



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PARENT HANDBOOK

**THE LEARNING CIRCLE YMCA**  
A BRANCH OF THE SUMMIT AREA YMCA

# LETTER FROM THE CEO

Dear Parent/Guardian,

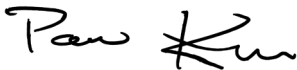
Welcome to The Learning Circle YMCA, one of the Summit Area YMCA's childcare and education centers. We are the area's largest not-for-profit childcare provider, and we try to make your child's experience and our facilities, your child's home-away-from home.

We are especially responsive, and tailor our programs to the busy schedules, special needs and budgets of single parents and dual-career families so that you can go to work secure in the knowledge, that your child is being cared for and educated in a safe, stimulating, constructive, supervised environment.

We pledge to strive to fulfill our promise to make each day an opportunity for your child to grow, to learn and to feel secure and confident in our values-based environment. Our YMCA is blessed with a highly dedicated, experienced, and knowledgeable staff team. I encourage you to communicate regularly with them so we can meet and exceed your expectations. Training all of our staff is of critical importance to our organization, especially in the area of child abuse prevention.

We appreciate the privilege and trust you show us in leaving your greatest loves with us. You have my assurance that we will love, protect, and nourish your child as if our own. Should you have any questions, concerns or suggestions about our YMCA, please feel free to contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Paul Kieltyka". The signature is fluid and cursive, with the first name "Paul" and last name "Kieltyka" clearly distinguishable.

Paul Kieltyka  
President and CEO, Summit Area YMCA  
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## WHO WE ARE

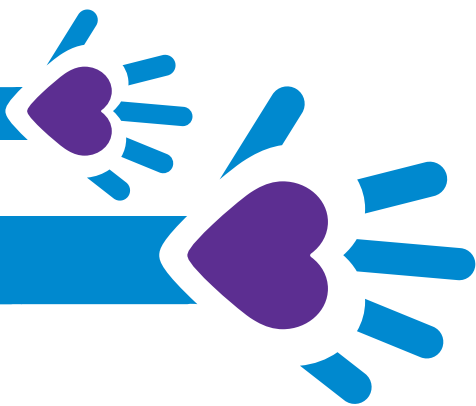
The Summit Area YMCA is one of the area's **leading charitable organizations**. Our cause is to strengthen the community by nurturing the potential of every child, promoting healthy living, and fostering a sense of social responsibility.

Founded in 1886, the Summit Area YMCA has a history steeped in working side-by-side with our neighbors to ensure that everyone, regardless of age, income and background has the opportunity to learn, grow and thrive. Our holistic approach to wellness focuses on **building a healthy mind, spirit and body for all**.

Our three branches are vital, vibrant, and valued **centers of the community** that provide meaningful experiences for individuals and families. Each year, we serve more than 10,000 individuals with our free and for-fee programs and services in an area spanning the communities of Berkeley Heights, New Providence, Millburn, Springfield, Short Hills, Summit, Gillette and Stirling.

All of our programs and services are infused with the Y core values of **honesty, caring, respect and responsibility**, which build character and enhance self-esteem. Such programs include youth sports leagues (soccer and basketball), parent-child programs, the 7th Grade Initiative, **LIVESTRONG®** at the YMCA, the Achievers Program, Summer Camp, childcare, and assistance to military families, to name a few.

The Summit Area YMCA is also changing the way individuals, who are engaged in civic and charitable organizations, **collaborate to provide practical and affordable** answers to large-scale community issues such as childcare, childhood obesity, and the achievement gap among students.



The Summit Area YMCA, which is governed by a volunteer Board of Trustees, includes members from each branch, makes policy decisions, and helps set the direction of the organization.

We encourage **parent involvement** and visits to the Learning Circle YMCA at any time without having to notify the Director or staff. We also encourage parents/guardians or siblings to volunteer their time to share talents, culture, activities, games, etc. when- ever possible. Please contact the Director of your child's program if you would like to make a difference by volunteering or participating in activities at the Learning Circle YMCA.

