



We build strong kids, strong families, strong communities.

2009-2010 Family Information Handbook

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Philosophy of Education

This child-centered curriculum is designed to help children grow physically, emotionally, socially and intellectually. To achieve this goal, children initiate and engage in hands-on learning experiences in an atmosphere that fosters divergent thinking and creative problem solving. Play is viewed as a contributor to the overall development of the child, and, as such, is respected and encouraged.

A balance of child-initiated and teacher-directed lessons focus on skills and activities that are relevant to children and in keeping what is known to be developmentally appropriate.

The YMCA is a values-based association. Therefore, everything we do encourages and develops your child's self-esteem and confidence. As part of our character development program, we strive to model and teach the values of caring, honesty, respect and responsibility.

The role of the parent as the primary educator of their child is not overlooked. Parent/guardian workshops, parent/guardian-teacher meetings, two-way communication and opportunities to be involved in the school environment make parental involvement an integral part of our program.

Objectives

The South Brunswick Family YMCA Child Development Center has the following objectives:

- To provide a safe and well-supervised environment for children
- To employ well-trained, professional staff who have a genuine love for children
- To help children become emotionally secure
- To help children become socially well adjusted
- To enable children to acquire physical well being
- To enable children to experience intellectual growth and cognitive stimulation
- To foster creativity and individuality of children
- To teach skills that help children function safely in their world

Registration

A completed enrollment form, parent/provider financial agreement, a record of immunizations, a medical history form and a Universal Health Record MUST be kept on record in order for your child to participate in the Center. These forms are the parent/guardian's responsibility and must be kept up to date for the safety of the child. Should any information on your child change, the Child Development Center administration should be notified immediately in writing.

A two-week deposit and a \$100 non-refundable registration fee are required before your child can be enrolled at the Center.

If you decide to withdraw your child from the Center, a **six-week written notice is required** in order to apply your initial deposit. *This notification **must be in writing** and submitted to the Director of the Center.*

We reserve the right to dismiss a child from the program if the child does not adjust within a reasonable amount of time; b) the parent /guardian is delinquent with payment of fees; c) the family does not cooperate with school policies; or d) we determine it is not in the best interests of the school or the other children who are enrolled to have the child in the program. * See *Expulsion Policy*.

YMCA Membership

The YMCA is a membership-based organization; as such, participants must obtain a membership before enrolling. There are two primary types of membership, Facility and Program. Your child must have at least a Program Membership in order to be enrolled at the Center. The annual fee is \$70 per year.

We believe that physical fitness and a sound body are important components of a healthy family. We encourage your entire family to participate in the many wonderful programs that the YMCA offers. You may do this by obtaining a Family Facility Membership. The fee is \$68 per month.

Daily Arrival/Departure

When dropping off or picking up your child (ren), one (parents or designated persons) must check in with a staff member in order for staff to be aware that a child has arrived at the Center or has departed for the day. Upon arrival at the Center, parents must record the time of arrival and sign their name. When picking their child up from the Center, parents/guardians must indicate the time of departure along with their signature. These attendance records will be located in each classroom.

The door to the Center is equipped with a lock that requires a 3-4-digit number be entered in before anyone can enter the Center. Only parents/guardians, staff, and YMCA administration will have access to this pass code. It is for everyone's safety that you do not give the code to anyone including your child or the people listed on your emergency pick up list. A staff member at the Welcome Center will call the Center and arrange for a child care administrator or teacher to meet the designated person at the entrance of the Center. The authorized person must present photo ID.

Release of Children Policy

Each child may be released only to the child's parent(s) or person(s) authorized by the parent to take the child from the Center and assume responsibility for the child in an emergency if the parent cannot be reached. It is the parent's responsibility to sign their child in and out. Children will not be released to anyone under the age of 18 (i.e., siblings).

