FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

# YMCA OF GLOUCESTER COUNTY'S
# Y'Z KIDZ PROGRAM

## 2017-2018
## PARENT HANDBOOK

# YMCA of Gloucester County
# School-Aged Child Care Programs

Dear Parents:

We are happy that you have chosen the YMCA of Gloucester County for your child care needs. The program is sponsored by the YMCA in conjunction with various schools throughout Gloucester County. The program is hosted directly inside your child's school.

The YMCA staff are experienced and enthusiastic about the program. We look forward to successfully meeting your child's needs with quality care. Parent's comments and ideas will be graciously accepted.

Opportunity for structured homework time and physical activity will be available for your child each day. The YMCA is licensed to provide child care. The Y'z Kidz program provides a healthy snack. Stimulating and fun activities are provided daily.

Enclosed please find a copy of the Parent Handbook. Please take a moment to familiarize yourself with the Program and if you have questions once you have completed this literature, feel free to contact me at the YMCA of Gloucester County. The handbook also includes a complete set of forms that must be filled out and returned to the Program by the first day of the child's attendance.

I trust that your child will have a good year in the program.

Sincerely,

*Kathy Rhead-Narvaez*

Kathy Rhead-Narvaez
Director of Social Responsibility
& Youth Development

# TABLE OF CONTENTS


| Content | Page |
|---|---|
| Philosophy | 4 |
| Mission Statement | 4 |
| Program Expectations | 4 |
| Programs and Services | 5 |
| Fees and Payment Policy | 6 |
| Early Arrival/Late Pickup Fees | 8 |
| IRS Statement | 8 |
| Registration and Enrollment | 8 |
| Withdrawal/Temporary Discontinuation from Program | 8 |
| Hours of Operation | 9 |
| Honeywell Instant Alert | 9 |
| Arrival and Departure for Children | 10 |
| Absences | 10 |
| Health and Safety | 11 |
| Distribution of Medication | 11 |
| Nutrition and Food | 11 |
| Personal Property | 12 |
| Discipline and Discharge | 12 |
| Discipline Method Agreement | 13 |
| Y'z Kidz Code of Conduct | 13 |
| Field Trips | 14 |
| Visitors and Observations | 14 |
| Reporting Suspected Child Abuse | 14 |
| Babysitting or Moonlighting | 14 |
| Involvement of School | 14 |
| Licensing Information | 15 |
| CATCH Program | 17 |
| Contact Information | 18 |
| Organizational Chart | 18 |
| Easy Payment Form | 19 |
| Enrollment and Information Changes/Withdrawals | 20 |
| Parental Authorization and Consent | 21 |
| Medical Declaration | 22 |
| Personal History | 23 |
| Y'z Kidz Registration Form | 24 |

# Y'z Kidz Before and After School Program

## Philosophy

We believe that each child is entitled to a supervised, safe, secure, and nurturing environment when separated from his/her parent(s). Furthermore, we believe that such an environment is preferable to self care during non-school hours. We believe that this time is important for developing social skills and pursuing interests, as well as, being a release from the structure of the school day.

We believe that a high quality Child Care Program is maintained through: a) interaction among staff and children b) curriculum, c) staff-parent interaction, d) staff qualification and development, e) administration, f) staffing, g) physical environment, h) health and safety, i) nutrition and food service, and j) evaluation.

We believe that children in self care are at risk; therefore, we believe in providing a convenient service which will result in strengthening families. Furthermore, we believe that providing this service falls within the realm of our public and social responsibility. We recognize the love, interest, and concern of each parent for the child and support active involvement by the parent in the Program.

## Mission Statement

It shall be the purpose of the YMCA of Gloucester County's Child Care Programs to meet the needs of families whose children might otherwise be in self care or be responsible for the care of younger siblings after arriving home from school. The YMCA of Gloucester County seeks to provide affordable child care in a supervised, safe, secure, and nurturing environment. The YMCA of Gloucester County shall provide a variety of activities ranging from quiet study time to exciting and stimulating indoor and outdoor fun and shall include a snack (in applicable programs).

Initially, the YMCA of Gloucester County's Child Care Programs shall serve selected elementary schools within the school system with the long range goal of expanding the service to all elementary schools. The YMCA of Gloucester County's Child Care Programs shall be licensed by the State of New Jersey to operate a child care center.

# POLICIES & PROCEDURES

ENROLLMENT IN A YMCA OF GLOUCESTER COUNTY CHILD CARE PROGRAM CONSTITUTES AN UNDERSTANDING THAT YOU WILL ABIDE BY THE POLICIES LISTED AS FOLLOWS:

### SECTION I. PARENT'S EXPECTATION OF THE PROGRAM

**Parents may expect that**:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the YMCA staff about concerns related to their child or the program.
3. They may be told about any misbehavior on the part of their child in order to bring about improvement in the situation.
4. They will be regularly informed by the YMCA staff about the Program activities.

### SECTION II. PROGRAM'S EXPECTATIONS OF THE PARENTS

**The Program expects that parents will**:

1. Pay fees on time.
2. Keep the child's records up-to-date.
3. Pick up children on time or be charged an extra fee.
4. Follow the health policy, as explained.
5. Pay attention to any communications from the YMCA staff regarding their child's behavior, and cooperate in efforts to bring about improvement in the situation.
6. Keep the line of communication open in regards to any aspect of their child, child's health and / or happiness.

## SECTION III. CHILDREN'S EXPECTATIONS OF THE PROGRAM

**Children may expect**:

1. To have a safe, supportive, and consistent environment.
2. To use all the program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

## SECTION IV. PROGRAM'S EXPECTATIONS OF THE CHILDREN

**The Program expects that the children will**:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the Program.
3. Remain with the group and child care staff at all times. Staff, nor students, are permitted to return to any classrooms once signed into the program.
4. Take care of materials and equipment properly and return them to their proper place when finished, or before taking out new ones.
5. Arrive at the Program promptly, according to the enrollment information.

## SECTION V: PROGRAMS AND SERVICES

Information about the program will be given to new and prospective families including written descriptions of the Program's operating procedures.

