



2011-2012 School Year

Dear YWCA ASP Parent/Guardian,

Welcome to the YWCA After School Program. Please take time to carefully read and review the enclosed documents and *Parents' Handbook* (please retain for your reference throughout the year). For those students who will be returning to our ASP, a new registration packet must be completed and returned to the YWCA Membership Office. **Completed registration forms, first month's payment plus one month's security deposit (last month's payment), and a YWCA membership fee of \$35 must be received by August 25 if you want your child to start the first day of school.** See our registration on the reverse side for more information. Just a reminder: enrollment is based on a first-come, first-served basis. Missing information can result in delay of your child starting the program.

REGISTRATION INFORMATION

Registration is not complete unless the following forms are completed in full and submitted.

Below is a checklist to help make sure you have completed all the necessary forms.

- ASP registration form and payment (first month's payment and one month's security deposit (last month's payment) and the \$35 YWCA membership fee). ASP registration form must be an original form; faxed copies will not be accepted.
- A photo of the child with parents/guardians
- YWCA membership form—must be returned with registration form
- Payment options form—used to pay by credit card or out of your bank account
 - 1) You must set up the monthly tuition to be paid by credit card OR have the tuition taken out of your bank account the first of each month.
 - 2) You are paying the first payment with a credit card.
- Parents' Handbook* sign-off form

If you have any questions, please call the ASP office at 609-497-2100, ext. 327. We are looking forward to an exciting new year and welcome your interest and participation as we work together to make the YWCA After School Program a positive and rewarding experience for each child.

Sincerely,

Tara O'Shea
Director of Youth Program

membership application

YWCA Princeton • 59 Paul Robeson Place • Princeton, NJ 08540 • Tel (609) 497-2100 • Fax (609) 924-8644 • www.ywcaprinceton.org

applicant info

Member/Parent First Name _____ MI _____ Last Name _____

Home Addr _____ City _____ St _____ Zip _____

Birthdate (mm/dd/yyyy) _____ Male / Female _____ Primary Email _____

Phone _____ circle one home work cell _____ circle one home work cell

Employer/School _____ Email (work/school) _____

Occupation _____

+ Emergency Contact Name _____ Relationship _____ Phone _____ circle one home work cell

membership

Annual Membership Type New Member Renewing Membership

Youth (<18)..... \$35 Family \$90

College Student \$40 Friend (Individual).... \$150

Adult..... \$50 Friend (Family) \$200

Senior (62+)..... \$35 Single Term (3 mos).. \$25

Office Only

Member # _____

Key Tag ID _____

App Date _____

family memberships

If this is a family membership, please complete the following:

Spouse's Name _____ Birthdate _____ Male / Female _____

Spouse's Email _____ Phone _____ circle one home work cell

Child's Name (first and last)	Gender (M/F)	Birthdate (mm/dd/yyyy)
1.		
2.		
3.		

Use additional form if more than three children.

payment

MasterCard VISA Discover Check Cash

Card Number _____

Name on Card _____

Expiration Date _____ 3 digit code on back _____

X Signature _____

Membership fee _____

Total Amount _____

Membership # _____

Today's Date _____



membership application

This information is optional but important to the YWCA Princeton, our funders, and in making grant requests.

- | | | |
|-------------------------------------------------|---------------------------------------------------------|--------------------------------------|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> South Asian |
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Other |
| <input type="checkbox"/> Caucasian/White | <input type="checkbox"/> Native Hawaiian/Pacific Island | |
| <input type="checkbox"/> Southeast Asian | <input type="checkbox"/> Arab/Middle Eastern | |

How did you learn about the YWCA Princeton? _____

CONDITIONS OF MEMBERSHIP

All members are required to present a valid membership card for identification while at YWCA facilities and at special programs. Membership privileges and cards are not transferable, remain the property of the YWCA Princeton and must be returned upon request. YWCA membership is not refundable and nontransferable. The YWCA reserves the right to revoke the membership of or deny membership to anyone not in good standing.

INFORMED CONSENT/LIABILITY WAIVER AGREEMENT

I am an adult over 18 years of age and wish to participate in YWCA activities. In addition, I give my children permission to participate in YWCA activities. I understand that even when every reasonable precaution is taken, accidents can sometimes still happen. I understand and acknowledge that I release the YWCA and its staff members from all liability for any injury, loss, or damage connected in any way whatsoever to my or my children's participation in YWCA activities, whether on or off the YWCA premises. I understand that this release includes any claims based on negligence, action or inaction of the YWCA, its staff, directors, members, volunteers, and guests. I hereby for myself, children, heirs, executors, and administrators waive release and forever discharge any and all right and claims for damages.

I understand I am responsible for monitoring my own condition and should any unusual symptoms occur, I will cease my participation and inform the instructor of the symptoms. By signing, I affirm I understand the nature of the programs and agree to assume all associated risks.

By signing, I agree I am voluntarily signing this authorization and release. I have read this form and grant permission for each child listed to participate in any and all activities provided by the YWCA Princeton and its affiliates.

X **Signature***: _____ **Print Name*** _____
**If under 18 years of age, a parent or guardian signature is required*

By signing below, I also give permission for myself and my children, whether members or not, to be photographed for use by the YWCA Princeton in advertising, media, promotions and communications, including social and internet media, brochures, presentations, advertisements, and including but not limited to TV, publications, and newspapers.

