one hour without notification from a parent, DYFS will be called. More than 3 late pickups will require your removal from the program.
9. **Withdrawal from program requires notification 30 days notice; to withdraw from a program call Mary Agnello at 201 881-1728 - No refunds will be issued.**
10. To drop a day, or add a day, a Change in Attendance form must be completed. **30 days notice is required to change schedule or withdraw from program. No refunds will be issued.** Ask your Site Supervisor for this form. There is an extra day fee of \$25.00 per child, per day -\$40 if the extra day is early dismissal.
11. Tuition credit is not given for absence due to illness or vacation

**FINANCIAL AID** - Financial assistance is available. Call the Maire Brosnan Katavolos at 201 881-1726  
**Money is distributed on a first-come, first-served basis**

**HOMEWORK POLICY:** The After School Program staff is responsible for providing as quiet a place as possible (keeping in mind we are limited by our assigned space) and a staff person daily to supervise and monitor homework time. We do not provide tutoring or one to one assistance. We provide a contract for parent and children to discuss and fill out. The After School Program staff will *never* force a student to do his/her homework and will not be responsible for the completion of the child's homework.

## HOURS OF OPERATION

**Before School Program** hours are 7:30am – the first bell (Ridgewood 7:15am- first bell)

**After School Program** hours are 3:00pm – 7:00pm with coverage \*Dumont sites close at 6:00pm

**School Closing** - If schools are closed for any reason all YWCA programs will be closed.

**Delayed Opening** - If the school has a delayed opening the Before School Program will be closed, but After School Program will operate according to schedule.

**Early Dismissal - for any reason** - all programs will be closed

\*If weather conditions become hazardous during after school program we reserve the right to close the After School Program early. **In this situation, you must make arrangements to pick your child up at the modified time. For details view [www.cancellations.com](http://www.cancellations.com) and our updated information will be posted.**

**INFORMATION CHANGE:** Parents are responsible for informing the SAP of any changes in address, phone numbers and persons authorized to pick up children. It is very important that this information be kept up to date.

### **INFORMATION TO PARENTS - from Department of Children and Families -Office of Licensing (OOL**

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

\* \* \* \* \*

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center.

To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others.

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877)667-9845. Of course, we would appreciate your bringing these concerns to our attention too.

Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy. Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the Office of Licensing's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

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

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

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to comply with the New Jersey Law Against Discrimination (LAD), P.L.1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336(42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required 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.OOL4/17/08

## MEDICAL & HEALTH POLICIES AND PROCEDURES

1. Your child must have an application w/ health and medical information on file the day he/she begins the program. All allergies and medical concerns must be documented on the child's medical and emergency data form.
2. For the welfare of your child and the other children in the group, your child must be kept home if he/she appears ill or has been ill during the night. A child will be sent home if any of the following symptoms are present: fever, vomiting, diarrhea, relentless coughing, and/or skin rashes. All emergency phone numbers on file must be kept up-to-date. If you are called to pick up your child, please do so within an hour of the phone call. In some instances, a child may not be permitted to return the following day without a doctor's note.
3. Medication will be administered only after the receipt of written approval from a child's parent. This medication must be in its original container, labeled with child's name, physician's name, date, and dosage. Medication will only be administered and recorded by a Site Supervisor.
4. If your child is sent home from school for any reason, he/she may not attend the After Kindergarten/After School Program that afternoon.

**OFF SITE PROGRAM:** for those schools that do not have onsite YWCA programs we offer transportation to the Orchard Elementary. This program serves children from schools all over Bergen County but follows the Ridgewood School district calendar. Please check your school's calendar against the Ridgewood calendar.

**PARENTAL PARTICPATION:** Parents are welcome to observe and participate in the SAP. The staff welcomes your comments and is available to discuss any aspect of the program. Parents are reminded that all interactions with children must be positive in nature and any parent who engages in any negative interaction with any child, will face immediate removal from the program and termination of their child's future participation.

### POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the school site. If such symptoms occur at the school site, 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
Temperate over 101.5 degrees	Lethargy	Mouth sores with drooling
Severe coughing	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		Stiff neck
Skin lesions that are weeping or bleeding		

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 school site.

### TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

A child who contracts any of the following diseases may not return to the school site without a health care provider's note stating that the child presents no risk to himself/herself or others:

<b>Respiratory Illnesses</b>	<b>Gastrointestinal Illnesses</b>	<b>Contact Illnesses</b>
Chicken Pox**	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Lice
Hemophilus Influenza*	Giardia Lambliia*	Scabies
Measles*	Hepatitis A*	Shingles
Meningococcus*	Salmonella*	
Mumps*	Shigella*	
Strep Throat		
Tuberculosis*		
Whooping Cough*		

\*Reportable diseases that must be reported to the health department by the school site.\*\* Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the school site. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted. If a child is exposed to any excludable disease at the school site, parents will be notified in writing \*Reportable diseases, as specified in N.J.A.C. 10:122-7 10 (a).

## STAFF INFORMATION

Each site has one Site Supervisor and enough Recreation Counselors to support a staff to student ratio of at least 1 to 15. Overseeing several sites would be the Program Manager and then overseeing them would be the Director or Assistant Director of Afterschool. We welcome your input and encourage parents to feel free to speak with us at any time.

