

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

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

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

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

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

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

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

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

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

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

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/.

WEST MORRIS AREA YMCA- BEFORE & AFTER SCHOOL PROGRAM
EXPULSION POLICY

There may be reasons a child needs to be expelled 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 expel or suspend a child from this program:

IMMEDIATE CAUSES FOR EXPULSION:

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

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| <ul style="list-style-type: none"> • Failure to pay/habitual lateness in payments • Failure to complete required forms including the child's immunization records | <ul style="list-style-type: none"> • Habitual tardiness when picking up your child • Verbal abuse toward staff • Other (explain) |
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CHILD'S ACTIONS FOR EXPULSION:

- | | |
|---|--|
| <ul style="list-style-type: none"> • Failure of child to adjust after a reasonable amount of time • Uncontrollable tantrums/angry outbursts • Elopement of the program space | <ul style="list-style-type: none"> • Ongoing physical or verbal abuse to staff or other children • Excessive biting • Other (explain) |
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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 come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate childcare (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

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

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

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

- Try to redirect child from negative behavior
- Reassess classroom environment, appropriateness of activities, supervision
- Always use positive methods and language while disciplining children
- Praise appropriate behaviors



WEST MORRIS AREA YMCA- BEFORE & AFTER SCHOOL PROGRAM
EXPULSION POLICY

- Consistently apply consequences for rules
- Give verbal warnings
- Give time to regain control
- Document disruptive behavior and maintain confidentiality
- Give the parent/guardian written copies for the disruptive behavior that might lead to expulsion
- Schedule a meeting including the director, staff, and parent/guardian to discuss how to promote positive behaviors
- Give the parent literature of other resources regarding methods of improving behavior
- Recommendation and evaluation by professional consultation on premises
- Recommend an evaluation by local district study team



WEST MORRIS AREA YMCA- BEFORE AND AFTER SCHOOL PROGRAM

POSITIVE GUIDANCE & DISCIPLINE POLICY

Participation in the Randolph YMCA – Before and After School Program requires all students to meet certain standards of appropriate behavior. The YMCA – Dover Preschool Program adheres to a Positive Discipline Policy which respects the rights of the individual child, the group, and the West Morris Area YMCA staff; while focusing on what the children SHOULD do, rather than what they should NOT do. Outlined below are various steps that may be taken if/when a student exhibits poor behavior. If a student demonstrates repeated inappropriate conduct, the West Morris Area Y Before and After School Program staff will work directly with the students to decide which steps should be taken. A meeting with the parent/guardian may need to occur to address certain situations or repeated offenses.

The following describes the way inappropriate behavior may be handled within the West Morris Area YMCA – Before and After School Program:

1. The Site Director or their designee is responsible for the behavior of the students at their school. Should a problem arise, the Site Director or their designee will be the staff person to address the initial response of the situation. Their methods will be consistent with the age and developmental needs of the child, and should include patience, understanding, and kindness.
2. If the student is exhibiting poor behavior during an activity, the staff will try to re-direct the student to a new activity to change the focus of his/her behavior. For example, if a student is being disruptive, they may be asked to sit quietly at a different table, work on a puzzle, read a book, or drawing. A staff member may remind them of acceptable ways to release feelings.
3. If the student does not respond to the above mentioned methods and continues to exhibit the same behavior, he/she will be asked to sit on a special “thinking chair” or a “special table”. The student will be able to see what is happening during the program, but will not be able to participate until they have regained their self-control.
4. If the student is not responding to these methods, the Site Director will reach out to the Sr. Youth Services Director for assistance with the student for ideas on how to modify the child’s behavior.
5. A Parent/Director meeting may be scheduled to exchange ideas on how to modify the child’s behavior.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
 - Hitting or shaking or any other form of corporal punishment.
 - Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
 - Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
 - Requiring a child to remain silent or inactive for an inappropriately long period of time.
- A child shall not be deprived of food or water, isolated, subjected to corporal punishment, or required to participate in abusive or excessive physical exercise as a means of punishment by staff.*



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WEST MORRIS AREA YMCA- BEFORE AND AFTER SCHOOL PROGRAM
TECHNOLOGY, COMMUNICATIONS, SOCIAL MEDIA POLICY, & TELEVISION

The YMCA – Before and After School Program recognizes the value of social media and other online communication tools for business purposes, such as connecting with staff, parents, and other school personnel. In order to protect the Y and its students, all employees and parents are expected to behave in a manner consistent with the Y's values and to abide by this policy when using social media or any other online communication tools for work or personal purposes.

Many YMCA – Before and After School Program employees and parents maintain individual pages on social media sites and/or use other online communication tools to connect and communicate for personal purposes. While the Y does not mean to interfere with anyone's private life, the Y also realizes that publicly observable communications, actions, or words are not private. Individuals' online activities are accessible to the community at large; therefore, all online activities must be consistent with the YMCA's mission and values.

Please be advised that the West Morris Area YMCA –Before and After School Program prohibits parents from posting photos or videos of any child in YMCA care, other than their own. We ask that you please respect other parents' privacy and use discretion when using social media. All YMCA staff is prohibited from communicating via social media with presently enrolled families outside of YMCA business (i.e. important announcements, upcoming events, and emergencies).