1. Staff and parents shall communicate regarding home and center by verbal and/or written systems established for sharing day-to-day happenings.
2. Parents are informed about the Center's programs through brochures, flyers, frequent notes, telephone calls and other similar measures.
3. Routines will be established and indoor/outdoor activities will be provided, with 45 minutes of this time pertaining to large motor skills, weather permitting (for applicable programs).
4. Snack will be provided to Y'z Kidz daily. This will include a snack and water.
5. Homework time will be available and monitored by a staff member.
6. Children shall be expected to participate in putting away toys, games, and sports equipment, etc.
7. Daily activities and experiences shall include, but not be limited to the following:
   A. Large motor activities for at least 25% of the program's time.
   B. Arts and crafts, D.E.A.R. (Drop Everything And Read), nature activities, creative writing, small motor activities, special projects and hobbies.

## SECTION VI. FEES AND PAYMENT POLICY

The YMCA of Gloucester County is a Member-Driven Organization and this guiding principle is reflected in the child care payment program. There are different rates based on whether your child is a Full Member, Basic Member, or Non-Member. **All rates for the YMCA of Gloucester County's Child Care Programs are calculated based on 180 school days (mandated by state requirements) and then broken down into a monthly price. To derive at the monthly price, the 180 days is divided equally into 10 monthly payments – *This means that the same price that is paid in September, is paid in June*.**
Each monthly price is based on how many days of care are needed. There are five, four, three, and two day packages (the days must be the same each week / days MAY NOT be transferred or changed from week to week). We also offer a drop-in service for applicable programs. You will find a more detailed breakdown of the payments below.

ALL PARTICIPANTS MUST REGISTER AT THE YMCA OF GLOUCESTER COUNTY BEFORE BEING ADMITTED INTO THE PROGRAM.

| | | ***FULL MEMBER*** | | ***BASIC MEMBER*** | | ***NON MEMBER*** | |
|---|---|---|---|---|---|---|---|
| | | 1st Child | *2nd Child* | 1st Child | *2nd Child* | 1st Child | *2nd Child* |
| **5 DAYS** | Before | $115/mos | *$105/mos* | $130/mos | *$113/mos* | $145/mos | *$125/mos* |
| | After | $185/mos | *$160/mos* | $200/mos | *$172/mos* | $215/mos | *$185/mos* |
| | Both | $255/mos | *$219/mos* | $270/mos | *$232/mos* | $285/mos | *$245/mos* |
| | | | | | | | |
| **4 DAYS** | Before | $105/mos | *$87/mos* | $115/mos | *$105/mos* | $130/mos | *$113/mos* |
| | After | $160/mos | *$138/mos* | $175/mos | *$151/mos* | $190/mos | *$164/mos* |
| | Both | $220/mos | *$189/mos* | $240/mos | *$202/mos* | $250/mos | *$215\mos* |
| | | | | | | | |
| **3 DAYS** | Before | $85/mos | *$75/mos* | $100/mos | *$87/mos* | $115/mos | *$100/mos* |
| | After | $135/mos | *$117/mos* | $150/mos | *$130/mos* | $165/mos | *$143/mos* |
| | Both | $185/mos | *$160/mos* | $200/mos | *$172/mos* | $215/mos | *$185/mos* |
| | | | | | | | |
| **2 DAYS** | Before | $70/mos | *$62/mos* | $85/mos | *$75/mos* | $100/mos | *$87/mos* |
| | After | $110/mos | *$96/mos* | $125/mos | *$109/mos* | $140/mos | *$121/mos* |
| | Both | $150/mos | *$130/mos* | $165/mos | *$143/mos* | $180/mos | *$155/mos* |

**MONTHLY PAYMENTS (AFTER INITIAL REGISTRATION) MUST BE PAID ONLINE OR BROUGHT TO THE YMCA OF GLOUCESTER COUNTY NO LATER THAN THE 20TH PRIOR TO EACH MONTH CHILD CARE IS NEEDED. DUE TO OUR CHECK PROCESSING POLICY, WE NO LONGER ALLOW PAYMENTS TO BE MAILED IN (SEE PG. 9 FOR MORE DETAILS).**

There is a yearly non-refundable/non-transferable registration fee of
$60.00 per child or $85.00 per family

**Drop-in Service: $85/Voucher Card**
*(plus Registration Fee)*
Voucher cards may be purchased at the YMCA and taken to the site by the parent. Voucher Cards are one per child, and cannot be shared. For every visit (EITHER AM OR PM) a block must be dated and initialed. If used in the PM on a half day, 2 blocks must be initialed on the Voucher Card. 48 hours advanced notice must be given to the Site Coordinator when this service is needed.

1. When the schools have a half day, service will be provided. **There are no additional charges for half days if after -noons are included in your package, and it is your child's scheduled day to be in the program.** If you only have a morning package and need afternoon care on half days you must either register for aftercare for that month or purchase a Drop-In Voucher Card.

## SECTION VI. FEES AND PAYMENT POLICY (cont.)

2. All payments must be made by the **20th** of the month prior to the child care services starting i.e payment for October will be due September 20th. If payment is late, a late fee of $30 per family will be charged beginning the 21st of each month. If payment is not made by the last day of the month, in any given month, services for that month are treated as a withdrawal from the Y'z Kidz Program. *Re-admittance into the program will require another registration fee.* **Habitual late payments / non-payment of fees, yet child care services are still being rendered may result in the suspension / termination of child care services.**

3. To make it easy for you, we have installed an easy payment plan with the use of your bank card (with credit card logo). This system has been set up to ensure that you do not accrue late fees for the Y'z Kidz Program. Our Y'z Kidz Registrar will charge your credit card/bank card on the 20th of each month. You must sign up for this payment system for at least 3 consecutive months. Please fill out the form provided in the back of the parent pack and bring it in to the YMCA when you are ready to utilize this service (this paperwork cannot be mailed in). If the payment plan changes from month to month, the Y'z Kidz Registrar must be given written notice by the 15th of the previous month requesting the plan to be changed, this includes cancellation.
   If the card is declined, the parent MUST come in to pay by the close of business on the 20th. If payment is not made by the close of business, you are responsible for the late fee or re-registration fee that will accrue after the due date. We do not charge the same card again (within the same month). If your card is declined 3 times within one school year you must choose a different method of paying each month. Only the Authorized Parent / Guardian is permitted to register or terminate care for Easy Pay.

