



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**SCHOOL AGE  
CHILD CARE**  
ENGAGE. LEARN. SHINE.



# Parent Handbook

PHILADELPHIA FREEDOM VALLEY YMCA



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## **Welcome to the Y Afterschool Enrichment Program! Be Creative, Be Active, Belong!**

Dear Parents and Participants,

Thank you for enrolling your child into the Y Afterschool Enrichment Program (YAEP). We hope your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships, and have fun.

The Philadelphia Freedom Valley YMCA's Y Enrichment Program Curriculum is based on a holistic approach to childcare. Site Supervisors develop monthly lesson plans that allow children the opportunity to participate in activities such as: Arts and Humanities, Character Development, Literacy, STEM (Science, Technology, Engineering and Math), Service Learning and Homework Assistance. The Philadelphia Freedom Valley YMCA offers children diverse experiences and opportunities for learning through developmentally appropriate activities and practices.

Our programs are built upon three major curriculums and components:

**HEALTHY U:** By teaching children that eating healthy and being physically active for 30 minutes every day can be **FUN**, the CATCH Program has proven that establishing healthy habits in childhood can promote behavior changes that can last a lifetime.

**Kidzlit:** The Afterschool KidzLit program is a reading enrichment program designed to increase young people's motivation to read and build their literacy skills as they express their feelings and grapple with big ideas through discussion, drama, art, movement, and writing.

**Homework Assistance:** Every child will have access to quality homework time during which Y Staff members will be available to support and coach children through their assignments.

Your involvement as a parent/caregiver in the Y AFTERSCHOOL ENRICHMENT PROGRAM is extremely important for our continued success. The policies outlined in this handbook are what you may expect from the YAEP and what the YAEP team members expect from program participants and their families. In order for your child to have a positive experience at the YAEP, parents and Y Program staff must work together. We hope you find this handbook to be helpful.

My staff and I are excited that you have selected our Y AEP for this school year. Please do not hesitate to call if you have questions, comments, or suggestions.

Sincerely,

Danielle Wiest  
Regional Director Child Care and Camp



## **The Philadelphia Freedom Valley YMCA Mission Statement**

To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build communities and develop healthy spirits, minds and bodies for all.

Our values of honesty, caring, respect and responsibility are integrated into our operations and guide our behavior in the achievement of our mission.

### **Our Focus**

We focus our work in three key areas, because nurturing the potential of kids, helping people live healthier, and supporting our neighbors are fundamental to strengthening communities.

We are for:

- Healthy Living
- Youth Development
- Social Responsibility

### **Our Values**

**Caring:** To be sensitive, understanding and responsive to the wellbeing of others

**Honesty:** To be truthful, trustworthy, sincere and fair in word and action

**Respect:** Value the worth of a person and property, treating others as you would be treated

**Responsibility:** To do what's right—what we ought to do, to be responsible for my choices of behavior and actions and my promises

### **Program Goals**

Y AFTERSCHOOL ENRICHMENT PROGRAM is not just about fun and games. A positive out of school time experience can help shape a child interests, spark a passion, increase academic performance or even boost a child's self-esteem. At the Philadelphia Freedom Valley YMCA, our staff will work to incorporate the following 6 goals into every child's day.

**Grow Personally:** Staff will provide participants with the opportunity to try new and exciting activities, develop skill sets, gain self-esteem and independence in an emotionally and environmentally safe atmosphere.

**Learn Values:** Engrained in every program activity and personal interaction by our Role Model Staff are the Four Core Values of the Y. (Caring, Honesty, Respect & Responsibility) Helping participants to recognize the power of their words and actions through positive praise and reinforcement, staff help participants to develop positive friendships throughout the school year.

**Appreciate Diversity:** We understand that lasting personal and social change comes about when we all work together to celebrate our uniqueness. Every day, we work side by side with



our participants to make sure that everyone, regardless of income or background has the opportunity to learn and thrive in our programs.

**Become Better Leaders and Supporters:** Future leaders of the world are at work and play at our programs! Whether by participating on Kids Council meetings, leading a game or being a 'buddy' to a friend, every child will have the opportunity to be active participants in their day.

