

Y-Kids Before & After Care School Programs

Resource Guide 2016-2017



Ocean County YMCA
1088 W Whitty Road
Toms River, NJ 08755
ocymca.org

Child Care Resource Guide: Y-Kids Before & After School Programs

Dear Parents/Guardians:

We would like to welcome you to our State licensed Y-Kids Before & After School Programs. With so many demands on today's families, parents need all the support they can get. That's why child care at the Y is about more than looking after kids. It's about nurturing their development by providing a safe place to learn.

Homework support, good nutrition, exposure to arts and science, physical activity, STEM and time to have fun with friends are just a few highlights. Y-Kids Before & After School Programs offer affordable, State Licensed child care for grades K-8 from the hours of 6:30AM to 6:00PM. Qualified and caring staff leads a diverse curriculum and focus on Core Values and character development.

Y-Kids Before & After School Programs partner with the following school districts: Berkeley, Manchester and Toms River.

We have designed this packet to provide helpful information for the parents and guardians of our program participants. For their health and safety, please read through it carefully. It should answer most of the questions you may have. We want to be sure you and your child are prepared for the upcoming school year and summer of fun.

We are also always interested in knowing how we are doing in our program areas. Any thoughts, concerns or ideas are always welcomed. Should you have any questions, please feel free to give us a call at **732 341 9622 ext 0**.

You may also contact our Youth Development Director, **Veanna Knoeller**, at **ext 2215**, at any time.

PHILOSOPHY AND GOALS

The goals of the Y-Kids Before & After School Programs are to:

- Provide a safe, consistent quality care environment where children feel secure and accepted.
- Create an atmosphere of respect that promotes positive self-esteem.
- Recognize each youth as a unique person with individual needs and interests.
- Give children opportunities to learn through developmentally appropriate activities, and to develop self-control, independence, and a sense of purpose.
- Provide opportunities that stimulate social development and respect for the rights and differences of others using the Core Values of character development: Caring, Honesty, Respect and Responsibility.
- Work as a team with parents, maintaining open communication and mutual support.
- Involve the families in the program and enhance parenting skills.
- Meet and exceed the state licensing requirements to ensure the highest quality of care.
- Provide qualified, caring staff with ongoing training for continued growth as care givers.
- Monitor and appraise programs on a continuing basis.
- Work in cooperation with the schools and other social agencies.

REGISTRATION

Registration must be done in person at the Ocean County YMCA, which is located at 1088 W Whitty Road, Toms River, NJ.

In order to register, the following must be brought to registration:

- Names and phone numbers of authorized pick-up/emergency contacts.
- Membership fees/Y-Kids Before & After School Programs. (Membership fees included in Y-Kids Before & After School Programs.)
- If you need to list a person as an unauthorized pick-up on the registration forms, court documentation must be attached. Otherwise, the unauthorized pick-up persons will be void.
- The registration form and membership form must be signed by a parent/guardian when registering.
- Foster parent must submit foster parent identification letter.

Should an emergency arise and a pick-up person is not on the authorized pick-up list, you must contact the Director.

To add new authorized pick-up person(s), you must fill out a change form with the staff at the program location.

Registration must be completed by the Wednesday prior to the week your child will be attending. Pre-registration begins in May; however, registration is ongoing throughout the year for the next school year.

If you have any questions regarding registration, please call Member Services at 732 341 9622 ext 0.

CREDIT POLICY

Membership: ALL memberships are non-refundable.

Any childcare suspensions do not receive a credit.

No credits will be issued for absences.

No credits will be issued for snow days, delayed openings or early dismissals.

Please allow 4-6 weeks for processing credits.

Returned Check or Draft: Returned checks or bank/credit card draft will incur a \$25 return check fee. Returned checks submitted to our Check Recovery Service will be electronically debited for the full face value of the check plus a State allowable service fee of up to \$30.

PAYMENT INFORMATION

A \$80.00 yearly non-refundable registration fee is required at the time of enrollment for Y-Kids Before & After School Programs. If you make changes to your schedule throughout the year, you will be advised of any additional monies that are owed.

