



# Metuchen YMCA Preschool ENROLLMENT CHECKLIST

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FOR SOCIAL RESPONSIBILITY

CHILD'S NAME: \_\_\_\_\_

## To be returned:

- Enrollment Application
- Tuition Policy Agreement
- Pick-Up Authorization Form
- Emergency Treatment Form
- Expulsion Policy
- Consent Form
- Universal Health Record Form & vaccination record (from pediatrician)
- Child's Personal History

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- Parent Handbook
  - Information to Parents
  - Child Abuse Prevention Parent Information
  - Release of Children Policy
  - Biting Policy
  - Guideline for Toilet Learning
  - Policy for Parental Involvement at Metuchen YMCA Preschool
  - Guidelines for Positive Discipline
  - Parental Notification
  - Social Media Policy
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# Metuchen YMCA Preschool

65 High Street, Metuchen, NJ 08840  
PHONE: (732) 548-2044 FAX: (732) 548-9350

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## ENROLLMENT APPLICATION

STARTING DATE \_\_\_\_\_ CONFERENCE DATE \_\_\_\_\_  
CHILD'S NAME \_\_\_\_\_ D.O.B. \_\_\_\_\_ MY CHILD IDENTIFIES AS \_\_\_\_\_  
ADDRESS \_\_\_\_\_

### PARENT INFORMATION

#### PARENT or Guardian #1

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
CELL PHONE \_\_\_\_\_

#### PARENT or Guardian #2

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_  
CELL PHONE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_  
JOB TITLE \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_

COMPANY NAME \_\_\_\_\_  
JOB TITLE \_\_\_\_\_  
BUSINESS PHONE \_\_\_\_\_  
E-MAIL \_\_\_\_\_

WHO IS LEGALLY RESPONSIBLE FOR THIS CHILD? (*circle one*) PARENT #1 PARENT #2 BOTH PARENTS GUARDIAN

### EMERGENCY CONTACT IF NEITHER PARENT IS AVAILABLE

NAME \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

NAME \_\_\_\_\_  
RELATIONSHIP \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

CHILD'S DOCTOR \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_



# TUITION POLICY AGREEMENT

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**TUITION:** YOUR Monthly TUITION RATE IS \$\_\_\_\_\_. Payment is required by the 15<sup>th</sup> month prior to the 1<sup>st</sup> (i.e. May tuition is due April 1st). Late payments prior may incur a \$20.00 late fee. Tuition payments are non-refundable. To apply for financial assistance, please contact the Center Director at (732)548-2044.

DAYS	PRE-SCHOOL	
	Half Day	Full Day
5 DAYS	\$795.00	\$1275.00
4 DAYS	\$680.00	\$1030.00
3 DAYS	\$568.00	\$770.00
2 DAYS	\$455.00	\$685.00

**FEE SCHEDULE:** (effective 9/1/2024-12/31/2024)

PRESCHOOL IS AGES 2 ½ -5

Half Day Schedules 8:30-12:00PM or 12:30-4:00PM

Full Day Schedule 8:30-4:00PM

**ABSENTEE, ILLNESS, VACATION, AND EMERGENCY CLOSING:**

I understand that I must pay weekly tuition for my child regardless of absences, vacations, or emergency closings to ensure their spot in the program. Weekly rates are based on a program year. Credits are determined on a case by case basis and are subject to approval.

**RETURNED CHECK POLICY:**

I understand that if my check is returned I must pay a \$20.00 processing fee. If two (2) checks within a calendar year do not clear the bank, I must make tuition payments with cash or money orders.

**FAMILY DISCOUNTS:**

A 10% discount is given on total tuition for siblings enrolled full time (5 days a week) at the Metuchen YMCA Preschool

Full family members receive 3% off child care rates.

**CHARGES FOR LATE PICK UP:**

I understand that the hours for part days are 8am to 12pm, or 12:30-4:00PM and the hours for full days are 8:30am-4:00pm. If my child remains at the Center beyond the scheduled times, I will be charged and I agree to pay as follows:

Twenty dollars (\$20.00) for the first ten minutes and two dollars (\$2.00) for every minute after that.