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the Center needs documentation to that effect which will remain at the Center and will comply with the terms of the court order.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up at the time of the Center's closing, the Center will ensure that:

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 after closing and provided that other arrangements for releasing the child to an authorized person has failed, the staff member shall call the Divisions 24 our Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent can be reached.

Alcohol and Drug Policy

If a parent appears to be under the influence of drugs or alcohol, physically or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk or harm if released, police will be called to the Center to determine further action.

If person(s) authorized to pick up the child appears to be under the influence of drugs or alcohol, physically or emotionally impaired to the extent that, in the judgment of the Director and/or staff member, the child would be placed at risk or harm if released to such an individual, the Center shall ensure that:

1. The child may not be released to this individual
2. Staff members attempt to contact an alternative person(s) authorized to pick up the child; and
3. If the Center is unable to make alternative arrangements, a staff member shall call the Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child.

Absence/Late Arrival

Please call the Child Development Center by 9:00 am if your child will not be attending or will be arriving late to the Center for that day. Please leave a voice mail message if you cannot reach a staff member directly. If your child is ill, please inform a staff member of his/her symptoms.

Children are expected to arrive no later than 11am.

If your child will be absent due to vacation time, grandparent visit, medical reason or has to be picked up from a full day class before 3:00PM, please put the information in writing and give it to your child's teacher.

Vacation Policy

Parents are required to advise the Center in advance of any absence longer than two weeks. If a child is out of the Center for four weeks, parents are obligated to pay for two weeks. If a child does not return after a four-week break, the two-week deposit will be applied. In the event of an extended leave (beyond four-weeks), parents may either choose to withdraw their child from the Center or pay half of the first month's tuition and full monthly fees for the subsequent months of absence in order to hold their child's space in the class. A six-week, written notice is required of extended leave or withdraw from the program.

Open Door Policy

Parents are welcome to visit the Child Development Center at any time during our hours of operation. We encourage you to be a part of your child's day in any way you wish.

Solicitation

The Child Development Center has a NO solicitation policy. Participants are not permitted to solicit sales of non-YMCA sponsored goods or services of any sort while at the Center.

Meals and Snacks

Breakfast will be served daily to children. This meal will include cereal, milk and juice. Breakfast will **only** be served until 8:00AM. Breakfast from home may be brought into the Center no later than 8:00 AM.

All children will receive a mid-morning and late afternoon snack. A monthly snack calendar will be posted in the classroom and on our website:
www.southbrunswickymca.org.

Arrangements may be made with your child's teacher to bring in treats for special occasions. All purchased food items must include a list of ingredients. Treats including hard candies, lollipops, chewing gum and nuts will not be distributed at the Center.

Lunch is the responsibility of the parent. The child's lunch must be clearly labeled with the child's name. The packed lunch should be nutritious and should include at least 3 different food groups. Please provide the appropriate utensils. There is a refrigerator and microwave in each classroom for the purpose of chilling or heating foods. All foods must be ready to eat.

Parents who have children in the infant room must bring in fresh, pre-made bottles for their child on a daily basis. Each bottle must be clearly labeled and placed in the refrigerator before you leave. Please introduce new foods at home. Once you have determined no allergic reaction, the food may be sent to the Center.

If your child has an allergy or food restriction, this should be clearly documented in writing and submitted to the child's teacher. All food allergies will be discretely posted in the classroom.

Parking

The upper parking lot has spaces reserved for parents with children enrolled in the Child Development Center (7:00AM –9:00AM and 4:00PM – 6:30PM, Monday – Friday).
Do not park in the Fire Zone.

Clothing and Diapers

Because children learn through touch, feel and taste, they will get messy at times. They may be doing activities that include paint, markers, glue, sand, dirt and other materials that may stain. It is suggested that you provide a smock for your child. If your child is in the infant room, we ask that you supply us with five bibs, which will be washed daily and are to remain at the Center. Children must have two complete sets of clothing (socks, underwear, shirt, etc). Please label all extra clothes and belongings. The YMCA is not responsible for lost or stolen items.

