



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

# **SCHOOL'S OUT FAMILY HANDBOOK**

---

**2019-2020**

**Tabernacle School District**



**YMCA OF  
THE PINES**  
EXPLORE. GROW. THRIVE.

**YMCA of the Pines**

**1303 Stokes Road, Medford NJ 08055**

**Phone: 609.654.8225**

**Fax: 609.654.8895 Web: [www.ycamp.org](http://www.ycamp.org)**

**Email: [soregistration@ycamp.org](mailto:soregistration@ycamp.org)**

**Tax ID # - 21-0635054**

## **Welcome to School's Out!**

Thank you for enrolling your child into the YMCA of the Pines School's Out program. We hope your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting environment in which our children can grow, develop new interests and friendships and of course, have fun!

The School's Out curriculum is based on a comprehensive approach to child care. Our site supervisors develop monthly lesson plans that allow children the opportunity to participate in activities such as: arts and crafts, character development, sports, games, and quality homework time. YMCA of the Pines offers children diverse experiences and opportunities for learning through developmentally appropriate activities and practices.

Your involvement as a parent/caregiver in our programs is extremely important for our continued success. The policies outlined in this handbook are what you may expect from the School's Out program as well as what our team members expect from our program participants and their families. In order for your child to have a positive experience at the School's Out program, parents and our staff must work together.

My staff and I are excited that you have selected our School's Out program for this school year. We hope you find this handbook to be helpful. Please do not hesitate to call if you have questions, comments or suggestions.

Sincerely,

Becca Gutwirth, School Age Child Care Director  
609-678-1520 – Direct Line  
609-744-6712 – Cell  
becca@ycamp.org

### **Scheduling and Invoicing**

Barbara Chase  
609-654-8225 x1505  
soregistration@ycamp.org

### **Director of Operations**

Greg Keresztury  
609-678-1515 – Direct Line  
gregk@ycamp.org

### **Address for submitting paper registration, calendars, and payments:**

YMCA of the Pines Welcome Center  
1303 Stokes Road  
Medford, NJ 08055

School's Out Site Phone Number  
609-268-0153 x 2306

Please be advised that YMCA of the Pines will attempt to provide child care for all of our participants. However, we do not have the resources to provide individualized, one-on-one supervision.

# TABLE OF CONTENTS

## Contents

TABLE OF CONTENTS .....	3
YMCA OF THE PINES MISSION STATEMENT .....	4
PHILOSOPHY OF YMCA SCHOOL AGE CHILD CARE .....	4
YMCA OF THE PINES SIX CORE VALUES .....	4
PROGRAM GOALS .....	4
REGISTRATION .....	5
SIBLING DISCOUNTS .....	5
MONTHLY FEES .....	5
ATTENDANCE CALENDARS/ DUE DATES .....	5
PAYMENTS .....	6
PAYMENT OPTIONS .....	6
LATE PAYMENTS .....	6
LATE PICK-UP FEE.....	6
FINANCIAL ASSISTANCE .....	7
PROGRAM WITHDRAWALS.....	7
TAX ID NUMBER.....	7
LOCATION .....	7
SCHEDULE OF HOURS – FOR SCHOOL’S OUT ONLY.....	7
SCHOOL CLOSINGS / INCLEMENT WEATHER.....	8
BREAKFAST & SNACK .....	9
ATTENDANCE.....	9
POLICY ON THE RELEASE OF CHILDREN .....	9
MEDICAL POLICIES .....	10
PARENT INVOLVEMENT AND COMMUNICATION .....	12
SOCIAL MEDIA POLICY .....	13
SCHOOL’S OUT BEHAVIOR GUIDELINES .....	13
SUSPENSION / EXPULSION.....	13
LICENSING POLICY INFORMATION .....	15
REMIND .....	18
SCHOOL’S OUT SCHEDULE OF FEES .....	19

## **YMCA OF THE PINES MISSION STATEMENT**

YMCA of the Pines is an interfaith, charitable organization dedicated to helping children, teens and families explore, grow, thrive and ultimately become the best version of themselves.

