



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**



**Before & After School Care**  
**THE GREATER MORRISTOWN YMCA**  
**2023/2024 School Year**

**BEFORE SCHOOL CARE**  
Mountain Way School (Morris Plains)

**AFTER SCHOOL CARE**  
Mountain Way School (Morris Plains)  
Borough School (Morris Plains)

REVISED JUNE, 2023

# WELCOME TO Y-KIDS 2023/2024 SCHOOL YEAR!

## Fees & Hours

**Before School Care** is offered Monday through Friday, from 7am-8:20am, and is held at Mountain Way School in Morris Plains, NJ. This program is for children ages K-6<sup>th</sup>. Grades 3<sup>rd</sup>-6<sup>th</sup> will be bused to Borough School.

Before Care	Monthly Fee	Deposit Required
5 days/week	\$180	\$180
4 days/week	\$165	\$165
3 days/week	\$145	\$145

Extra before care days are available for \$20/day.

**After School Care** is offered after school Monday through Friday until 6pm, and is held at both Mountain Way and Borough Schools in Morris Plains, NJ. This program is for children ages K-6<sup>th</sup>.

After Care	Monthly Fee	Deposit Required
5 days/week	\$380	\$380
4 days/week	\$355	\$355
3 days/week	\$300	\$300

Extra after school care days are available for \$40/day.

All scheduled ½ days are included in the After School Care monthly fee.

**DEPOSITS ARE NON-REFUNDABLE AND WILL BE APPLIED AUTOMATICALLY TO JUNE 2024 FEES.**

**IF FINAL MONTH IS NOT JUNE, THEN 1 MONTH WRITTEN NOTICE OF WITHDRAWAL IS REQUIRED FOR DEPOSIT TO BE APPLIED TO YOUR CHILD'S LAST MONTH.**

### YMCA PROGRAM POLICIES:

- Online Registration ONLY (no paper enrollments)
- Universal Health Forms and Immunization Forms must be received August 1st, 2023. Forms must be current or they will not be accepted.
- Failure to pay will result in your child's expulsion from our program and prevent them from registering in any YMCA programs until payment is received in full.

### DATES OF SERVICE:

The Y-Kids Program begins on the first day of school. There will be no program provided on site when the school is closed except for scheduled half days.

### MEMBERSHIP:

A valid Greater Morristown YMCA membership is required for enrollment in the program. The membership fee is in addition to the program costs. The minimum membership required is a Childcare Membership that is limited to Childcare programs and costs \$75.00 annually. For additional membership information, please contact the Member Services Desk at 973.267.0704.

### REGISTRATION FEE:

At the time of enrollment, a non-refundable registration fee of \$30.00 per child, plus one month's deposit and a completed set of registration forms will be required.

## POLICIES & INFORMATION

### PAYMENT OF FEES:

Monthly fees are invoiced around the 20th of the previous month, from September through May. For those paying via autopay, payments are automatically taken the last day of the previous month. Otherwise, payments are due on the 1<sup>st</sup> day of each month. Accepted methods of payment include check, money order, or credit card (Visa, Mastercard, American Express, or Discover). Checks and money orders are payable to the **Greater Morristown YMCA**. Credit card payments can be automatically taken each month through Procure. A \$35.00 late fee will be applied to the account for payments received after 1<sup>st</sup>. If habitual late payments occur, parents will be asked to withdraw their child from the program and the deposit will not be refunded.

# POLICIES & INFORMATION CONTINUED...

## **SCHEDULE CHANGES:**

Any changes made in the child's days of attendance must be submitted to the Director by the parent/guardian in writing, by the **15<sup>th</sup> of the month** for the following month. The Director must approve all requested schedule changes. If an additional day is requested and approved, payment must be received on or before the date requested. Please note that substitutions on a week-by-week basis are not permitted.

## **ABSENCE:**

If your child is absent from school for the day, the Director must be notified by 1:00pm. If child is picked up from school early or is walking home, it is the parent's responsibility to notify the Site Supervisor by 1:00pm. Monthly fees will not be reduced due to absence from a regularly scheduled day of attendance or from sickness. Also, monthly fees will not be reduced for vacation time taken during the school year.

## **CHILD PICK-UP:**

All children are to be picked up by 6:00pm. Any parents/guardians detained or otherwise unable to pick up their child must contact the YMCA as soon as possible. Children will only be released to individuals listed upon enrollment forms. All parents/guardians must sign out the child before leaving the facility. Parking is to be in designated areas only when coming into the facility to pick up the children. Parking in no-parking zones is subject to local ordinances.