X **Signature*** _____

form 07.12.2011

Welcome to the YWCA Princeton Family!



after school program payment options form 2011-2012

You will not receive a monthly bill. Payments are due by the first of the month and may be paid as follows:

- CHECK** - Payments can be mailed to the YWCA Princeton After School Program (ASP) in payment envelopes available at all ASP sites. Please ensure you are using envelopes for the current year.
 - If you require a receipt or a completed reimbursement form, you must enclose a self-addressed, stamped envelope with your payment.
- BANK DRAFT** - Funds can be transferred electronically from your checking or savings account to the YWCA ASP on the first business day of each month.
 - If you require receipts, you must provide us with ten self-addressed, stamped envelopes.
- CREDIT CARD** - Payments can be charged automatically to your Visa or Mastercard on the first business day of each month.
 - If you require receipts, you must provide us with ten self-addressed, stamped envelopes.

PLEASE NOTE: YOU MUST COMPLETE A NEW FORM FOR THE NEW SCHOOL YEAR, EVEN IF YOU HAVE USED THE BANK DRAFT or CREDIT CARD OPTION IN THE PAST.

Automatic payment commences with child's second monthly tuition payment. First month's payment must be made by cash, check, or credit card and must include \$35 YWCA membership fee.

If you have any questions, contact the Registration Office at 609-497-2100, ext. 311.

DRAFT AUTHORIZATION		
Type of account:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Name or names on account _____		
Routing number _____ <small>(the first 9 digits on bottom of check)</small>	Account number _____ <small>(the middle 9 or 10 digits on bottom of check)</small>	
PLEASE ATTACH A VOIDED CHECK		
Child(ren)'s name(s): _____		School(s): _____
I hereby authorize the YWCA Princeton After School Program to initiate electronic funds transfer from my bank account for my child(ren)'s tuition, on the first business day of each month, from October 2011 through June 2012. First month's payment must be made by cash, check, or credit card and must include \$35 YWCA membership fee.		
Signature: _____		Date: _____

CREDIT CARD AUTHORIZATION		
Type of card:	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa
Name as it appears on card _____		
Billing address for this card _____		Zip Code _____
Card number: _____	Exp. Date: _____	Verification number* _____
*Verification # is located in the signature block on the back of card. It is the 3-digit code after your card number.		
Child(ren)'s name(s): _____		School(s): _____
I hereby authorize the YWCA Princeton After School Program to charge my credit card for my child(ren)'s tuition on the first business day of each month, from October 2011 through June 2012. First month's payment must be made by cash, check, or credit card and must include \$35 YWCA membership fee.		
Signature: _____		Date: _____

ywca princeton before and after school program registration form

Start Date _____ **(ASP Office Only)**

School _____

student information

_____ / ____ / _____
 Last First Age Grade Birthdate Sex

 Street Address City State Zip Code

2011-2012 tuition schedule Please check (✓) all that apply.

Before School Program – MMS and RV only (7:15am -8:00 am)

1-5 days per week \$130 per month

After School Program – CP, RV and MMS (3:00pm-6:00 pm)

Full-time: 4-5 days per week \$300 per month

Full-time: 4-5 days per week, 2nd child \$290 per month
Days attending (circle) M T W TH F

Part-time, 2-3 days per week \$210 per month
Days attending (circle) M T W TH F

Before School Program – OHES and VES only (7:15am-9:20 am)

1-5 days per week \$235 per month

After School Program – OH and VES (3:50pm-6:00 pm)

Full-time: 4-5 days per week \$235 per month

Full-time: 4-5 days per week, 2nd child \$225 per month
Days attending (circle) M T W TH F

Part-time, 2-3 days per week \$150 per month
Days attending (circle) M T W TH F

After School Program –Rockbrook (2:30pm-6:00pm)

Full-time: 4-5 days per week \$325 per month

Part-time, 2-3 days per week \$225 per month
Days attending (circle) M T W TH F

5-Day Pass (See Parents' Handbook) \$175 per month

Payment

Tuition for month of _____ \$ _____

Deposit (equal to one month's tuition) \$ _____

YWCA membership \$ 35

Total amount paid \$ _____

ywca princeton before and after school program registration form

I am enrolling _____ in the YWCA
Name of student

Princeton Before/After School Program at _____
(Circle each that applies) Name of school

Method of payment each month:

___ Automatic payment from bank account or credit card on the first of each month (*payment options form must be completed and returned with registration form*)

___ Will send in payment by the first of each month

Person responsible for tuition payments _____.

Enrollment, which is on a first-come, first-served basis, is completed **upon receipt of the required forms** including a photo ID (parent/child) and full payment (**one month's tuition + one month security deposit + YWCA membership fee of \$35**). Security deposit will be used for June payment.

Tuition payments are due on the first of each month. **The YWCA does not send out invoices.** Full payments are due for each month including those months that have fewer school days. We do not pro-rate tuition fees. Payments may not be dropped off at the ASP sites. For convenience, payment envelopes will be available at each of our ASP sites. Payments received after the 5th of the month are considered late. Accounts 60 days past due will result in suspension from the program until balance is paid in full - this includes late pick-up fees. I understand that in the event of non-payment, I am responsible for all costs of collection. (*Please see more details on page 14 in the Parents' Handbook.*)

Your signature indicates acceptance of all policies and regulations of the YWCA Princeton ASP as outlined in this contract and the Parents' Handbook.

Parent/guardian signature

Date

- I have received the YWCA Princeton After School Program Parents' Handbook, which includes the Management of Communicable Diseases and the Information to Parents from the Bureau of Licensing in the Division of Family and Youth Services (DYFS).

The Parent Handbook has fully informed me about the policies and procedures of the Before and After School Program. Among other topics, I have now been informed about the policies and procedures of discipline; homework; the release of children; tuition, fees, and payment structure; communicable diseases; administration of medication and medical emergencies, child abuse reporting, attendance; late pick-up fees; and termination from the program. In addition, the handbook also provides me with important After School Program phone numbers and the names of the administrative staff. This handbook will serve as a quick reference source to answer questions on policies and procedures.