## **PHILOSOPHY OF YMCA SCHOOL AGE CHILD CARE**

The philosophy of YMCA of the Pines School's Out program is to nurture each child through care, understanding, and affection. We offer programs that promote learning through play, recreation and structured classes.

## **YMCA OF THE PINES SIX CORE VALUES**

Caring: Show a sincere concern for others.

Honesty: Be truthful in what you say and do.

Respect: Treat others the way you would want to be treated.

Responsibility: Be accountable for your promises and actions.

Courage: Be brave toward your best self.

Inclusion: Accept, welcome, and embrace all.

## **PROGRAM GOALS**

The School's Out experience is grounded in a set of six objectives that characterize all YMCA of the Pines school age programs:

Promote positive youth development: We create effective, quality programming that consists of constructive and well-planned schedules and activities that are tailored to the needs and interests of youth, parents, and communities.

Develop positive relationships: Our staff serve as consistent, caring and appropriate role models who encourage positive relationships between young people in their communities.

Build strong partnerships with young people, families, schools, and communities: We encourage input from families, schools, and young people on all aspects of the program. We involve school staff, parents, and community volunteers in the operation of the program by maintaining active relationships amongst all who are involved.

Create a fun and safe environment: We seek out the most accommodating, safe and clean space for indoor and outdoor activities, attractive and welcoming décor, as well as appropriate space, supplies and furnishings to support the program's activities.

Support working families: Our hours, rates and flexible schedule options are designed to support the needs of the communities which we serve.

Have fun: We offer children many opportunities to enjoy before or after school time by exposing them to social interactions and diversity that can only be experienced when a child is comfortable and cared for appropriately.

## **REGISTRATION**

NEW THIS YEAR! Register online at [tabernacle.campbrainregistration.org](http://tabernacle.campbrainregistration.org)

A new registration packet must be completed for each child attending the School's Out program, each year, before they can attend the program. The cost of the registration is \$50.00 for the first child per school year and \$30.00 per school year for each sibling enrolled in School's Out.

Fees for registrations received by July 19, 2019 will be discounted as follows - \$25.00 for the first child, \$15.00 for each sibling registered.

Registration packets may be completed online at [tabernacle.campbrainregistration.org](http://tabernacle.campbrainregistration.org). Alternatively, a completed registration packet can be returned to the Welcome Center at YMCA of the Pines by the Wednesday before your desired start date. For students starting the first week of school, we must have completed registration packets by August 28, 2019. Appropriate payments should accompany the registration packet. If completed on paper, please mail or deliver to the below address:

YMCA of the Pines  
Attn: Tabernacle Registrar  
1303 Stokes Road  
Medford, NJ 08055

## **SIBLING DISCOUNTS**

YMCA of the Pines offers a significant (20%) discount for more than one child registered in School's Out. The older child will be charged the regular rate. Younger siblings will receive the discounted rate.

## **MONTHLY FEES**

### **ATTENDANCE CALENDARS/ DUE DATES**

Attendance calendars, one per child, must be submitted monthly, and are available online at [tabernacle.campbrainregistration.org](http://tabernacle.campbrainregistration.org). In the event that you are paying by cash or check, please complete a paper registration and calendar (and submit via email, fax, mail, or in-person). Paper calendars will be due by the 15<sup>th</sup> of each month while calendars submitted online will be due the 20<sup>th</sup> of each month. After the 20<sup>th</sup>, you must complete and submit a paper calendar, along with payment, to our office at 1303 Stokes Road in Medford. Calendars submitted after the 20<sup>th</sup> will be assessed a late payment fee. School's Out cannot guarantee that a participant may start as scheduled for a calendar turned in after the 20<sup>th</sup> of the month prior. Please remember each child must have his/her own calendar.