The Center MUST be notified if a child will be picked up late.

I have read Metuchen YMCA’s Tuition Policy Agreement and agree to abide by them.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



# PICK-UP AUTHORIZATION

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I/We, as parents of \_\_\_\_\_ grant the authority to pick up said child from YMCA Metuchen Preschool.

	NAME	ADDRESS	PHONE	RELATIONSHIP
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

In order for the staff at the Center to release your child to any of the above persons, the office **must** be notified prior to pick-up. Providing pictures of the above named persons would be helpful. These persons must present identification when entering the Center.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*\*If desired, please designate one or more persons to act "in loco parentis". This person may receive confidential information about your child's day, if necessary, as well as sign accident/incident/illness reports and permission slips.*



## EMERGENCY TREATMENT

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As parents or guardians of \_\_\_\_\_, I \_\_\_\_\_ grant permission and authorization to Metuchen YMCA for the following:

1. A medical examination of my child, \_\_\_\_\_, is required before admission to the Center, and at least once a year thereafter by a licensed physician. **It is recommended that all families have a regular physician that they see at least annually.** I understand that I must update the record of all illness and subsequent immunizations that occur after the initial examination.
2. An accident or sudden illness to my child, \_\_\_\_\_, will be treated on the premises of the Center by the staff with standard 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 Center to a designated place determined by me.
3. Emergency treatment for my child, \_\_\_\_\_, will be obtained in my absence by the Center Director and/or staff and its agents or for whatever kind of treatment is deemed necessary and is in his/her best interest to protect the life/health and well-being of my child.
4. I understand that any cost of services not reimbursable by insurance coverage shall be the responsibility of the parents or guardian.
5. A. If treatment beyond the standard first aid is required for the well being of the child, he/she will be transported to a local area hospital.

B. Transportation to a hospital/emergency service center will be made by necessary means to obtain medical care or assistance for my child, \_\_\_\_\_, as circumstances may require in the discretion of the Center staff, its employees or agents, is hereby authorized.

6. If on a trip, I further authorize and give consent to any rescue squad or emergency assistance personnel and/or the closest medical facility personnel to render transportation or medical care as deemed necessary in their discretion, and in the best interest of the life, health, and well being of my child.

Having read and understood statements 1 through 6 above, I do hereby grant my permission, authorization, and consent to the above as long as my child is enrolled at Metuchen YMCA Preschool, and until termination with at least one month notification.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_



## EXPULSION POLICY

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Child's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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.





## CONSENT FORM

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CHILD'S NAME \_\_\_\_\_

### CUSTODIAL INFORMATION

If a non-custodial parent is not included among persons authorized by the custodial parent as an authorized pick-up alternative, please explain below and attach a copy of the appropriate documents.

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**PLEASE INITIAL TO INDICATE YOU HAVE READ AND UNDERSTAND THE STATEMENTS BELOW.**

- I have read and received the Center's EXCLUSION POLICY.
- I have read and received the INFORMATION TO PARENTS Statement.
- I have read and received the Center's POLICY on the RELEASE of CHILDREN.
- I have read and received the POSTIVE GUIDANCE and DISCIPLINE POLICY.
- I have read and received the POLICY ON METHODS OF PARENTAL NOTIFICATION.
- I have read and received the POLICY ON COMMUNICABLE DISEASE MANAGEMENT.
- I have read and received the POLICY ON THE USE OF TECHNOLOGY and SOCIAL MEDIA.
- I am aware the center has a BITING POLICY.

I understand that prescription medication and over-the-counter medication will be given to my child by the staff at Metuchen YMCA at lunch time. I understand that my doctor must sign a release for each medication to be administered to my child. I understand that I must sign a release each day that the medication is to be given, giving the Center specific instructions and permission regarding its distribution. I understand that I must provide a medicine spoon for any medication that is to be distributed. All medication must be in its original container.

I understand that my child will participate in supervised activities at the Center, such as neighborhood walks, day trips to the park, library, neighborhood merchants, etc. by safe and reasonable means of transportation. I understand that the Center will provide appropriate chaperones as well as above-mentioned transportation. Prior notice will be given whenever possible.