Our YMCA's **Annual Campaign** raises tax-deductible contributions that fund the Y Cares Financial Assistance program. Y Cares is made possible because of the generosity of members, donors and partners and funds key programs such as childcare, Summer Camp and membership for families struggling financially.

The Y provides and distributes financial assistance to qualifying individuals and families who might otherwise have not been able to participate and benefit from our Y's offerings.

Volunteer founded and volunteer led, the Summit Area YMCA depends on the generosity and dedication of volunteers to meet our community needs. Volunteers are at the center of YMCA operations—from reading to preschoolers to teaching swimming and soccer to working with seniors. Volunteers also serve on policy-making boards that set the strategic direction for the YMCA and partner with professional staff to ensure that each Y is mission driven. We are grateful for and rely on the time, talent, and resources of volunteers to bring many of our programs to fruition.

Due to new safety measures and limitations, some of our policies and procedures for child care are subject to change. Rest assured, keeping your child safe remains our #1 priority. For the most up to date information, please call the Branch Childcare Director.



# YMCA CHILD SAFE POLICY

The Summit Area YMCA has more than 100 staff members and volunteers working with children and youth in the many programs we offer. We are committed to keeping children safe. It takes everyone's vigilance to stop child abuse. Our policies are designed to protect both the children we serve and the staff we employ. Staff are prohibited from being alone with a child and cannot work one-on-one with youth outside the YMCA (e.g. babysitting).



Our employees and volunteers undergo an intensive screening process. Our standard practice includes:

- completion of detailed application
- comprehensive interview process
- reference checks
- criminal background record checks and fingerprinting

Additionally, all our employees complete a child abuse prevention training program sponsored by the NJ State's Coordinated Community Child Care (4Cs) program with supplemental training from the Redwoods Group. Supervisors and managers must also undergo training to promote a child-safe environment. And, all our staff members are mandated by law to report any signs of child abuse they observe or suspect.

Child abuse is an unfortunate reality and abuse can take many forms including:

- Emotional – threatening a child or using words to hurt a child's feelings and self esteem; withholding love and support from a child.
- Physical – causing injuries (i.e.,bruises, burns, scars, or broken bones) to a child on purpose.
- Sexual – having sexual contact in any form with a child (including exposing, fondling, intercourse, pornography, or internet solicitation).
- Neglect – not providing children with enough food, clothing, shelter, medical care, hygiene or supervision.

If you have any questions or concerns regarding a YMCA staff person or program, please make a confidential call to the Child Safe Hotline at 1-877-652-2873

- If you think a child is physically injured, please seek out appropriate medical attention.
- If you observe signs of distress, withdrawal, or acting out, please consider counseling for your child.
- Talk to your YMCA Program Director for assistance.
- Call Child Protective Services (CPS) or the Police to report any abuse.

# THE LEARNING CIRCLE YMCA PRACTICES

## MEALS

Breakfast, lunch, and an afternoon snack (morning snack for Kindergartners) will be served as part of your child's program. Dinner is served to those children that remain after 6:00 p.m. These meals are planned and prepared by our Kitchen Staff. Menus are posted monthly throughout The Learning Circle YMCA and distributed to parents via email. We strive to be a peanut-free facility and look to accommodate children with allergies or special dietary needs. Please see one of The Learning Circle YMCA's Directors if you need to complete a special diet plan.

## "TREASURES" FROM HOME

We recommend that children avoid bringing "treasures" to The Learning Circle YMCA programs, (i.e. toys, a favorite blanket, stuffed animals, electronics) since they could get lost or damaged, and "sharing" a favorite belonging can sometimes become an issue.

## SOCIAL MEDIA POLICY

Policy & Guidelines on the Use of Technology and Social Media for Participants in our Child Care Programs

**Use of Personal Social Networking:** Child Care Children MAY NOT bring electronics to the YMCA Program such as: cell phones, iPads, iPods and smart watches (the Summit Area YMCA is not responsible for loss or any damage). Staff and Child Care Parents /Children are not allowed to have contact through personal phone or email. Staff and Child Care Parents/Children are not allowed to have contact through social media.