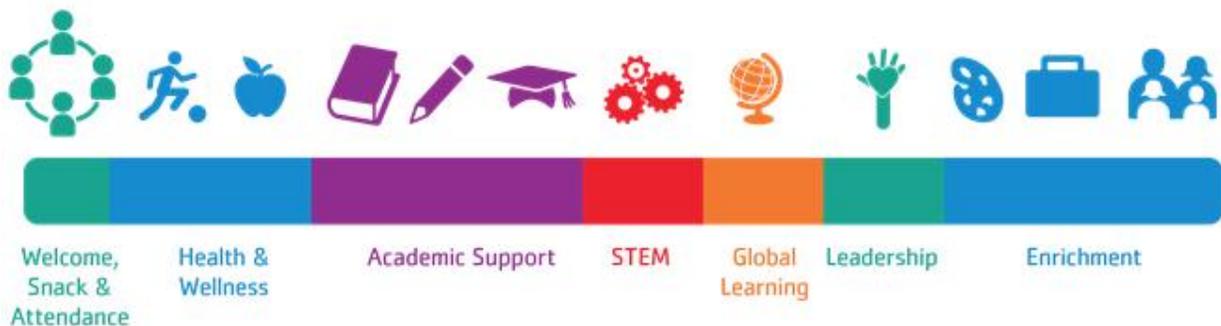
**Develop specific skills and assets:** The hands on learning environment unique to Y AFTERSCHOOL ENRICHMENT PROGRAM allow participants to explore new areas of interest and improve upon existing skills. Staff will not only teach participants how to appreciate the nature around them or to throw the perfect free throw, but they will also show them how their personal skills and qualities make them their own person.

**Have fun:** What would the day be without FUN!?! Special events, sports, group games, arts and more will provide each child with the opportunity to develop friendships and spend their before and after school hours in a safe and nurturing environment

## Program Curriculum

The Y AFTERSCHOOL ENRICHMENT PROGRAM extends your child's learning day in a fun and meaningful way! With a focus on character development and healthy living, children experience academic, physical and social activities under the supervision of positive, caring role models.

Afterschool Programs provide academic support, healthy activities and enrichment opportunities throughout the school year to pre K-8th graders, boosting their grades and reducing their risk-taking behaviors.



The components of our curriculum are designed to allow students to achieve the following concepts:

- Explore new ideas through science and experimentation
- Learn to make healthy choices and get active each day by participating in CATCH
- Become motivated to learn and stay focused in school during Academic Support
- Explore creativity during arts activities



- Advancing from “learning to read” to “reading to learn” through Literacy based programs

### **Healthy U:**

Healthy U is New Jersey's first comprehensive, statewide initiative to address child obesity in the after-school setting. Healthy U uses the award-winning CATCH Curriculum (Coordinated Approach to Child Health). By teaching children that eating healthy and being physically active every day can be FUN, the CATCH Program has proven that establishing healthy habits in childhood can promote behavior changes that can last a lifetime. CATCH combines high energy, non-elimination activities with teaching strategies that keep kids moving and having fun. CATCH significantly increases physical activity levels of students and provides for a variety of learning experiences for students of all abilities.

### **HEPA (Healthy Eating and Physical Activity) Standards:**

The YMCA of the USA and the state of NJ have implemented HEPA Standards that foster the best possible nutrition and physical activity outcomes for children in grades K-12 attending Out-of-School-Time programs. These standards mirror the Y's commitment to healthier living as they provide for daily physical activity and the limiting of sedentary activities to 30 minute increments. The Department of Children and Families requires use of television, computers and other forms of technology to be used only as an enhancement to educational lessons.

### **Academic Support:**

The Philadelphia Freedom Valley YMCA Y AFTERSCHOOL ENRICHMENT PROGRAM offer a quiet, structured atmosphere with Y Staff assistance to complete daily school assignments. The Y AEP staff will assist each student when necessary; however, children will be encouraged to complete homework independently. While assignments are checked for completion, it is the responsibility of the parent to check for accuracy. This is to help parents and teachers to better understand what academic concepts have been mastered and which require further attention. Due to program scheduling and NJ DCF licensing standards, students will be given 30 minutes to complete their assignments. Additional time after 5:00pm will be granted to children who require more time to complete their assignments. We request that parents who would like for their children to complete their homework assignments at Y AEP to speak with the site director to discuss the daily activity schedule.