## **LATE PICK-UP:**

A **\$25.00** late fee will be charged for each 15-minute period or portion thereof after the 6:00pm pick-up time. This late fee will be automatically billed to your monthly account. If children are not picked up by 7:00pm, and if YMCA is unable to contact the parent/guardian, it must be reported to the Department of Children and Families (DCF) and the Office of Licensing (OOL) by the YMCA. If a parent/guardian is continually late, the Director may ask that the child be withdrawn from the program.

## **HOLIDAYS, VACATIONS, & EMERGENCY CLOSINGS:**

Fees will not be reduced for holidays, planned closures (ie: the week between Christmas and New Year's Day), vacations, and emergency closures. Please refer to your center's/program's individual holiday's, and scheduled closings.

## **SCHOOL HOLIDAYS & VACATION WEEKS:**

On school holidays and vacation weeks, "Adventure Days" may be offered at the Greater Morristown YMCA's Y-Zone Youth Annex, located at 25 Saddle Road in Cedar Knolls. Space for Adventure Days is limited, with enrollment on a first-come, first-served basis.

## **SCHOOL HOLIDAYS & VACATION WEEKS CONTINUED:**

A minimum number of children are required for the program to run. Adventure Days are recommended for grades K-6<sup>th</sup>. Advanced sign-up and payment by the Thursday prior is required. Please call the Member Services Desk for more information at 973.267.0704. Children enrolled in the Morris Plains Y Kids After Care Program will receive a discount. Registration can be completed online.

We follow the **Morris Plains School District** Calendar. Please visit their website for more information.

## **INCLEMENT WEATHER / EMERGENCY CLOSURES:**

When schools are closed due to inclement weather (either for full day or early dismissal), the YMCA After School Program will be cancelled at all sites. Monthly fees will not be reduced for emergency closures taken during the school year. There are **NO REFUNDS** due to mandatory quarantines or closures.

## **WITHDRAWAL:**

If parents/guardians decide to withdraw a child(ren) from the Y-Kids After School program, notification in writing must be submitted to the Director at least 1 month prior to withdrawal. **In every case, the enrollment fee is non-refundable.**

## **SCHOLARSHIP:**

If a family qualifies for financial assistance, it will be based upon information and documentation provided in the scholarship application. Notice of any changes in the application information is required by the parent/guardian within ten days. Periodic updates of the application are required at a minimum of 12 months, but may be required more frequently. Failure by the parent/guardian to report any increases in personal income may result in forfeiture of scholarship. The ability of the YMCA to provide scholarships is based upon funding from a variety of sources, and any change in the availability of those sources may increase the monthly fee.

## **BABYSITTING:**

It is the Greater Morristown YMCA's policy that all employees must not compromise their professionalism by babysitting for any children actively enrolled in the Y-Kids program. This encompasses transportation of children to and from the Y-Kids facilities, as well as care for children in homes. Any violation of this policy may result in immediate termination of the Y-Kids staff individual involved and the family will be removed from the program.

# POLICIES CONTINUED:

## CODE OF BEHAVIOR:

Our goal at the Greater Morristown YMCA is to make this a fun and rewarding school year for all those involved. To do so, all children in the Y's Before and After School Program are expected to abide by the following guidelines:

- All children will respect and abide by all YMCA rules, regulations, and core values: **Caring, Honesty, Respect, and Responsibility.**
- Foul language, verbal or physical harassment will not be tolerated. This includes: name-calling, teasing, bullying, hitting, kicking, biting, pushing, etc.
- Hitting, kicking, biting, spitting on staff is unacceptable. All children will be sent home if this behavior occurs. If it continues, the child will be removed from the program completely.
- Any personal belongings, unrelated to our program or school, will be confiscated and returned to the parent at the end of the day.
- Remember, we are guests of the Morris Plains Schools; we are to treat the ground, equipment, staff, members, and all facilities with care and respect. All children will keep their belongings organized and in their own bag. All garbage will be properly disposed of.
- Weapons of any kind are prohibited! If a child brings a weapon to the Before/After School Program, it will be taken away and their parents will be called, and the School Administration will be notified. The YMCA will take the appropriate action and the child will be sent home after an incident. If the child is permitted to return to the program, their backpack and pockets will be subject to inspection. If a weapon is found, the child will be expelled from the program.
- Students must stay with our staff. Wandering away from your specific group is unacceptable and will not be tolerated.
- The safety and well-being of all children is our top priority. All children are expected to listen and speak respectfully to the staff. Running away and refusing to follow directions will be communicated to the child's parents/guardians.
- Communication between staff and children (as well as their families) is essential. The only way we can solve a problem is if we know about it. Please feel free to present any comments or questions to the YMCA Staff.
- The YMCA Administration reserves the right to dismiss any child who does not meet the Greater Morristown YMCA Before/After Care Program Code of Behavior Guidelines.