**Electronic Use at the YMCA/Program:** All children will be monitored by staff when using YMCA electronic devices. iPads and computers can be used for homework purposes. Children are restricted to age appropriate games. All electronic devices should be returned to their original location. Absolutely no electronics outside; only in classrooms. YouTube access will be allowed under strict conditions: Parental restrictions enabled. Video approved by staff. Absolutely no inappropriate behavior or language in the videos. No food or drink allowed around the electronic devices.

## EMERGENCY CLOSINGS AND NOTIFICATIONS

The Learning Circle YMCA will advise you of unplanned facility closings for weather, emergencies, etc. on our website: [www.theSAY.org](http://www.theSAY.org). You may also opt into receiving emergency text alerts from our Emergency Text Alert System.

To sign up for text message alerts send a text message "@saytlc" to phone number 81010. Once enrolled to receive text message alerts from The Learning Circle YMCA, you must accept the request to subscribe to receive our text alerts by replying YES to your first text message. If you do not accept the request or opt out of receiving our text alerts, you will not receive any communication about location changes due to weather, emergencies, etc. If you want to stop receiving messages from The Learning Circle YMCA send a message with "STOP" at any time. Message and data rates may apply. The only cost to you is whatever your wireless provider charges you to send and receive text messages.

Text message alerts are sent on an as needed basis only. All regular membership communication such as billing inquiries and program information will be communicated via email or telephone. If a true emergency occurs involving your child, the emergency contact will be contacted via telephone (not app notification).

## FIRE DRILLS

Fire drills and other emergency drills are conducted each month in accordance with New Jersey State Law. Fire exit routes are posted in each classroom.

## BIRTHDAY POLICY

Birthday celebrations are very important to the children and to us. In an effort to keep all our children safe, food is not the focus of our birthday celebrations. We will continue to celebrate each child's birthday in a way that is special to him/her and safe for everyone. There are children in our classrooms with very severe allergies. The parents of these children know how important it is to control the foods they are served or exposed to. To make the day special for the children we will make crowns, cards and birthday books. The teachers will ensure that every child enjoys their special day. Thank you for your understanding and cooperation.

# DISCIPLINE PHILOSOPHY

We use methods of guidance and discipline that are positive and consistent with the developmental needs of children. Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control. Positive discipline is different from punishment. Punishment tells children what they should NOT do; positive discipline tells children what they SHOULD do. Punishment teaches fear; positive discipline teaches self-esteem. Teachers use positive discipline by planning ahead (anticipating and eliminating potential problems, having a well-planned daily schedule, etc.), intervening when necessary (re-directing to a new activity to change the focus of a child's behavior), showing love and encouragement (provide positive reinforcement, acknowledgement or praise).

- a) At the YMCA we do not tolerate hitting, corporal punishment, abusive language, ridicule, sarcasm, harsh, humiliating or frightening treatment towards children.
- b) Rest, toilet training, or food shall not be used as discipline tools.
- c) The withholding of emotional responses or stimulation, or requiring the child to remain silent shall not be used as discipline tools.



## SUMMIT AREA YMCA CHILD ABUSE PREVENTION CODE OF CONDUCT

1. In order to protect Y staff, volunteers, and program participants – at no time during a Y program may a staff/ volunteer be alone with a single child where they cannot be observed by others. As staff/volunteers work with or supervise children, they should space themselves in a way that other staff can see them.
2. Staff/Volunteers shall never leave a child unsupervised.
3. Restroom supervision: No child, regardless of age, should ever enter a bathroom alone. Staff/Volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before children enter. Children should be taken together as a group with staff/volunteers supervising. Staff/Volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff/ volunteer (not being alone with a child).
4. Staff/Volunteers should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff/volunteers should be positioned so that they are visible to others.
5. Staff/Volunteers shall not abuse children including: physical abuse – strike, spank, shake, slap; verbal abuse – humiliate, degrade, threaten; sexual abuse – inappropriate touch or verbal exchange; mental abuse – shaming, withholding love, cruelty; neglect – withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
6. Staff/Volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/Volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Staff/Volunteers will conduct a visual check of each child each day as they enter the program, noting any fever, bumps, bruises, burns, complaints of illness, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Staff/Volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.