Any added days to your child's schedule will result in a drop-in fee. Unfortunately, we are unable to exchange missed afternoon sessions for additional morning sessions, or vice-versa. No refunds will be given for missed days.

## **PAYMENTS**

Registration fees and payments for the month of September will be charged at the time the registration is entered into our system, most likely in advance of August 15. Payments for registrations completed online in CampBrain will be processed when submitted.

Payments can be made in the form of cash, check, money order or credit card. We accept all major credit cards: Visa, American Express, MasterCard and Discover.

## **PAYMENT OPTIONS**

### Online calendars and credit card payments

If you complete your monthly calendar online, a credit card payment must be made when you submit your calendar. If payment is not made, your child will not be included on the roster, and will not be able to attend the program.

### Paper calendars

Paper calendars are due by the 15<sup>th</sup> of the month. Paper calendars received after the 15<sup>th</sup> of the month will incur a late fee of \$25 *per calendar*. If you have missed the online submission deadline date of the 20<sup>th</sup> of the month, you may submit a paper calendar, and will be charged the late fee of \$25 *per calendar*. Check or cash payments must be submitted along with the calendar. Please do not email credit card information with your calendar. You may call or fax us with your credit card details. Payments can also be made by check or cash at our office in the Welcome Center at 1303 Stokes Road in Medford. Checks should be made payable to YMCA of the Pines. Please write your child's name, the school name, and the month of care in the memo line. Our office hours are 9:00 am – 5:00 pm Monday through Friday.

### Drop-In Calendar Scheduling

If you would like to enroll your child on a drop-in basis, please indicate that option on the calendar or choose that option at [tabernacle.campbrainregistration.org](http://tabernacle.campbrainregistration.org). Registration as a drop-in requires that a credit card be placed on file when the registration paperwork is completed. Please do not email the credit card number with your calendar. You may call or fax us with your credit card details.

## **LATE PAYMENTS**

Payments are due upon submission of your calendar. Late payments will jeopardize your child's space in our programs. To avoid a late fee, we must receive payment no later than the 15<sup>th</sup> of the month for a paper calendar and the 20<sup>th</sup> of the month on CampBrain.

If payment is not received your child will not be able to attend the School's Out program on the 1<sup>st</sup> of the month. We must receive payment before your child is allowed to return to the program.

## **LATE PICK-UP FEE**

The fee for a late pick-up is \$1.00 for every minute after the official end of the School's Out Program. The late fee will be charged to the credit card on a separate invoice the first week of the following month.

## **FINANCIAL ASSISTANCE**

YMCA of the Pines believes that no one should be denied a place in a program because of the inability to pay. For those who qualify, financial assistance is provided through donations to our Annual Scholarship Fund. Proof of need is required.

Financial assistance is awarded based on income, family size or special circumstances. The financial assistance application can be downloaded from our website at [www.ycamp.org](http://www.ycamp.org) and is also available at the YMCA of the Pines Welcome Center. Financial assistance funds are limited and assistance will be awarded on a first come, first served basis.

Completed scholarship applications must be mailed or delivered, along with your 2018 tax return and a 2019-2020 completed School's Out registration packet, to YMCA of the Pines Welcome Center.

Applications will not be considered until all supporting documentation and registration forms have been received. The deadline for financial assistance applications is no later than two weeks prior to the desired start date.

## **PROGRAM WITHDRAWALS**

A one-week notice is required for all withdrawals. Enrollment Change Forms are available at the School's Out site, at our Welcome Center, and on our website at [www.ycamp.org](http://www.ycamp.org). Forms must be submitted to the Welcome Center at 1303 Stokes Rd, Medford, not at the School's Out site.

If there is any possibility you may use the program again during the same school year, you may change to "drop-in" status instead of withdrawing. This keeps the child registered in the program at no cost, unless the program is utilized.