\_\_\_\_ Upon enrolling my child at Metuchen YMCA Preschool I was informed of the following policies:

Days and Hours of Operation

Calendar of Scheduled Holidays

Releasing of Children

Dispensing of Medication

Toilet Learning of Children

Disciplining of Children

Management of Communicable Illnesses

\_\_\_\_ Upon enrolling my child, I was able to describe to my child's teacher his/her habits, dietary and sleep needs, activities, behavior, and early development.

\_\_\_\_ I have received the PARENT HANDBOOK which includes Metuchen YMCA Preschool's policies and other information. I agree to abide by these policies. I will inform the Center in writing, of any changes in my family, address, telephone number, or changes in my work address or phone number.

\_\_\_\_ I understand that the content of my child's folder is confidential, but immediately available to:

- Administrators or teaching staff
- My child's parent(s) or legal guardian(s)
- Regulatory authorities (i.e. health dept., licensing, etc.)

Parent/Guardian Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## PERSONAL HISTORY

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Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Names and ages of other children in the family: \_\_\_\_\_

Other members of the household: \_\_\_\_\_

What language(s) is spoken at home? \_\_\_\_\_

What language is your child's primary language? \_\_\_\_\_

Previous care experiences: \_\_\_\_\_

Has your child been cared for by anyone other than you such as baby sitters, grandparents, nannies, siblings, aunts, godparents etc? \_\_\_\_\_

Does he or she play well with others? \_\_\_\_\_

Does he or she play well by him/herself? \_\_\_\_\_

List any and all allergies your child has: \_\_\_\_\_

List any fears your child has: \_\_\_\_\_

List your child's daily sleeping schedule: wake-up \_\_\_\_\_ bedtime \_\_\_\_\_

Does your child nap daily? (*circle one*) **yes** **no** If so, what time? \_\_\_\_\_

Please list any unusual habits your child has: \_\_\_\_\_

What are your child's favorite activities? \_\_\_\_\_

What is/are your child's favorite toy(s)? \_\_\_\_\_

Please list what you feel to be your child's greatest strengths: \_\_\_\_\_

What would you most like us to know about your child? \_\_\_\_\_

What would you most want your child to learn in our program? \_\_\_\_\_

**PRESCHOOL/PRE-K QUESTIONS:**

Can your child use the bathroom independently? \_\_\_\_\_

Can your child dress him/herself? \_\_\_\_\_

Is your child able to verbally communicate his or her needs? \_\_\_\_\_

Is your child comfortable leaving a parent? \_\_\_\_\_

Does your child react well to changes in routine? \_\_\_\_\_

How do you discipline your child? \_\_\_\_\_

**FAMILY QUESTIONS:**

Does anyone in your family have talents or special interests that they would be willing to share with our program?  
\_\_\_\_\_

Are there any special traditions, celebrations, or songs that are especially important to your family and/or your child?  
\_\_\_\_\_

Would you be willing to share something about your culture with the program? \_\_\_\_\_  
\_\_\_\_\_

Will you need translators at parent/teacher conferences? \_\_\_\_\_

If so, what language? \_\_\_\_\_

Would you be interested in working with other families in our program? \_\_\_\_\_  
\_\_\_\_\_

Would you be interested in helping us plan special events? \_\_\_\_\_

Is there any other way that you would like to become involved? \_\_\_\_\_

## YMCA PHOTO/AUDIO VISUAL/NARRATIVE RELEASE

I am 18 years of age or older and, if not, my parent or legal guardian has also provided their consent by signing below.

Consent & License. For my participation in activities to be conducted by the National Council of Young Men's Christian Associations of the United States of America ("YMCA of the USA") or any of its chartered member associations in the United States (collectively "the Y"), and collaborating third parties, I consent, now and for all time, to the making, reproduction, editing, broadcasting or rebroadcasting of:

- video film or footage of me,
- sound track recordings of me
- photo reproductions of me
- any narrative account of my experience

My consent includes a perpetual license to the Y and collaborating third-parties for the use of the above materials for publication, display, sale or exhibition in promotions, advertising, education and commercial uses. Use includes reproductions in any form and media currently existing or later conceived, adaptations and/or revisions, throughout the world in perpetuity.