Payments for Y-Kids are calculated based on the number of schools days in a year. This payment is then divided into ten equal monthly installments. Holidays and other scheduled days off are taken into consideration when monthly fees are calculated. All payments, including membership fees, are due the 3rd Friday of the month. After that, late fees will be assessed at \$20.00 the first time, \$30.00 the second and \$35.00 thereafter. If payments are not received by the 1st of each month, your child will be inactivated from the program and require a reactivation fee of \$25. Automatic monthly bank or credit card draft is available. Refunds must be requested in writing two weeks prior to withdrawal of inactivation. Please fax, email or drop off notification to Member Services, to the attention of the Youth Development Director.

Refunds are available less a \$25.00 processing fee, no exceptions.

We do not accept cash at our Y-Kids sites for payment. Payment may be made by check or money order, and handed to the Site Director at each site. Payment may also be made directly at the Y to Member Services by credit card, money order or cash.

The Y membership fees are now included in the **Y-Kids Before & After School Programs** monthly fees, giving all children enrolled a full privilege membership, with the exception of those enrolled with CHS. All membership fees are valid through August 31, 2016, and will be renewed each September. Membership fees are currently built into your monthly fees, and there will be a \$23 reduction in your total monthly fee if your child attends both the AM & PM sessions.

Y-Kids Before & After School Programs requires **two weeks** written notice prior to inactivating your child. Immediate inactivations will be charged a two week fee. A \$25.00 processing fee will be assessed for all refunds. Membership fees are non-refundable.

There is a \$25 fee to reactivate your child once he/she has been inactivated.

If you split your payments with another parent/guardian, we will need a court document and we must receive a letter from each parent specifying what each will be paying. This must be approved by the Youth Development Director. If payment is not made on time, the person responsible for that payment will be billed a \$20 late fee. If this is not paid, inactivation from the program could result.

CALLING IN PAYMENTS

When calling in payments, dial 732 341 9622 ext 0 and a Member Services Representative will assist you in processing your payment. Member Service Representatives are available M-F 6:15AM-9:00PM, SA 7:30AM-5:30PM, SU 8:30AM-5:30PM.

Enclosed you will find an automatic bank draft form, which can be used to ensure payment is made on time.

FINANCIAL ASSISTANCE / YCARES SCHOLARSHIPS

A financial assistance application must be completed. Assistance will be granted on the basis of financial need and available funds. The Ocean County YMCA reserves the right to change, amend or discontinue a recipient's financial assistance at any time. For further information, please call Member Services at 732 341 9622 ext 0.

STATE FUNDING PARTICIPANTS

If you are over-extended for any allotted unpaid absence or sick days based on your contract with the State, you are responsible for any outstanding balances accrued.

If your contract is cancelled, you are responsible to give two weeks' notice to the Youth Development Director. You will be responsible for payment of any unexcused absences within that two-week time frame; the State will not be responsible for payment.

Please remember your contract states that in a two-week time frame, the attendance policy is 80/20. You will be held accountable for all unexcused, unpaid fees and, you will be billed accordingly.

You are required to call in/out or use the POS machines daily for attendance. Failure to comply with daily attendance can lead to your child being inactivated from the program.

SIGN-IN/SIGN-OUT

You must formally put your child into our care, and upon pick-up, we may only release them to a designated person authorized on the registration form. Photo identification is required at all times, **NO EXCEPTIONS**. This procedure is necessary to provide the maximum protection for our children.

PLEASE MAKE SURE YOUR REGISTRATION FORM IS UPDATED WITH CURRENT EMERGENCY PHONE NUMBERS AND AUTHORIZED PICK-UP PERSONS. CHANGES OR ADDITIONS TO MEDICAL INFORMATION MUST ALL BE DONE IN WRITING WITH THE SIGNATURE OF THE LEGAL PARENT/GUARDIAN.

POLICY ON RELEASING CHILDREN (LICENSING GUIDELINES)

Each child may be released only to a person aged 18 or older, who is authorized by the parent/guardian to take the child from the center and to assume responsibility for the child in an emergency if the parent/guardian 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 no authorized pick-up person is able to pick up a child by the time of the center's daily closing, the center shall ensure that:

- The child is supervised at all times;
- Staff members attempt to contact the parent/guardian(s) or person(s) authorized by the parent/guardian(s);
- An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent/guardian(s) or person(s) authorized by the parent/guardian, have failed and the staff member cannot continue to supervise the child at the center, the staff member shall call the Division's 24-hour Child Abuse Hotline, 1 800 792 8610, to seek assistance in caring for the child until the parent/guardian(s) or person(s) authorized by the child's parent/guardian is able to pick up the child.