## DISCIPLINARY PROCEDURES:

In order to ensure every child's full enjoyment of the program, the following **DISCIPLINARY PROCEDURES** will be used to discourage negative behavior and encourage positive ones.

### IN THE EVENT OF A DISCIPLINE PROBLEM WITH A CHILD, THE STAFF SHALL:

1. Speak to the child to determine the nature of the problem. Identify appropriate behavior.
2. Try to eliminate the problem by setting the stage for appropriate behavior.
3. Explain why the behavior is not appropriate and intervene to diminish problem behavior.
4. If the discipline problem continues, the Director will notify the parents and an appointment will be made to discuss the situation.
5. "Time out" is only used as an understanding period; not as a restraining period. This is used only to help children understand they cannot hurt other children. It also makes children aware of wrongdoing.

### UNDER NO CIRCUMSTANCE SHALL A CHILD BE:

1. Deprived of food
2. Isolated
3. Subjected to corporal punishment or verbal abuse.

In the event that the child should continue to be unable to participate according to the established Code of Behavior, the child will be suspended from the program. Re-entry is dependent on a satisfactory interview with the Director and at least one day's suspension. If the problem continues, the child will be expelled from the program. Payment for suspended days is non-refundable.

### GUIDELINES FOR POSITIVE DISCIPLINE:

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do.

# POLICIES CONTINUED:

You can use positive discipline by planning ahead:

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

You can use positive discipline by intervening when necessary:

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

You can use positive discipline by showing love and encouragement:

- Catch the child being good. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.
- Provide positive reinforcement through rewards for good behavior. Use encouragement rather than competition, comparison, or criticism.
- Overlook small annoyances, and deliberately ignore provocations.
- Appreciate the child's point of view.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating, or frightening treatment or any other form of emotional punishment of children
- Engaging in or inflicting any form of child abuse and/or neglect
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep
- Requiring a child to remain silent or inactive for an inappropriately long period of time

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

## EXPULSION/SUSPENSION POLICY

Unfortunately, sometimes there are 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(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the program:

### IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions toward staff members
- Parent exhibits verbal or physical abuse to staff

### 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 your child
- Verbal or physical abuse to staff

### CHILD'S ACTIONS FOR EXPULSION

- Failure of child to adjust after a reasonable amount of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Biting
- Bullying

# POLICIES CONTINUED:

## SCHEDULE OF EXPULSION

- If the directors see the child/parent's actions as cause for immediate expulsion, a parent will be required to pick up the child immediately.
- If the child's actions are not deemed to require immediate expulsion, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. The verbal and written warning is meant to give a period of time so that that parent/guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion.
- No timeline will be given if the child's/parent's actions are considered to require immediate expulsion.

## A CHILD WILL NOT BE EXPELLED (AS THE PRIMARY PURPOSE) IF A CHILD'S PARENT(S):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements
- Report abuse or neglect occurring at before or aftercare
- Questioned the center regarding policies and procedures
- Without giving the parent sufficient time to make other childcare arrangements.
- A child may still be expelled if they or their parents violate our Code of Conduct, or violate our Expulsion/Suspension Policy.

## PARENT/STAFF INTERACTIONS:

As we have an open door policy, we do ask that the programming not be disrupted. If you would like to meet with the Director or Site Supervisor regarding any issues or concerns, please request a time in advance so we can ensure proper coverage and a private space to speak. All families and children in the program will be treated with respect and dignity. In return, we expect the same from all of our families.