Parent/guardian signature

Date

ywca princeton before and after school program registration form

family information/communication

In the event the need arises to contact parents/guardians, indicate who is to be called first. For weather or emergency closing procedures, you will receive an email and a telephone call.

1. Parent/guardian's Name _____

Home Number _____ Cell Number _____

Work Number _____ Employer _____

Email address _____

(Please print clearly.) We are using emails to send out information and communicate with you.

2. Parent/guardian's Name _____

Home Number _____ Cell Number _____

Work Number _____ Employer _____

Email address _____

(Please print clearly.) We are using emails to send out information and communicate with you.

3. Emergency Contact (When parents/guardians cannot be reached.)

Name _____ Relationship _____

Home Number _____ Cell Number _____

Work Number _____

4. Emergency Contact (When parents/guardians cannot be reached.)

Name _____ Relationship _____

Home Number _____ Cell Number _____

Work Number _____

ywca princeton before and after school program registration form

Family unit:

Parents together Separated Divorced Widowed Single

Child lives with:

Both parents Mother Father Guardian(s)

Is there a court order protecting the custody of this child? Yes No

If yes, a copy of the court order must be included with this registration.

Other members of household:

_____ Age _____

_____ Age _____

_____ Age _____

release to pick up children (other than parents)

Please list two local adults, other than parents, who can pick up your child if you are delayed or if there is an emergency. This information is MANDATORY. Head site supervisors will not release a child to any person not listed below unless the parent either calls the Head Site Supervisor OR sends a note to the ASP. Identification will be required to be presented to staff for anyone that staff is unfamiliar with. If you are delayed and you do not notify the Head Site Supervisor nor you fail to contact any of the people listed below, this may result in the local police or DYFS being contacted. You may at any time, update your list of Emergency Contacts and Authorized People by contacting the ASP office. (*See page 12 in the Parents' Handbook for more details.*)

List two adults, other than parents, who have the authority to pick up your child if you are unable to do so:

Name	Relationship	Telephone Number
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Name	Relationship	Telephone Number
------	--------------	------------------

ywca princeton before and after school program registration form

statement of health

I do declare that the child named on this contract is in good health and is able to participate in all activities offered at the before and after school programs.

medical release

I am the legal guardian of _____ who is, with my permission, a participant in an activity sponsored by the YWCA Princeton. In the event that I am not in attendance when emergency medical treatment may be necessary, I hereby authorize a representative of the YWCA Princeton to engage qualified medical personnel to initiate any necessary medical treatment or care. It is understood that I will be notified first in the event of an accident. Should I not be available, the emergency contact listed on my child's registration will be notified.

I understand that if medical care is provided by a physician and/or hospital, these expenses will be covered by my family health insurance. If my child is not covered by insurance, I will contact the After School Program Office.

Insurance company _____ Policy # _____

Name of child's physician _____ Phone # _____

information about your child

Inform us about your child (allergies, hyperactivity, vision, speech or hearing disorders, asthma, physical limitations, social or emotional problems) to help our teachers work with her/him. Failure to inform us of behavioral problems can result in your child's dismissal.

Please list below all medications your child takes on a daily basis.

administration of medicine

Before and After School Program staff do not administer any medication to the students. If your child needs to take medication during Before and After School Program hours, YOU must make other arrangements. Students may not carry their own or other medication to the program. Students are permitted to store an inhaler for asthma or an Epi-Pen at the site, provided the inhaler and/or Epi-Pen is in its original box with instructions and a prescription label.

Parent/guardian signature **Date**

ywca princeton before and after school program registration form

Name of child

Permission to:

Photograph

- Yes, I give permission for my child's photograph to be taken for use by the YWCA Princeton in all YWCA publications and for release to local newspapers.
- No, I do not want my child to be photographed.

Videotaping

- Yes, my child may participate in videotaping for recreational purposes only.
- No, I do not want my child to be videotaped.

Blanket Permission for Walking Trips

- Yes, I give my child permission to participate in walks around the school's neighborhood.
- No, I do not want my child to go on walks.

Parent/guardian signature

Date

a completed registration includes:

- ✓ Registration Form - an original registration form must be received; faxed copies cannot be accepted. **Please be sure to sign ALL FOUR areas where directed**. Payment must be included.
- ✓ YWCA Membership Form - your child must have a YWCA membership which will be valid through 6/30/2012. Payment must be included.
- ✓ Photo of child with parents/guardians for identification purposes.
- ✓ Payment Options Form - if you are paying registration fees with a credit card, and/or you want to set up a recurring deduction from your account.

Missing Information will delay your registration

Registrations are to be dropped off or mailed to:

YWCA Princeton
59 Paul Robeson Place
Princeton, NJ 08540
Attention: Membership Office

Hours - Mon., Tues., Thurs., and Fri. 8:30 am-6 pm;
Wed. 8:30 am-8 pm; Sat. 8:30 am-12:30 pm



after school program

parents' handbook 2011-2012

**eliminating racism
empowering women**
ywca
princeton

YWCA Princeton
59 Paul Robeson Place
Princeton, NJ 08540
609-497-2100
www.ywcaprinceton.org

table of contents

This Handbook is your guide to our program, staff, and policies and procedures. It will provide you with valuable information to help you throughout the year. *Please retain this Handbook for your records.*

