

# **Summer Camp**

## **Resource Guide 2018**



**Ocean County YMCA**  
**1088 W Whitty Road**  
**Toms River, NJ 08755**  
**[www.ocymca.org](http://www.ocymca.org)**

Dear Parents/Guardians:

We would like to welcome you to our State Licensed Summer Camp. Ocean County YMCA Summer Camp is all about discovery and adventure. At camp, our kids have the opportunity to explore nature, try new activities, and make lasting friendships and memories. From swimming and sports activities, to nature, arts and crafts, music and more, our programs are filled with fun and engaging experiences that encourage self-confidence, leadership and team work. Our camp is based out of North Dover Elementary School, while utilizing the YMCA for swimming, sports and games, along with local trips and outings.

Our trained and qualified staff is dedicated to ensuring a safe and caring environment for your children, while instilling the core values of the Y, Caring, Honesty, Respect, and Responsibility, into each game, activity and interaction.

Our 2018 Summer Camp begins on Monday, June 18 and runs through Friday, August 24. Camp is divided into weekly sessions to better serve and meet your needs. Camp hours are from 8:30AM to 4:00PM, Monday through Friday, with extended care hours available from 6:30AM to 6:00PM, for an additional fee. We offer two, three, four and five day a week options. Swim lessons are provided two times a week, with recreational swim daily. A 10% sibling discount is applicable when two or more siblings are enrolled. *There is no camp on Wednesday, July 4, 2018.*

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

# Philosophy and Goals

- 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, to develop self-control, independence, and sense of purpose.
- Provide opportunities that stimulate social development and respect for the rights and the individual 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 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.

## Ocean County YMCA Childcare Phone Numbers

YMCA Main Number	732 341 9622
Director of Summer Camp	732 341 9622 ext 2212
Camp Administration	732 341 9622 ext 2260 camp@ocymca.org
Summer Camp (June 18 – August 24)	732 801 0791
Member Services	732 341 9622 ext 0
Fax Number	732 341 1629
Camp Billing	732 341 9622 ext 4252

## REGISTRATION

- **Registration must be done in person at the Ocean County YMCA,**
- 1088 W Whitty Road, Toms River.
- Registration must be completed by the **Wednesday prior to the week your child will be starting.**
- **To start the first week of camp, registration must be completed by June 6, 2018.**  
*Registration begins March 1, 2018.*
- Camps have limited enrollment and are on a first come, first serve basis. A minimum enrollment is required to run any of the camp programs.

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

- A non-refundable registration fee of \$50 per child for current YMCA members. -or-
- A non-refundable registration fee of \$125 for non-YMCA members.
- First week's payment.
- Names and phone numbers of authorized pick-up/emergency contacts.
- The registration form must be signed by a parent/guardian when registering.
- Medical Information, including immunizations.
- Any changes to the child's schedule must be done by the Wednesday prior to the week that the change needs to occur.

## FINANCIAL INFORMATION

- Payments are due on Wednesday two weeks prior to the session starting (see fee schedule on the following page). Any payments received after the dates listed, will incur a \$20 late fee.
- Payments will be accepted at Member Services at the YMCA or by phone with a credit card. When you drop off or pick up your child, payments can be made with money orders or checks to camp staff.
- A 10% sibling discount is applicable when 2 or more siblings are enrolled for the Summer Camp program. Discount is applied to the lesser rate program. This applies to full priced camps.
- Financial Assistance is made available when funds are available on a first come, first serve basis. In order to be considered for Financial Assistance, all applications and paperwork must be submitted no later than April 1, 2018.
- Failure to pay on time may result in your child not being able to attend camp.
- Families that receive funding through the state of NJ, must have a current and valid contract upon registering their child. Parents must fill out our registration paperwork and sign off on our CHS agreement form. Parent or guardian must follow all applicable rules of their contract to continue to receive services.

**Refund Policy:**

- The Ocean County YMCA will refund payment, less the registration fee, if cancellation is made within 7 days prior to the camp session beginning. NO refunds will be given after this point. Other situations must be requested in writing to the Summer Camp Director, and are determined at the discretion of the Director. Refunds are subject to a \$25 service fee. In case of illness or health related incidents, refund requests should be submitted accompanied by a doctor’s note, to the Summer Camp Director. All refunds are subject to director’s approval only and are never guaranteed. I understand if my child is removed from camp, due to a behavior issue, there will be no refund for the period in concern.
- No credits will be issued for absences. Credit may be given (at the discretion of the Director) for sick absences for three or more days with a Physician’s note.
- Any childcare suspensions/expulsions do not receive a refund or credit.