### **STEM (Science, Technology, Engineering, Math):**

STEM Education attempts to transform the typical teacher-centered classroom by encouraging a curriculum that is driven by problem-solving, discovery, exploratory learning, and require students to actively engage a situation in order to find its solution. Combing STEM learning with the youth developmental expertise of afterschool professionals has the potential to revolutionize both fields by integrating each other's strengths.

### **KidzLit:**

The Afterschool KidzLit curriculum is a reading enrichment program designed specifically for use in out-of-school settings. It increases young people's motivation to read and builds their literacy skills. At the same time, it develops core values of helpfulness, fairness, personal



responsibility, and respect for others. Leaders use a five-part process in which children hear engaging books read aloud-or read them independently-and make connections to their own lives. They express their feelings and grapple with big ideas through discussion, drama, art, movement, and writing. The program is aligned with the National Council of Teachers of English (NCTE) standards.

### **Enrichment:**

Enrichment programs are designed to expand your child's learning opportunities, while encouraging exploration of new activities and areas of interest. Enrichment opportunities include: creative arts, character development, sports and fitness, special events and participation in Kid Council meetings. As a result, children foster new friendships, improve social skills and increase independence through problem solving and decision making.

## **Business Policies and Procedures**

### **Registration**

Completed Registration/Emergency forms may be returned to either Burlington County YMCA facility. Appropriate Deposits/Payments should accompany registration forms.

Burlington-Riverfront Branch  
School Age Child Care Office  
302 Commerce Square Blvd.  
Burlington, NJ 08016

Mt. Laurel Branch  
School Age Child Care Office  
59 Centerton Road  
Mt. Laurel, NJ 08054

### **Fee Schedule**

School Age Child Care is a monthly tuition program. Tuition is based on an annual cost that is paid in 10 equal payments that accounts for 183 days of school, scheduled half days, and school holidays. Tuition is due the first of each month. A \$25 late fee will be applied for payments made after 5 days of the due date. Accounts cannot be put on hold or credited for days missed. Children will not be admitted with past due accounts. Space in the program will be forfeit in the event of withdrawal as the result of non-payment including registration and deposit fees.

### **Payment Options**

#### **1. Monthly Bank Draft (Credit Card & Checking Accounts):**

Monthly bank drafts will be automatically deducted from an authorized credit card or checking account.

#### **2. Mail and/or In Person:**

Payments are due by the first of each month.



Y AFTERSCHOOL ENRICHMENT PROGRAM Payments and Deposits can be made in the form of cash, check, money order or by credit card (Visa, American Express, Master Card and Discover).

All payments must be made at a YMCA facility location. Under no circumstances can tuition payments be made at the Y AEP location.

### **Late Payments**

Late payments may jeopardize your child's space in the Y AFTERSCHOOL ENRICHMENT PROGRAM. Payments are due by the first of each month. A \$25 late fee will be applied for payments made after 5 days of the due date. Children will not be admitted with past due balances. Space in the program will be forfeited in the event of withdraw as a result of nonpayment including registration and deposit fees.

### **Sibling Discounts**

Siblings that attend the Y Afterschool Enrichment or Early Child Care Programs are eligible for a 10% discount on the child with the lower monthly tuition.

### **Schedule Changes**

30-day written notice is required. Change of Enrollment forms are available on the Y website, at your child's Y AFTERSCHOOL ENRICHMENT PROGRAM site or at any Philadelphia Freedom Valley YMCA Facility.

### **Program Withdrawals**

30-day written notice is required. A Withdrawal Form must be completed and signed by the parent or guardian. Withdrawal Forms are available on the Y website, at your child's Y AFTERSCHOOL ENRICHMENT PROGRAM Site or at either Philadelphia Freedom Valley YMCA Facility. The Y will stop billing only after it has received a Withdrawal Form. Refunds will not be issued for withdrawal requests that do not provide 30 days notice.

### **Tax ID Number**

School Age Child Care expenses qualify as deductible child care expenses.

TAX ID number: **23-1243965**

### **Financial Assistance**

#### **1 in 4 YMCA Members Benefit from the Y's Financial Assistance Program!**

We believe that everyone in our community should have the opportunity to benefit from YMCA programs and services. Our Financial Assistance Program is central to our mission.