From the Director	3
DYFS Information	4
Licensing.....	5
Child Abuse and Neglect Policy	5
About Us	
Mission.....	6
Administration.....	6
Staff.....	6
Professional development.....	6
About the Program	
Goals and objectives.....	7
Enrollment.....	7
Curriculum.....	7
Homework.....	7
Enrichment programs.....	8
Behavior expectations.....	8
Expulsion/termination policy.....	8-9
Health and Nutrition	
Snack.....	10
Allergies.....	10
Administration of Medication.....	10
Communicable diseases.....	10-11
Safety and Security	
Arrival and departure (signing in and out).....	12
Release of children	12
Late pick-ups	12
Policies and Procedures	
Hours of operation.....	13
Locations of sites.....	13
Site and important telephone numbers.....	13
Calendar.....	13
Absences.....	13
Tuition information and fees.....	14-15
Withdrawing your child/schedule changes/payment schedule/financial aid.....	14
Registration schedule	16
Emergency closing information	17
Half days and full days	18
Electronics/cell phones/toys.....	18
Babysitting.....	18
Parent/Guardian Communication and Involvement	
Communication.....	19
Parent/guardian involvement.....	19..
Satisfaction and commitment.....	19
Procedure for voicing concern	19

from the director

Dear Parents:

Thank you for this opportunity to share with you information about our After School Program.

Our goal is to provide a safe and nurturing environment for your child during after school hours. In keeping with our reputation of creating a peaceful and respectful environment in the After School Program (ASP), we will continue to use the "Win-Win Guidelines to Conflict Resolution" and the bullying-prevention program "Don't Laugh at Me." In addition, the "Building Blocks for Democracy" program, which helps the children understand and appreciate diversity, again will be used. We plan to offer exciting enrichments, which may include Kidzart, Video Animation, Science Seeds, and instructional sports. A healthy snack and drink will be provided each day.

We proudly serve Community Park, Johnson Park, and Riverside, in Princeton. In Montgomery Township, we serve Orchard Hill, Village Elementary, Rock Brook, and Montgomery Lower Middle School.

In keeping with New Jersey's child care center licensing requirements, we are obliged to provide you, as the parent or guardian of a child enrolled in our ASP, with the informational statement on the following pages.

We are licensed by the State of New Jersey's Division of Youth and Family Services (DYFS). We are subject to inspection by the state and local health, fire, Office of Licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding our licensing, please contact us. Please review the information statement on pages 4-5.

Because we are a licensed childcare facility, After School Program staff are required to report suspected child abuse or neglect to Division of Youth and Family Services (DYFS). Should staff have any questions or concerns, they will immediately contact the Director.

The statement highlights, among other things, your right to visit and observe our ASP at any time without having to secure prior permission, the ASP's obligation to be licensed and to comply with licensing standards, and the obligation of all citizens to report suspected abuse/neglect/exploitation to DYFS.

Registration for the 2011-2012 school year will begin in June, on a first-come, first-served basis. Some locations may fill quickly. We cannot exceed our capacity because we are licensed by the State of New Jersey. All the necessary forms are available to download from our website, www.ywcaprinceton.org.

Please keep this Parents' Handbook in a convenient place for easy reference throughout the school year. You can visit our website or call the ASP office as well. When calling the ASP Office, please remember to leave a message and phone number for a return call.

For returning students, a new contract must be completed along with all the necessary forms.

We are looking forward to an exciting 2011-2012 ASP school year!

Sincerely,



Tara O'Shea
Director of Youth Programs

information to parents from the bureau of licensing in the division of family and youth services (dyfs)

General Information

Under provisions of the *Manual of Requirements for Child Care Centers* (N.J.A.C. 10:122), 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 this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). 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 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 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: NJ Department of Children and Families, 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 this 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 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 DCF inspections/investigations. DCF staff may interview both staff members and children.

information to parents from the bureau of licensing in the division of family and youth services (dyfs) (continued)

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 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 1-800-514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recall/recalls.htm. Internet access may be available at your local library. For more information, call the DLPS, DCA, toll-free, at 1-800-242-5846.

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 Child Abuse Hotline, toll free at 1-877-NJ-ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at 609-292-0422 or go to www.nj.gov/dcf and select Publications.

Licensing

We are licensed by the Division of Youth and Family Services. We are subject to inspection by the State and local health, fire, Office of Licensing, and building agencies. Regulations and inspections pertain to staff qualifications, the facility and playground, nutrition, health and safety matters, record-keeping, and child-to-staff ratios. If you have any questions regarding our licensing, please contact us. Please review this information in its entirety.

Child Abuse and Neglect Policy

As a licensed child care facility, ASP staff are required to report suspected child abuse or neglect to DYFS. Should staff have any questions or concerns, they will immediately contact the Director of the After School Program.

about us

Mission

The After School Program, licensed by the State of New Jersey, Department of Human Services, Division of Youth & Family Services, and a registered member of the nationwide Afterschool Alliance and NJSACC, provides quality childcare for children in grades K-6 from the end of the school day until 6 p.m. in a safe, nurturing, and enriching environment. The core curriculum includes a multicultural program and a bullying-prevention program that foster self-esteem and teach children to respect. The program promotes positive parenting, enabling parents to focus on their careers and jobs with the knowledge that their children are well cared for and are constructively engaged.

Administration

Director of Youth Programs	Tara O'Shea	609-497-2100, ext. 334 toshea@ywcaprinceton.org
Assistant Youth Programs Coordinator	Beth Cooper	609-497-2100, ext. 327 bcooper@ywcaprinceton.org
Registration & ASP Payments	Claudia Ramirez	609-497-2100, ext. 311 cramirez@ywcaprinceton.org
Financial Aid	Grace Yuen	609-497-2100, ext. 319 gyuen@ywcaprinceton.org

Staff

Director of Youth Programs

The Director of Youth Programs has the overall responsibility for the program.

Assistant Youth Programs Coordinator

The Assistant Youth Programs Coordinator works with the Director as well as with Head Site Supervisors, staff, and administration in creating fun, enriching, age-appropriate programs. She oversees the day-to-day concerns of parents and children in the ASP.