I understand and agree there may be no additional compensation for this license, and I will not make any claim for payment of any kind from the Y or collaborating third-parties. I may, or may not be, identified in such licensed uses; however, my name will not be used to endorse any particular products or services.

Ownership, Confidentiality, and Shared Use. With respect to any of the above uses, I further agree:

- All works shall belong to YMCA of the USA;
- The Y has no duty of confidentiality regarding any licensed uses;
- YMCA of the USA shall exclusively own all known or later existing rights to the uses throughout the world;
- The Y and collaborating third-parties may use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account for any purpose without additional compensation to me.

Release from Liability. I agree that my consent is irrevocable. I hereby release and discharge The Y and collaborating third-parties, from any and all claims, actions, lawsuits or demands of any kind arising out of my consent, license grants, uses, or the shared uses of any works or materials referenced herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

I am the parent or legal guardian of (child's name). I hereby consent and grant the licenses detailed in the foregoing on behalf of my minor child.

Signature of parent or legal guardian: \_\_\_\_\_

Printed name: \_\_\_\_\_

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

INFORMATION TO PARENTS

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/).



**YMCA of Metuchen, Edison, Woodbridge & South Amboy**  
**Child Abuse Prevention**  
**Parent Information**

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**To Be Distributed To All Parents with Children Attending YMCA Program**

The YMCA of Metuchen, Edison, Woodbridge, & South Amboy is committed to implementing best practices in Child Abuse Prevention. We do so because the safety of all children in YMCA programs is of paramount importance. As much as we would like to believe otherwise, the world is not necessarily safe for children. Child abuse can occur anywhere and the YMCA works diligently to prevent and combat child abuse, and to educate parents on what they expect from the YMCA, and how they can help us in our work.

YMCA staff have been trained on the recognition and prevention of child abuse. The YMCA has established a Code of Conduct that all staff must adhere to as a condition of employment.

The YMCA communicates with parents regarding child safety protocols and we ask for parental assistance and help in reporting any variances from our established standards. These standards are recommended by the YMCA of the USA and have been implemented at the YMCA of Metuchen, Edison, Woodbridge, & South Amboy for the safety of all children.

**Child Safety Protocols:**

- A child should never be alone with a staff member (but may be separate, if in full view of others).
- YMCA staff, except for issues relating directly to current YMCA activities, should not contact children. (I.e., no letters, email, telephone calls, visits, non-YMCA excursions, etc.).
- Children should not receive excessive gifts of any kind from individual YMCA staff members.
- Children should always be transported in YMCA identified vehicles (or appropriately identified vendor-operated vehicles), never in a staff member's personal vehicle, and never alone.
- YMCA staff members are not permitted to baby-sit YMCA members or program participants. Any exceptions must be approved in writing by the YMCA president.
- Parents who become aware of hazing, bullying, or similar behavior should report the incident to the YMCA. Such behavior is often the precursor of peer-to-peer abuse and must be addressed.
- Children should be encouraged to discuss their experiences with their parents and to identify any behavior or activity that made them uncomfortable. Parents need to be aware that programs like gymnastics and aquatics require some physical contact between adult and child to provide the necessary instruction, coaching, and spotting. A single touch in a normally inappropriate place may not be an inappropriate touch if it occurred while trying to prevent an injury, etc.
- Staff members and authorized volunteers should have YMCA issued identification name badges or staff shirts. The identification should be visible whenever they are working with children.
- Staff shall portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity
- Some programs require parent sign-in and sign-out each day. Children in programs requiring adult drop-off and pick-up will only be released to pre-authorized individuals
- Participants and/or parents should be polled at each program's end both to identify strengths and potential problems and to evaluate the relationship between expectations and experiences.
- Statute in the state of New Jersey requires the YMCA to report cases of suspected abuse to the authorities. Should a parent arrive under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police.