9. Staff/Volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit. Exceptions to this would include safety reasons and spotting in physical activities such as gymnastics and swimming.
10. Staff/Volunteers will refrain from inappropriate or unwelcome displays of affection toward others or children.
11. While the Y does not discriminate against an individual's lifestyle, it does require that in the performance of their services to the Y, they will abide by the standards of conduct set forth by the Y.
12. Staff/Volunteers must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Staff/Volunteers must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff/Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff/Volunteers may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff/Volunteers are not to transport children in their own vehicles.
20. Staff/Volunteers may not date program participants under the age of 18 years of age.
21. Under no circumstance should staff/volunteers release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Staff/volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by their manager.

## **EXPULSION POLICY**

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

### **IMMEDIATE CAUSES FOR EXPULSION:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's Immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain):

### **CHILD'S ACTIONS FOR EXPULSION:**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain):

### **SCHEDULE OF EXPULSION:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to see alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### **A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements. (1-877-667-9845)
- Reported abuse or neglect occurring at the center. (1-877-NJABUSE), (1-877-652-2873)
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision
- Always use positive methods and language while disciplining children
- Praise appropriate behaviors
- Consistently apply consequences for rules
- Give the child verbal warnings
- Give the child time to regain control
- Document the child's disruptive behavior and maintain confidentiality
- Give the parent/guardian written copies of the disruption behavior that might lead to expulsion
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors
- Give the parent literature of other resources regarding methods of improving behavior
- Recommend an evaluation by professional consultation on premises
- Recommend an evaluation by local school district study team.

When you have a child with a disability or special health-care needs, it can be challenging to find the right child care services. It is important to do your research and visit the child care provider to make sure the program can meet your child's unique needs. It is the responsibility of the parent/guardian to provide supporting documentation from a licensed healthcare professional that is dated within the last 12 months.

## MEDICAL POLICIES

The Universal Health Form must be completed, signed by the parent/guardian and physician, and returned to The Learning Circle YMCA before your child begins the program. Immunization dates must be attached. The Universal Health form is only considered by our licensing agencies to be valid one year from the date of the physician's signature. Emergency contacts/pick-up person(s) information must also be complete. Occasionally, we may need to contact you in the event of an emergency. If we are unable to reach you, we will then call those persons authorized by you as emergency contacts. Please make those people aware that they have been listed as emergency contacts. We expect parents to use sound judgment when their child is ill and to consider the well-being of their child, and that of other children and staff at The Learning Circle YMCA.



The YMCA will only administer medication to a child when a medical permission form has been completed for each medication/occurrence and under the guidelines set forth by the YMCA. All health and safety policies will be reviewed at Orientation. Parents must bring all medications directly to a Director.

The center shall maintain on file at the center a Universal Health Record which the center will provide, to be updated annually, along with an up to date immunization record. No children under the age of 18 months will be enrolled with an immunization exemption of any nature. Children 18 months and older may be enrolled with a medical exemption signed by their doctor or with a religious exemption explained in a signed and dated parental written statement which should explain how immunizations conflict with the child's exercise of bona fide religious tenets or practices. Those children with immunization exemptions may be excluded from the center during a vaccine-preventable outbreak or threatened outbreak.

## POLICY FOR MANAGEMENT OF COMMUNICABLE DISEASES

If a child exhibits any of the following symptoms, the child should not attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home.

**Symptoms Include:** Severe pain or discomfort, acute diarrhea, episodes of acute vomiting, elevated temperature of 100.4 degrees Fahrenheit, lethargy, severe coughing, yellow eyes or jaundiced skin, red eyes with discharge, infected and untreated skin patches, difficult or rapid breathing, skin rashes in conjunction with fever or behavior changes, skin lesions that are weeping or bleeding, mouth sores with drooling, stiff neck.