ASP Program Staff

We uphold a high standard of quality, dedication, and commitment when it comes to selecting our staff. Each staff member is required to go through professional reference and criminal background screenings before being hired.

ASP staff consists of professionals with teaching certificates, classroom teachers' aides, college students majoring in education and related fields, and individuals with experience in child care. Most importantly, they are the people who work on a day-to-day basis to create the environment that we want for our children before and after school hours and are our most valuable asset in helping to create a successful program. Each site has one Program Supervisor (Head Teacher), Assistant Teachers, and Specialists. They are responsible for planning and implementing the daily program according to policy and administrative guidelines.

Staff to student ratio is 1 to 15.

Professional Development

Our goal is to provide staff with the tools and knowledge they need in order to help create and maintain an exciting, enriching, age-appropriate program for your child. Our staff members are required to attend in-service sessions at the beginning of the year, and monthly meetings in which we discuss programming and curriculum as well as bring in trainers or hold special workshops. There are also additional opportunities throughout the year for staff to participate in professional development workshops. In addition, all ASP are certified in First Aid/CPR safety procedures.

about the program

Goals and Objectives

- To provide high quality school-age child care for children of working parents.
- To provide a safe, loving, and nurturing environment.
- To skillfully integrate structured activities and free play into a nurturing atmosphere.
- To challenge each child to achieve according to her/his own interests and abilities by offering activities for personal enrichment.
- To provide children with creative avenues for self-expression, education, and socialization.
- To assist children in the development of self-esteem.
- To promote learning by discovery with interesting, fun, and age-appropriate activities.
- To promote cooperation and respect for each other through cooperative play and modeling by staff.

Enrollment

Registration is accepted throughout the school year, based on license capacity availability. All participants must be YWCA members. A calendar one-month minimum enrollment is required for full-time and part-time participants. If a student is enrolled for less than five days per week, the days attending must be specified in advance to maintain the proper ratio of the staff-to-student ratio. Students may be enrolled in the morning program, the afternoon program, or both. Please send a note to your child's classroom teacher informing her/him which days the child will be attending the ASP, especially the first time s/he is to attend the ASP.

All registration forms must be completed at least three school days before your child intends to start the ASP. Your child is not considered enrolled until all the required forms are completed.

Curriculum

The program at each site is developed by staff with suggestions and input from children. Curriculum is designed every year during in-service with general themes in mind. Staff and children plan according to the theme of the designated month, always incorporating our mission statement and overall core curriculum. Our curriculum is designed to be age-appropriate to meet all levels of interest and explore diversity. Each program will include the following basic elements:

- Greeting each day by staff
- Nutritious, tasty snacks
- Activities that emphasize:
 - ☉ creativity
 - ☉ decision-making
 - ☉ non-competitive sports
 - ☉ teambuilding
 - ☉ enrichment of the program and children
 - ☉ development of fine and gross motor skills
 - ☉ exploration and development of new interests and hobbies
 - ☉ creation of avenues of personal expression and socialization
 - ☉ character education
 - ☉ indoor/outdoor play (outdoor activities whenever weather permits)
- An emphasis on children assuming responsibility for their behavior

Homework

Homework time is offered each day. It is up to the parent and child to decide if the child's homework will be done during the designated time in the ASP. It is never our policy to force a child to do homework. Please let the head site supervisor know in writing if you wish for your child to participate in Homework Club. You may sign your child up at any time throughout the year.

about the program (continued)

Expulsion/Termination Policy (continued)

- Child's actions for expulsion:
 - 1) Failure of the child to adjust after a reasonable amount of time.
 - 2) Uncontrollable tantrums/angry outbursts.
 - 3) Ongoing physical or verbal abuse to staff or other children.
 - 4) Excessive biting.
- Schedule of expulsion:
 - 1) If remedial actions have not worked out, 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 Director.
 - 2) The parent/guardian will be informed of the length of the expulsion period.
 - 3) The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.
 - 4) The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternative child care (approximately one- to two-weeks' notice, depending on the risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program.
- A child will not be expelled if the parent/guardian:
 - 1) Made a complaint to the Office of Licensing regarding the program's alleged violations of the licensing requirement.
 - 2) Reported abuse or neglect occurring at the school
 - 3) Questioned the Director regarding policies and procedures.
 - 4) Has not been given sufficient time to make other child care arrangements.
- Proactive actions that can be taken in order to prevent expulsion:
 - 1) Staff will try to redirect child from negative behavior.
 - 2) Staff will reassess program environment, appropriateness of activities, supervision.
 - 3) Staff will use positive methods and language while disciplining children.
 - 4) Staff will praise appropriate behavior.
 - 5) Staff will consistently apply consequences for breaking rules.
 - 6) Child will be given verbal warnings.
 - 7) Child will be given time to regain control.
 - 8) Child's disruptive behavior will be documented and maintained in confidentiality.
 - 9) Parent/guardian will be notified verbally.
 - 10) Parent/guardian will be given written copies of disruptive behaviors that might lead to expulsion.
 - 11) The Director, Head Site Supervisor, and appropriate staff will have a conference to discuss how to promote positive behavior.
 - 12) The Director, Head Site Supervisor, and parent/guardian will have a conference to discuss how to promote positive behavior.
 - 13) Parent will be given literature or other resources regarding methods of improving behavior.
 - 14) There will be a conference with the Director and school principal when warranted.

about the program (continued)

Enrichment Programs

Enrichment programs are offered on a rotational schedule during the fall and winter. They are based on interest and space, and may include, but are not limited to:

- Science Seeds
- Digital Photography
- Youth Stages
- Kidzart
- Sports

These activities are held in six- or eight-week sessions for additional fees.