If your child wears diapers, please provide at least 7 per day (full time classes) and 4 per day (part time classes). Families of infants and toddlers may wish to bring in a bag of diapers weekly. Monthly donations of wet wipes and facial tissues are to be supplied by the parents/guardians in all classrooms.

Toys

The YMCA discourages toys brought to the Center from home. Often these items are lost, broken, or simply too special to share in the classroom. Please help us prevent hurt feelings by keeping toys at home. Any toys brought from home will be stored in the office until time of pick-up. Exceptions will be made for special occasions like Show 'n' Tell. We ask that if your child is sharing a toy from home, please bring the toy in a brown paper lunch bag that is clearly labeled.

Naps/Rest time

All children who participate in the full-day program have a required rest period as per state licensing regulations. The Center will provide a cot/sleeping mat and ask that parents provide the bedding. Label all items clearly. All bedding will be sent home on your child's last day of the week to be laundered.

Parents/guardians are responsible for providing sheets and blankets for the cribs in the infant room. Crib mobiles and/or rail toys may be placed in your child's crib if you wish to do so.

Medications

We strongly encourage you to administer medicine at home. If medicine must be administered at the Center, the following conditions apply.

- Medicine will only be given to a child with the written consent of the child's parent/guardian. Medication Authorization forms are available and must be filled out by you and signed by your child's physician before the staff will administer any medicine.
- All medicine must be in its original container, which has been labeled with the child's name, the name of the medicine, the date it was ***prescribed*** and directions for administration.

Fever reducers are not permitted. If your child is given a fever reducer at home they should stay home for 24 hours without another dose and be fever free before returning to the Center. All other non-prescription medications will need a physician's approval on the Medication Authorization sheet located in the Child Development Center office.

Illness

In order to maintain a healthy environment for all children and staff, the illness policy must be strictly observed. If a child exhibits any of the following signs or symptoms of illness, parents/guardians will be called to pick up the child immediately:

- Vomiting
- Elevated auxiliary temperature of 101.5 degrees Fahrenheit
- Conjunctivitis
- Evidence of Lice, Scabies, or other parasitic infestation
- Diarrhea
- Infected, untreated skin patches or rash
- Yellow eyes or jaundice skin
- Blood in urine
- Skin lesions that are weeping or bleeding
- Severe pain or discomfort
- Difficult or rapid breathing
- Swollen joint
- Stiff neck
- Extreme lethargy
- Inability to participate in our regular program

If your child is excluded for any of the above symptoms, you will receive a statement of illness from a staff member listing the symptoms for which your child is being excluded and the length of time for which they need to be excluded. This statement of illness requires a parent/guardian signature.

Children must be removed from the Center within one hour of notification.

Exceptions will **not** be made to the Illness Policy.

Children on antibiotics will need to be kept home for their first dose before returning to the Child Development Center.

A Child who contracts any of the following diseases may not return to the center without a physician's note stating that the child is no risk to him/herself or others:

Respiratory Illnesses

Chicken Pox **
German Measles
Hemophilus Influenza *
Measles *
Meningococcus *
Strep Throat
Tuberculosis *
Whooping Cough *

Gastrointestinal Illnesses

Giardia Lamblia *
Hepatitis A *
Salmonella
Shigella *

Contact Illnesses

Impetigo
Lice
Scabies

* Reportable diseases that will be reported to the health department by the Center

** If your child has chicken pox, a doctor's note is required stating that the sores have dried and crusted.

Please be responsible and respectful if your child is not feeling well. The health and well being of the children and child care staff is important. Isolation is one of the best ways to prevent the spread of illness. If your child is not well, please keep him/her home.

Payment

Tuition payment is due on the first of every month (if the 1st falls on a weekend day, it is due the Friday before) for the entire month. Credit will not be given for sick days, absences, or holidays. There will be no make-up classes or days swapped for time missed for any reason.

