



Metuchen Y Child Care 2026-2027 School Age Child Care Registration

Child's Full Name (First, Middle, Last): _____ D.O.B: ___/___/___

Program Start Date: ___/___/___ Sex (Please Circle): M F Other Grade in September: _____

Address (Street, City, Zip): _____

**To help us create a safe and supportive environment, please share any additional relevant information about your child's health, behavior, or learning needs that might assist us in providing the best care to the Director of School Age Child Care.*

Parent/Guardian #1 Name: _____ Sex (Please Circle): M F Other

D.O.B: ___/___/___ Cell Phone Number: _____ Relationship to Child: _____

Address (Street, City, Zip): _____

Work Phone Number: _____ Company Name: _____

Job Title: _____ Email: _____

Parent/Guardian #2 Name: _____ Sex (Please Circle): M F Other

D.O.B: ___/___/___ Cell Phone Number: _____ Relationship to Child: _____

Address (Street, City, Zip): _____

Work Phone Number: _____ Company Name: _____

Job Title: _____ Email: _____

In addition to the parent(s)/guardian(s) listed on this page, the following people are authorized to pick up the child or to be contacted in case of an emergency if neither parent/guardian is available to assume responsibility for the child. (2 names REQUIRED by NJ State Law)

Emergency Contact #1 Name: _____

D.O.B: ___/___/___ Phone Number: _____ Relationship to Child: _____

Address (Street, City, Zip): _____

Emergency Contact #2 Name: _____

D.O.B: ___/___/___ Phone Number: _____ Relationship to Child: _____

Address (Street, City, Zip): _____

Parents are required to keep the above information current by contacting the director via email with changes.

FEES

- Credit cards or EFT transfer information will be required to be on file.
- \$60 Registration Fee
- Payments will be due by the 1st of the prior month to avoid lapse in service.
- **There is a late pick-up fee of \$20.00 for the first 10 minutes, plus an additional \$2.00 per minute after that.**
- **Tuition is based on 180 service days and is the same amount every month, regardless of the number of service days in that month.**
- Any changes to your child's schedule must be requested no less than one week prior to a change. Any changes may be subject to a \$10 change fee. There is no charge for adding additional days to your child's schedule.
- A written 30-day notice must be submitted to the Site Director for withdrawals from any child care program. If a 30-day notice is not provided, tuition will not be refunded. A family withdrawal form must be completed and submitted to the Site Director upon notice.
- A 10% sibling discount will be applied to the second child simultaneously enrolled in 5-day SACC or Child Care at any YMCA Child Care Program within the YMCA of MEWSA.