Behavior Expectations

The ASP strives to create an environment in which children are encouraged to develop an appreciation of their own rights, responsibilities, respect, self-esteem, and much more. Each child is helped to understand the impact of her/his behavior as it might affect others. Children need to know what is expected of them. They need to know the rules if we expect them to abide by them. In the beginning of the year, Head Site Supervisors and staff will sit down together with children to create rules that will help create a positive and safe environment all year long.

Rules may vary from site to site, but the general principles are similar—positive statements that encourage and reinforce an optimistic and safe environment. In addition, children are guided in problem solving skills which reflects back to our “Win-Win Guidelines to Conflict Resolution” that help them to handle situations by non-aggressive means. When they do not follow a rule, a review of the rules is usually enough to correct inappropriate behavior.

- Bullying and teasing will not be tolerated in the ASP.
- No child or staff member will be subjected to physical or emotional abuse.
- Every effort will be made to communicate with the child and parent to develop a plan to help change the child’s behavior.
- In case the inappropriate behavior persists, the child may be removed from the group and asked to think over her/his behavior.

Expulsion/Termination Policy

We provide child care in a group setting most of the time, and we are always concerned for the welfare and safety of **all** children and staff. Unfortunately, occasionally there are times and reasons we must 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.

These are the reasons we may have to expel or suspend a child from the Before and After School Program:

- Immediate causes for expulsion:
 - 1) The child is at risk of causing serious injury to other children or herself/himself.
 - 2) Parent threatens staff members with physical or intimidating actions.
 - 3) Parent exhibits verbal abuse to staff in front of enrolled children.
- Parental actions for child’s expulsion:
 - 1) Failure to complete required forms and failure to provide a photo of child with parent/guardian.
 - 2) Habitual tardiness when picking up child.
 - 3) Failure to pay and/or habitual lateness in tuition payments and/or late pick-up fees.
 - 4) Verbal abuse to staff.

health and nutrition

Snack

Before School Programs provide breakfast; After School Programs serve snacks. We strive to make our snack program an integral part of our educational program. We encourage and promote healthy and nutritionally-balanced snacks. You can view the weekly snacks on the calendar which is posted at your site. Children who do not like the snack that is being served that day may choose to bring their own NUT-FREE snack. Snacks may not be shared with another child in the program.

Children should bring a fully disposable bag with a nutritious and substantial NUT-FREE lunch on full days. We suggest that parents/guardians avoid sweets packed in lunches. **In addition, children are not allowed to chew gum or candy during ASP hours.**

We receive financial assistance through the Child Care Food Program, a Federal program of the U.S. Department of Agriculture. All snacks served during the ASP meet the standards of the Child Care Food Program.

Allergies

Please inform the ASP office in writing as well as the Head Site Supervisor if your child has an allergy so we may take the proper precautions to protect your child's health to the best of our ability. If your child has severe allergies or requires medication, please review our Administration of Medication Policy below.

Administration of Medication

Prescription and Non-Prescription Medications

Prescription medication can be administered only in exceptional circumstances, when a child's health may be in jeopardy without it; for example, Epi-Pen for bee stings or an allergic reaction. The following steps must be followed:

- 1) A signed order by a physician must be submitted, with specific directions for administration.
- 2) A bottle with the pharmacist's label designating the patient's name, instructions, name of drug, and name of physician must be submitted.
- 3) A record must be kept of all children receiving medication.
- 4) A note regarding the medication must be attached to the child's health care records.

It is recommended that medication be taken during the school day when the nurse is on duty. **ASP staff do not administer any medication (either prescription or over-the-counter). Children may not carry their own or other medication to the ASP.** If a student needs to take medication during ASP hours, the parent must make arrangements for the administration of that medication using personnel other than ASP staff. A student may, however, store an inhaler for asthma or an Epi-Pen at the ASP site with parental and physician written approval.

Communicable Diseases

The After School Program is designed as a "well child program". We remain committed to providing the best possible care for children under our supervision. If your child becomes ill at the ASP, you will be called and advised whether it is necessary to pick up your child. If you cannot be reached, the physician listed on the registration form will be contacted for further instructions. In the case of a medical emergency, the local rescue squad will be called. Be sure your medical records and phone numbers are up-to-date. Inaccurate numbers can only delay treatment for your child.

To avoid health risks to other children and staff, parents have been given a list of symptoms and illnesses that require your child to remain absent from the ASP. Children with chicken pox, measles, streptococcal infections, pink eye, impetigo, ring-worm, and/or rashes of an unknown nature may not return to the ASP until a doctor's report is presented. Children with head lice (pediculosis) and/or nits will be excluded from the ASP and readmitted only with a doctor's certificate. Children with severe poison ivy or poison oak should stay at home.

health and nutrition (continued)

Communicable Diseases (continued)

A child who does not feel well, but does not require urgent medical attention, will be provided with a blanket and a quiet corner to rest. The parent will be called and advised of the situation, and **is required to pick up that child immediately**.

Policy on the Management of Communicable Disease

If a child exhibits any of the following symptoms, s/he should not attend school. If such symptoms occur at school, the child will be removed from the classroom, and you will be called to take him/her home.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Sore throat or severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Swollen joints
- Visibly enlarged lymph nodes
- Still neck
- Blood in urine

Once the child is symptom-free, or has a physician's note stating that s/he no longer poses a serious health risk to herself/himself or others, s/he may return to the ASP.

Table of Excludable Communicable Diseases

If a child contracts any of the following diseases, please report it to us immediately. The child may **not** return to school without a physician's note stating that the child presents no risk to herself/himself or others.