Payments not received by the 5th of the month will result in a \$25 late fee. Payments not received by the 10th of the month will result in exclusion until the balance is paid in full. Payments not received by the 15th of the month will result in automatic withdrawal of your child from the Center.

Payments may be made using a credit card or personal check. To set up method of payment, please see an administrative staff member. There is a \$25.00 service fee for insufficient funds or declined cards. Please include child's name when submitting checks.

If your family is experiencing financial hardship, please consult with the Center's Director. Every attempt will be made to assist you.

Discipline Policy

Positive discipline is used at the YMCA Child Development Center. Positive discipline respects the rights of the child, the group and the adult. The YMCA expects all children in the Center to show respect for their peers, teachers and property.

Our first efforts towards preventative discipline:

- Planning the program to meet the needs of the child
- Having clearly defined rules and limits that are consistent
- Having a well planned daily schedule
- Offering problem solving assistance
- Encouraging feelings of self worth and confidence
- Providing time and space for each child to be alone
- Sharing ownership and responsibility with the children

Positive discipline will be used when intervention is necessary:

- Redirecting the child to a new activity to change focus of behavior
- Providing individualized attention to help the child deal with a particular situation
- Providing alternative activities and acceptable ways to release feelings
- Pointing out natural or logical consequences of their behavior
- Removing the child from the area or activity for a few minutes so that he/she may gain self-control.

Parents/guardians will be notified if inappropriate behavior is interfering with the child's learning and a parent conference will be set up to discuss the problem and potential solutions. Should a child exhibit behavior disruptive of the program or become a danger to him/her or others, the YMCA may ask the child be suspended or expelled from the program. Payment for the time a child is suspended or expelled **WILL NOT** be refunded.

Expulsion Policy

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know 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 why we may have to terminate or suspend a child from this Center:

PARENTAL ACTIONS FOR CHILD'S EXPULSION:

- Failure to pay/habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up you child
- Physical or verbal abuse to staff or program members

CHILD'S ACTIONS FOR EXPULSION:

- Failure to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting (three times in a thirty – day period)

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

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment, appropriateness of activities, supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise positive behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief cool-down time will be given so child can regain control
- Child may lose certain privileges (i.e., if child throws a block, he/she may temporarily lose his/her privilege of using the block center)
- 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 the disruptive behaviors that might lead to expulsion
- The Director/ Associate Director, classroom staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors
- The parent/ guardian 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/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 care (approximately 1-2 weeks notice depending on the risk to other children's/staff's welfare and safety).
- Failure of the child/parent to satisfy the terms of this plan may result in permanent expulsion from the Center.

A CHILD WILL NOT BE EXPELLED:

- If a child's parent/guardian made a complaint to the Office of Licensing regarding the Center's alleged violations of the licensing requirements (1-877-667-9845)
- If a child's parent/guardian reported abuse or neglect occurring at the Center (1-877-652-2873)
- If a child's parent/guardian questioned the Center regarding policies and procedures
- If Center does not provide the parent/guardian an adequate amount of time to make other child care arrangements depending on the risk to other children's welfare and safety.

Late Pick Up Policy

Our hours of operation are 7:00AM – 6:30PM. Preschool Club I ends at 1:00PM and Preschool Club II and III end at 2:00PM. A fee of \$25 will be charged for every fifteen (15) minutes late per child, starting at one minute after the class ends. Parents/ Guardians must sign the late pick up sheet in their child's classroom and a late fee will be added to the next month's tuition. Please note that habitual lateness may result in dismissal from the program.

Emergency Closings Due to Weather

In the event of inclement weather or emergencies, the Center's closing will be announced on WMGQ-98.3FM under school listings as the South Brunswick Family YMCA Child Development Center. A delayed opening means that the Center will open at 10:00AM. Information on closings or delayed openings will be available by 6:15AM on the main phone line 732-329-1150 ext. 200 or ext. 210.