## **TAX ID NUMBER**

School's Out expenses may qualify as deductible child care expenses. Please contact our Welcome Center if you need a statement. Statement of accounts are not automatically sent. Our Tax ID number is: 21-0635054

## **LOCATION**

The School's Out Program will be held at the Tabernacle Elementary School (TES). For the morning session, all participants, including those attending Olson Middle School (OMS), must be dropped off at TES. Middle school participants will be escorted by a School's Out staff member to OMS by 8:35 am. In the afternoon, all participants must be signed out of the program at TES. Middle school participants will be escorted to TES by a School's Out staff member.

## **SCHEDULE OF HOURS – FOR SCHOOL'S OUT ONLY**

The School's Out AM program hours are from 6:45 AM until the start of school. Please do not drop-off children before the program officially begins.

The School's Out PM program hours are from school dismissal until 6:00 PM.

For scheduled early dismissal days, the School's Out program will be held from dismissal time until 6:00 PM. Parents/Guardians must pack a lunch for their child(ren) on scheduled early dismissal days. Field trips to YMCA of the Pines will be offered at no additional cost for early dismissals in November and March. Children will have the option to remain at TES for the School's Out program or go on the field trip. YMCA of the Pines will provide bus transportation to the camp. Families who choose the field trip must submit a signed permission slip, and must pick up their child from the Ockanickon Dining Hall at YMCA of the Pines at 1303 Stokes Rd, Medford, by 6:00 PM.

For scheduled delayed openings, the School's Out program will provide morning care from 6:45 AM until the start of school.

On the following scheduled school closings (September 30; October 9, 14; November 7-8; February 14, 17; April 10, 13-17), the School's Out program will hold School's Out at Camp days at the YMCA of the Pines facility at 1303 Stokes Road in Medford. This program is available for an additional fee. School's Out at Camp days will operate from 7:00 am to 6:00 pm and offer a variety of rewarding activities as well as breakfast, lunch and snack. This program is offered at the daily rate of \$50.00 (less than \$5/hour, including meals) for all School's Out program participants and \$60.00 for non-School's Out participants. Registration forms will be available on our website at [www.ycamp.org](http://www.ycamp.org). Refunds will only be given if a School's Out at Camp day is cancelled for low enrollment. No exceptions.

## **SCHOOL CLOSINGS / INCLEMENT WEATHER**

If the weather conditions threaten a possible school closing or late arrival, please check your school's website or watch the local TV news to see if your child's school will be closed. YMCA of the Pines will also post updates on our Facebook page: YMCA of the Pines, and our website: [www.ycamp.org](http://www.ycamp.org).

We also encourage all of our families to sign up for updates via remind.com or the Remind app (please see page 17 for instructions). All closings and delays will be announced via Remind.

If your child's school has an unscheduled closing:  
There will be NO School's Out programs

If your child's school has an unscheduled delayed opening:  
School's Out will be open or closed at the discretion of the school district.

If your child's school has an unscheduled early dismissal:  
School's Out will be open or closed at the discretion of the school district.

If the school district shortens or extends the school year in June for any reason, June's tuition amount will not be amended as any adjustments to the calendar are meant to comply with the 180 days of the school year.

## **BREAKFAST & SNACK**

Breakfast and afternoon snacks are included in the monthly tuition at no extra cost to the parent/guardian. Fresh fruits and vegetables, such as oranges, apples, and carrots, are always available. A continental breakfast with items such as, but not limited to, cereal, milk, yogurt and bagels will be available. Individually bagged snacks are served each afternoon in addition to fruit options. Children can choose from popcorn, baked chips, crackers, and pretzels. All food items served are baked, not fried, and contain no trans-fat. No sugar-sweetened beverages are served. Snacks with peanuts or peanut butter are not served.

## **ATTENDANCE**

### Absence

If your child is going to be absent, please call your School's Out site to notify the staff by leaving a message. If the School's Out staff does not receive notice of an absence, they will assume the child is missing and will contact the emergency contact list until they receive notification of the child's whereabouts. Also, please let your child's teacher know if your child will not be attending a PM session. This is extremely important so teachers are aware if your child will be taking the bus or walking home.