**Returned Check/Draft:**

- Returned checks 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.

**Schedule of Payments for Summer Camp 2018**

<b><u>Camp Week</u></b>	<b><u>Pmt Due By</u></b>
Week 1	June 6
Week 2	June 13
Week 3	June 20
Week 4	June 27
Week 5	July 3
Week 6	July 11
Week 7	July 18
Week 8	July 25
Week 9	August 1
Week 10	August 8

**Changing Camp Weeks**

All Changes to schedules must be done by the end of business on **Wednesday** of the week prior to the session that you need to change. Email all changes to [camp@ocymca.org](mailto:camp@ocymca.org).  
NO EXCEPTIONS.

## **CAMP RATES**

- **CAMP RATES ARE FOR A ONE WEEK SESSION - Camp balances not received by 2 weeks prior to the campers start date, the camper will not be allowed to attend camp for the session that they are registered for.**
- Full payments are accepted two weeks prior to a child's start date.
- A late fee of \$20 will be assessed for any payments not paid within the two weeks prior to the start date.
- **Second Child Discount** – A 10% sibling discount is applicable when 2 or more siblings are enrolled for the Summer Camp program. Discount is applied to the lesser rate program. This applies to full priced camps. All Grade Levels are as of September 2018.
- Extended Care is available for all campers between the hours of 6:30–8:30AM & 4:00–6:00PM, at an additional fee.

**For billing questions call 732 341 9622 ext 4252.**

**PLEASE REMIT PAYMENTS ON TIME TO PREVENT INACTIVATION OF OUR CAMP PROGRAM.**

## **FINANCIAL ASSISTANCE**

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. Applications are due no later than April 1, 2018 for Summer Camp 2018. Applications are available at the Ocean County YMCA.

## **STATE FUNDING PARTICIPANTS**

Parents/guardians who have entered into an agreement with the State of New Jersey, Children's Home Society (CHS) and the YMCA to help supplement your child care are responsible for the following:

- You must record your child's attendance in ECC (E-childcare) every day they are scheduled for care. This is done by calling in/out using the cell phone/swipe machine provided at the site.
- If you do not call attendance in/out for a day your child is scheduled for care, you will be billed for that day. Additionally, you will be reported to CHS for non-compliance and risk termination from the program.
- Parents/guardians are responsible for calling in a sick/absence day; if their child is not attending childcare that day.
- Regularly calling in/out each day will ensure the transactions go through successfully and payments from CHS are received in a timely manner.
- Occasionally, parents /guardians may receive an error message when attempting to call in/out. This tends to happen when parents are attempting to call in/out for several days at one time. This will result in a delay in when payments are received from CHS.
- If you receive an error message, please consult the Staff on duty for assistance, or you may call 732 341 9622, ext 2401.
- In the event you have missed calling in/out your child's attendance in ECC, the system will allow you to go back 13 calendar days and call in a previous attendance. You cannot go back any farther than 13 calendar days.

## GENERAL INFORMATION

### CAMP HOURS

Extended AM Care	6:30AM–8:30AM
Day Camp	8:30AM–4:00PM
Extended PM Care	4:00PM–6:00PM

### LOCATIONS AND DIRECTIONS

***Our first week of camp, Week 1 (June 18 – June 22), drop off and pick up will be at the Ocean County YMCA.***

The drop off, camp day and pick-up location will be at the YMCA for the first week of camp beginning June 18.

***Weeks 2-9 (June 25 – August 17), drop off and pick up will be held at North Dover Elementary School.***

Programs will be using North Dover Elementary School (intersection of New Hampshire Avenue and Church Road) as the home base site beginning June 25, for weeks 2 – 9 of summer camp. The Ocean County YMCA building will also be utilized throughout the day. Drop off and pick-up will be at North Dover Elementary School.

