

**eliminating racism
empowering women**

ywca

Bergen County

Parent Handbook

Before & After School Programs

2018-2019 SCHOOL YEAR

Visit our website:

www.ywcabergencounty.org

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Welcome to YWCA Bergen County School Age Programs

Who we are and what we do....

We are YWCA 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 designated sexual violence resource center, healingSPACE. 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, Child Protection and Permanency, CP&P provides quality childcare for children in grades K-6 from the end of the school day until 7pm in a safe, nurturing, and enriching environment. The core curriculum includes recreational activities with a focus on multicultural activities and an anti-bullying-prevention programs that foster self-esteem and teaches 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:

Kellie Weiss
Manager School Age Programs
 kweiss@ywcabergencounty.org
 Tel: (201) 345-1904
 Fax: (201) 447-9699

Alexis Winer
Assistant Manager School Age Programs
 lalexis@ywcabergencounty.org
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 Fax: (201) 447-9699

To register please contact:

Mary Agnello
Program Assistant
magnello@ywcabergencounty.org
 Tel: (201) 345-1914
 Fax: (201) 447-9699

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

YWCA School Age Programs
 214 State Street • Suite 207
 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 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 Child Protection and Permanency, CP&P 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 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. A parent/guardian must come in to the ASP site to sign out the child on the attendance sheet.

CHILD RELEASE POLICY

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 the 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 Division's 24 hour Child

Abuse 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 Division's 24 hour Child Abuse Hotline (1-877-NJ-Abuse) [1-877-652-2873] to seek assistance in caring for the child.

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 Bergen County has no responsibility for a child after the child has been signed out of the program. **For children involved in extracurricular activities within the school and wish to return to the asp afterwards, parents must notify the Site Supervisor in writing.**

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 is 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 is 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.

Technology Policies – As social media, digital cameras, smart phones/ tablets, and other hand held gaming devices become more prevalent and more user friendly, it is increasingly more likely that the children in our care and their families will be using some form of digital photography as part of their family life.

Digital technology along with smart phone apps have increased the potential for cameras, devices, and images to be misused, inevitably causing concerns about the risks to which children and young people may be exposed. The YWCA Bergen County fully understands that the behaviors of individuals using the technology present the risk, not the technology.

Our staff are well trained in these matters and are aware that failure to follow any of these policies could result in disciplinary action up to and including termination of employment.

Any participant device usage allowed in program will be monitored and only used when staff designate dates and times. Designated dates should not exceed four times per month.

- **TV/ SMART Board/ Computer Policy:** The majority of the YWCA sites do not have access to TV's, SMART Boards, and/or computers. At sites where access is available, viewing television programming is not permitted. If a VCR or DVD player is available sites shall be limited to educational and instructional viewing, shall be age and developmentally appropriate, and shall only be utilized on special days that have been cleared with YWCA School Age Program Managers. Computers are the property of the Public Schools. Wherever available, they shall only be used while completing homework.
- **Social Media Policy:** All staff are required to be given, acknowledge receipt of, and strictly adhere to the YWCA Bergen County Social Media Policy. We ask that parents and program guests also adhere to the YWCA Bergen County Social Media Policy. Parents are not permitted to take photos of other people's children during any YWCA program hours. Social media postings by the YWCA Bergen County are only permitted with the approval of the School Age Program Managers and individual parental consent. Photos and videos are to be taken only by appointed YWCA personnel. Images utilized will be kept for a period of up to three years and will not include any personal information; i.e. children's full names.
- **Electronic Communication Policy:** The site's cell phone will be the primary method of communication with parents during Before and Aftercare hours. All YWCA Site Supervisors are required to communicate with parents via phone, text, and written notes placed by the sign out book. Email communication is prohibited by Site Supervisors. If something must be communicated via email to parents, it will be done so by the School Age Program Managers. Communication via email could result in disciplinary action up to and including termination of employment.

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. The YWCA staff should be easily identified by their staff shirts. 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 YWCA children into the program space.** The YWCA staff 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 contract 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.

GUIDELINES FOR POSITIVE GUIDELINES

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. The complete guidelines are posted on the YWCA trifolds located at each site.

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:

Physical aggression on the part of a child or parent

Disrespectful / Intolerant words or actions

Consistently ignoring program rules

Failure to complete required forms

Bringing a gun, knife etc to the program

Parent or Child exhibits verbal abuse to staff in front of enrolled children.

Use of foul language by child or parents

Disrespect to staff or other children (child or parent)

Leaving program area without permission

Habitual tardiness when picking up child.

Failure to pay tuition payments and/or late pick up fees

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.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we have to expel a child from our program either on 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
- Parents 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
- Habitual tardiness when picking up your child
- Verbal abuse to staff

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

SCHEDULE OF EXPULSION

If after the remedial actions have not worked, the child's parent/guardian will be advised and in writing about the child's or parent behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.