### Sign In/Out

Your child must be signed in by a parent/or guardian at AM drop-off or out at PM pick-up for School's Out. You must indicate the time and initial the attendance form. During AM care, each child must be brought into the site and signed in by an adult. Signing in and out is a critical part of us tracking the children throughout the program.

### After-School Activities

If your child will be attending an after-school activity on a day they are scheduled to be in School's Out, please send a written note to your child's teacher to be passed to the School's Out staff. Please indicate whether your child will be picked up directly from the activity, or will attend School's Out following their after-school activity.

### Drop-in

All drop-ins must notify the School's Out site at least 2 business days prior to dropping in. If an emergency arises and you are unable to provide 2-days notice, please call the School's Out Site at 609-268-0150 x2306. Please also contact the school administrative staff and your child's teacher (for afternoon drop-ins) to ensure your child is properly dismissed from class.

## **POLICY ON THE RELEASE OF CHILDREN**

Each child will be released only to the child's parent(s)/guardian(s) or person(s) authorized on the School's Out registration form. Those listed as an authorized person to pick-up will assume responsibility for the child(ren) in an emergency, if the parent(s)/guardian(s) cannot be reached. No child shall be released from the program unsupervised.

If a non-custodial parent(s) is denied access or granted limited access to a child by court order, the YMCA shall be provided documentation to that effect by the custodial parent, maintain a copy on file and comply with the terms of the court order.

If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) fails to pick up by the School's Out daily closing time, the program shall ensure that:

1. The child(ren) is supervised at all times.
2. Staff members attempt to contact all emergency contacts listed on the registration form.
3. If no alternate pick-up arrangements can be made within an hour of closing time, the staff members shall call the NJ State Department of Children and Families 24-hour Child Abuse Hotline (1.877-652-2873) to seek assistance in caring for the child until the parent(s)/guardian(s) or authorized pick-up is able to pick-up the child.

If the parent(s)/guardian(s) or person(s) authorized to pick up appears to be physically and/or emotionally impaired, and in the judgment of the site supervisor or staff member the child(ren) would be placed in harm's way if released to such an individual, the School's Out program shall ensure:

1. The child will not be released to such an impaired individual.
2. Staff members will attempt to contact the child's other guardian or an alternative authorized pickup person(s).
3. If the site is unable to make an alternative arrangement, a staff member shall call the NJ State Department of Children and Families 24-hour Child Abuse Hotline (1.877-652-2873) to seek assistance in caring for the child.

## **MEDICAL POLICIES**

### Prevention

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

- Cleaning the eating areas thoroughly after each child.
- Washing hands before food handling.
- Using gloves during snack distribution.
- Requiring and supervising hand washing with children before snack and after toileting.
- Disinfecting program supplies.

### Policy on the Management of Communicable Diseases

If a child exhibits any of the following symptoms, the child should not attend the program.

If such symptoms occur at the center, the child will be removed from the group, and the parent will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding

- Mouth sores with drooling
- Stiff neck
- Bronchitis or other throat infections, such as strep

Once the child is symptom free for 24 hours, or has a health care provider's note stating that the child no longer poses a serious health risk to themselves or others, the child may return to the program unless contradicted 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. These diseases include respiratory, gastrointestinal and contact illnesses such as Impetigo, Scabies, and Shingles. If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

#### Communicable Disease Reporting Guidelines

Some excludable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: [http://www.nj.gov/health/cd/documents/reportabl\\_t\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportabl_t_disease_magnet.pdf). If your child is exposed to any excludable disease at the program, you will be notified in writing.

Children sent home from School's Out 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 themselves or others may be required for your child to return to the program.

#### Injury

Participants on a daily basis may play in the school's gymnasium, cafeteria, playground, and/or outside recreation area. Therefore, closed-toe shoes shall be worn by participants while attending the School's Out program to prevent slipping/tripping incidents. Kindly pack your child a pair if he/she isn't wearing them during the traditional school day.