***Our last week of camp, Week 10 (August 20 – August 24) drop off and pick up will be at the Ocean County YMCA.***

The drop off, camp day and pick-up location will be back at the YMCA for the final week of camp beginning August 20 (week 10), (based on school officials needing to set-up for the September start of school).

### DIRECTIONS TO NORTH DOVER ELEMENTARY SCHOOL

**From Hooper Avenue to Church Road** – North Dover will be on the right, just before the traffic light at the intersection of Church Road and New Hampshire Avenue.

**From Route 9 to Church Road** – North Dover will be on the left, just past the traffic light at the intersection of Church Road and New Hampshire Avenue.



## **ABSENCE REPORTING**

Call 732 801 0791 and leave a message for the Camp staff if your child is not attending camp on a particular day. Regular camp hours are 8:30 AM until 4:00 PM.

## **EXTENDED CARE**

Before and/or after camp care is available for the following hours. Campers must be preregistered for either AM or PM care (or both) before the start of the week that they are attending. See fee schedule for pricing.

Hours: 6:30-8:30AM  
4:00-6:00PM

Week one drop off and pick up is at the OCYMCA. Weeks 2 through 9 will be at North Dover Elementary School. Week 10 drop off and pick up is at OCYMCA.

## **CAMPER SIGN IN/SIGN OUT**

Parents/Guardians must formally put their children into our care, and we must release them upon pick-up to a designated person authorized on the registration form, including parents. This procedure is necessary to provide the maximum protection for our children. Photo ID is required for pick-up NO EXCEPTIONS.

## **BEFORE CARE MORNING HOURS**

6:30-8:30AM

An authorized adult must sign the child into the program daily. This procedure is necessary to provide the maximum protection for our children.

## **DAY CAMP DROP OFF**

The camp day begins at 8:30AM. A parent or guardian must formally enter the building with their child, and sign their child into our care. Our first bus departs at 8:45 AM. Parents are responsible for getting their child to the designated location of the child's group if their group has already left for an outing or to the YMCA. Parents also have the option to keep their child with a different age group that is still at the facility, to meet up at a later time. If the child's group is on a limited space trip, the child will be placed with another group until their group returns. The drop off, camp day and pick-up location will change to the YMCA as of the week of August 20th for the remainder of the summer (more information to follow).

## **LATE DAY CAMP DROP-OFF – After 8:45AM**

**An adult must sign in and receive a late slip from the attendant.** The parent/guardian will be responsible for transporting the camper(s) to the scheduled activity period if not at the facility (i.e. Castle Park, YMCA, etc.) You will need to give the late slip to the Group Leader at that location. If the camper's group is on a limited space, or specific start time outing, the camper will be placed in another group for the day. The camp schedule changes daily. **Do not go to any sites without signing in and receiving a late camper slip from the attendant. The staff is not allowed to accept your camper without the late camper sign-in slip issued by attendant.**

### **EARLY DAY CAMP PICK-UP/SIGN OUT**

Campers needing to leave camp prior to regular dismissal at 4:00 pm must give a note to the attendant upon checking in for the morning. Please remember it is required to sign-out campers. You will receive a pick-up slip from the attendant that you must give to the Group Leader when you pick-up your child. We do not release children to anyone who is not on the registration form under "Authorized pick-up". This includes parents. **Photo Identification is required at all times.**

### **POLICY ON RELEASING CHILDREN (LICENSING GUIDELINES)**

Each child may be released only to the child's parent/guardian(s) or person(s) authorized by the parent/guardian(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent/guardian(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/guardian(s) or person(s) authorized by the parent/guardian(s) fails to pick up a child at 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(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) to seek assistance in caring for the child until the parent/guardian(s) or person(s) authorized by the child's parent/guardian(s) is able to pick-up the child.

If the parent/guardian(s) or person(s) authorized by the parent/guardian(s) appears to be physically and/or emotional 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:

- 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(s);
- If the center is unable to make alternative arrangements, a staff member shall call the Division's Child Abuse Hotline (1 877 NJ ABUSE) to seek assistance in caring for the child.

## **AFTER CARE HOURS**

4:00-6:00PM

All children must be picked up no later than 6:00pm. All camper pick-ups **must show photo identification** and be listed on the registration form as an authorized pick-up person. This includes the parents.