When someone loses a job, when medical bills become overwhelming, or when other challenging situations occur, people need the support of the Y. This program offers a sliding fee scale to fit the financial situation of individuals in our community. In 2014, the Philadelphia Freedom Valley YMCA provided more than \$7.1 million in financial assistance.

### **How do I get assistance?**

Contact the nearest YMCA branch and request a financial assistance application or download from link below.

Provide required information: in order to process your application, you must attach copies of the following items to your completed application. This application will be processed only if the application is complete and the required items are attached:

- Copy of the most recent income 1040 Federal Tax Return, for each adult living in the home or a written explanation as to why you cannot provide them.
- Copies of the two most recent pay stubs for each adult living in the home or unemployment award letter.
- Copies of award letters for SSI, county assistance, or anything else appropriate.
- A letter explaining any extenuating circumstances of which we should be aware.
- Members who cannot provide documentation of income will not be considered for assistance.

Please allow up to 10 days to process your application. After this period a YMCA representative will contact you with approval or to request further information.

## **Annual Campaign**

### **GIVE THE GIFT OF BELONGING... FOR ALL Annual Campaign**

For all is a simple but powerful phrase. Without it, the Y mission is incomplete. Our commitment to inclusion creates better communities and a better world.

We are a cause-driven, community based, charitable nonprofit organization that strengthens community. Through a shared commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility, we ensure that everyone – regardless of age, income or background – has access to the essentials needed to learn, grow and thrive.

Each year we raise money to help local youth, teens, and families benefit from Y membership and programs they would otherwise be without.

### **GIVE, JOIN, VOLUNTEER, AND DO SO MUCH MORE.**

### **Communication with Parents**

**Phone/Email:** Y AFTERSCHOOL ENRICHMENT PROGRAM registration forms provide several options for Y staff to reach out to parents and emergency contacts. It is vital that this information be accurate and up to date. Please provide any changes directly to the Y School Age Child Care Site Director at your child's program.



**Personal Meetings:** Parent/Guardians can request personal meetings to discuss the program and their child’s participation. School Age Child Care & Camp Directors may also request personal meetings with parents/guardians based on specific needs or incidents.

### School Age Child Care Site Locations

The YMCA of Burlington & Camden Counties offers Y AFTERSCHOOL ENRICHMENT PROGRAM at 22 different Locations in Burlington and Camden Counties

#### Burlington County

| School                                 | Location         | Schedule | Grades    | Site Cell Phone # |
|--|------------------|----------|-----------|-------------------|
| Beverly City School                    | Beverly City     | PM only  | Pre K-6th | 609.847.0945      |
| B. Bernice Young                       | Burlington Twp.  | AM & PM  | K-2nd     | 609.217.8613      |
| Fountain Woods                         | Burlington Twp.  | AM & PM  | 3rd-5th   | 609.346.6258      |
| Burlington Township Middle School      | Burlington Twp.  | PM Only  | 6th-8th   | 609.680.1351      |
| Millbridge Elementary School           | Delran           | AM & PM  | K-2nd     | 609.217.8617      |
| Delran Intermediate School             | Delran           | AM & PM  | 3rd-5th   | 609.217.8618      |
| Riverside Township Elementary School   | Riverside        | AM & PM  | K-6th     | 609.217.8632      |
| Riverton School                        | Riverton         | AM & PM  | K-6th     | 609.217.8621      |
| Springfield Township Elementary School | Springfield Twp. | AM & PM  | K-6th     | 609.847.0958      |