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

1. Attempt to contact the parent/guardian.
2. Attempt to contact additional authorized persons listed on the registration form.
3. Contact an ambulance or paramedics to take child to the hospital, if no responsible person can be reached.

#### Contact with Home

In the event that your child becomes ill or injured at School's Out, a staff member will contact you. Upon notification, we require that your child be picked up from the program within one hour. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be called immediately.

#### Medication

Any medication which needs to be administered to your child, while in the program, must first be brought to the site supervisor. A Parent Request to Administer Medication Form must be signed and completed. This form is found in the School's Out registration packet.

Prescription medications must be in the original prescription packaging and be accompanied by a doctor’s note prescribing that medication to your child. Only enough medication for a day’s dosing should be brought in. If your child needs an inhaler or epi-pen, please provide an extra one for these programs with their name on it. The site supervisor will store it in an appropriate locked location.

All non-prescription medications will be kept away from children and under the site supervisor’s control. This includes over the counter products such as: cough drops, aspirin, and cold medications. These medications can only be administered by a site supervisor.

## **PARENT INVOLVEMENT AND COMMUNICATION**

Family Nights: During the school year, Family Nights will be offered at YMCA of the Pines. This will allow families to enjoy dinner, dessert, games and activities at the Ockanickon Dining Hall. There is no cost for these events.

Open Houses: Once in the fall and then again in the spring, we will be offering an Open House at TES during the School’s Out Program hours. This will allow families to join their children during the program, enjoy a project together and also get to know the staff.

Contact information: Please provide, on the registration form, accurate phone numbers and e-mails you would like us to use to contact you for accidents/incidents involving your child(ren), emergency closings and other information we deem important.

Personal meetings: If there is an issue you would like to discuss with the School’s Out director or site supervisor, we will arrange a meeting time with the necessary parties. We may also request a personal meeting with you, if necessary.

Opt-In Text Alerts: Remind is a free, safe, and simple messaging tool that helps us share important updates and reminders with our families. Subscribe by text or using the Remind App. All personal information is kept private. Staff will never see your phone numbers, nor will you see theirs. You can opt-out at any time.

	Send a text to the number:	With this message:	To opt-out, send this message to same number:
Tabernacle	81010	@tabymca	Unsubscribe @tabymca

We appreciate when parents/guardians 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.). This communication helps our staff remain sensitive to your child’s needs.

### Parent Observation

We have an open door policy with our parents. You are welcome at your child’s School’s Out site any time. Please feel free to stay for a visit when you can.

## Volunteering

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

- Donating new or 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
- 

## **SOCIAL MEDIA POLICY**

Taking of photographs or videos with cameras, camera phones, video cameras or any recording device on YMCA Property or a YMCA administered site or trip is prohibited unless written consent of management is obtained. Posting of photographs or videos of children, other than your own, is prohibited without the written consent of the parent/guardian.

## **SCHOOL'S OUT BEHAVIOR GUIDELINES**

Please be advised that YMCA of the Pines will attempt to provide child care for all of our participants. However, we do not have the resources to provide individualized, one-on-one supervision.

It is the YMCA's goal to provide a healthy, safe and secure environment for all participants. Children who attend the program are expected to follow the behavior guidelines based on the six core values of the YMCA and to interact appropriately in a group setting.

Below is a list of the seven major rules of School's Out

1. Observe the core values of caring, honesty, respect, responsibility, courage, and inclusion;
2. Follow directions and instructions from staff;
3. Participate in and try each new activity;
4. Be responsible for my actions;
5. Keep hands, feet and all other body parts to myself;
6. Respect each other, the environment, program facilities and equipment;
7. Have fun!

### Use of Technology and Social Media

Children in the School's Out program are not permitted to use their phones or other technology unless there is a provision for such in a student's IEP or 504 plan. If such a provision is in place, use of technology will still be limited to small amounts of time at the beginning or end of a School's Out session.