## **LATE PICK-UPS/LATE FEES**

**Summer Camp** children must be picked up **NO LATER THAN 6:00PM**

Any child picked up later than the designated program closing will be supervised by a staff member until he/she is picked up. **TIME IS DETERMINED BY THE YMCA CLOCK.**

**1<sup>st</sup> LATE PICK-UP will result in a warning.**

**2<sup>nd</sup> 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 supervisor 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 in the program until they are paid. Parent/guardian or emergency contacts may be called by the designated pick up times. If we do not hear from you by the designated pick up times or cannot reach an emergency pick-up an hour after the designated closing times, we are obligated to call the Division of Child Protection and Permanency (DCP&P). Consistently late pick-ups will result in expulsion.

If you will not be able to arrive by 6:00PM, please call the Program Site to inform the staff. The parent is responsible for finding someone to come in your place, be certain that whoever picks up your child(ren) is listed on the registration form, and has a Photo ID.

## **EMERGENCIES**

If a medical emergency arises, the staff will first attempt to contact the parent/guardian. If they cannot be reached, the staff will contact the first emergency contact person listed on the registration form, if no answer is received, 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 or 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 in writing by filling out a change form.

Emergency contact must be able to get to the program site within 30 minutes if needed and/or for a pickup.

Parent/Guardians who are planning to be out of town for a day or longer should notify the Program Director/Staff Designate and leave a number for emergency purposes.

Parents, who are unavailable or inaccessible during the period of the program day, must make sure the Program Director/Staff Designate is fully aware of the situation, and given an alternate plan of communication. We must be able to reach someone immediately in case an emergency or early pick-up is required.

We participate in weekly fire drills and lock down emergency procedures with the children.

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

## **MEDICATIONS**

### **The following is required by the State Health Department:**

Youth camps that administer medication to a child shall adhere to the following: Prescription medication ONLY shall be administered only after receipt of completed authorization form from the child's parent, guardian or the directing physician.

- Prescription medication shall be stored in the original prescription container.
- The Health Director or designate only shall administer medications authorized by the attending physician in the case of standing orders. The Health Director may designate an adult to administer medications for life threatening conditions and to children participating in offsite outings.
- The Health Director shall insure that the staff members are informed as to the medication needs of each child under their direct supervision, and any limitations commonly associated with the medication.
- All medications shall be properly stored as specified on the label in a secured area that is inaccessible to the children. No child is to keep any medications on their person or in the personal belongings.
- Whenever practical, unused personal medication shall be returned to the parents or guardians when no longer being administered.  
**Within three days** after the campers stay at camp, **any unclaimed medication shall be destroyed.**

### **When any medications are administered to a child, the camp shall maintain on file a MEDICAL AUTHORIZATION FORM with a parent authorization:**

1. The child's name and parental authorization.
2. The name of the medication administered.
3. The condition for which the medication is being used and any cautionary information specific to the medication.
4. The instruction of administration, including the dosage and frequency; and the date, time and name of person administering the medication to a child will be logged.
5. MEDICAL AUTHORIZATION FORM MUST ACCOMPANY ALL MEDICATIONS. NO FORM – NO MEDICATION WILL BE ADMINISTERED.
6. Medication forms are to be filled out on the campers first day of camp. These forms must accompany the medication in its original container.
7. Forms will be available at the Check In table at North Dover Elementary School and at the YMCA.

## ILLNESS

Children cannot attend the program if they have 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 within 30 minutes. Please do not bring a child who feels ill, has a fever, and has recently vomited, etc., as we will have to shortly thereafter call you. Parents will be called by the Director when “absolutely necessary”. Children that develop signs of lice (nits) will not be allowed to attend the program until they have been treated and cleared by a Physician.

## 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:

<b>Respiratory Illnesses</b>	<b>Gastrointestinal Illnesses</b>	<b>Contact Illnesses</b>
Chicken Pox**	Campylobacter*	Impetigo
German Measles*	Escherichia Coli*	Lice
Hemophilus Influenzae*	Giardia Lamblia*	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 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.