4. When you provide a check as payment, you authorize the YMCA of Gloucester County to either use information from your check to make a one-time electronic fund transfer from your account or to process the check as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment.
   If the electronic fund transfer cannot be completed because there are insufficient funds in your account, we may impose a one-time insufficient funds fee against your account, which we will also collect by electronic funds transfer.
   If a paper check transaction is dishonored or returned for any reason, we will re-present the check electronically to your bank account for collection for the amount of the check, plus any applicable fees as permitted by state law.

5. Due to our check processing policy, checks can no longer be mailed into the YMCA. If a payment is mailed in, you will be notified and an alternate payment method must be made. Please Note: If a check is mailed in and it is past the payment due date, you will be responsible for all applicable fees that accrue until your payment is received.

6. You also have the option of paying your monthly tuition online. Please visit www.ymcagloco.org, click on the child care page and follow the link to get registered to use this online service.

7. Unused days are **non-refundable/non-transferable** and may not be carried over to the following month or school year (this includes the Drop-In Program).

8. Any suspensions (both through the school and / or the Y'z Kidz Program) are treated as if the child is in attendance, therefore charges are still applicable.

9. If all of the child's required enrollment forms are not completed and returned to the Site Coordinator by the day the child is scheduled to start the Program, the child will not be allowed to attend until these completed forms are submitted to the Site Coordinator. The parent/guardian/custodian will be responsible for payment of fees from that date in order to reserve the enrollment spot until such time as the completed forms are returned.

10. Limited financial assistance is available to those who qualify. Y'z Kidz scholarship applications are located at the Front Desk.

## SECTION VII. EARLY ARRIVAL / LATE PICKUP FEES

The Before School Program begins at 7:00am and the After School Program closes at 6:00pm. Time is based on the time in the Before and After School Program.

- Parents who arrive before the opening time MAY NOT sign their child in early.

- Parents whose children remain past 6:00 PM must be charged as follows:
  1. First offense: no charge (up to 15 minutes).
  2. Second offense: beginning at 6:01pm (YMCA time) you will be charged $1/minute, per child, that you are late. Late pick up fees must be paid at the YMCA within 24 hours of the offense. Failure to pay may result in suspension / termination from the program until applicable fees are collected. A copy of the receipt must be shown to the Site- Coordinator.
  3. Third offense, child care services may be withdrawn.

Note- The period of offenses are from the first day of school until the last day of school.
Note – There is a Late Pick Up Form that must be completed each time your child is picked up late. Failure to sign this form may result in a suspension/dismissal of your child from the Y'z Kidz Program.

## SECTION VIII. IRS STATEMENT

The Program does not provide an itemized statement for tax purposes. We suggest that you keep a record of your receipts or checks as an accurate account of your child care expenses. The YMCA of Gloucester County's Tax ID Number is 21-0649032. If receipts are misplaced and a print out is desperately needed, there will be a $25 charge to perform this action. You must fill out the appropriate paperwork and pay the fee before this document can be processed. It takes 2-3 business days to process. *Please Note: Your receipts are always available online.*

## SECTION IX. REGISTRATION AND ENROLLMENT

The Program does not discriminate on the basis of race, color, sex, religion, age, creed, marital status, domestic partnership status, national origin, ancestry, past or present physical or mental disability, sexual orientation, affectional preference, veteran status or citizenship status, genetic information, or any other classification protected by law.

**Registration:** Registration begins June 5, 2017. During the months of June, July and August parents must come to the YMCA of Gloucester County and complete all necessary paperwork for their child to begin the program in August / September2017. All paperwork, during these months will be kept at the YMCA and given to YMCA staff before the school year begins. For all Registrations beginning in October2017, parents must complete registration forms and submit them to the YMCA staff on site, on or before the first day of attendance. The parent must also make their first payment, along with a yearly non-refundable/non-transferable registration fee at the time of registration. Monthly payments must be paid online or brought to the YMCA, 235 E. Red Bank Ave. Woodbury, NJ 08096.
There is a waiting list for those that can't be immediately registered.

**Eligibility:**

1. Children must be entering K – 6th grade to be eligible for enrollment
2. Children may only participate in the program at the participating school for which they are a registered student.
3. All forms must be completed and given to the YMCA staff at your child's school.
4. Children will be allowed to attend the Program only after all forms have been given to the YMCA program staff at your child's school and payments have been submitted.

## SECTION X. WITHDRAWAL OR TEMPORARY DISCONTINUATION FROM PROGRAM

The re-registration fee will only be waived if notice of leaving the program is written, submitted, and approved by the Child Care Director by the 20th of the month, prior to the month beginning. This notice must include the date leaving, as well as the date returning. If this date expires and further notice is not given, a re-registration fee will be required to return to the Program.
If no notice is given once your child has left the program, we will assume child care is no longer needed and your child must re-register to return to the program. We highly recommend that notice is given if your child will temporarily or permanently leave the program. Please submit the Enrollment & Information Changes / Withdrawals Form if leaving the program.
**Any unused days left in any given month are non-refundable/nontransferable.**

## SECTION XI. HOURS OF OPERATION

Before School Program: 7:00* AM until school begins. After School Program: End of school until 6:00 PM.

***Unscheduled School Delays & Closings-** If school is delayed due to weather, heating, electrical problems, water, or any other natural disaster the Program will be CLOSED.

***Scheduled School Closing-** Provisions for child care will be available through the School's Out Program (845-0720). Please ask the Site Coordinator in advance for information about these programs.

***Unscheduled Early Dismissal Days-** The Program is not available when school is dismissed early due to weather, heating, electrical problems or water. If it is reported that "After School Activities" at your child's school are cancelled (for any given reason) the After School Program is cancelled as well. Parents must make arrangements to pick up their child at the close of the school day.