If the authorized pick-up person appears to be physically and/or emotional impaired to the extent that, in the judgment of the Site 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:

- The child may not be released to such an impaired individual;
- Staff members attempt to contact the child's other parent/guardian or alternative person(s) authorized by the parent/guardian;
- If the center is unable to make alternative arrangements, a staff member shall call the Division's Child Abuse Hotline, 1 800 792 8610, to seek assistance in caring for the child.

For all child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent/guardian.

LATE PICK-UPS/LATE FEES - TIME IS DETERMINED BY YMCA CLOCK

Children must be picked up NO LATER THAN 6:00PM. Parent/guardian or emergency contacts will be called if not picked up by this time. If we do not hear from you by 6:00PM or cannot reach an emergency pick-up an hour after, we are obligated to call DCP&P. Any child picked up later than 6:00PM will be supervised by a staff member until he/she is picked up.

1st LATE PICK-UP will result in a warning.

2nd OR SUBSEQUENT LATE PICK-UP will result in fees that will be assessed at the rate of \$10 for every ten minutes (or any part of), after 6:00PM, that the parent/guardian is late. This applies to all registered participants, **NO EXCEPTIONS.** The late fee is due to the Site Director at the time of pick-up, or the following day if the person picking up is not you. If fees are not paid, your child will not be allowed back into the program until they are paid. Consistently late pick-ups will result in expulsion.

If you will not be able to arrive by 6:00PM, please call the program site and find someone to come in your place (be certain that whoever picks up your child is listed on the registration form) and has photo identification.

EMERGENCIES

In the event of a medical emergency staff will first attempt to contact the parent/guardian. If you cannot be reached, staff will contact the first emergency contact person listed on the registration form. If that person also cannot be reached, staff will then contact the second person listed, and so forth.

If hospital attention is necessary, a staff person will remain with the child while he/she is transported to the local hospital and until a parent/guardian arrives. Emergency contact numbers, listed on the registration form, must be local numbers as required by the Licensing Administration.

Be sure to keep all emergency information current. Notify the Director of any changes in writing by fax at 732 341 1629 or email at vknoeller@ocymca.org

An emergency contact must be able to get to the program site within 30 minutes if needed.

If you are planning to be out of town for a day or longer, please notify the Site Director and leave a phone number for emergency purposes.

If you are unavailable or inaccessible during the period of the program day, please make sure the Site Director is fully aware of the situation, and is given an alternate plan of

communication. We must be able to reach someone immediately in case an emergency or early pick-up is required.

Each program has a built in **Lock-Down Emergency Procedure**, in the event of a security incident.

MEDICATIONS

Please arrange for your child to receive his/her medication at home or with the school nurse. If your child requires medication during our program hours, approval is needed by the Youth Development Director. A doctor's note will be required and a medication authorization form completed. Medication is required to be in original containers issued by the pharmacy. Non-prescribed medications can be administered with a doctor's note in the original container and a completed medication authorization form.

ILLNESS

A child may not attend the program if he/she has an illness that threatens the health of the other children. The Department of Health regulations concerning periods of infection will be enforced. If your child has a fever or is vomiting, you will be contacted by the staff and required to make arrangements for the pick-up of your child. Please do not bring a child who feels ill, has a fever, or has recently vomited. Parents will be called by the Director when "absolutely necessary". A child that develops signs of lice (nits) will not be allowed to attend the program until he/she has been treated.

OCEAN COUNTY YMCA POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

10:122-7.11 Information to the parents regarding the management of communicable diseases to be distributed to the parents. 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, yellow eyes or jaundice skin, red eyes with discharge, infected or untreated skin patches, difficult or rapid breathing, severe coughing, skin rashes in conjunction with fever or behavior changes, skin lesions that are weeping or bleeding, mouth sores with drooling or 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.

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

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

Respiratory Illnesses

Chicken Pox**
German Measles*
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastrointestinal Illnesses

Campylobacter*
Escherichia Coli*
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

*Reportable diseases that must be reported to the health department by the center.

**Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. 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 an excludable disease at the center, parent will be notified in writing.

Behavioral Guide

DISCIPLINE POLICY

1. Discipline means teaching. We attempt to teach acceptable behaviors like self-control and responsibility, and to promote positive self-image as children learn to make good choices by:
 - Setting up a program that is suitable for the ages and needs of the children.
 - Offering choices and interesting activities.
 - Encouragement.
 - Giving positive attention frequently.
 - Positive suggestions.
 - Developing rules with the children.
 - Discussing situations and why the rules are needed.
 - Preventing problems.
 - Providing appropriate consequences.
 - Use of "time out" (cool down) when appropriate. This allows the child time to think of better ways to handle the problem.
 - Removal of privileges.
 - Hands off and no bullying.

2. Children and their parents must be respectful to staff, since they have definite expectations for behavior that must be met:
 - Children are to be respectful to other children and staff.
 - Respect should be mutual.
 - Children are to listen and follow directions given by staff.
 - Children are to keep their hands and their feet to themselves. NO physical contact.
 - Follow the YMCA Core Values of Caring, Honesty, Respect and Responsibility.

3. Should a child refuse to follow these rules:
 - If at any time your child exhibits inappropriate behavior, you will be contacted to pick up the child immediately (within 30 minutes).
 - The misbehavior will be documented on a Discipline Form and you will be asked to sign off signifying that you have been informed. Consequences may lead demerit, suspension, and/or expulsion.
 - If ongoing misbehavior is exhibited, a behavior modification contract will be necessary.
 - Offenses include but are not limited to: disrespect to staff or another child; cursing; not listening; name calling; being argumentative; teasing; spitting; bullying; hitting; pushing; punching; kicking; fighting; biting; wrestling; making terroristic threats; running away from group or facility.

4. Should satisfactory progress not be made:
 - The child may be suspended from the program until a full investigation is conducted and concluded.
 - Conference between Youth Development Director, parent/guardian and child may be required before child may return. Behavior modification contract must be signed and agreed upon by all parties.
 - If the contract is broken, you will be contacted to pick up the child immediately (within 30 minutes).
 - The following may result in immediate suspension and/or expulsion from the program: pulling hair, throwing rocks or other debris; endangering himself/herself; intentional destruction of property; stealing.
 - If you cannot be reached, we will call your emergency contacts. Someone will need to come right away should we need to suspend a child.
 - Due process will be followed regarding any expulsion, and a full investigation will be conducted regarding the incident.

5. Parent/guardians will speak to all staff with RESPECT. Any harassment by a parent/guardian toward a staff member may result in the child's expulsion from the program.

6. The Youth Development Director reserves the right to alter this policy as deemed necessary to ensure the health and safety of all children and staff members.

BULLYING POLICY

Bullying behavior is categorized as:

- **Physical:** hitting, kicking, spitting, choking, pushing, tripping, slapping, poking, hair pulling, biting, fighting, unwanted touching, threatening gesturing, theft, and written harassment including oppressive notes and emails. Bullying behavior also includes sexual harassment, gang or group initiations, and hazing.
- **Verbal:** insults, taunting, degrading, teasing, name calling, threats, slander, passing blame, defaming, and blackmail.
- **Psychological** (often called indirect or social bullying): social ostracism, rumors, shunning, intimidation, extortion, manipulation, and character assassination.

What is Bullying?

- Bullying involves an imbalance of power. That imbalance can be physical in nature or it can be gender, cultural or racially based.
- The National Center for Victims of Crimes stresses that anyone can be a bully, and bullying can be carried out in different ways. Physical bullying may include shoving, pushing and hitting. Words and non-verbal behavior can also be used to hurt someone by spreading rumors, taking part in gossip, or threatening someone with looks, notes or pictures.
- According to the National Center on Addiction and Substance Abuse, children and teens who are bullied are at greater risk of suffering from depression and other mental health problems.
- New Jersey's Anti-Bullying Bill of Rights. In January 2011, New Jersey enacted the Anti-Bullying Bill of Rights, believed to be one of the toughest state laws regulating student-related bullying, harassment and intimidation.
- The key is to promote a positive learning environment.