Respiratory Illnesses

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

Gastrointestinal Illnesses

Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies

*Reportable diseases, as specified in N.J.A.C. 10: 122-7. 10(a)

If your child is exposed to any reportable disease at school, you will be notified in writing.

safety and security

Maintaining the safety and security of your child is one of our primary concerns. We establish a safe environment and take many safety precautions, including monthly fire drills, evacuation procedures, and a continuing review of safety rules with the children.

Arrival and Departure (signing in and out)

Before School Program Arrival

Each child must be brought inside the building to the program site by a parent/guardian who must sign in the child on the attendance sheet. We realize that this might appear to be an inconvenience, especially when you are in a hurry to get to work in the morning, but it is for the safety of your child.

After School Program Departure

All children must be picked up by 6 p.m. A parent/guardian must come in to the ASP site to sign out the child on the attendance sheet.

Release of Children

A parent/guardian or person designated on the ASP application is required to pick up the child by 6 p.m. Your ASP registration form provides space for you to list those people who are authorized to pick up your child after school. It is the parent/guardian's responsibility to make these arrangements. For the safety of your child, we require anyone authorized to pick up your child, with whom our staff are not familiar, to provide a government-issued photo identification at the time of pick up. Your child will not be released to any other person unless you have called the ASP office and/or site and that designated person brings a note signed by you (parent or guardian) or a phone call has been made to the site to notify staff. These procedures are for the protection of your child and will be adhered to strictly.

Your registration form also provides a space to indicate who is not permitted to pick up your child. In addition, no child will be released from the ASP unsupervised. No child is permitted to walk home alone or ride a late bus. Please note that we will not release a child to any individual younger than 18 years of age. It is the responsibility of all parents/guardians to keep the ASP informed of all changes in the information listed on the application. When someone other than persons listed on the ASP application is picking up the child, a written note must be sent in with the child.

In order to be in compliance with any court orders pertaining to the custody of your child, we require a certified copy of said court orders. A copy must be provided at the time of registration. The ASP will maintain copies at your child's ASP site and in the ASP office. We keep this information confidential but we must be informed. If at any time, a new custody order is issued or a restraining order is issued, we need to have this information on file.

If the parent/guardian or person authorized by the parent/guardian appears by the staff to be physically and/or emotionally impaired to the extent that the child would be placed at risk, staff will ensure that:

- The child is not released to the individual.
- The child's other custodial parent or other authorized individual is contacted.

In the event no one can be reached, the ASP staff, with approval from the Director, will contact the police or DYFS 24-Hour Child Abuse Hot Line (1-877-NJ-ABUSE) to seek assistance.

Late Pick-ups

Every effort should be made to pick up your child on time. If you find that you will not be able to arrive on time, it is your responsibility to call the person designated for emergency pick-up, giving her/him ample time to arrive at the ASP site by 6 p.m. In case of an emergency, or if you anticipate being late, please contact the site at which your child attends the ASP. If you fail to notify us, we will assume that something unusual has happened, and an attempt will be made to contact the dismissal/emergency numbers on file. If we cannot reach any of the dismissal/emergency contacts, we will be obligated to call the police or DYFS Hot Line for help. **Late pick-ups put an unfair burden on your child and on the ASP staff who have other obligations. A late pick-up fee of \$25 for the first 15 minutes and \$1 per additional minute will be charged. If the parent/guardian is not able to pick up the child on time on a regular basis, s/he will be asked to make other child care arrangements.**

program policies and procedures

Hours of Operation

Before School Program: available at Orchard Hill, Village, and Montgomery Lower Middle only
Begins at 7:15 a.m. to the start of school

After School Program: available at all sites
End of school day to 6 p.m.

Locations of Sites

Princeton School District

Community Park Elementary: ASP is held in the cafeteria.
Johnson Park Elementary: students are transported to Community Park by bus.
Riverside Elementary: BSP and ASP is held in the cafeteria.

Montgomery School District

Orchard Hill Elementary: BSP and ASP in the East Gym.
Village Elementary: BSP and ASP in the gym.
Montgomery Lower Middle: BSP and ASP held in the cafeteria.
Rock Brook School: ASP only

Site and Important Telephone Numbers

Princeton Township

Riverside Elementary School, grades K-5	609-273-6524
Community Park Elementary School, grades K-5	609-273-6525

Montgomery Township

Montgomery Lower Middle School, grades 5 & 6	609-273-6532
Village Elementary School, grades 3 & 4	609-273-6531
Orchard Hill Elementary School, grades K-2	609-273-6533
Rock Brook School, ages 5-14	609-462-2826

Emergency Closings **609-497-2100, ext. 327**

YWCA Emergency Hotline **609-497-2100, ext. 370**

Calendar

The ASP follows the calendar for the Princeton and Montgomery Township School Districts. The ASP starts on the first day of school. The most updated calendar can be found on our website at www.ywcaprinceton.org. Click on Programs, then on After School Programs. The calendar is subject to change, based on modifications made by the school districts. Please continue to check for the latest information.

Absences

If your child is absent from school during the regular school day, you do not need to notify the ASP office. Each day the staff checks absentee lists at each school to note which ASP children are absent from school and thus are expected to be absent from ASP. However, if your child attends school during the day but will not be attending ASP after school on one of her/his regularly scheduled days, **CALL THE ASP OFFICE, AS WELL AS THE ASP SITE**, so our staff will not expect your child that day. For your convenience, all ASP sites have a voicemail so that you can leave a message. ASP phone numbers and extensions are listed above. If a child is absent from ASP, but not absent from school and a phone call was not made, the ASP staff will call the parent or guardian at home or work to make sure the child is safe. If you are unavailable, the emergency contact person will be called. Be sure to cover all bases by making the appropriate phone calls.

program policies and procedures (continued)

Tuition Information

The yearly tuition is divided into ten monthly payments, nine payments are due from September through May; (June is paid with your deposit). **There is no pro-rating** for shorter months. The yearly tuition covers the entire school year, including half-days and selected holidays for those students who are full-time or part-time.