**Scheduled Early Dismissal Days-** The Program will be available on scheduled early dismissal days at no additional charge (half days are included in your monthly rate). When there are half days, field trips or visits to the YMCA of Gloucester County may be scheduled. The Site Coordinator will inform parents on all field trips and visits to the YMCA of Gloucester County.

## SECTION XII. HONEYWELL INSTANT ALERT SYSTEM

This year we will be offering an essential tool for notification and communication. It is called Honeywell Instant Alert System. This system will allow for instant communication for any notification that we need / want to send out to our parents at a moment's notice. This system will be used for emergencies or various programming announcements.
It is MANDATORY that all parents / guardians are enrolled in this program. The information that is needed for initial set up and operation will be taken directly from the Registration Form (the phone number listed on your registration form will be the initial method that we will use to contact you). It is the parent / guardian's responsibility to update all methods of notification that they will receive.
The website to login and utilize this system is https://instantalert.honeywell.com.

**Below are the steps needed to register for Honeywell:**

**Register and create your account**
1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, you could instead click on 'School Staff' in the New User box.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.

*Note:* Remember your Login Name and Password so you may use it to update your profile.

**View and check details about yourself and your family members**
1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

**Configure alert settings for yourself**
1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the per son to whom the device belongs and click on 'Add.'
4. You are also able to set the days and times you would like your phones to receive alerts. For example, if you want your work phone to receive alerts only during the workdays, you could set the weekday start time to 8:00am and the weekday end time to 5:00pm and then uncheck the weekend box. Or, if you did not want your cell phone to receive alerts while you were sleeping, you could set the weekday start time to 6:00am and the weekday end time to 10:00pm and the weekend start time to 8:00am and the weekend end time to 11:00pm. You have the flexibility and control to set up your phones in many different ways.
5. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

* Examples of Alerts are listed asterisked above

## SECTION XIII. ARRIVAL AND DEPARTURE FOR CHILDREN

During the arrival and departure to the school, the parent or authorized persons are asked to park their car so as not to create a traffic hazard for children and other persons. Traffic flow directions, if posted, should be followed. Children will be allowed to leave with persons other than the parent, **ONLY if permission has been given to the YMCA staff on the Registration Form, or in writing by the parent.**

1. All parents or authorized persons must enter the Program to sign the child in and out.

2. A child will **ONLY BE RELEASED** from the Program to a parent or any authorized person listed on the registration form. Any parent or authorized person may be asked to show proper photo ID to the YMCA staff. A child won't be released without proper ID. If an authorized parent/guardian is suspected to be under the influence or intoxicated, staff will not be permitted to release that child. Staff will call another parent/guardian authorized to pick up that child.

3. If an emergency arises and someone not on the authorized pick up list has to pick up your child, the parent must:
   - Contact the YMCA staff immediately to let them know who will pick up their child.
   - Email **(asantos@ymcagloco.org)** and **(swalker@ymacgloco.org)** a letter giving permission, including the date, who's picking up the child (full name as shown on the ID), and your signature. The original letter must be given to the YMCA staff the next day your child attends the Program.
   *Please Note: Email is preferred.*
   - If these procedures are not followed, your child will not be released from the Program.
   - Please Note: Any changes to Authorized Pick Up Lists is the responsibility of the Authorized Parent(s). Staff at the sites are not permitted to add or remove names from the list.

4. The Program must be provided a copy of all appropriate legal paperwork when the Custodial parent requests the Program not to release the child to the non-custodial parent. If there are Court approved schedules that are to be followed by the Program, please submit this documentation at the time of registration.

5. Anyone authorized to pick up your child is responsible to deliver any and all notes / messages pertaining to your child's day.

6. If a parent has not picked up their child by 6:15 PM, the YMCA staff will attempt to contact the parent or the designated emergency contact person(s) to come and pick up the child. This person shall provide picture identification and sign the child out. If attempts to contact authorized person(s) fails, then a staff person shall call Department of Children and Families (DCF) 24 hour child abuse hotline @ (866)753-8124 or (800)847-1741 to seek assistance in caring for the child.

## SECTION XIV. ABSENCES

We care about the safety of all children registered for our child care programs. If your child will not be present on a scheduled day, please notify the YMCA staff immediately. They can be reached on the site's cell phone @ any time during program hours. You may also leave a message stating that they will be absent.
If your child does not attend school or is picked up early on any given day, they are not permitted to attend the Y'z Kidz Program that day. They must complete their school day to be accepted into the program that afternoon.

## SECTION XV. HEALTH & SAFETY

If your child has a known medical condition (asthma, diabetes, seizure disorder, ADD, ADHD, food allergies etc.) please be sure the YMCA staff knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.
The YMCA of Gloucester County child care programs shall not permit a child who has any of the illnesses or symptoms of illness specified below to be admitted to the program on a given day unless medical diagnosis from a health care provider, which has been communicated to the program in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children or staff. Such illnesses or symptoms of illness shall include, but not be limited to, any of the following:

-Severe pain or discomfort
-Episodes of acute vomiting (2 or more within 24 hours)
-Yellow eyes or jaundice skin
-Red eyes with discharge
-Mouth sores with drooling
- Untreated skin lesions that are weeping or bleeding
-Acute diarrhea (2 or more in within 24 hours)
-Difficult, rapid breathing or severe coughing
-Stiff neck
-Infected, untreated skin patches / rashes
-Lethargy that is more than expected tiredness
-Skin rashes in conjunction with fever or behavior changes
-Elevated oral temperature of 101.5 degrees Fahrenheit or higher, or auxiliary temperature of 100.5 degrees Fahrenheit or higher
**http://www.nj.gov/health/cd/**

If a child exhibits any of the following symptoms, he/she can not attend the program. If such symptoms occur during program hours, the child will be removed from the group and must be picked up within the hour. Children cannot return to program until they are symptom free for 24 hours.
A child who contracts any of the following diseases ***may not*** return to the program without a physicians note stating that the child presents no risk to himself/herself or others:

| ***Respiratory Illnesses*** | ***Gastrointestinal Illnesses*** | ***Contact Illnesses*** |
|---|---|---|
| Chicken Pox | Giardia Lamblia | Impetigo |
| German Measles | Hepatitis A | Lice |
| Hemophilus Influenzae | Salmonella | Scabies |
| Measles | Shigella | |
| Meningococcus | | |
| Mumps | | |
| Strep throat | | |
| Tuberculosis | | |
| Whooping Cough | | |

If your child is exposed to any excludable disease at the program, you will be notified in writing.
In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be called immediately.
The staff child ratio shall be maintained according to the Minimum Standards for Licensing for school age children to insure the safety of your child.
Outdoor play will not be allowed when temperature (including wind chill) falls below 30 degrees Fahrenheit to insure the safety of your children.