Parent Signature _____ Date _____



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PROGRAM INFORMATION		
Schools/Grades Offered	Hours of Operation	Pricing
Campbell Elementary School Grades 3-5	Morning Care: 7 - 8:15 a.m. After Care: 2:45 - 6 p.m.	<input type="checkbox"/> 3 Day - Before Care: \$172 <input type="checkbox"/> 3 Day - After Care: \$440 <input type="checkbox"/> 3 Day - Before & After Care: \$520 <input type="checkbox"/> 5 Day - Before Care: \$199 <input type="checkbox"/> 5 Day - After Care: \$472 <input type="checkbox"/> 5 Day - Before & After Care: \$611
Edgar Middle School Grades 6-7	After Care: 2:26 - 6 p.m.	<input type="checkbox"/> 3 Day - Before Care: \$172 <input type="checkbox"/> 3 Day - After Care: \$440 <input type="checkbox"/> 3 Day - Before & After Care: \$520 <input type="checkbox"/> 5 Day - Before Care: \$199 <input type="checkbox"/> 5 Day - After Care: \$472 <input type="checkbox"/> 5 Day - Before & After Care: \$611
James Monroe (@ Metuchen Branch) Grades 1-5	Morning Care: 7 - 8:30 a.m.* After Care: 3:30 - 6 p.m. *Bus departs at 8:30 a.m. **Transportation provided	<input type="checkbox"/> 3 Day - Before Care: \$172 <input type="checkbox"/> 3 Day - After Care: \$440 <input type="checkbox"/> 3 Day - Before & After Care: \$520 <input type="checkbox"/> 5 Day - Before Care: \$199 <input type="checkbox"/> 5 Day - After Care: \$472 <input type="checkbox"/> 5 Day - Before & After Care: \$611
Moss Elementary School Grades K-2	Morning Care: 7 - 8:50 a.m. After Care: 3:20-6 p.m.	<input type="checkbox"/> 3 Day - Before Care: \$172 <input type="checkbox"/> 3 Day - After Care: \$440 <input type="checkbox"/> 3 Day - Before & After Care: \$520 <input type="checkbox"/> 5 Day - Before Care: \$199 <input type="checkbox"/> 5 Day - After Care: \$472 <input type="checkbox"/> 5 Day - Before & After Care: \$611
Moss Elementary School Pre-K	Morning Care: 7:00 - 9:00 a.m. After Care: 2 - 6 p.m.	<input type="checkbox"/> 3 Day - Before Care: \$210 <input type="checkbox"/> 3 Day - After Care: \$535 <input type="checkbox"/> 3 Day - Before & After Care: \$637 <input type="checkbox"/> 5 Day - Before Care: \$240 <input type="checkbox"/> 5 Day - After Care: \$578 <input type="checkbox"/> 5 Day - Before & After Care: \$750

Please Check the Appropriate Days that Your Child Will Be Attending:

Monday
 Tuesday
 Wednesday
 Thursday
 Friday



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Tuition Policy and Payment Information

All rates are listed weekly and billed monthly. Tuition must be paid through an automatic payment method on file (credit card or bank account/EFT). A valid payment method is required at all times to maintain enrollment. Tuition is due on the 1st of the month prior to service and will be automatically processed using the payment method on file. Families will receive a receipt after each transaction. **A 3% service fee applies to all credit card payments.**

Alternate payment schedules are not standard and may be approved one time per program year by the Director for extenuating circumstances. All approved arrangements must still be set up on automatic payment. Families are responsible for ensuring sufficient funds are available at the time of processing.

Late or declined payments will result in the following:

- \$20 late payment fee for balances not paid by the due date
- \$25 fee for declined credit card or EFT payments
- \$35 fee for returned checks

If payment is not successfully processed for the current month your child will not be able to attend the program until the balance is paid in full. For example, if May tuition is not paid, your child may not attend the program in May.

Tuition must be paid in full to maintain your child’s enrollment. The YMCA is unable to hold a child’s spot without payment. A 30-day written notice is required for all withdrawals. No credits or refunds will be issued for absences, including vacations, illness, or emergency closures.

ADDING A DAY:

Adding a day to your child’s part time schedule may be possible based on availability. Any changes to your child’s schedule must be requested at least two weeks in advance. Any changes may be subject to a \$10 change fee. Should you need to switch days, please complete the Change Request Form on our website at <https://ymcaofmewsa.org/child-care/child-care-change-request>.

PAYMENT OPTIONS

Please automatically charge my preferred method of payment on file when payments are due. _____

INITIAL HERE

I/We would like to help another family in need of child care with a monthly donation that can be canceled or changed at any time. Donation will be charged on the 1st of the month. \$40 ___ \$25 ___ \$10 ___ \$5 ___ \$ ___

The YMCA of Metuchen, Edison, Woodbridge & South Amboy is committed to providing the highest quality care possible for your child at an affordable price. If you cannot pay the full cost of child care, please see the Director for resources that may be available to you

Signature of Parent/Guardian

Date



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Health History

HEALTH HISTORY:

Allergies: _____ Treatment: _____

Allergies: _____ Treatment: _____

Type of Reaction Severity: Mild Moderate Severe (please describe): _____

EpiPen or medication required? Yes No

If yes, please provide details and attach care plan

Dietary modifications: _____

Religious/Cultural Preference: _____

Chronic/recurring illnesses: _____

Current medications: _____

Activity limitations: _____

Any other known physical or mental conditions: _____

Name of Physician _____ Phone (____) _____

Address _____

Date of last physical examination ____/____/____

Disabilities or Special Needs/Diagnosis:

Does your child have an IEP or 504 plan? YES NO Does your have a 1:1 aide? YES NO

If yes, please share the sections that relate to health/safety and daily supports at our program (ex: supervision needs, communication supports, mobility, toileting, behavior supports, allergies/medical, de-escalation strategies). This information helps us plan staffing and reasonable accommodations and to maintain required supervision ratios. After review, we may contact you to schedule a brief support-planning call. If support needs are identified after registration, your child’s start date may be adjusted while we complete this planning. Please feel to include additional paperwork pertinent to your child’s needs.

This Health History is correct as far I know, and the person herein described has permission to engage in all prescribed activities except as noted. _____ (initial)

Please attach and provide the Director of School Age Child Care with an additional copy of any Medical Action Plans should you be supplying any medication to be used during programming hours (i.e— Asthma Action Plan for Inhaler Usage).

Emergency Authorization: I hereby give permission to medical personnel to order X-rays, routine tests, and treatment for my child. In the event that I cannot be reached in an emergency, I hereby give permission to the physician to _____ hospitalize, secure proper treatment for, and to order injection, anesthesia, and/or surgery for my child as named above. This form may be photocopied.

Signature of Parent/Guardian

Date



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Permission/Informed Consent Agreement

PERMISSION/AUTHORIZATION (please initial where indicated)

As the parent/guardian of _____, I give permission for my child to participate in Y programs, including any trips taken during the day. I understand that transportation will be provided by school bus. I further acknowledge and am aware that these activities may involve inherent risks and that I assume for my child whatever risk of injury or loss which may exist, and further certify that my child is in good physical condition in order to take on these activities. _____ *initial*

I hereby permit, consent and authorize photographs and/or videos made of my child while at the Y as an individual or part of a group, with or without text in YMCA publications. _____ *initial*

Prescription medication will be given to my child by the staff at specific times. I understand that I must sign a statement at each illness, giving the center's specific instructions and permission. _____ *initial*

An accident or sudden illness to my child will be treated on the premises of the Y by the staff with emergency first aid procedures. I understand that I will be notified immediately, and will be required to pick up my child or send a reliable person in my place to be responsible for taking my child from the Y to a designated place determined by me. _____ *initial*

Emergency treatment for my child will be obtained in my absence by YMCA staff and its agents or whatever kind is deemed necessary and in his/her interest to protect the life, health and well-being of said son/daughter. I understand that any cost of service not reimbursable by insurance coverage shall be the responsibility of the parent/guardian. Transportation by any necessary means to obtain such medical care or assistance for my child, as circumstances may require in the discretion of the YMCA staff, its employees or agents, is hereby authorized. _____ *initial*

I understand that the YMCA shall provide appropriate chaperones on all trips, as well as the above mentioned transportation. Prior notice will be given wherever possible. _____ *initial*

I have read the registration agreement above and agree to abide by said policies. _____ *initial*

I have read and received the following policies (some are attached and some in the Parent Handbook):

- Information to Parents Document _____ *initial*
- Policy on Release of Children _____ *initial*
- Positive Guidance and Discipline Policy _____ *initial*
- Policy on Methods of Parental Notification _____ *initial*
- Policy on Communicable Disease Management _____ *initial*
- Expulsion Policy _____ *initial*
- Policy on the Use of Technology and Social Media _____ *initial*
- Late Pick Up Policy _____ *initial*
- Tuition Policy _____ *initial*
- Health History Policy _____ *initial*
- Letter on Child Abuse Prevention _____ *initial*