Parents: If you see any behavior not consistent with the above standards please contact one of the following people:

Rose Cushing President & CEO (732) 516-9200 ext. 1109	Linda Rutter Preschool Coordinator 732-593-5980	Jennifer Guthlein Child Care Director 732-494-3232 ex. 3509
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## POLICY ON THE RELEASE OF CHILDREN

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- A. 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. If a child is to be released to a minor under the age of 15 years of age, a **Release to Minor** permission slip must be completed and signed by the parent.

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, or granted limited access, to a child by a court order, the Center shall secure documentation to that effect, maintain a copy on file and comply with the terms of the court order.

- B. 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;
  2. Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s);  
and
  3. 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 24-hour Child Abuse Hotline 1-877 NJ-ABUSE (1-877-652-2873) 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.

C. 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 Center shall ensure that:

1. The child may not be released to such an impaired individual:
2. Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
3. If the Center is unable to make alternative arrangements, as noted above, a staff member shall call the 24-hour Child Abuse Hotline at 1-877-NJ-ABUSE (1-877-652-2873) to seek assistance in caring for the child.



## BITING POLICY

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**Policy:** When biting occurs in a program the staff and families involved will work together to ensure that the children enrolled are being supported and protected.

**Purpose:** To ensure the safety and protection of all the children enrolled in the program.

**Procedure:**

**As part of ongoing training the Child Care Director will:**

- Discuss with staff biting experiences, identifying the non-verbal signs or situations where biting seems most likely.
- Assist staff in "brainstorming" preventive steps to be taken to avoid or prevent the incidence of biting.
- Develop materials for parents of biter and victim as a resource.
- Distribute the biting policy to parents at time of enrollment.
- Provide a written incident reporting form after a bite occurs.
- Assist staff in organizing observation/recording procedures.
- Provide staff with information to assist other children in relating to biting threat (as with other physical abuse).
- Assist staff in role-playing responses to emotional parent concerned with biting.
- **Conduct a parent meeting on the topic of biting.**

**If a child does get bitten the following actions will be taken:**

- Separate those involved. Move biter into an alternative activity.
- Examine and assist injury victim.
- Immediately notify the parent's of injured child verbally if the skin is broken.
- Otherwise, report to parents by the end of the day.
- **Handle individually, not with a group.**

**As part of a FOLLOW-UP plan the Center/ Center staff will:**

- Complete the proper incident form. The staff will take the initiative to inform the parent/guardian of the incident; confidentiality will be maintained.
- Show sympathy for the feelings of the victim.
- **After all else has failed, the Director will consider with parent a final alternative of removing child from environment for a period of time.**
- The Director will conduct a "post mortem" of the event with staff to review biting procedures and policies and determine if they need to be modified.



## GUIDELINE FOR TOILET LEARNING

According to a recent study, the average age for learning to use the potty or toilet reliably for bowel and bladder is 28 months. Although it is important to remember that each child is an individual and develops at his own rate, generally speaking you can expect a child to achieve daytime control sometime between the ages of two and three, and nighttime control between three and four and a half.

Toilet learning is best started around the time the child becomes ready to learn and able to control his elimination. Most children do not have the physical ability to control their bowels before about eighteen months, and they do not achieve bladder control until sometime later. Beginning toilet-teaching early simply causes frustration for the caregiver and puts unnecessary pressure on a young toddler. Too-early toilet-learning can actually delay progress rather than encourage it.

A toddler may show some—but not necessarily all—of the following signs as he becomes ready for learning: pausing and making sounds or grimaces while having a bowel movement; being regular in bowel movements; staying dry for an hour or two in the daytime; waking up dry from a nap; complaining when wet or soiled; being aware that urine and feces come from his body; telling the caregiver when he has had or is having a bowel movement; generally liking to be clean and tidy; and wanting to imitate adults and be grown up.

Toddlers need to know what caregivers expect of them. You should not push or pressure the child, but do watch for signs of readiness, prepare him/her gradually by teaching him/her about toileting over a period of time, and communicate very clearly that you have confidence that he/she will learn to use the potty and toilet when he/she is ready.