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

## EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. Note: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the center, parents will be notified in writing.

## COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/document/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/document/reportable_disease_magnet.pdf).

## PICKUP/RELEASE OF CHILDREN



To avoid confusion on the pickup list you submit to us, please include the name(s) of the child's parent(s), as well as persons authorized to pick up your child. Please note that, unless we receive proof to the contrary, we will consider both of the child's parents as authorized persons for pickup.

If there is a specific custodial arrangement that affects the rights of either parent to pickup a child, the YMCA must have a certified copy of the legal document setting forth those rights. Please note, we will not place other children in our care or any staff member in a position of potential harm or danger as we work to implement a legal agreement, regarding custodial rights.

As stated in the New Jersey State Manual of Requirements for Child Care Centers "... a child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorized the center to allow such visits or releases in writing. This written authorization including the name, address, and telephone number of the non-custodial parent(s) shall be maintained on file. If a non-custodial parent has been denied access, or granted limited access, to the child by a court order, the center shall secure documentation to this effect and maintain a copy on file".

The YMCA will use its best efforts to release a child only to an authorized person. If a non-custodial parent or other non-authorized person forcibly takes a child, we will then notify the local police, and the custodial parent(s).

No child will be released to a guardian who appears to be physically/emotionally impaired or intoxicated if, in the best judgment of the staff, the child would be placed at risk or harm if released to that individual.

If a child is not picked up by their scheduled time, we will attempt to contact parents or others authorized to pickup. If the child still remains with us one hour after the program has ended, staff members shall call the DCP&P 24-Hour Child Abuse Hotline to seek assistance in caring for the child until the parents or others authorized can pick up the child. For school-age child care programs, no child shall be released from the program unsupervised except upon written instruction from the child's parent(s).

# STATE LICENSING INFORMATION

## DEPARTMENT OF CHILDREN AND FAMILIES OFFICE OF LICENSING INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.



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

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

Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657.

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

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

Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy.

Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center.

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

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

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

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

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

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

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

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

## **CIVIL RIGHTS:**

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, gender identity, religion, age, disability, reprisal, and where applicable, political beliefs, marital status. Familial or parental status, sex orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program, or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities) To file a complaint, complete the USDA Program Discrimination Complaint Form or write a letter to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410, by fax (202) 690-7442; or email: [program.intake@usda.gov](mailto:program.intake@usda.gov). To request a copy of the complaint form, call (866) 632-9992. This institution is an equal opportunity provider.

## TUITION, FEES AND PAYMENT POLICIES

- An active membership is required prior to initial registration. This may be processed on-line by accessing our website [www.theSAY.org](http://www.theSAY.org). Initial tuition payment, any other contracted services (i.e., extended care/breakfast club) are due at the time of registration. This should be done one month prior to your child's start date. A non-refundable deposit of \$400 is required for registrations processed 6 weeks or more prior to start date. This deposit will be applied to your first month's tuition. If your child's start date is before the 15th of the month you will be charged for the full month. If your child's start date is on or after the 15th of the month, your tuition payment is one-half of the full month amount.
- Tuition payments and contracted extended care services are billed one month in advance. Therefore, tuition payments that are due on the 1st of the month are applied to the month following (January payment is applied to February tuition). For All Day Kindergarten at The Learning Circle YMCA, final payment will be May 1 for June service.
- An annual membership fee is due on the anniversary of your child's enrollment date. This covers your child's youth membership at the Summit Area YMCA. Your child must have an active membership to participate in all programs of the Summit Area YMCA including childcare. In the event that your child's membership expires in the middle of the program, the membership will automatically be renewed and billed to the credit card on file. A receipt will be emailed to you for your record.
- Any changes to your child's schedule need to be requested through the Program Director at your branch six weeks prior to the billing month or no later than the 20th of the billing month. (For example a Program Change for November should be submitted by September 20). All changes are effective the 1st of the month. A Program Change form is required even if it is the same amount of days you are currently enrolled in. There is a \$20 processing fee for schedule changes. There will be an additional \$10 late processing fee for requested changes that come in after deadline.
- There is a \$5 per minute charge if your child gets picked up after the end time of the program. This charge will be posted to your account. If there are more than 2 occurrences of late pick up, Summit Area YMCA reserves the right to terminate the provision of extended care services. During the time period where our programs end at 5:00 PM, a \$20 fee for the first 10 minutes late will be charged to your account; and after 5:10 PM, there will be a \$5 per minute charge.
- Other fees, (e.g., for additional days, non-contracted extended care) will be posted to your account monthly and be due at the time of your monthly invoice. If you feel there is a discretion of these charges, please contact the Central Billing Office prior to your payment due date. Additional requests for extended care and unscheduled days may be denied if payment is not received.
- Upon enrollment you are required to set up a Smart Tuition account. You will have the option to enroll in Auto Pay or make payments prior to due date with your payment method of choice. Smart Tuition accepts all major credit/debit cards (convenience fee applicable), you may pay by EFT, or cash at one of the convenient Smart Tuition payment centers. If you are set up on Auto Pay, you will receive an email from Smart Tuition notifying you that the set up payment method will be processed on the 1st of the month, otherwise, you will receive an email 10 days prior to due date. A \$40 follow up fee will be charged by Smart Tuition for payments not received by 11:59 PM the 5th of the month. Changes in payment methods may be updated by logging into your Smart Tuition account, this must be done 3 business days prior to bill date. \*Please refer to How to Pay by Cash Attachment