The parent guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two week notice depending on the 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 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 children registered for the after school program. **If your child is not registered for that day – there will be a \$60 extra day fee.**

ENROLLMENT

Registration is accepted throughout the school year, based on license capacity availability. 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

Before and After School Registration Fee \$100 per application per child

1. All fees/tuitions are non-refundable. – **No refunds will be given.**
2. Monthly tuition is 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 10th of each month for the following month's tuition. **Tuition is payable August thru May being your final payment.**
4. Non payment or continued late payment will result in your removal from program.
5. The YWCA Bergen County will impose a \$20 service charge if payments are not honored from your credit card or account on file.
6. Your credit card statement and/or bank statement 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. Any child left at the program beyond 7pm will be charged a \$25 late fee per child for the 1st and 2nd time. If by 7:15pm 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, DCP&P will be called. Three or more late pick-ups will incur a \$50 late fee per child.
9. **Withdrawal from program requires notification of one full month prior to the month you are withdrawing from; to withdraw from a program call Mary Agnello at 201-345-1914 – Monthly tuitions are non-refundable.**
10. To drop or add a day call **Mary Agnello at 201-345-1914.** A "Change in Attendance" form will be completed by your Site Supervisor. **Rate plan changes must be made prior to the 1st of the month for the following month. Monthly tuitions are non-refundable.**
11. Aftercare extra days are available for children who are not registered for 5 days per week. The fees are \$40 per day for full session days or \$60 per day for half session days. **One day may not be substituted for another. Advanced notice is required by contacting Mary Agnello at 201-345-1914.**
12. Before care extra days are available for children who are not registered for 5 days per week. The cost is \$15 per day. No advanced notice is required.
13. Tuition credit is not given for absence due to illness, vacation, or unscheduled school closures.

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 your child's homework.

HOURS OF OPERATION

Before School Program hours are 7:00am – the first bell

After School Program hours are 3:00pm – 7:00pm

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.

Unscheduled Early Dismissals– due to extreme heat, winter advisories, or other unforeseen emergencies– YWCA after school programs will not be open. Example: If all after school activities are cancelled for any reason, the After School Program will not operate.

*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 and our updated information will be posted or check your child’s program voicemail for updates.**

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.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

Under provisions of the *Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52)*, 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 and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member'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 (OOL), 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 view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, 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 OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL'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 or you can view them online at https://data.nj.gov/childcare_explorer.

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

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the *State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873*. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.state.nj.us/dcf/.

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 School Program that afternoon.

PARENTAL PARTICIPATION: 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 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.

Quick Reference



Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

**Communicable Disease Service
Disease Reporting Requirements and
Regulations can be viewed at:**
<http://nj.gov/health/cd/reporting.shtml>



Health care providers required to report: physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

Administrators required to report: persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

Laboratory directors: For specific reporting guidelines, see NJAC 8:57-1.7.

CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your **own** local health department. Contact information is available at: localhealth.nj.gov.

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

July 2013
www.nj.gov/health/cd

REPORTABLE WITHIN 24 HOURS OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only
Written report within 24 hours

HIV/AIDS

609-984-5940 or 973-648-7500
Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally

Sexually Transmitted Diseases **609-826-4869**

Report within 24 hours

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

Tuberculosis (confirmed or suspect cases) **609-826-4878**

Written report within 24 hours

Occupational and Environmental Diseases, Injuries, and Poisonings **609-826-4920**

**Report within 30 days after
diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

H5697

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. 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, and 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 attends 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 and Recreation Counselors are certified in First Aid/CPR safety procedures.

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 Bergen County assumes no responsibility for misplaced, lost or stolen items.

VACATION DAYS: On many school vacations, we run an off-site full day program located Bethany Community Center, 605 Pascack Road Township of Washington, NJ 07676. This program operates from 7:30am to 6:30pm. 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 on our website.

DIRECT PHONE NUMBERS FOR PROGRAM SITES

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	201-364-2682
ORADELL PUBLIC SCHOOL	ORADELL	201-986-0320
HAWES SCHOOL	RIDGEWOOD	201-670-3755
ORCHARD SCHOOL	RIDGEWOOD	201-670-1230
RIDGE SCHOOL	RIDGEWOOD	201-301-1187
SOMERVILLE SCHOOL	RIDGEWOOD	201-493-1207
TRAVELL SCHOOL	RIDGEWOOD	201-493-1809
WILLARD SCHOOL	RIDGEWOOD	201-445-5460

IF YOU ARE UNABLE TO REACH YOUR SITE SUPERVISOR AND NEED IMMEDIATE ATTENTION,
PLEASE CALL ANY OF THE ADMINISTRATION NUMBERS FOUND ON PAGE 3.