#### Camden County

| School   | Location       | Schedule   | Grades                | Site Cell Phone # |
|--|----------------|--|-----------------------|-------------------|
| Atlantic Ave Elementary School                     | Haddon Heights | PM Only  | K-6th                 | 856.625.3637      |
| 7th Ave Elementary School                          | Haddon Heights | PM Only  | K-6th                 | 856.434.9706      |
| Glenview Elementary School                         | Haddon Heights | PM Only  | K-6th                 | 609.330.3071      |
| Lindenwold School #4                               | Lindenwold     | AM & PM  | K-5th                 | 609.847.0946      |
| Lindenwold School #5                               | Lindenwold     | AM & PM  | K-5th                 | 856.418.4700      |
| Lindenwold Pre-K                                   | Lindenwold     | AM & PM  | Pre K                 | 856.417.2376      |
| Lawnside School                                    | Lawnside       | PM Only  | K-8 <sup>th</sup>     | 856-264-5226      |
| Burling Elementary School                          | Pennsauken     | AM & PM<br>(Bussing to/from Carson)                  | K-4th                 | 609.217.8607      |
| G. H. Carson Elementary School                     | Pennsauken     | AM & PM  | K-4th                 | 609.217.8607      |
| Delair Elementary School                           | Pennsauken     | AM & PM<br>(Bussing to/from Franklin)                | K-4th                 | 609.217.8373      |
| George B. Fine Elementary School                   | Pennsauken     | AM & PM  | K-4th                 | 609.217.8629      |
| Ben Franklin Elementary School                     | Pennsauken     | AM & PM  | K-4th                 | 609.217.8373      |
| Pennsauken Intermediate School                     | Pennsauken     | AM (Bussing from Franklin)<br>PM (Bussing to Carson) | 5th -6th              | 609.217.8607      |
| Roosevelt Elementary School                        | Pennsauken     | AM & PM<br>(Bussing from Carson)                     | K-4th                 | 609.217.8607      |
| U.S. Wiggins College Preparatory Lab Family School | Camden         | PM Only  | Pre-K-6 <sup>th</sup> |                   |



## Contact Information:

### School Age Child Care Registrars

Tehmina Nasir  
856.231.9622 x308  
[tehmina.n@philaymca.org](mailto:tehmina.n@philaymca.org)

Nancy Scott  
856.231.9622 x337  
[nancy.scott@philaymca.org](mailto:nancy.scott@philaymca.org)

### Senior Director of Child Care and Camp Burlington Twp. & Springfield

Calvin Carthan  
856.231.9622 x303.  
[calvin.carthan@philaymca.org](mailto:calvin.carthan@philaymca.org)

### School Age Child Care Director Delran, Haddon Heights, Lindenwold.

Jessica Boles  
856.231.9622 x304  
[Jessica.boles@philaymca.org](mailto:Jessica.boles@philaymca.org)

### School Age Child Care Director Pennsauken, Riverton, Riverside, Lawnside.

Genevieve Lupus  
856.231.9622 x 227  
[Genevieve.lupus@philaymca.org](mailto:Genevieve.lupus@philaymca.org)

## Program Hours

**AM Care (including late arrival days):** 7:00am until the start of school. All participants must be signed in to the program by an adult over the age of 18. Please do not drop off your child before 7:00am or leave your child without supervision of a Y staff member

**PM Care Burlington County Primetime:** Dismissal until 6:00pm

**PM Care Camden County Primetime:** Dismissal until 6:30pm

**Half Day:** Dismissal until normal closing time

## School Closings/ Inclement Weather

If weather conditions threaten a possible school closing or late arrival, please listen to the radio or watch the local TV news to see if your child's school will be closed.

### If your child's school is closed:

There is **NO** Primetime Program

### If your child's school has a delayed opening due to weather:

There is **NO** morning Primetime program.



**If your child's school has an unscheduled early dismissal:**

There will be **NO** Primetime PM Program

Monthly fees are based on a 183-day calendar school year. The YMCA of Burlington & Camden Counties does not prorate monthly payments due to weather related closings.

## **Attendance**

### **Absence**

If your child is going to be absent please call the School Age Child Care Program to notify the staff of the absence. If the Y AFTERSCHOOL ENRICHMENT PROGRAM Staff does not receive notice of an absence they will assume the child is missing and will contact all emergency contact listed until they receive notification of the child's whereabouts. It is extremely important that you report any absences to the Y AEP. Failure to alert the Y AEP of absences endangers all the children in the program. Repeated failure to alert the Y AEP of absences may result in termination from the School Age Child Care Program.

### **Sign In/Out**

Your child must be physically signed in and out at drop off and pick up. You must indicate the time and initial the attendance form. Each child must be brought into the center and signed in by an adult over the age of 18. Signing in and out is a critical part of tracking the children throughout the day. Repeated failure to sign in and out properly may result in termination from the Y AFTERSCHOOL ENRICHMENT PROGRAM.