## SECTION XVI. DISTRIBUTION OF MEDICATION

Whenever your child is to be given prescription or over-the -counter medicine, you must provide the YMCA staff a **completed, signed medication authorization form. The medication must be provided in the original container accompanied by the doctor's direction with the child's name on it.** The child will not be given any medication without any of the above information. Children are not permitted to self-medicate. No Exceptions!

## SECTION XVII. NUTRITION AND FOOD

Snacks and water are included in the price and provided by the YMCA daily. Please note, if a student has allergies or requires gluten free food, parents are more than welcome to provide the appropriate snack for their child daily.
Parents may provide a treat in honor of their child's birthday with the YMCA staff's approval. Please provide enough for all children.

## SECTION XVIII. PERSONAL PROPERTY

Children's personal property such as coats, clothing, school bags, etc. must be cleared from the child care room after each session of the Program. Any personal property which remains will be taken to the school office lost and found box. **The Program cannot be responsible for lost or stolen personal property.**

1. Children should not bring money, toys (including electronics / hand held games), food or other items not necessary for school activities to the Program.
2. Parents are to provide their child with a school bag or backpack for their personal belongings. All items are to be Clearly labeled to identify ownership.

## SECTION XIX. DISCIPLINE AND DISCHARGE

Children are entitled to a pleasant and harmonious environment at the Program. The YMCA of Gloucester County's Child Care Programs cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and the Program time. A child may be suspended / discharged immediately for chronically disruptive behavior. The length of the suspension / discharge will be determined by the Child Care Director. If a child cannot adjust to the Program setting and behave appropriately, then the child may be discharged.

Reasonable efforts will be made to assist children to adjust to the Program setting. Each child will be cared for and disciplinary techniques will be used which are appropriate to the age level of the child and which foster positive self-esteem and encourage the eventual internalization of self control. Disruptive behavior will be dealt with in the following manner:

1. When a child misbehaves, he/she will be redirected to another activity. A discussion between the child and staff will help the child to learn why his/her behavior was inappropriate.
2. If a second incident occurs in a single day, a child may be removed from the immediate situation (time away) in order for him/her to cool off and think about his/her actions or play equipment will be taken away until he/she is able to gain control.
3. If a child continues misbehaving, a warning letter may be given to parent/guardian at the time of pick up. Parent/guardian will read and sign the letter which then will be filed in the child's records. Parent/guardian may not take home the warning letter but may ask the staff to make a copy.
4. If a child received 3 written behavior-related warning letters (an accumulation), they will be suspended from the Program for a length of time to be determined by the YMCA staff. Parents will be charged for the days in accordance to the amount of suspended days.
5. If the child is reinstated in the Program and receives a 4th behavior-related warning letter, the YMCA staff **may suspend the child immediately.** If necessary, the parent will be notified to come and pick up their child immediately. A meeting will then be set up between the parents and YMCA staff to discuss the behavior as well as re-admittance into the program. The on-site YMCA staff may make such recommendations to the Child Care Manager as are appropriate, including discharge without the right of reinstatement. Parents will continue to be responsible for the payment of tuition during the period of suspension or until the child is withdrawn or discharged from the program.
6. At the discretion of the YMCA staff - If the severity of a problem is great enough that it could endanger the safety of your child or children in the Program, discharge will be effective immediately after the YMCA staff notifies the parent.
7. At the discretion of the YMCA staff - A child will be suspended automatically for fighting, stealing, placing any type of physical, mental or emotional act upon another child, bullying and/or damaging facility property. For the second offense the child may be dismissed, automatically.
8. A child may be discharged from the Program because of the parent/guardian's inappropriate behavior or conduct in front of staff and children.
9. A child may be suspended for any unsigned parent forms regarding late pick up, warning letters, and/or suspension letters whether the parent is in agreement or not.
10. A child may be written up or discharged if he/she is dropped off before 7:00am and/or not being signed into the program. Along with being picked up after 6:00pm more than 3 times.
11. A child may be discharged for non-payment of fees (includes re-registration & late fee)
12. If a child is discharged due to the number of times suspended, and it is not a circumstance that due to the severity of the problem is great enough that could endanger the safety of your child or children in the Program or the Program Staff, parents will have approximately one week to make alternative child care arrangements.

# YMCA Before and After School Program
# Discipline Method Agreement

**I understand the behavior management discipline/methods to be used in the YMCA's Child Care Programs.**

1. Adequate supervision at all times.
2. Discipline is a teaching tool to help children learn a better way of behavior.
3. Staff will serve as role models and will use positive techniques of guidance.
4. Discipline will be fair and consistent.
5. There will be no physical punishment or disciplinary action applied to the body of the child.
6. Bathroom accidents will not constitute punishment, and parents will be notified.
7. "Thinking Time" and "Time-out" will be used as needed.
8. The Program reserves the right to terminate the child's participation in the Program based on repeated behavior problems, and according to the Section XVIII Discipline and Discharge in the Parent Handbook.
9. Unacceptable behavior includes: kicking, spitting, abusive language or profanity, sexually inappropriate behavior, refusing to follow instructions, destroying property, leaving the area without permission, stealing, fighting, or any other behavior which may be physically or psychologically harmful to others or themselves.
10. Problems will be discussed with the child, parent/guardian, and YMCA staff.