SUSPENSION/EXPULSION POLICY

Immediate Causes for Suspension/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.

Parental Actions for Child's Suspension/Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other—at the discretion of the Youth Development Director.

Child's Actions for Suspension/Expulsion

- Failure of child to adjust after a reasonable amount of time.

- Uncontrollable tantrums/angry outbursts.
- Bullying or hurting other children (i.e. pushing, kicking, punching, cursing, etc.)
- Threatening other children with violent words.
- Other—at the discretion of the Youth Development Director.

Schedule of Suspension/Expulsion

- If the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent/guardian's behavior warranting a suspension/expulsion. A suspension/expulsion action is meant to be a period of time so that the parent/guardian may work on the child's or adult's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the suspension/expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent/guardian to return to the center.
- The parent/guardian will be given a specific suspension/expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' 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 Suspended/Expelled if a parent/guardian:

- Makes a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reports abuse or neglect occurring at the center.
- Questions the center regarding policies and procedures.

Proactive Measures that can be Taken in Order to Prevent Suspension/ Expulsion

- Staff will try to redirect child from negative behavior.
- Staff will reassess the environment, activities, and supervision.
- Staff will always use positive methods and language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Staff will give child verbal warnings.
- Parent/guardian will be given written copies of the disruptive behaviors that might lead to suspension/expulsion.
- The Director and parent/guardian will have a conference to discuss how to promote positive behavior.

RESPONSIBLE CONDUCT AGREEMENT

Below is the conduct agreement we have asked you to review with your child before starting our program.

The YMCA provides a fun, safe and satisfying experience for our Y-Kids Before & After School Programs children. It is our policy that you, the participant, in turn accept responsibility for your own personal conduct and actions. Specifically, you must agree to abide by the following rules

- I will act in a dignified manner towards other people.
- I will stay with my group at all designated times.
- I will fully cooperate with staff and fully participate in my group and program activities.
- I will wear appropriate attire based on the policy guidelines and Youth Development Director's discretion at all times.
- I will not borrow or touch things that belong to other participants or the program without asking.
- I agree to refrain from endangering the physical safety of another child or staff. This includes, but is not limited to: fighting, play wrestling, punching, or biting. I will keep my hands and feet to myself.
- I agree to refrain from any form of "bullying" which includes, but is not limited to: disrespect to the staff or other children, teasing, name calling, and inappropriate language.
- I will, to the best of my ability, exemplify the YMCA Core Values of Caring, Honesty, Respect, and Responsibility at all times.

ABSENCES

Please contact the YMCA via voice mail system, email or cell phone daily when your child will be absent from the program. The site phone number and voicemail extensions for absences are located at the end of this section. To reach the voicemail for a site, dial 732 341 9622 and then the appropriate extension. This reporting system is necessary and will alleviate the need to contact you at work, and assist us in tracking your child, which is our number one priority.

ACTIVITIES

Children will participate in a variety of age-appropriate activities/curriculum during the program. This will include organized games, sports, CATCH activities, arts and crafts, homework time, STEM programming and table games. Outdoor activities will be incorporated as weather and staffing permit.

CATCH (Coordinated Approach To Child Health)

Catch is a program designed to promote physical activity, healthy food choices, and prevent tobacco use in elementary school aged children. CATCH employs a holistic approach to child health promotion by targeting multiple aspects of the school environment and involving classroom teachers, school food service staff, physical education (PE) teachers, students' families, and the broader school community in a range of health-promoting activities for all children in grades K-5. The four core components of CATCH include (1) the Eat Smart school cafeteria nutrition program, (2) physical activity and healthy eating classroom curricula, (3) the CATCH physical education program, and (4) a family education and involvement program. The

coordination of health messages and activities between these four component areas is critical to positively impact children's knowledge, skills and behavior. For nearly 20 years, CATCH has guided schools, families and children in healthy living.

FOOD AND SNACK

Snacks are only provided during our PM session. Feel free to pack a healthy breakfast or snack for your child as there is allotted time during the program for breakfast & snacks.

CHANGING DAYS

If you find that you need to make a change in your child's schedule, it must be done by the Wednesday prior to the week the change is needed in writing by emailing jrodemann@ocymca.org. **No changes will be made at the site or over the phone.**

If one week goes into the next month, please complete the entire week, which will include the days of the next month.