### **Policy on the Release of Children**

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the Y AFTERSCHOOL ENRICHMENT PROGRAM 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 Y AEP shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the Y AFTERSCHOOL ENRICHMENT PROGRAM daily closing, the Y AEP 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. 45 minutes 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 Y AFTERSCHOOL ENRICHMENT PROGRAM, the staff member shall call the Division's 24 hour Child Abuse Hotline (1-877-NJ-ABUSE) and/or local police department 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 appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Site Supervisor and or/staff member, the child would be placed in harm if released to such an individual, the Y AFTERSCHOOL ENRICHMENT PROGRAM 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 (1-800-792-8610) to seek assistance in caring for the child.

No child shall be released from the program unsupervised.

### **Late Pick up Fee**

Please note that a late fee of \$15 for each part of 15 minutes past closing time will be assessed. Late payments must be paid prior to your child's next scheduled day of attendance. No cash will be expected at the Y AEP site. Payments can be made by check, at the Y or over the phone by contacting the School Age Child Care and Camp Registrars. Repeated late pick up may result in termination from the Y AEP.

## **Medical Policies**

### **Illness:**

In order to prevent illness from being spread to other participants, please observe the following guidelines.

Your child should remain at home if ill and will be sent home if he/she has the following:

- Temperature of 100 degrees or more (excluding immunization reactions)
- Severe cold with fever, bronchitis; until the child has been on an antibiotic for at least 24 hours
- Vomiting
- Rashes that cannot be identified or have not been diagnosed by a physician
- Contagious diseases such as measles, chicken pox, mumps, roseola, pink eye and impetigo
- Ear or throat infections until he/she has had medication for at least 24 hours.

In the event that your child becomes ill at Y AFTERSCHOOL ENRICHMENT PROGRAM, a staff member or administrator will contact you. Upon notification, we require that your child be picked up from the program within one hour. Failure to pick up a sick child in a timely manner endangers the health of all staff and children enrolled in the program and may result in termination from the program.

Children sent home from Y AEP must be free of symptoms, (i.e. fever, vomiting) for 24 hours before returning. A note from your doctor stating that the child presents no health risk to himself/herself or others may be required in order for your child to return to Y AEP.



We try to minimize infections and control the spread of disease with the following measures:

- Cleaning all eating areas thoroughly before and after each use
- Washing hands before food handling
- Using gloves during snack distribution
- Requiring and supervising hand washing with children before meals and after toileting
- Disinfecting toys and equipment

### **Policy on the Management of Communicable Diseases**

If a child exhibits any of the following symptoms, he/she should not attend Y AFTERSCHOOL ENRICHMENT PROGRAM.

If such symptoms occur at the Y AFTERSCHOOL ENRICHMENT PROGRAM, the child will be removed from the group, and the parent/ guardian will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Skin lesions that are weeping (open sore) or bleeding
- Visibly enlarged lymph nodes
- Stiff neck
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Mouth sores with drooling

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

### **Table of Excludable Communicable Diseases**

| Respiratory Illnesses   | Gastrointestinal Illnesses | Contact Illnesses |
|-------------------------|----------------------------|-------------------|
| Chicken Pox **          | Giardia Lamblia *          | Impetigo          |
| German Measles          | Hepatitis A*               | Lice              |
| Hemophilus Influenzae * | Salmonella *               | Scabies           |
| Measles *               | Shingella *                |                   |
| Meningococcus *         |                            |                   |
| Mumps *                 |                            |                   |
| Strep Throat            |                            |                   |
| Tuberculosis *          |                            |                   |



A child who contracts any of the above listed diseases 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:

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

\*\*Note: If your 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 any excludable disease at the center, parents will be notified in writing.

## **Medication**

Any medication which needs to be administered to your child must first be brought in to the Site Supervisor. A PARENT REQUEST TO ADMINISTER MEDICATION FORM MUST BE COMPLETED.

**Prescription medications must be in the original prescription packaging and be accompanied by a doctor's note prescribing that medication to your child.** Y

AFTERSCHOOL ENRICHMENT PROGRAM Sites do not have access to school nurse stations after school hours. If your child needs an inhaler, epi-pen or other rescue medication please provide an extra prescription with their name on it. The Site Supervisor will store it in an appropriate and safe location.