**PARENT/GUARDIAN: PLEASE DISCUSS DISCIPLINE AGREEMENT WITH YOUR CHILD**

# YMCA Before and After School Program
# CODE OF CONDUCT AGREEMENT

The following is our Y'z Kidz Code of Conduct. Once a week, each site will discuss what the Code of Conduct is and the consequences for not following it. Please take a moment and speak with your child about the Y'z Kidz Code of Conduct. This will ensure an easier transition to our child care program and a better understanding of our program expectations.

The following is the YMCA of Gloucester County's Y'Z KIDZ Code of Conduct, which is to be displayed at every program site:

1. I have the right to be safe at Y'Z KIDZ. This means that no one will: hit me, kick me, push me, pinch me, or hurt me.
2. I have the right to be happy and to be treated with respect. This means that no one will: laugh at me, hurt my feelings, or use unkind language toward me.
3. I have a right to expect that my personal belongings will be respected. This means that no one will: take, dam age, or destroy the property of others or that of the YMCA.
4. I have a right to have fun. This means that I will participate, cooperate, and enjoy the various activities through out the program.
5. The Y'Z KIDZ staff has the right to give directions and expect that they will be followed. This means that I will be responsible, respectful, and cooperative in our program. This means I will show my best behavior.
6. Y'Z KIDZ Staff includes all adults working for the YMCA (Site Coordinators, Assistant Site Coordinators, Specialists, etc.)

**PARENT/GUARDIAN: PLEASE DISCUSS CODE OF CONDUCT AGREEMENT WITH YOUR CHILD**

## SECTION XX. FIELD TRIPS

Children in the Y'z Kidz program occasionally take Field Trips.
Guidelines for these trips are as follows:

1. Parents are to sign a Field Trip Permission form – giving specifics on the field trip. Effort will be made to give notice one week in advance
2. Most cost is absorbed by the Program. When additional costs are necessary, parents are notified in advance of the trip.
3. Children will be transported by the YMCA bus or any authorized vehicle by the YMCA to and from the place of destination. If it is a walking field trip, parents will be notified.
4. Children who are frequently disruptive, causing a hazard for the safe operation of the vehicle and the place of destination, may be barred from participation in any trips. Parents will have to make alternate arrangements for child care on a field trip date.
5. A head/face count will be taken before, during, and after each trip.
6. On half-days (according to school half day hours) the YMCA staff has the option to schedule field trips and/or visits to the YMCA of Gloucester County (pending on availability of pool and gym) and will be transported by bus.

## SECTION XXI. VISITORS AND OBSERVATIONS

Parents/guardians of children enrolled in our program have the option to observe the program at any given day. Parents and community members who are screened by the YMCA staff are welcome to observe at the Program. For liability and supervision reasons, it is not possible for children who visit the Program to take part in activities. *The Program cannot be used by non-custodial parents for means of visitation.*

## SECTION XXII. REPORTING SUSPECTED CHILD ABUSE/NEGLECT

The Division of Youth and Family Services and the Program's license require caregivers to report any suspected cases of child abuse and neglect. This includes the reporting of parents who appear to be impaired by drugs and alcohol.
*Note: A child will not be permitted to go home with a parent that is **suspected** of the consumption of alcohol or suspected drug use. It is up to the discretion of the YMCA staff, if necessary, the police may be called to settle any disputes.

## SECTION XXIII. BABYSITTING OR MOONLIGHTING

Current employees or volunteers of the Program will not be allowed to babysit any children that they meet within the Program. Staff members or volunteers may not transport before, during, and/or after care hours. **NO EXCEPTIONS!!**

## SECTION XXIV. INVOLVEMENT OF SCHOOL

The school shall have no responsibility for supervision of students or for the content of the program provided by the YMCA and it makes no representations regarding the educational soundness thereof. The school's involvement is limited solely to providing space.
If payment for the program has not been received and the YMCA's attempts to speak with authorized parents / guardians regarding this matter go unanswered – we will treat this case as an uninformed withdrawal from the program. In this case, the school may be involved as the child is no longer registered for our program and must make alternate child care arrangements.

## SECTION XXIV. LICENSING INFORMATION

Dear Parent:

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this informational statement.

The statement highlights, among other things: your right to visit and observe our center at any time without having secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Central Registry and Child Abuse Hotline.

Please read this statement carefully and, if you have any questions, feel free to contact me at: 856-845-0720 EXT. 03.

Sincerely,
*Kathy Rhead-Narvaez*
Kathy Rhead-Narveaz
Director of Social Responsibility
& Youth Development

## ADDITIONAL LICENSING 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 the New Jersey must provide to parent 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 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'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, Child Care & Youth Residential Licensing, in the Department of Human Services (DHS). 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 secure a copy of the Manual of Requirements by sending a check or money order for $5 made payable to the 'Treasurer, State of New Jersey", and mailing it to State of New Jersey, Department of Human Services, Licensing Publication Fees, PO Box 34399, Newark, New Jersey 07189-4399.

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 your suspect our center may be in violation of licensing standards, 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 parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

## ADDITIONAL LICENSING INFORMATION TO PARENTS (cont.)

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.

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 Office 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 Office'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.

Our center must cooperate with all DHS inspections/investigations. DHS 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 have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office 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 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 www.nj.gov/health/cd. 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 and Child Abuse Hotline, toll-free at 1-(877) NJ ABUSE (652-2873). Such reports may be made anonymously.

Parents may secure information about child abuse and neglect by contacting:
Community Education Office, Division of Youth and Family Services, PO Box 717, Trenton, NJ 08625-0717.

# CATCH Program

**What is CATCH?**
In the summer of 2008 the various YMCA's in New Jersey were awarded a Healthy U Grant from Horizon Blue Cross Blue Shield. This grant was then applied to the implementation of the CATCH Program throughout the state. CATCH (Coordinated Approach to Child Health) brings schools, families, and communities together to teach children how to be healthy for a lifetime and attack the prominent issue of childhood obesity. CATCH is effective because healthy behaviors are reinforced through a coordinated approach-in the classroom, in the cafeteria, in physical education, at home, and after school. CATCH is research-based and proven to work. The YMCA is the largest child care provider attacking the issue of childhood obesity and CATCH is the tool that is being used to combat it.