### Fighting

For the safety of all children in the School's Out program, physical fighting is absolutely prohibited and will NOT be tolerated. Therefore, any fighting offense may result in immediate suspension and possibly termination 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 want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to suspend or expel a child from the program:

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

- Failure to make payments or habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up child(ren).
- Physical or verbal abuse of participants or staff.

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

- Failure to adjust after a reasonable amount of time.
- Uncontrollable tantrums and/or angry outbursts.
- Ongoing physical or verbal abuse of staff and/or other children.
- Excessive or habitual biting, spitting, or hitting.

#### 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 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 Taken in Order to Prevent Suspension / Expulsion

- Staff will try to redirect a child from negative behavior.
- Staff will reassess the physical 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 non-adherence to rules.
- A child will be given verbal warnings.
- Brief time-out will be given so a child can regain control.
- A child may lose certain privileges.
- Parent/guardian will be notified verbally.
- A 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 to discuss how to promote positive behaviors.

#### Schedule of Suspension/Expulsion

If the remedial actions above 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 come to an agreement with the program.

- The parent/guardian will be informed regarding the length of suspension.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program.
- The parent/guardian will be given a specific suspension/expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice, depending on risk to other participants welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program.

Payment for suspended or expelled School's Out days are non-refundable.

A Child Will NOT Be Expelled If...

- A child's parent/guardian made a complaint to the Office of Licensing regarding a site's alleged violations of the licensing requirements.
- A child's parent/guardian reported abuse or neglect occurring at the site.
- A child's parent/guardian questioned the site regarding policies and procedures.
- The YMCA did not provide an adequate amount of time to make other child care arrangements.

## **LICENSING POLICY INFORMATION**

Under the provision 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 site must comply with the requirements by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care, in the Department of Children and Families (DCF). In keeping with this requirement, the site must secure every parent's signature attesting to his/her receipt of the information.

Our School's Out programs are required by the State Child Care Center Licensing law to be licensed by the Office of Licensing, Child Care, in the Department of Children and Families (DCF). A copy of our current license must be posted in prominent location at our site. Look for it when you are in the site.

To be licensed, our School's Out programs must comply with the Manual of Requirements for Child Care Centers which sets forth the official licensing regulations. The regulations cover such areas as: physical environment/life-safety, staff qualifications, supervision, staff/child ratios, program activities and equipment, health, food and nutrition, rest and sleep requirements, parent/community participation, administrative and record keeping requirements, etc.

Each site will have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review.

Parents can also go to <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> to review the manual.

NJ Department of Children and Families  
Office of Licensing  
Publication Fees

PO Box 717  
Trenton, NJ 08625-0717

We encourage parents to discuss with the director any questions or concerns about the policies and programs of School's Out, including the meaning, application or any 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 program may be in violation of licensing standards, you are entitled to report them to the Office of Licensing, toll free at 1.800.667.9845. Of course, we would appreciate your bringing these concerns to our attention first.

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

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

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

Our sites must post a 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.

Our sites must post a listing or diagram of those rooms and areas approved by the Office of Licensing, Child Care, in the Department of Children and Families (DCF). for the children's use. Please talk to us if you have any questions about the site's allowed space.

Our sites must offer parents of enrolled children ample opportunity to participate in and observe the activities of the site. Parents wishing to participate in the activities or operations of the site should discuss their interest with the School's Out director or site supervisor, who can advise them of what opportunities are available.

Parents of enrolled children may visit our sites, 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 sites must inform parents in advance of every field trip, outing or special event away from the site and must obtain prior written consent from parents before taking participants on such trips.

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 (LAAD), 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 1.800.514.0301 (voice) or 1.800.514.0383 (TTY).

Our sites are 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 site and make the list accessible to staff and parents and/or provide parents with the CPSC website at [www.cpsc.gov/recalls](http://www.cpsc.gov/recalls). Internet access may be available at your public library. For more information, please call the CPSC at 1.800.638.2772.