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INFORMATION TO PARENTS

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

Our Center is required by the State Child Care Licensing Law to be licensed by the Office of Licensing, Child Care & Youth Residential Licensing in the Department of Children & Families (DCF). A copy of our current license must be posted in a prominent location at our Center. Look for it when you're at 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"** and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for Child Care Centers by sending a check or money order for \$5.00 made payable to "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, 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 programs of the Center or the meaning, application, or alleged violations of the **"Manual of Requirements."** We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our Center may be in violation of licensing 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 the parent(s) 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 about these policies so that 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 Bureau of Licensing's Inspection/ Violation Reports on the Center, which are issued after every State Licensing Inspection of our Center. If there is a licensing complaint investigation, you are also entitled to review the Bureau's Complaint Investigation Summary Report, as well as any letters or enforcement or other actions taken against the Center during the Current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

Our Center must post a listing or diagram of those rooms and areas approved by the Bureau of Licensing 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 the Center at any time without having to secure prior approval from the Director of any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

Our Center is required to provide reasonable accommodations for children and/or parents with disabilities to comply with 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 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 product's list, to ensure that items on the list are not at the center, and make the list available to staff and parents and/or provide parents with the CPSC website at <http://www.cpsc.gov/cspcpub/prerel/prerel.html>. 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 an 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.nj.gov/dcf and select Publications.



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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 that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from this Center:

PARENTAL/GUARDIAN'S ACTIONS FOR CHILD'S EXPULSION (INCLUDING, BUT NOT LIMITED TO ANY ADULT RESPONSIBLE FOR DROPPING OFF OR PICKING UP YOUR CHILD)

- Failure to pay, habitual lateness in payments
- Habitual tardiness when picking up your child
- Physical or verbal abuse to staff
- Sexual harassment of staff
- Failure to complete required forms including child's immunization forms
- Failure or refusal to abide by Center policies and procedures

CHILD'S ACTIONS FOR EXPULSION

- Inability of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or children
- Excessive biting

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior.
- Staff will re-assess classroom environment, appropriateness of activities, supervision.
- Staff will always use positive methods and language when disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- Child will be given verbal warnings.
- A brief time-out will be given so child can regain control.
- Child may lose certain privileges.
- Child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be notified verbally.
- Parent/guardian will be given written copies of behaviors that might lead to expulsion.
- The director, classroom staff, and parent/guardian will have a conference to discuss how to promote positive behaviors.
- The parent will be given literature or other resources regarding methods of improving behavior.
- Recommendation of evaluation by professional consultation on premises.
- Recommendation of evaluation by local school district child study team.

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.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the Center.
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks depending on risk to other children's or staff 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 SOLELY FOR THE FOLLOWING REASONS:

- If a child's parent(s):
 - Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
 - Reported abuse or neglect occurring at the Center.
 - Questioned the Center regarding policies and procedures.
 - Without giving sufficient time to make other child care arrangements.



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POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's custodial parent(s), or person(s) authorized by the custodial parent(s) to take the child from the Center and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.

The provision that a child not be visited by or released to a non-custodial parent specifically authorizes the Center to allow such visits or release in writing. This written authorization, including name, address, and phone number shall be maintained in the child's file.

If a non-custodial parent has been denied access to a child by a court order, the Center shall secure documentation to that effect and maintain a copy on file.

Written procedures to be followed by staff member(s) if the parent(s) or person(s) authorized by the parent(s), as specified in A above, fails to pick-up a child at the time of the Center's daily closing. The procedure shall require:

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

Written procedures to be followed by a staff member(s) if the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Director and/or staff member(s), the child would be placed at risk of harm if released to such an individual. The procedures shall require that:

The child may not be released to such an impaired individual:

Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and

If the Center is unable to make alternative arrangements, as noted above, a staff member shall call the Division's 24-hour Child Abuse Hotline at 1(800) 792-8610 to seek assistance in caring for the child.