**CATCH KIDS CLUB**
The CATCH Kids Club (CKC) is a physical activity and nutrition education program designed for elementary school ages children (Grades K-5) in an after school/summer setting. Through non-elimination games we seek to keep kids active with the goal of teaching valuable life lessons in sportsmanship, nutrition, and healthy life styles.

**The Components**
The education component aims to equip children with the knowledge, skills, self-efficacy, and intentions to make healthy dietary and physical activity decisions. The physical activity program has four main objectives:

- Involve students in at least 30 minutes of daily physical activity.
- Involve students in at least 40% of moderate-to-vigorous physical activity of daily physical activity time.
- Provide students with many opportunities to participate and practice skills.
- Provide students with a variety of enjoyable physical activities

**Why CATCH Kids Club?**

- CKC works – it has been kid-tested and approved, it is inclusive (everybody plays), and it has been demonstrated to increase children's physical activity and their nutrition knowledge and intentions.
- CKC activities are designed to attract children – to get them to make the choice to participate because the games are fun. The variety of activities is a strength to the program.
- CKC is easy to use – it provides the information and resource materials to assist after-school staff and counselors to successfully integrate structured activities and nutrition lessons into their program.

## Y'z Kidz Contact Information
## 2017 - 2018

| Site | Cell Number |
|---|---|
| Billingsport | 856-693-8945 |
| Central | 856-217-3280 |
| Evergreen Ave. | 856-217-3297 |
| Lake Tract | 856-217-0929 |
| Loudenslager | 856-723-4960 |
| South Harrison | 856-217-3669 |
| Walnut | 856-430-3956 |
| Wenonah | 856-381-7205 |
| West End | 856-217-3287 |
| YMCA of Gloucester County | 856-845-0720 |
| YMCA (Fax) | 856-845-2617 |
| **ADMINISTRATIVE STAFF:** | |
| Alissa Santos,<br>Senior Manager of Youth Development | asantos@ymcagloco.org |
| Shannon Loomis,<br>Registrar | registrar@ymcagloco.org |
| Shaquita Walker,<br>Youth Development Manager | swalker@ymcagloco.org |
| Kathy Rhead-Narveaz,<br>Director of Social Responsibility &<br>Youth Development | KRhead@ymcagloco.org |

# Before & After School Program Organizational Chart

YMCA Board of Directors

YMCA CEO: Melissa O'Neill-Walczak

Director of Social Responsibility & Youth Development: Kathy Rhead-Narveaz

Senior Manager of Youth Development: Alissa Santos; Youth Development Manager: Shaquita Walker

YMCA Site Coordinator

YMCA Site Assistant

YMCA Volunteers

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# Y'z Kidz Easy Payment Form

**Child's Name** _____ **School:** _____

**Child's Name** _____ **School:** _____

**Child's Name** _____ **School:** _____

**Package (please circle):**

**Number of days:** 5 4 3 2

**Plan:** Before After Both

I authorize my account to be charged $_____/ month

Please check off the months that you would like to be charged.

| | |
|---|---|
| ☼ October | Will be charged on September 20th |
| ☼ November | Will be charged on October 20th |
| ☼ December | Will be charged on November 20th |
| ☼ January | Will be charged on December 20th |
| ☼ February | Will be charged on January 20th |
| ☼ March | Will be charged on February 20th |
| ☼ April | Will be charged on March 20th |
| ☼ May | Will be charged on April 20th |
| ☼ June | Will be charged on May 20th |

I give the YMCA permission to charge my account for the months indicated above.

I understand that if any changes to my child care occur, I am to notify the Y'z Kidz Registrar, in writing, by the 15th of the month prior.

- I understand that if my credit card is declined, for any reason, I have until the close of business the same day to rectify the payment. If I do not complete payment on the due date that the transaction is attempted, I am responsible for all applicable fees (late fee or re-registration fee).

**Authorized Signature:** _____ **Date:** _____

**Form of Payment (please check one):**

◯ Credit Card ◯ Debit Card (with VISA logo)

**Card #** _____ **Exp. Date:** _____ **Sec. Code #**_____

**Please print Cardholder's Name:** _____

**Signature of Authorized Cardholder:** _____ **Date** _____

Please Note: Credit Card Information will be shredded after input.

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# ENROLLMENT & INFORMATION CHANGES / WITHDRAWALS

**Child's Name:** _____

**Address:** _____

**School :**_____ **Day Time #:** _____

## OLD SCHEDULE

**AM**____ **M**____ **T**____ **W**____ **TH**____ **F**____

**PM**____ **M**____ **T**____ **W**____ **TH**____ **F**____

**DROP-IN:**_____ **WITHDRAWN**_____

## NEW SCHEDULE

**AM**____ **M**____ **T**____ **W**____ **TH**____ **F**____

**PM**____ **M**____ **T**____ **W**____ **TH**____ **F**____

**DROP-IN:**_____ **WITHDRAWN**_____

**EFFECTIVE DATE OF NEW SCHEDULE:** _____

**New Personal Information:** _____

**New Emergency Contact Information:** _____

**If withdrawal, please indicate the reason:**

No longer working _____ Other Activity_____ New Childcare_____ Other_____(give details)

Please take a few moments to give an evaluation of the program and/or additional detail regarding your reason for withdrawing:

_____

_____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____

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# PARENTAL AUTHORIZATION AND CONSENT

- **Photo/Video Consent:** I consent that photographs and videos taken of my child are the property of the YMCA of Gloucester County and may be reproduced and publicized as the YMCA desires, free of any claims on my part. If I do not wish for my child to be photographed or videotaped I will notify the business office in writing.
- **Walking Trips:** I give permission for my child to participate in walking trip's within the center's neighborhood. I understand that these walks do not involve entrance into any facility and the route of any trip involves no safety hazards.
- **Transportation Consent:** I give permission for my child to be transported from his/her school by the YMCA of Gloucester County to the center during the school year. I also give consent for my child to take part in and be transported on planned field trips or excursions sponsored by the YMCA of Gloucester County.
- **Medical Emergency: I** give consent to have my child receive first aid by the child care staff, and, if necessary, be transported to receive emergency care. I authorize representatives from the YMCA of Gloucester County to give consent for any and all necessary emergency medical care for my child and I understand that I will be responsible for all charges not covered by insurance.