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 site or not, is required by state law to report the concern immediately to the State Central Registry Hotline, toll free at 1.877.NJABUSE or 1.877.652.2873. 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.nj.gov/dcf](http://www.nj.gov/dcf) and select publications.

If needed, our School's Out staff will hold parent / staff conferences. If you'd like to request a conference, please contact our office at any time.

All parents are welcomed to come to our Summer Camp Open Houses, held each spring at the YMCA of the Pines. Call our Welcome Center for more information.

## REMIND

Get information for School's Out – YMCA of the Pines right on your phone-not on handouts.

Pick a way to receive messages for **School's Out - YMCA of the Pines**:

### If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/tabymca](http://rmd.at/tabymca)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



The image shows a smartphone screen displaying a web browser interface. The address bar shows 'rmd.at/soymc'. The main heading is 'Join School's Out' followed by 'YMCA of the Pines'. Below this, there are two input fields: 'Full Name' with a placeholder 'First and Last Name', and 'Phone Number or Email Address' with a placeholder '(555) 555-5555'.

### If you don't have a smartphone, get text notifications.

Text the message **@tabymca** to the number **81010**.

If you're having trouble with **81010**, try texting **@tabymca** to **(609) 385-9974**.

*\* Standard text message rates apply.*



The image shows a smartphone screen displaying a text message. The sender is labeled 'T'. The message content is '@tabymca'.

**Don't have a mobile phone?** Go to [rmd.at/tabymca](http://rmd.at/tabymca) on a desktop computer to sign up for email notifications

**YMCA of the Pines  
2019-2020  
SCHOOL'S OUT SCHEDULE OF FEES  
Monthly/Daily Rates**

	First Child			Additional Child		
	AM	PM	AM/PM	AM	PM	AM/PM
Drop In	\$13.00	\$18.00	\$30.00	\$11.00	\$16.00	\$26.00
Per Day	\$11.00	\$16.00	\$26.00	\$5.00	\$12.00	\$16.00
Five Day	\$9.35	\$13.60	\$22.10	\$4.25	\$10.20	\$13.60

**Please Note:**

- Program operation at any School's Out program site or session (AM and/or PM) is subject to minimum enrollment. Final decisions on operation of all programs will be made by August 1, 2019.
- A \$50 Program Registration Fee (\$30 for additional children) is required for participation. Early registration incentive: registrations received by July 12, 2019 will have a reduced rate - \$25.00 for the first child and \$15 for each additional sibling.
- YMCA of the Pines offers a significant (20%) discount for more than one child registered in School's Out. The older child will be charged the regular rate. Younger siblings will receive the discounted rate.
- All Drop-Ins must have a School's Out Registration Form completed each year and on file at YMCA of the Pines, along with a completed Credit Card Authorization Form. All Drop-Ins must notify the School's Out site at least 2 business days in advance of dropping in. The phone number on site is 609-268-0153 x2306.
- The fee for a late pick-up is \$1.00 for every minute after the official end of the School's Out Program.
- Additional days added to your child's schedule will result in a drop-in fee. You cannot swap AM and PM sessions, but you may add an AM or PM to your child's existing AM or PM schedule if they are absent on a previously scheduled day in the same week.
- No credit will be given for missed days as sites must be staffed based on the number of students enrolled. On a case by case basis, we can often exchange a day of care in the same week if a need arises. Additionally, you have the ability to add days at the drop-in rate if the need arises. Please create your calendars with care.
- During the November and March half days (weather permitting) we will be offering the option for your child to attend programming at school or at our Medford camp location, at no additional charge.
- On September 30, October 9 and 14, November 7, 8, February 14 and 17, and April 10, 13-17, we will offer School's Out at Camp (\$50 per day for School's Out participants and \$60 per day for non-School's Out participants)(minimum number of registrants required)