## **COLLECTION OF TUITION**

- All Tuition/Fees are collected thru Smart Tuition. You are responsible to log into your account to make payments in a timely manner. Email reminders will be sent out by Smart Tuition.
- For those parents whose records indicate that on the 20th of the month an overdue account continues to exist, a notice will be provided via email/mail explaining that if payment has not been received by the 30th of the month, our services for the child will be suspended immediately. If after the 30th of the month payment has not been received, the Childcare Director will be instructed to suspend the child the following day.
- Should a child be suspended due to a past due balance, payment must be made and the account settled in full before the center will be authorized to re-admit the child.

## **TUITION RATES**

- Tuition rates are based on annual costs of operation and divided into equal monthly payments. Your monthly cost remains the same regardless of the number of business days each month.
- Credit is not given for days your child does not attend the program.
- If for any reason TLC YMCA is unable to provide program services for a period in excess of ten consecutive business days, TLC YMCA and/or the Parent/Guardian may terminate this agreement on thirty days of written notice. Any payment received for this period is non-refundable.
- A 15% sibling discount is given on the third oldest child participating in the same full-time programs. (This does not apply to financial assistance recipients). A 10% sibling discount is given on the third oldest child participating in the same part-time program.

## **WITHDRAWAL FROM A PROGRAM**

As per the terms of the Registration / Enrollment agreement, six weeks' notice and delivery to the Childcare Director of a completed "Withdrawal Notice" is required should you wish to withdraw your child from a program. If your withdrawal date is after the 15th of the month, a full month's tuition will be charged. If your withdrawal date is before the 15th of the month, one-half month's tuition will be charged. Minimum withdrawal time from the program is six weeks.

## **RECEIPTS FOR CORPORATE / 'FLEX PLAN' REIMBURSEMENTS**

Should a parent require a receipt in order to submit to their employer a claim for re-imbursement for child care services, receipts are available by contacting the Childcare Business Manager at [debbie.graisser@theSAY.org](mailto:debbie.graisser@theSAY.org).

# PROGRAM DESCRIPTIONS

## INFANTS

The Infant Program provides care for children six weeks to eighteen months of age. Each child is paired with a Primary Caregiver to work with parents in meeting their child's developmental milestones in a nurturing and safe environment. The program progresses from early sensory stimulation to promote learning and development through the stages of independent exploration and social interaction with peers. The Primary Caregivers promote learning by initiating activities based on each child's behavior and interests. The children receive weekly music enrichment, outdoor walks, and patio/playground time as weather permits.