**We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your child from our care.**

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

- Staff will try to redirect child from negative behavior
- Staff will reassess after/before care environment, appropriate activities, and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise appropriate behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- Child will be given time to regain control.
- 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, appropriate staff, and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

## METHODS OF PARENTAL NOTIFICATION:

- Parents have a right to daily information regarding their child's time at the YMCA
- We will notify parents of accidents/incidents in a timely manner
- We will offer times to conference regarding child's progress, support, IEP notification
- We will notify parents of staff changes
- We will provide Licensing information upon request
- We will notify parents of events, changes in scheduling, fees, program changes in a timely manner.
- We will provide paperwork in parent's native language, upon request
- Staff will be considerate and respect the rights of families and maintain privacy and confidentiality at all times (except as required by New Jersey laws)

# POLICIES CONTINUED:

## **MEDIA POLICY (DVD/COMPUTER VIEWING POLICY):**

The Y Kids After School Program provide an activity focused environment. We follow the recommendations established by the American Academy of Pediatrics, which found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. As such, children who are in our care for 4 or more hours, screen time will be limited to 60 minutes per week. Movies will only be used, if necessary, on early dismissal days or on special occasions/holidays. Children in our care will be offered quiet activities at tables in lieu of watching the movie. Computer use is limited to 15-minute increments per child, unless the computer is being used for homework. All computer use will be monitored by the Y Kids Staff and only computers provided by the school may be used. All outside electronics are prohibited from being used during Y-time. The schools have built-in firewalls which safeguard the children's usage and viewing ability. Computer use only pertains to the children at Borough School.

## **SOCIAL MEDIA POLICY:**

It is the policy of the Y Kids After School Program that the posting of confidential and identifying information about the children, parent, or staff of the program on ANY social media site (Facebook, Twitter, Instagram, Snapchat, etc.) is strictly prohibited. Any violation of this policy may result in your family's immediate expulsion. All photographs of the children are to remain in the possession of the center or the child's legal guardian. The use of cell phones and cameras to photograph any child other than your own is strictly prohibited.

## **POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES:**

If a child exhibits any of the following symptoms, the child should NOT attend the center. If such symptoms occur at the center, the child will be removed from the group, and parents will be called to take the child home:

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 °Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center unless contradicted by local health department or Department of Health.

## **EXCLUDABLE COMMUNICABLE DISEASES:**

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. These diseases include:

- Respiratory
- Gastrointestinal
- Contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has Chicken Pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

Children with lice **must be nitfree** in order to return to our program.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

## **COMMUNICABLE DISEASE REPORTING GUIDELINES:**

Some excludable communicable diseases must be reported to the Health Department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at:

[http://www.nj.gov/health/cd/documents/reportable\\_disease\\_magnet.pdf](http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf)

We have included this document on the next page for your information.

# Quick Reference



## Reporting Requirements for Communicable Diseases and Work-Related Conditions



(see New Jersey Administrative Code Title 8, Chapters 57 and 58)

**Communicable Disease Service  
Disease Reporting Requirements and  
Regulations can be viewed at:**  
<http://nj.gov/health/cd/reporting.shtml>



**Health care providers required to report:** physicians, advanced practice nurses, physician assistants, and certified nurse midwives.

**Administrators required to report:** persons having control or supervision over a health care facility, correctional facility, school, youth camp, child care center, preschool, or institution of higher education.

**Laboratory directors:** For specific reporting guidelines, see NJAC 8:57-1.7.

### CONFIRMED or SUSPECT CASES TELEPHONE **IMMEDIATELY** to the LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)

Cases should be reported to the **local health department** where the patient resides. If patient residence is unknown, report to your **own** local health department. Contact information is available at: [localhealth.nj.gov](http://localhealth.nj.gov).

If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

### REPORTABLE **WITHIN 24 HOURS** OF DIAGNOSIS to the LOCAL HEALTH DEPARTMENT

- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute, perinatal and chronic infections, and pregnant women who have tested positive for Hep B surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate-level resistance (VISA) or high-level-resistance (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

### REPORTABLE DIRECTLY to the NEW JERSEY DEPARTMENT OF HEALTH

**Hepatitis C**, acute and chronic, newly diagnosed cases only  
**Written report within 24 hours**

**HIV/AIDS**  
**609-984-5940 or 973-648-7500**  
**Written report within 24 hours**

- AIDS
- HIV infection
- Child exposed to HIV perinatally

**Sexually Transmitted Diseases**  
**609-826-4869**  
**Report within 24 hours**

- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital

**Tuberculosis** (confirmed or suspect cases)  
**609-826-4878**  
**Written report within 24 hours**

**Occupational and Environmental  
Diseases, Injuries, and Poisonings**  
**609-826-4920**  
**Report within 30 days after  
diagnosis or treatment**

- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

July 2013

[www.nj.gov/health/cd](http://www.nj.gov/health/cd)



# **POLICIES CONTINUED:**

## **CHILDREN WITH SPECIAL NEEDS:**

**THE GREATER MORRISTOWN YMCA CHILDREN'S CENTERS' PROGRAMS DO NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN ADMISSION TO ITS PROGRAMS, SERVICES, OR ACTIVITIES, IN ACCESS TO THEM, IN TREATMENT OF INDIVIDUALS WITH DISABILITIES, OR IN ANY ASPECT OF THEIR OPERATIONS.**

Our *child care centers programs* recognize that historically, children with special needs have been provided preschool, after-school, and child care programs in segregated settings, separate and apart from other children receiving these services or care.

With the Americans with Disabilities Act, and legislation passed in 1976 PL 94-142 and in 1990 PL 101-476 and PL 99-457 (for children age 3-5), children with Special Needs were to be incorporated with children without disabilities.

This legislation mandated a free, appropriate public education for all children with disabilities and special needs, irrespective of the degree of disability, with the aim of offering services to as many children as possible in "the least restrictive environment."

**DUE TO LIMITED RESOURCES, WE RESERVE THE RIGHT TO LIMIT THE NUMBER OF SPECIAL NEEDS CHILDREN IN ANY GIVEN GROUP.**

As you consider placing your child in one of The Greater Morristown YMCA child care centers' programs, please consider the following:

- Our child/staff ratios are based on the number of children enrolled who do not have Special Needs. Extra staff may not be available to provide the one-on-one care your child may need. If you and/or your school district wish to provide an aide for your child, that information will be taken into consideration.
- Transitions, especially in the School Age area, are frequent. Children are expected to be able to come in from school, place belongings in their locker, go to their homeroom, and then make choices with minimal supervision. Staff are on duty as hall monitors, and every classroom does have a staff member present. In the Preschool area, children are beginning to experience a less structured environment. While teachers are always present, children are expected to be able to handle "Activities of Daily Living" with minimal assistance.
- Children must display developmentally appropriate Activities of Daily Living; i.e., children must be toilet trained to be in our Preschool area and must be able to feed themselves in our Toddler area. As stated above, an aide may be provided by you and/or the school district to assist the child in these activities.
- The Greater Morristown YMCA *child care centers' programs*, in compliance with the above legislation, need the assistance of the parents/guardians of children with Special Needs to provide those children with positive, appropriate care. In order to provide this care, we are requesting that you fill out the following information. All requests for child care for children with Special Needs are considered on a case by case basis. A conference must be scheduled with the Executive Director of Child Care; and the site director before your child is enrolled. In order to provide appropriate care for your child, we are also requesting a current copy of your child's IFSP or IEP. Documentation of Special Needs and Medical information will be kept in confidence, and only those individuals who need to know this information will be allowed access to it.

# INFORMATION TO PARENTS:

## DEPARTMENT OF CHILDREN AND FAMILIES OFFICE OF LICENSING

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

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

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

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

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint OOL/Information to Parents/May 2019 Page 2 of 2 investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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

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

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available.

# INFORMATION TO PARENTS:

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

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

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292- 04 22 or go to <https://www.nj.gov/dcf/families/childcare/InfoParents.pdf>

## Important Contact Information:

### Mountain Way School

205 Mountain Way  
Morris Plains, NJ 07950  
973.538.0339 School Phone  
973.476.8903 Y-Kids Cell Phone

### Borough School

500 Speedwell Avenue  
Morris Plains, NJ 07950  
973.538.1650 School Phone  
973.476.6345 Y-Kids Cell Phone

### The Greater Morristown YMCA

79 Horsehill Road  
Cedar Knolls, NJ 07927  
973.267.0704 YMCA Main Phone

### Questions about enrollment or payment?

**Please contact the registrar at:**  
[registrar@morristownymca.org](mailto:registrar@morristownymca.org)

### For all other inquiries and questions, please contact Ashley Nimmo:

[973.610.1669](tel:973.610.1669) ext. 16  
[a.nimmo@morristownymca.org](mailto:a.nimmo@morristownymca.org)

**WE WISH YOUR CHILD A  
SAFE, HAPPY,  
AND HEALTHY  
YEAR AT OUR PROGRAM!**