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GUIDELINES FOR POSITIVE DISCIPLINE

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.

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.

You can use Positive Discipline by planning ahead:

- *Anticipate and eliminate potential problems.
- *Have a few consistent, clear rules that are explained to children and understood by adults.
- *Have a well-planned daily schedule.
- *Plan for ample elements of fun and humor.
- *Include some group decision-making.
- *Provide time and space for each child to be alone.
- *Make it possible for each child to feel he/she has had some positive impact on the group.
- *Provide the structure and support children need to resolve their differences.
- *Share ownership and responsibility with the children. Talk about our room, our toys.

You can use Positive Discipline by intervening when necessary:

- *Re-direct to a new activity to change the focus of the child's behavior.
- *Provide individualized attention to help the child deal with a particular situation.
- *Use time-out - - by removing a child for a few minutes from the area or activity so that he/she may regain self-control (one minute for each year of age is a good rule of thumb).
- *Divert the child and remove from the area of conflict.
- *Provide alternative activities and acceptable ways to release feelings.
- *Point out natural or logical consequences of children's behavior.
- *Offer a choice only if there are two acceptable options.
- *Criticize the behavior, not the child. Don't say "bad boy" or "bad girl." Instead you might say "That is not allowed here," then tell them what they CAN do.

You can use Positive Discipline by showing love and encouragement.

- *Catch the children being good. Respond to and reinforce positive behavior, acknowledge or praise to let the child know that you approve of what he/she is going.
- *Provide positive reinforcement through rewards for good behavior.
- *Use encouragement rather than competition, comparison, or criticism.
- *Overlook small annoyances, and deliberately ignore provocations.
- *Give hugs and caring to every child every day.
- *Appreciate the child's point of view.
- *Be loving, but don't confuse loving with license.

Positive Discipline takes time, patience, repetition, and the willingness to change the way you deal with children. But it's worth it, because Positive Discipline works.



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DISCIPLINE

POLICY: The Center mandates all employees must use positive discipline when maintaining control of the classroom.

PURPOSE: To ensure proper discipline for the children.

PROCEDURE:

1. Positive discipline is based on an understanding of each child's individual needs.
2. Discipline must be age appropriate.
3. Positive discipline uses reasonable expectations.
4. In positive discipline you must use positive reinforcement.
5. Positive discipline requires logical consequences.
6. Re-direction is used with positive discipline.
7. Supervised removal or distraction from the group is the last option used when disciplining a child.
8. When removing a child from a group it must be within a reasonable time span (recommended 1 minute for each year of life).
9. The Guideline for Positive Discipline is a good reference.

POSITIVE DISCIPLINE

The Center uses a positive approach to discipline. 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 caregivers.

Positive discipline is different from punishment because it helps the children focus on behavior that is appropriate and doesn't concentrate on behaviors that are inappropriate. When using positive discipline staff encourage children to respect the rights of each individual child while encouraging the development of a positive self-esteem.

The Center practices positive discipline through close supervision, gentle guidance, and re-direction (re-direction encourages a child to move to a new activity to change the focus of a child's behavior.)

Good positive discipline is more than a technique or a set of rules; good discipline combines caring and fairness with control.



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PARENTAL NOTIFICATION

POLICY: A system of parental notification is in place for the children enrolled in all programs.

PURPOSE: To ensure that information is shared with parents.

PROCEDURE:

1. Teachers are responsible for reporting all daily activities and issues to parents during the drop-off and/or pick-up process.
2. Teachers are responsible for reporting all developmental, emotional and physical changes to a parent as needed.
3. If a Teacher is unable to see a parent by the end of the day, he or she will call the parent with any imperative information.
4. All incidents requiring documentation will be communicated in written form and require both staff and parent/guardian signatures.
5. Any injury above the shoulder will be reported to the parent/guardian via telephone call. Minimal injuries may be communicated via email or communication app.
6. General program information and events will be shared with families in various ways: flyers, newsletters, email, social media, website, text alerts and other forms of communication will be used as deemed appropriate.