## TODDLER

The Toddler Program, under the age of 2-1/2 years old, pairs each Toddler with a Primary Caregiver to track the child's daily activities and set individualized goals to promote language, social skills, independence, and small and large motor development. Toddlers gather together in small groups for short periods of times, which allows for full participation of each child. Children have the opportunity to develop at their own pace and are encouraged to undertake activities as they become developmentally ready. Play is self-directed. Toddlers are provided with weekly music enrichment and daily indoor/outdoor gross motor time.

## PRE-SCHOOL

In the Preschool Program the children learn many new skills in a safe, nurturing environment. Preschool classrooms are set up to support trust, autonomy and initiative. Teachers are equally concerned with the Social/Emotional Development, the Cognitive/Academic Development and the Motor Development of each child. The curriculum introduces children to the Curriculum Content Areas that are laid out in the Preschool Teaching and Learning Standards. Preschoolers are provided with weekly music enrichment and daily opportunities for gross motor activities on our playground.

## PRE-K

The Pre-Kindergarten program bridges the gap between preschool and kindergarten. This is an exciting year of growth and learning. Children experience academic challenges and further develop socially, emotionally and physically. By the end of the year the children will have the knowledge, skills and maturity necessary for a successful transition into kindergarten.

Attention is focused on all areas of development, Social Emotional Development, Cognitive or Academic Development and Motor Development of the child. Weekly planning focuses on all Curriculum Content Areas. The areas are English, Language Arts, Mathematics, Science, Social Studies, Family and Life Skills, Visual and Performing Arts, Social/Emotional Development, Technology, Health, Safety and Physical Development and World Languages. The children are provided with weekly music enrichment, swim, gym and daily opportunities for gross motor activities on our playground.

## ALL DAY KINDERGARTEN

The All Day Kindergarten is dedicated to developing effective, creative and self confident children, who are fully prepared to enter first grade. The Program includes overall scholastics and provides guidance in building self-esteem. The curriculum is organized around Child Development Goals and School Readiness Skills.



## ENRICHMENT

At The Learning Circle YMCA, we provide enrichment programs in addition to our curriculum. The children (age 3 years+), in Preschool, Pre-K and All Day Kindergarten also attend swim and gym classes at the Summit branch .

## YMCA YOUTH MEMBERSHIP

A YMCA Youth Membership is required of every child enrolled in a YMCA childcare program and must be renewed annually. The benefits of an annual Youth Membership includes:

- Reduced rates for classes outside of childcare programs
- Early registration for classes, sports leagues and camp
- Open gym
- Open Family swim
- Open Rockwall Climb time

## SUMMER CAMPS

Summer Camps are offered at the Summit YMCA, the Berkeley Heights YMCA and The Learning Circle YMCA. **Camps run for weekly sessions (except for The Learning Circle YMCA where they are month-long sessions) during July and August.** Camps offered include: traditional day camps, sports camps, preschool camps, and specialty camps including, arts, golf, drama, horseback riding, science, video animation, dance and more.

# YOUTH MEMBERSHIP BENEFITS

AS A YOUTH MEMBER, ENJOY MORE THAN JUST CHILDCARE!

JOIN YOUR FAVORITE  
**YOUTH SPORTS LEAGUES**  
HAVE FUN & SAVE! ENJOY MEMBER RATES



A GREAT WAY FOR LITTLE ONES TO LEARN TEAMWORK, RESPECT, SPORTSMANSHIP AND MUCH MORE!

## OPEN GYM TIME, ENRICHMENT CLASSES GALORE



### SPORTS, ENRICHMENT & TONS OF FAMILY FUN!

Pee Wee Soccer  
T-Ball  
Nerf Wars  
Zumba  
Fencing  
Teen TRX  
Swimming

Art  
Sewing  
Music  
Parties  
Trips  
**AND MUCH MORE!**

SUMMIT AREA YMCA

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



The Summit Area YMCA is one of area's leading 501(C)(3) organizations. Through the generosity of our members, donors, and partners, we are able to offer financial assistance for our programs and services to those with demonstrated need.