Students are prohibited from bringing any cell phones, iPad, iPod, or video games to the West Morris Area YMCA – Before and After School program. Any such items as listed above must be kept in his/her backpack and turned off during program hours. The West Morris Area YMCA reserves the right to confiscate such items, including cell phones, should an attempt be made to either receive or send text, voice, audio, and picture or video messages during program hours.

Use of the camera feature of any cell phone, digital camera, or similar device is strictly forbidden.

In the event television, computers, or videos are utilized during our before and after care programs the following will apply:

1. We follow the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children under age two will not have access to television viewing, which includes watching videos or DVDs, playing with video games, and using the computer.

2. For children aged two and older who are in care four or more hours each day, television screen time is limited to 60 minutes per week and no more than 30 minutes at a time. Computer use is limited to 15-minute increments per child, except for school-age children who are completing homework, schoolwork, or supervised enrichment activities.
3. For children age two and older who are in care less than four hours per day, television screen time is limited to 30 minutes per week. Computer use is limited to 15-minute increments per child, except for school-age children who are completing homework, schoolwork, or supervised enrichment activities.
4. Screen time shall be limited to educational and instructional use
5. Screen time shall be age appropriate
6. Screen time shall be developmentally appropriate
7. Screen time shall not be for passive viewing
8. Screen time shall not be used as a substitute for planned activities

The exception for this policy is if the devices are being used for homework or educational purposes only and may be monitored by Y staff. Any students doing homework or other educational purposes on a device, must be ONLY used by the intended student.



WEST MORRIS AREA YMCA – BEFORE AND AFTER CARE COMMUNICABLE DISEASE POLICY

If a child exhibits any of the following symptoms, the child should not attend the West Morris Area YMCA - Before & After School Program. If such symptoms occur at the program, the child will be removed from the group, and parents will be called to take the child home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 100.3 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
- Any combination of COVID symptoms (fever, coughing, difficulty breathing or shortness of breath, sore throat, vomiting, diarrhea)

Once the child is symptom free for 24 hours, or as 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 unless contraindicated by local health department or Department of Health.

EXCLUDABLE COMMUNICABLE DISEASES

A child or staff member who contracts an excludable communicable disease may not return to the West Morris Area YMCA – Before & After School Program without a health provider's note stating the child/staff presents no risk to themselves or others. NOTE: If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required. If a child is exposed to any excludable disease at the school, the parents will be notified in writing.

COMMUNICABLE DISEASE REPORTING GUIDELINES

Some excludable communicable diseases must be reported to the health department by the school. 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, may be found at:

http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf

WEST MORRIS AREA YMCA-BEFORE AND AFTER SCHOOL
POLICY ON THE RELEASE OF CHILDREN

Each child may be released only to the child's parent(s) / guardian(s) or person(s) authorized by the parent(s) / guardian(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) / guardian(s) cannot be reached with appropriate identifying documentation, such as state issued driver's license.

All children must be checked in by staff and signed out on the attendance log each day by a parent(s)/guardian(s) or person(s) authorized by the parent(s).

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.

If the parent(s) / guardian(s) / person(s) authorized by the parent(s) / guardian(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

1. The child is supervised at all times;
2. Staff members attempt to contact the parent(s) / guardian(s) or person(s) authorized by the parent(s) / guardian(s); and
3. An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) / guardian(s) or person(s) authorized by the parent(s) / guardian(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 State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child until the parent(s) / guardian(s) or person(s) authorized by the child's parent(s) / guardian(s) is able to pick up the child.

If the parent(s) / guardian(s) or person(s) authorized by the parent(s) / guardian(s) appears to be physically and /or emotionally impaired to the extent that, in the judgment of the Director and / or staff member, 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) / guardian(s); and
3. If the center is unable to make alternative arrangements, a staff member shall call *the 24-hour State Central Registry Hotline 1-877-NJ-ABUSE (1-877-652-2873)* to seek assistance in caring for the child.



West Morris Area YMCA- BEFORE AND AFTER SCHOOL PROGRAM
Policy on Methods of Parental Notification

There are times when parents need to be notified during their child's time at the West Morris Area YMCA-Before and After School Program. This includes times when their child may become ill and is displaying illness and symptoms of illness (please refer to the list of communicable diseases for specific symptoms). This also includes notification if a child has been injured from the shoulders and above (neck and head) even if the child appears to have not suffered a severe injury. If a child has been bitten by another child, the parent(s) must be notified shortly thereafter first aid has been administered to the child and an Accident/Incident Report has been completed and signed by all staff members who witnessed the accident/incident and applied first aid.

Non-emergent information may be relayed via:

- Emails to the preferred email address on file.
- Flyers sent home with students.
- Phone calls to phone numbers on file.
- Remind App – all important program info will be sent via Remind App.

The West Morris Area YMCA-Before and After School Program makes arrangements for the handling of visits or phone calls from parents either by the Sponsor Rep, Director, or a designated staff member.

There are also times when information regarding the student will be relayed to their parent/guardian during a Parent/Director.

Any messages received shall be relayed to the Sponsor Rep/Director via email, text, or phone call by the end of the day.