All non-prescription medications will be kept away from child and in the Site Supervisor's control. This includes "innocuous" over the counter products such as: cough drops, aspirin, and cold medications. We treat these as "medications" and they can only be administered by the Site Director or Assistant Site Director. They are not to be available to the child at Y AFTERSCHOOL ENRICHMENT PROGRAM and are not allowed in their lunch box or back pack. We need to avoid misuse and "sharing".

## **Injury:**

If emergency medical care is necessary, any of the following steps might be taken:

1. Attempt to contact the parent or guardian
2. Attempt to contact persons listed on the emergency card
3. An ambulance or paramedics may be summoned
4. Take child to hospital if no responsible person can be reached

## **Parental Involvement**

### **Parent Observation**

The Philadelphia Freedom Valley YMCA has an open door policy with parents. You are welcome at your child's Y AFTERSCHOOL ENRICHMENT site any time. You do not have to secure prior



approval from the Site Supervisor or School Age Child Care Director. Please feel free to do so when you can. We welcome visits from our parents.

### **Outside Contact with Staff**

Staff and volunteers should **not** have outside contact with children they meet in Y programs or at the Y and should never be alone with children. This includes babysitting, sleepovers, inviting children to your home and any contact via electronic means or social networking. Staff and volunteers are expected to notify the Y if a pre-existing relationship with a child or family exists.

### **Food and Snack**

The Philadelphia Freedom Valley YMCA will provide daily snack for all participants. We strive to offer healthy food options and encourage participants to actively try new foods. If your child has a food allergy, please make sure to include the information on the Y AFTERSCHOOL ENRICHMENT PROGRAM Registration form and speak directly with the School Age Child Care Site Director at your child's school.

We encourage parents and families to celebrate their child's birthday with the afterschool program. Due to severe allergies, it is required that only store-bought items with ingredients listed be brought to the site to be shared.

### **Parent Communication**

The Y AFTERSCHOOL ENRICHMENT PROGRAM is more than babysitting! Please help impress upon your child/children that Y AEP is a special program designed to meet his/her needs and interests, where cooperation and communication are vital for safety and fun.

We appreciate when parents keep us informed of any changes or special events in their child's schedule. Also, please let us know of any transitions in your child's home life (divorce, birth of a new child, death, etc.). Communication of major life events helps the School Age Child Care staff remain sensitive to your child's needs.

Parents are welcome to volunteer with the program in the following ways:

- Donating used toys, games, or books
- Providing input and suggestions about our program
- Completing and returning parent evaluations
- Presenting special programs using hobbies or careers as topics
- Saving household items to be used as arts and crafts supplies

## **Use of Technology and Social Media & Communication with Members:**

### **Methods on Parental Notification**



- Email: A form is included in your registration packet to provide us with your email address for primary communication. We will utilize email to obtain payment information, send receipts, and relay any non-emergency information.
  - Phone: Please provide us with the phone number you would like us to contact you in case of accidents/incidents involving your child, emergency closings and other information we deem important.
  - Personal meetings: If there is an issue you would like to discuss with the Director, Assistant Director or one of the teachers we will arrange meeting times with the necessary parties. We may also request a personal meeting with you if necessary.
  - The Mt. Laurel Child Care Center has a Facebook page – “YBCC Child Care – Mt. Laurel Branch”. This page is used but not limited to communication with families, reminders, etc.
- 
- Staff are required to follow all child care center policies and procedures including but not limited to what is stated in the Staff Handbook, YMCA Employee Manual and the YMCA Code of Conduct.
  - Staff is not allowed to contact any youth members or program participants for non-related YMCA communication via personal contacts, including, but not limited to e-mail, instant messaging, text messaging, cellular/regular phone, social networking pages or other communication vehicles. Staff will not share their personal contact information with any children participating in YMCA programs. Any and all contact made by the YMCA shall be directed to a responsible adult and made ONLY via approved YMCA issued communication accounts, such as, but not limited to, phone/cell phone, YMCA e-mail account, YMCA approved/sanctioned social networking page or web site.
  - Taking of photographs with cameras, camera phones, video cameras or any recording device on YMCA Property is prohibited unless written consent of management is obtained. Employees may not possess or transmit any image, in any format including digital and hard copy involving the YMCA, YMCA logo, members or staff, unless approved by the YMCA. Employees cannot use photographs taken at YMCA programs and/or of YMCA participants for any personal use. Such photographs may only be used by the YMCA for purposes directly related to the program or to the YMCA.
  - Parents are prohibited from posting photographs or videos of any children on social media other than their own.