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ILLNESS/EXCLUDABLE COMMUNICABLE DISEASES

POLICY: No child will be admitted to the Center if they show signs or symptoms of illness or severe pain and discomfort.

PURPOSE: To ensure a healthy environment for children and staff.

PROCEDURE:

No child or staff will be admitted or remain at the center if they show signs or symptoms of excludable communicable disease.

Any child that becomes ill while at the Center will be immediately removed from the general population and a parent/guardian will be contacted to remove the child from the Center. (See Release Policy.)

Once removed from the general population the child will be cared for by providing them with a place to rest while attending to their needs as best as possible.

When removing a child from the Center due to illness, a "Statement of Illness" form must be signed by the adult removing the child.

Children exhibiting the following symptoms will be sent home:

- Fever 101.5° or higher

- Inflamed eye, with or without discharge

- Vomiting, 2 or more episodes

- Diarrhea, 3 or more times in a 2 hour period

- Unfamiliar rash

Parents must inform the Center Director if a communicable illness is diagnosed.

If a child remains out of the Center for five (5) or more consecutive days, due to and illness, a Doctor's note stating that the child or staff member respectively, has been diagnosed and presents no risk to himself, herself or to others is required to regain entrance to the Center.

Upon notification of a reportable communicable disease, the Director will contact the local health department and the Bureau of Licensing by the next working day.

Written notice will be posted once there has been an exposure to an excludable disease.



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TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

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

<u>Respiratory Illnesses</u>	<u>Gastrointestinal Illnesses</u>	<u>Contact Illnesses</u>
Chicken Pox**	Campylobacter*	Impetigo
German Measles*	Escherichia coli*	Scabies
Hemophilus Influenzae*	Giardia Lamblia*	Shingles
Measles*	Hepatitis A*	
Meningococcus*	Salmonella*	
Mumps*	Shigella*	
Tuberculosis*		
Whooping Cough*		

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



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SOCIAL MEDIA POLICY

POLICY: This policy provides a set of rules and guidelines to inform and guide the behavior of all participants through social media and all forms of electronic and digital communication. This policy is intended to be adaptable to the changes in technology and norms of online communication and behavior.

PURPOSE: To protect the confidentiality of all participants in our programs.

PROCEDURE:

1. The term "participants" refers to anyone involved in or participating in YMCA programs and activities including employees, volunteers, interns, parents, guardians, extended family members and friends, children and members.
2. The term "social media" applies to any internet based, digital or mobile technologies, in use now or developed in the future, that enable individuals or entities to disseminate or receive information, communicate or otherwise interact, and includes, without limitation, e-mail, texting, messaging, social networking, blogging, micro-blogging, bulletin boards, and so on, through providers such as Facebook, LinkedIn, MySpace, Twitter, YouTube, Instagram, Snapchat or others.
3. It is expected that all participants follow Social Media Guidelines. We do not permit staff to engage with program participants, under the age of 18, utilizing social media. We ask that parents/guardians support the Y in this policy and not participate in or permit social media interaction, texting, chatting, emailing, instant messaging or any additional forms of social media as a way of communication.
4. We ask that parents/guardians of children in our center utilize the email address provided by the Centers as a way of digital communication. Emailing and texting individual personal staff accounts is not an acceptable means of communication. The program will communicate via personal conversations, telephone, social media, website and emails the following information: newsletters, community information, emergency delays and emergency closures using the Center phone, business computers and email addresses. It is strictly prohibited for staff to use their personal devices or cell phones to communicate with families.
5. Please be respectful and mindful of privacy and confidentiality. The YMCA has dedicated social media pages and outlets that we use to share information (www.ymcaofmews.org). The posting of photographs or videos of children, other than your own, is strictly prohibited.
6. Staff are prohibited from using their cell phones when supervising the children.