## **Important Information for use on a daily basis....**

### **CLOTHING AND NECESSITIES**

**Your child will need the following items on a daily basis:**

- **Sneakers (no open toe shoes allowed) Sandals may be brought on a trip specific day.**
- **Bathing suit and towel**
- **Lunch and snack**
- **Water bottle (they will be able to refill as needed)**
- **Sunscreen**
- **Any additional clothing your child may want to change into after swimming**
- **Bug spray and or a hat**

The loss of clothing is a common problem among children. You can help in several ways:

- Every camper should have a backpack to carry their lunch, towels, bathing suit, sunscreen, a hat, plastic water bottle, etc., that they will keep with them throughout the day. We encourage campers to wear bathing suits under shorts keeping bathing suits clean and minimizing dressing needs.
- Children should wear clothing appropriate to the weather and activities planned.
- Mark all your child's clothing with name tapes or permanent marker (including towels, bathing suits, etc.)
- Educate your child to check his/her clothing at the end of each camp day.
- The following clothing is required at camp:
  - Bathing suits– no shorts or underwear under suits will be allowed in the pool
  - Boys– bathing suits must have the mesh netting insert
  - Skimpy or overly revealing bathing suits, shorts or tops are not acceptable (discretion of the Director)
  - Campers without appropriate swim wear will not be permitted to enter the pool.
  - Shirts are required to be worn throughout the day (no halter tops unless covered by a shirt)
  - Campers must wear sneakers– no flip flops, sandals, clogs or any other open-toe shoes. This will be checked daily and a phone call may go to the parent or guardian to bring in the appropriate footwear.
- The YMCA has a lost and found. If your child comes home without something, it is the responsibility of the parent/guardian to come and check the lost and found. The YMCA does not accept responsibility for lost or damaged items. Lost and found items that are not claimed will be donated to a local charity.
- We encourage all campers to leave electronics and toys at home. The YMCA is not responsible for any lost or stolen items that a child may bring to camp.

**BREAKFAST**

Children may bring their own ready to eat breakfast (no heating available) up until 8:15AM. The YMCA does not provide breakfast.

**LUNCH**

All campers must bring their own ready to eat lunch (no heating available). Please pack utensils as well if needed. The YMCA does not provide lunch. If your child does not have a lunch, the parent/guardian will be called to bring it in.

**CATCH (Coordinated Approach to Child Health)**

We provide a fun and unique way to a healthy lifestyle and exercise. This program consists of a wide variety of exciting non-elimination games and activities. Great ways to have fun while staying healthy.

**SWIMMING LESSONS AND RECREATIONAL SWIM****Proper swim attire is required (See Clothing and necessities)**

**All camps** – Swimming lessons will be available twice a week in the morning, with organized games at the end of each swim. It will be the parent's responsibility to encourage their campers to participate. A daily afternoon recreational swim is offered.

**TRANSPORTATION**

The OCYMCA Summer Camp partners with Toms River Schools Transportation Department to meet all of our program needs. All campers must adhere to the rules and regulations while on the buses of the Transportation System. Please be sure to sign your campers Field Trip Permission Form found in your summer camp registration packet.



## Behavioral Guide

### Discipline Policy

1. Discipline means teaching. We attempt to teach acceptable behaviors, as well as, self-control, 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 the situation and why the rule is 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 the child care 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 the staff.
  - Children are to keep their hands and their feet to themselves. NO physical contact.
  - Follow the Y core values of caring, honesty, respect and responsibility.
  
3. Should a child refuse to follow these rules:
  - If at any time a child exhibits inappropriate behavior, the parent/guardian or emergency contact will be contacted to pick-up the child immediately (within 30 minutes).
  - The misbehavior will be documented on an incident report and parent/guardian will be asked to sign off signifying that they have been informed. Consequences may lead to written warning, demerit, suspension, and or expulsion.
  - If ongoing misbehavior is exhibited a behavior modification contract will be necessary.
  - Offenses include but not limited to, disrespect to staff or another child, cursing, not listening, name calling, argumentative, teasing, spitting, bullying, hitting, pushing, punching, kicking, fighting, biting, wrestling, terrorist threats and 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 Director, parent/guardian and child may be required before returning to discuss an agreement. Behavior modification contract must be signed and agreed upon by all parties.
  - If the contract is broken, parent/guardian must have someone 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 or 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 made 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(rens) expulsion from the program.
6. The Directors reserve 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

### **Causes for Immediate 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 Summer Campers. 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.

## Notes

## Notes