## PROGRAM GUIDELINES

It is the Philadelphia Freedom Valley YMCA goal to provide a healthy, safe, and secure environment for all Y AFTERSCHOOL ENRICHMENT PROGRAM participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values of the YMCA and to interact appropriately in a group setting.

Below is a list of the 7 major rules of School Age Child Care:

- Treat myself, others, and the program with **CARING, HONESTY, RESPECT** and **RESPONSIBILITY**.
- Follow directions and instructions from Staff
- Participate in and try each new activity
- People are **RESPONSIBLE** for their actions
- To keep hands, feet, and all other body parts to myself
- We **RESPECT** each other, the environment, program facilities, and equipment
- Have Fun

### **The following items are not permitted at School Age Child Care**

- Electronic Equipment
- Cell phones, portable MP3 players, radios, electronic games, tablets, e-readers
- Personal sports equipment
- Animals
- Valuable items that cannot be replaced
- Items not permissible on school grounds
- Y Staff may require additional items be excluded from the Y AFTERSCHOOL ENRICHMENT PROGRAM. Site Directors will notify parents/guardians in writing if certain items cannot be utilized during program hours.

## School Age Child Care Discipline Policy

### Fighting

For the safety of all of the children in the Y AFTERSCHOOL ENRICHMENT PROGRAM, physical fighting is absolutely prohibited and will NOT be tolerated. Therefore, any fighting offense may result in immediate suspension/expulsion from the program.

### Suspension/Expulsion

Unfortunately, there are some reasons we have to expel a child from our program either on a short term or permanent basis. 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 terminate or suspend a child from this center.

### 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
- Physical or verbal abuse to participants or staff

### **Child's Actions for Suspension/Expulsion**

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Physical or verbal abuse to staff or other children
- Excessive biting

### **Reason for Immediate Expulsion**

We will make every effort to work with families in the event that expulsion from the program is necessary. However, if the child or parent/guardian poses a direct threat to their own or the safety of other participants and staff, the Philadelphia Freedom Valley YMCA may call for an immediate expulsion from the program. These threats can include, but are not limited to, physical violence and verbal or implied threats.

### **Proactive Solutions to Prevent Suspension/Expulsion**

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, activity appropriateness, and supervision
- Staff will always use positive methods of language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Brief breaks from activity will be given so child can regain control
- Child may lose certain privileges
- Parent/guardian will be notified verbally
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion
- The director, staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors

### **Schedule of Expulsion**

If after the remedial actions have been exhausted, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension/expulsion. A suspension 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 program.

- The parent/guardian will be informed regarding the length of the suspension 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 an adequate amount of time to seek alternate child care (approximately one week notice depending on risk to other children welfare or safety)



- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

Payments for suspended or expelled Y AFTERSCHOOL ENRICHMENT PROGRAM days are non-refundable.

### **A child will NOT be expelled if a child's parents:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Report abuse or neglect occurring at the center
- Question the center regarding policies and procedures
- or
- Without giving the parent an adequate amount of time to make other child care arrangements

## **Licensing Policy**

### **Information to Parents**

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

Our Center is required by the State child Care Center Licensing law to be licensed by the Bureau of Licensing in the New Jersey Department of Children and Families. A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the center.

To be licensed, our center must comply with the Manual of Requirement 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 and make it available to interested parents for review. Parents may secure a copy of the Manual of Requirements for Child Care Centers, for a nominal fee, by writing to the Bureau of Licensing, Department of Children and Families, CN 717, Trenton, NJ 08625.

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. 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



standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention, as well.

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

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

Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Bureau 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 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 such trips.

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 Division of Youth and Family Services' Office of Child Abuse Control, Toll Free at 1 (877) NJ-ABUSE, or to any District Office. Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting: Community Education Office, Department of Children and Families, CN717, Trenton, NJ 08625.