We will not be responsible for contacting you if you fail to submit your schedule by the due date required, and no changes will be made if calendar is received late.

ADDITIONAL DAYS

Additional days added to the calendar other than originally registered for, payment will be required immediately at the time the change is made. Payment can be made by calling the billing office.

CHANGING PROGRAM OPTIONS (i.e. AM AND/OR PM)

Please come in person to Member Services and complete a new registration form with original signatures as required by Licensing. All changes must be completed by the Wednesday prior to the week the change is needed.

CLOSINGS

Y-Kids is only held when school is in session. When school is not in session, Holiday Camp is held at the Y. You may enroll your child in Holiday Camp in person at Member Services. We recommend early registration as we do fill up quickly for Holiday Camp. Please note that schools may have separate cancellation policies. All emergency cancellations and closings are announced on our website, www.ocymca.org, Facebook and Twitter.

CANCELLATION POLICY

- If there is a delayed opening due to inclement weather or an emergency, there is **NO AM** program.
- If there is no school all day due to an **unscheduled** closing, such as weather or an emergency, there is **NO AM or PM** program.
- If school is dismissed early and all after-school activities are canceled due to weather or an emergency, there is **NO PM** program.
- If Y-Kids are in session and inclement weather or an emergency occurs, we reserve the right to call and request early pick-up.

You are responsible to make **alternate arrangements** if any of the above occurs. Please ensure that the site and the administration office have updated contact phone

numbers for all parents/ guardian(s), emergency contacts and other necessary contact information.

WITHDRAWAL, INACTIVATION AND REACTIVATION

In order to **withdraw or inactivate** your child from the program, you must notify Jaclyn Rodemann in writing via email at jrodemann@ocymca.org two weeks prior to your child leaving the program. Please do not give letters to the Site Directors, as they are not valid and will not be accepted. Failure to properly notify the billing office will result in continuation of your billing.

In order to **reactivate** a child, you must notify the billing office **by the Wednesday** prior to the week you expect to start. Please call 732 341 9622 ext 2212. **There is a \$25 reactivation fee.**

The YMCA reserves the right to inactivate any children whose account balances are past due.

DRESS

Children should wear clothing appropriate to the weather and activities planned. Children may be taken outside, so they should bring a coat, sweater, jacket, etc., when appropriate. Children should wear clothing and shoes (sneakers) that allow them to play actively but safely. Inappropriate attire including belly shirts, spaghetti straps, low rise pants and clothing that does not fit will not be acceptable. When you arrive to pick up your child, please check to be sure he/she has all his/her belongings. As a precaution, please include your child's name on any belongings that could be left behind. We are not responsible for your child's personal items.

WHAT NOT TO BRING TO THE PROGRAM

- Children are not to bring any items from home into the program unless requested by a supervisor.
- Absolutely no cell phones will be permitted in any of our programs.
- The YMCA reserves the right to exclude any items deemed inappropriate or unacceptable.
- Items will be confiscated by staff and given to parent/guardian(s) at pick-up. No exceptions.

HALF-DAYS

The program will be held on any regularly scheduled half-day of school. (i.e. parent/teacher conferences, first and/or last week of school). The PM program will be held beginning at the time of dismissal through 6:00PM. (For emergency closings please see Closings/Cancellations). If you need to add a half day to your child's schedule and it's not a regularly scheduled day, there is a \$30 charge for half-days.

HOURS

All AM sites open at 6:30AM, NO EARLIER. All PM sites close at 6:00PM, NO LATER, unless specified by the Youth Development Director.

LICENSING

All YMCA Child Care Programs hold valid licenses from the Bureau of Licensing with the Division of Child Protection & Permanency (DCP&P). All staff meet licensing requirements, and each site has at least 1 staff person certified in CPR and First Aid.

Information to Parents/State Licensing Requirements

See attached pages

TRANSPORTATION

Most AM and PM sites are located at the child's home school. In the event that transportation is necessary, we have contracted with the local school district to provide that transportation. We will have you complete a transportation form at registration if necessary.