**Authorized Parent's Signature:** _____ **Date**: _____

# PARENTAL AGREEMENT

- I have received the YMCA of Gloucester County's Parent Handbook and understand that it is my responsibility to follow these policies and to make sure my child understands the rules and regulations of the program.
- I understand that staff protects themselves and the YMCA by agreeing not to be alone with YMCA youth or program participants outside of YMCA programs. This includes, but is not limited to, no babysitting, transporting children at any time, or having contact with Y'z Kidz during non-program hours.
- I understand and agree that my child is not permitted to bring toys, playing cards, video games, or any non-school items to the YMCA, and understand that if they do so, they will be taken and given to parents at the time of pick up.
- I understand that the YMCA of Gloucester County is not responsible for any personal belongings that are lost, stolen or damaged.
- I understand that my child care payments are due by the 20th of each month, and that payments received after the 20th will accrue a late fee charge. I understand that if payment is not received by the last day of the month, services for that month are treated as a withdrawal from the program. I understand that re-admittance into the program will require another registration fee.
- I understand that the Program must be provided a copy of all appropriate legal paperwork when the custodial parent requests the Program not to release the child to the non-custodial parent.
- I understand that my child will not be admitted to the program until all required documents have been received.

**Authorized Parent's Signature:** _____ **Date:** _____

***I attest that all of the information in this packet is accurate and that I have received, read and understand the following policies listed in the parent handbook:***

1. Information to Parents statement prepared by the Bureau of Licensing
2. Policy on the Release of Children
3. Policy on Discipline and Discipline Agreement (has been read and discussed with my child)
4. Y'z Kidz Code of Conduct (has been read and discussed with my child)
5. Policy on the Expulsion of Children from Enrollment
6. Policy on the Management of Illnesses/Communicable Diseases
7. Late Pick-up Policy

**Print Name:**_____ **Child's Name:**_____

**Authorized Parent's Signature:** _____ **Date**:_____

Please sign and return to your Program Site or the Member Services Desk at the YMCA

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# MEDICAL DECLARATION STATEMENT FOR SCHOOL-AGE CHILD CARE

**Child's Name:** _____ **Date of Birth:** _____

**Grade in September2017**: _____

**Is your child under any medical/physical restrictions:** _____ Yes _____ No

**If yes, check all that apply:**

_____ Asthma _____ Hearing Loss _____Diabetes

_____Convulsions _____ Other: _____

In order for our staff to assure your child a happy, meaningful experience at our programs, please share any special needs your child may have. (i.e. learning disabilities, limitations, etc.) _____

_____

_____

_____

Is your child taking any medication: _____Yes _____No

If yes, please list: _____

_____

_____

Has your child been under a doctor's care or hospitalized within the last 3 years: _____Yes _____No

If yes, please explain: _____

_____

_____

Is your child allergic to any medications/foods/insect bites: _____ Yes _____ No

If yes, please list: _____

_____

_____

**As a parent/guardian of the above participating child, I certify that he/she is in good physical health, has no special needs, and may participate in all of the activities of the Center's program, except as noted above.**

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

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# PERSONAL HISTORY

**Child's Name:** _____ **Nickname:** _____

**Name/ages of other children in the household:** _____

**How does the child get along with siblings:** _____

_____

_____

**How does child get along with other children/friends:** _____

_____

_____

**Is this your child's first child care experience? ( ) Yes ( ) No**

**If no, please describe previous experiences:** _____

_____

_____

**What are the child's favorite activities?** _____

_____

_____

**What form of discipline does your child best respond to?** _____

_____

_____

**Does your child have any specific fears? Please describe.**_____

_____

_____

**Do you want your child to work on homework at the after school program?**

_____Yes _____ No *(Please be sure your child knows your wishes.)*

**Parent Signature:** _____ **Date** _____

Please sign and return to your Program Site or the Member Services Desk at the YMCA

**YMCA of Gloucester County Y'z Kidz Program**
**2017 – 2018 REGISTRATION FORM**

**School Name:** _____

**Child's Name:** _____ Birth Date:_____

Age:_____ Grade:_____ ( ) Male or ( ) Female

Mailing Address:_____

**Mother's Name:**_____ Home Phone #:_____

Address: -_____ Cell Phone #:_____

Employer:_____Business Phone #:_____

Business Address:_____ Business Hours:_____

**Father's Name:**_____ Home Phone #:_____Address: -

_____ Cell Phone #:_____

Employer:_____Business Phone #:_____

Business Address:_____ Business Hours:_____

**Parent's Marital Status:** ( ) Married ( ) Divorced ( ) Separated ( ) Widowed ( ) Unmarried

**Custody Schedule** (if applicable):_____

If there is a court order restricting visitation/pickup, a copy must be provided, by state law, to the YMCA of Gloucester County

**Child's Doctor:**_____ Phone #:_____

Address:_____ Insurance Company/HMO_____

Subscriber's Name_____ Group #:_____

Identification #:_____

**Emergency Contacts:** *Please list persons authorized to pick up child and/or contact in case of an emergency if parents can not be reached*

Name:_____ Relationship:_____

Address:_____ Home Phone #:_____

Cell Phone #:_____ Work Phone #:_____

Name:_____ Relationship:_____

Address:_____ Home Phone #:_____

Cell Phone #:_____ Work Phone #:_____

**Pick up Authorizations:** *Please list all persons, at least 18 years of age, who are authorized to pick up your child during the school year.*

1. Name:_____ Relationship:_____
2. Name:_____ Relationship:_____
3. Name:_____ Relationship:_____

*Please list any persons **PROHIBITED** from picking up your child:*

1. Name:_____ Relationship:_____
2. Name:_____ Relationship:_____

**Parent/Guardian Print Name:** _____

**Authorized Parent Signature:**_____ **Date:**_____