In the course of your everyday activities, point out when the child is having a bowel movement or is urinating. Teach children that urine and feces come from their body. Teach them the words you want them to use for bathroom functions. Allow them to observe others using the toilet and explain what it is for. Read them a children's book about toilet learning. Mention the advantages of staying clean and dry. Get a potty chair and introduce it as their own possession. Let them practice using the potty and praise them for success. Mention that when they are bigger they will start using the potty all the time and will wear underpants "like a big girl/boy."

When a toddler is between the ages of two and three, has shown some signs of readiness, and has had an ample period of preparation, you can expect him/her to become interested in giving up diapers. Switch from diapers to pants for waking activities if he/she occasionally asks to have his/her diaper removed to use the potty; tells you he/she wants underpants and doesn't want to wear diapers anymore; or has shown clearly that he/she is physically able to control elimination.

Expect children to have accidents for a while after beginning and be relaxed about them. Express no anger or disapproval; don't scold, shame, or punish. Clean up calmly, and reassure them that "next time they'll remember to use the potty." During the day, give gentle reminders to use the potty to help them be successful.

Regressions to wetting and/or soiling are not uncommon in toddlers and are usually a reaction to stress. Look for sources of pressure in the child's life—separation from a parent, a new baby, starting nursery

school, moving, etc.—and try to ease tension by providing reassurance. Don't punish him/her for the loss of control. Staying patient, understanding, and calm is the best way of dealing with regressions, which usually go away by themselves in a short time.

Staying dry while sleeping usually comes several months after daytime control is established, but some children, especially boys, take longer to achieve dry nights. The best way to handle night wetting is to be patient and wait for the child's bladder to mature. Punitive methods are definitely harmful: don't punish or shame a bed wetter. Instead, praise the child for any dry nights he may have; make no comment about wet beds; and express your confidence that he/she will be having more dry nights as he/she grows older.

If a child has not achieved daytime control by three and a half to four or is not making progress in controlling night wetting after age five, it is wise to consult your health care provider to rule out any physical causes, and then a child psychologist to help the child overcome the difficulties.

Psychologists say that parents whose children learn to use the toilet most easily are calm and patient and show a matter-of-fact attitude toward toilet-learning; communicate clearly what behavior is expected of the child; anticipate gradual, rather than instant, success; do not use negative tactics like punishment, scolding, or shaming; observe the child and try to wait until he/she expresses interest in toilet learning; encourage and praise the child for successes and are understanding about failures; switch from diapers to pants when the child is ready; send a clear message that they have confidence in their child's ability to learn.



## POLICY FOR PARENTAL INVOLVEMENT

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Metuchen YMCA Preschool requires a Parent/Staff Conference at the time of enrollment for the purpose of reviewing applications and other important documents that need a parent's signature. At this time parents will be informed about the days and hours of operation and all other Center policies. The enrollment conference is a great opportunity for parents and staff to discuss the special needs of the child.

The Center operates with an Open-Door Policy. This means that parents are free to come in at any time to observe our programs. Parents are also invited to observe our programs during our annual Open House. Parents can observe at their convenience throughout the year as long as it is not disruptive to their child or their child's classmates.

Parent/Teacher Conferences are scheduled twice a year. If other conferences are required or desired, parents can make arrangements directly with the classroom Teacher.

Volunteers are always welcomed at the Center. We invite all parents to spend some time in our classrooms as volunteers. If you have any gift or talent that you would like to share with us, please speak to the Director to make arrangements for your most welcomed visit. We encourage all parents to volunteer their time in some way in the day-to-day operation of the Center.

All parents will also be invited to attend the annual Parent/Staff meeting. This meeting will help parents become more involved in the activities and operations of EDISON Y Metuchen YMCA Preschool.

We thank you for your anticipated cooperation and help.



## GUIDELINES FOR POSITIVE DISCIPLINE

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**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)
- 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.
- Appreciate the child's point of view.
- Give hugs and be caring to every child every day.

*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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## 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.
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 communications will be used as deemed appropriate.



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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. We also ask that you refrain from including other children, families or the Y from any personal posts to social media sites.
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. Please do not share Y pictures, staff information, or information regarding other families or participants in programs in your own personal sites.