Child Emergency

A staff member who is trained in CPR and first aid is always on duty. A first aid kit is kept in every classroom. In the event of an emergency, parents/guardians will be contacted immediately. If we feel it necessary, we will contact Emergency Medical Service to assist us in first aid procedures or to transport the child to the Princeton Hospital. Should a child have to go to the hospital, a staff member will accompany the child. It is very important to keep your enrollment form updated as this is where we will obtain the emergency information.

Other Emergency Situations

The children's safety is our first concern. Fire drills are conducted monthly to ensure children's familiarity with the procedures. The Center is equipped with fire extinguishers and a fire alarm system. If there is a power failure at the Center and it is determined that it is necessary to close the Center, parents/ guardians will be notified to make arrangements for early pick up for their child.

If an emergency situation develops and it is determined that the building or premises are unsafe, the children will be transported to the Monmouth Junction Elementary School located on Ridge Road in Monmouth Junction. If it becomes necessary to evacuate the area, children will be transported to the Princeton Family YMCA located on Paul Robeson Place in Princeton. Parents/Guardians will be notified of this situation and what arrangements may need to be made to pick up their child. All staff have received Emergency Preparedness training which includes evacuation procedures.

Financial Assistance

The South Brunswick Family YMCA is committed to providing quality programming to all regardless of ability to pay. Financial assistance is available. Scholarships are awarded based on availability, family size, and income. Please contact the Welcome Center for an application or call 1-732-329-1150 ext.200.

The YMCA's Strong Kids Campaign helps to raise money awarded for scholarships. Any family wishing to donate should contact Janet Weyers at 732-329-1150 ext. 218 or janet@southbrunswickymca.org.

Scheduled Closings

The Center will be closed on the following holidays:

- Labor Day
- Thanksgiving and the day after
- Christmas Day
- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Good Friday

The Center will be closed on President's Day and the last week of August for professional staff development and renovations/maintenance work.

Tuition rates are calculated on an annual basis through monthly payments. Tuition fees are not prorated for any closings.

Swimming Lessons

A weekly swim lesson is provided from mid-September to mid-June to all children enrolled full-time in the Pre Kinder Prep and Kinder Prep classes.

** Participation in swim classes requires your child to be potty trained and accident free for 30 days*

Summer Program

All classes run a twelve-month program. All children attending through the summer will be expected to participate in all summer activities, which will require an additional activities fee usually collected by mid-June. A six-week written notice is required to withdraw from the program at any time during the school year.

South Brunswick Family YMCA
Child Development Center
School Calendar
2009-2010

<i>September 7</i>	<i>Center Closed – Labor Day</i>
<i>September 8</i>	<i>First Day of School</i>
<i>October (TBA)</i>	<i>Back to School Night (Parents/Guardians Only)</i>
<i>October 30</i>	<i>Halloween Parade (3:30PM)</i>
<i>November 19</i>	<i>Family Feast (6:30 – 8:00PM)</i>
<i>November 26 & 27</i>	<i>Center Closed – Thanksgiving and the day after</i>
<i>December 24</i>	<i>Center closes at 12:00PM – Christmas Eve</i>
<i>December 25</i>	<i>Center Closed – Christmas Day</i>
<i>December 31</i>	<i>Center closes at 12:00PM – New Year’s Eve</i>
<i>January 1</i>	<i>Center Closed – New Year’s Day</i>
<i>February 15</i>	<i>Center Closed – President’s Day (Teacher In-Service)</i>
<i>April 2</i>	<i>Center Closed – Good Friday</i>
<i>May 7</i>	<i>Mother’s Day Celebration</i>
<i>May 31</i>	<i>Center Closed – Memorial Day</i>
<i>June 18</i>	<i>Father’s Day Celebration</i>
<i>June (TBA)</i>	<i>Moving Up Ceremony</i>
<i>August 30-Sept 3</i>	<i>Center Closed – Teacher In-Service/Classroom Preparation</i>



South Brunswick Family YMCA

We build strong kids,
strong families, strong communities.

Address and Contact Information

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