******ATTENTION BERKELEY TOWNSHIP ******

If your child attends Bayville, Berkeley, H&M Potter or Clara B. Worth, Transportation must be contacted in order for your child to be put on the proper bus coming to Y-Kids. Transportation forms are included in our registration packet, and need to be completed at registration.

Transportation does not provide sporadic stops. If your child is registered for PM Y-Kids fewer than five days per week, you are responsible to pick up your child at his/her home school on non-Y-Kids days.

COMMUNICATIONS

Each site has its own phone number and email, separate from the school's number. (See Y-Kids Site Phone Numbers, listed below.) However, Y-Kids staff will only be available to answer these lines during the operational times of the program. Each site also has its own YMCA extension which parents may use to leave messages when Y-Kids is not in operation. These voice mail boxes are checked daily. Please do not call the school office; they will not accept Y-Kids messages.

Please communicate to staff any absences, schedule changes, etc. This quality communication can only assist us in providing better care for your child.

Communications about major issues should always be given, in writing, to the Site Director. Please check the Information Board for any notices or announcements.

Please send your child to school with a note to the teacher that explains what days your child will be attending the After School program. The schools receive attendance rosters weekly, but it is always a good measure to be sure the teachers are aware as well.

Ocean County YMCA Childcare Phone Numbers

YMCA Main Number	732 341 9622
Youth Development Director	732 341 9622 ext 2215
Absence Reporting Voicemail (Y-Kids)	732 341 9622 followed by site's ext
Billing Office	732 341 9622 ext 2266 or 2440
Member Services	732 341 9622 ext 0
Fax Number	732 341 1629

Y-Kids Site Phone Numbers (phones are only in operation during program hours)

<u>Site</u>	<u>Site Phone Number</u>	<u>Email Address</u>
Bayville	732 207 5174	ocymcabayville@outlook.com
Clara B. Worth	732 213 3361	ocymcacbw@outlook.com
Beachwood	732 309 4545	ocymcabeachwood@outlook.com
Berkeley	732 213 6830	ocymcabtes@outlook.com
Cedar Grove	732 309 7563	ocymcacedargrove@outlook.com
Citta	732 309 9693	ocymcacitta@outlook.com
East Dover	732 309 9887	ocymcaeastdover@outlook.com
H & M Potter	732 213 2489	ocymcapotter@outlook.com
Hooper	732 801 0613	ocymcahooper@outlook.com
North Dover	732 801 0791	ocymcanorthdover@outlook.com
Pine Beach	732 801 1196	ocymcapinebeach@outlook.com
Silver Bay	732 801 1228	ocymcasilverbay@outlook.com
Walnut Street	732 207 5655	ocymcawalnut@outlook.com
Washington Street	732 207 6108	ocymcawashington@outlook.com
West Dover	732 213 2372	ocymcawestdover@outlook.com
Whiting	732 849 2834	ocymcawhiting@outlook.com
Ridgeway	732 309 2150	ocymcaridgeway@outlook.com
MTES	732 309 6172	ocymcamtes@outlook.com
The Zone	732 803 6140	ocymcathezone@outlook.com

(Intermediate Schools at the Y)

Y-Kids Site Extensions

You may leave a voice mail at your child's site at any time by calling 732 341 9622 and entering the appropriate extension, as indicated below.

Berkeley Sites

Bayville PM	3120
Clara B. Worth PM	3112
Potter AM	3113
Potter PM	3114
Berkeley (BTES) PM	3117

Extension

Manchester Sites

MTES AM	3141
MTES PM	3142
Ridgeway PM	3137
Whiting PM	3139
Whiting AM	3140

Extension

Toms River Sites

Beachwood AM	3101
Beachwood PM	3131
Cedar Grove AM	3102
Cedar Grove PM	3132
Joseph A. Citta AM	3118
Joseph A. Citta PM	3119
East Dover AM	3103
East Dover PM	3133
Hooper Avenue AM	3104
Hooper Avenue PM	3134
North Dover AM	3105
North Dover PM	3135
Pine Beach AM	3124
Pine Beach PM	3106
Silver Bay AM	3107
Silver Bay PM	3136
Walnut Street AM	3116
Walnut Street PM	3109
Washington AM	3115
Washington PM	3110
West Dover AM	3111
West Dover PM	3138
Zone	3159

Extension