We uphold a high standard of quality, dedication, and commitment when it comes to selecting our staff. Staff members are required to go through professional reference and criminal background screenings before they are hired. Our BSP / ASP staff consists of professionals with teaching certificates, teachers' aides, college students majoring in education and related fields, and individuals with experience in child care. Most importantly, they are the people who work on a day-to-day basis to create the environment that we want for our children before and after school hours and are our most valuable assets in helping to create a successful program. Our goal is to provide our staff with the tools and knowledge they need in order to help create and maintain an exciting, enriching, age-appropriate program for your children. Our staff members are required to attend our full day staff orientation at the beginning of the year. Our staff attend monthly meetings in which we discuss programming and curriculum as well as bringing in trainers or holding special workshops for staff. There are also additional opportunities throughout the year for staff to participate in professional development workshops. In addition, all Site Supervisors are certified in First Aid/CPR safety procedures

### **Administrative Staff:**

#### **Maire Brosnan Katavolos**

Director School Age Programs  
mkatavolos@ywcabergencounty.org  
Tel: (201) 881-1726  
Fax: (201) 487-5911

#### **Robyn Knapp**

Assistant Director School Age Programs  
rknapp@ywcabergencounty.org  
Tel: (201) 881-1727  
Fax: (201) 487-5911

#### **Mary Agnello**

Office Manager  
magnello@ywcabergencounty.org  
Tel: (201) 881-1728  
Fax: (201) 487-5911

#### **Ming Tseng**

Billing & Tuition Coordinator  
mtseng@ywcabergencounty.org  
Tel: (201) 881-1730  
Fax: (201) 487-5911

### **Program Managers**

**Brian Scanlon**- Manager 201- 881-1732 -Travell, Jessie George, Berkley, Washington, Brookside, Meadowbrook

**Danielle Guitian**- Manager 201- 881-1733 -Bryan, Merritt, Grant, Honiss, Lincoln, Selzer

**Erica Bixby**- Manager 201- 881-1734 -Hillside, Orchard, Somerville, Willard, Brookside -Allendale, Ketler

**Mike Mitchell**- Manager 201- 881-1735 -Old Tappan, Oradell, Hawes, Dorchester, Hawes School, Smith School

**TRANSPORTATION:** *\*not applicable to all sites*

**FOR CHILDREN ATTENDING THE OFF SITE LOCATION** - Transportation to the site is provided by Sunlight Transportation 201 327-0073 **\*Please Note:** Children who miss the bus or van should go directly to the school secretary. We are not able to provide late / second pickups.

**TOYS:** We do not encourage children to bring cell phones, I-Pods, Game boys, PSPs, DS etc. to program, except on special days. These items can be easily misplaced, lost, or stolen. The YWCA of Bergen County assumes no responsibility for misplaced, lost, or stolen items.

**VACATION DAYS** - on many school vacations we run an offsite full day program. This program operates from 7:30am to 7:00pm and is offered at a discounted price to all kids registered in our before school or afterschool program. Advance registration is required and there is an additional fee for this service. Vacation days are not guaranteed for all school breaks. We will publish a list of all vacation days in our September newsletter

**DIRECT PHONES FOR PROGRAM SITES - PLEASE SPEAK WITH SITE SUPERVISOR**

HILLSIDE SCHOOL	ALLENDALE	201-327-0091
BROOKSIDE SCHOOL	ALLENDALE	201-760-8740
BRYAN SCHOOL	CRESSKILL	201-569-8484
MERRITT SCHOOL	CRESSKILL	201-541-1031
GRANT SCHOOL	DUMONT	201-384-6371
HONISS SCHOOL	DUMONT	201-384-6357
LINCOLN SCHOOL	DUMONT	201-384-6457
SELZER SCHOOL	DUMONT	201-384-6349
MEADOWBROOK SCHOOL	HILLSDALE	201-664-3503
SMITH SCHOOL	HILLSDALE	201-666-0301
T. BALDWIN DEMAREST	OLD TAPPAN	201-664-2920
ORADELL PUBLIC SCHOOL	ORADELL	201-986-0320
HAWES SCHOOL	RIDGEWOOD	201-670-3755
ORCHARD SCHOOL	RIDGEWOOD	201-670-1230
SOMERVILLE SCHOOL	RIDGEWOOD	201-493-1207
TRAVELL SCHOOL	RIDGEWOOD	201-493-1809
WILLARD SCHOOL	RIDGEWOOD	201-445-5460
JESSIE GEORGE SCHOOL	WESTWOOD REGIONAL	201-722-8908
WASHINGTON SCHOOL	WESTWOOD REGIONAL.	201-666-1393
BROOKSIDE SCHOOL	WESTWOOD REGIONAL	201-664-7147
KETLER SCHOOL	WESTWOOD REGIONAL	201-722-1653
BERKELEY SCHOOL	WESTWOOD REGIONAL	201-664-4324
DORCHESTER SCHOOL	WOODCLIFF LAKE	201-391-1388

**\*\*IF YOU ARE UNABLE TO REACH YOUR SITE SUPERVISOR  
PLEASE CALL ANY OF THE ADMINISTRATION NUMBERS OR STAFF**