Enrollment, which is on a first-come, first-served basis, is completed upon receipt of the required forms, including a photo ID (parent/child) and full payment (one month's tuition + one month security deposit + YWCA membership fee of \$35). Security deposit will be used for June or for the last month's attendance if a one-month written notice is given.

Completed registration forms, along with September and June's tuition, are due by Wednesday, August 25, 2011. Tuition is due by the first of the month that you are receiving our service. The only exception to this is your first payment which should have September and June's tuition and is due by August 25, 2011. Although actual attendance days may vary from month to month, the monthly payment remains the same. **No refunds, reimbursements, or credits will be given for unused days.**

If payment is not received by the fifth of the following month, your child will not be permitted to attend the ASP until satisfactory arrangements are made to pay outstanding bills. **Payment received after the fifth of the month will have a surcharge of \$25 added to the bill.** Therefore, it is critical to contact the ASP office as soon as possible regarding payment difficulties, so payment arrangements can be made to prevent the removal of a child from the ASP. This policy will be adhered to strictly. If you need financial aid, please see the Financial Aid section below.

To enroll your child in any additional programs, such as the ASP enrichment programs, other YWCA programs or summer camp, balances must be paid in full.

- **Withdrawal:** If you need to withdraw your child from the program, your deposit will be applied to the last month of child care service. We require one month's written notice by the first of the previous month to be given to the ASP Office. **NO CREDIT OR REFUNDS CAN BE GIVEN IF LESS THAN ONE MONTH'S NOTICE IS GIVEN.**
- **Schedule Changes:** Need to be submitted in writing to the ASP office, either by fax: 609-924-8644 or email: cramirez@ywcaprinceton.org. Notification of changes of student contact information and/or days attending—full-time to part-time or part-time to full-time—must be received, at the latest, two weeks before the end of the month for the change to be effective for the next month. There is a fee of \$25 for any change.
- **Second Child Discounts:** A \$10 discount per month applies for the second child who is registered to attend full-time in the afternoon.
- **Payments:** Automatic monthly payments (checking account or credit card) can be scheduled by filling out the "Payment Options Form." Payment envelopes are available at all sites. *We do not send invoices.* Late payments or repeated calls regarding your child's account can result in the child's termination from the program. We accept Master Card, Discover, and Visa. You also can choose to make online payments by visiting us at www.ywcaprinceton.org. To make an online payment:
 - 1) Visit us at www.ywcaprinceton.org
 - 2) Click "Register online" at top of page.
 - 3) Click on the link under Online that says "Click here for On-line Registration (Members Only)".
 - 4) Log in. On the log-in screen, use the right side where it says: last name, first name, and password. Follow the instructions. Your password is automatically set to the first initial of your first name plus the first initial of your last name plus your date of birth (mmddy). Example for John Doe born 02/01/1968: JD020168.
 - 5) After you are logged into your account for your child, click on Program/Balances and proceed to payment area. When you are complete, please be sure to log out.
- **Financial Aid:** Financial assistance is available. Call the Financial Aid Coordinator at 609-497-2100, ext. 319. Scholarships for those who qualify are available through Federal CCDF (Child Care and Development Fund) subsidies, and YWCA Princeton in-house scholarships. Scholarships are awarded on a first-come, first-served basis.
- **Receipts:** To request a receipt, please email cramirez@ywcaprinceton.org or call 609-497-2100, ext. 311. We will email your receipt. If you prefer, submit ten self-addressed and stamped envelopes with your registration packet.
- **Tax ID:** Our tax identification number is 210-635-056.

program policies and procedures (continued)

Tuition Fees

Tuition will not be pro-rated for students starting mid-month.

2011-2012 tuition

Before School Program – MMS and RV only

1-5 days per week (7:15 -8:00 am) \$130 per month

Before School Program – OHES and VES only

1-5 days per week (7:15-9:20 am) \$235 per month

After School Program – CP, RV and MMS

Full-time: 4-5 days per week (3:00-6:00pm) \$300 per month

Full-time: 4-5 days per week, 2nd child \$290 per month

Part-time, 2-3 days per week \$210 per month

After School Program – OH and VES

Full-time: 4-5 days per week (3:50-6:00pm) \$235 per month

Full-time: 4-5 days per week, 2nd child \$225 per month

Part-time, 2-3 days per week \$150 per month

After School Program – Rockbrook

Full-time: 4-5 days per week (2:30-6:00pm) \$325 per month

Part-time, 2-3 days per week \$225 per month

- You must designate what days you will be attending; example, Mondays, Wednesdays, Fridays. You cannot have a rotating or flexible schedule. If you need to change more than once or need immediate child care, you will be charged a change fee.
- Switching days is permitted only with written notification and two weeks' notice to the ASP office (asp@ywcaprinceton.org) before the month begins. There is no additional charge if you switch once a month.
- If your child needs to attend additional days, please contact the ASP office. You will be charged \$50 for an extra day.
- If your child's day falls on a national holiday (example: Presidents' Day) that the ASP is closed, a parent may choose another day for that week with one week's written notice emailed the Monday before to the ASP office (asp@ywcaprinceton.org) the Monday before.

5-Day Pass: \$175

- Can be used for any five days of your choice throughout the year *except* on full ASP days when school is closed. If you need to attend on a full day, please call the ASP office. You will be charged \$50 for the extra day.
- Before using the 5-Day Pass, please notify the ASP office 24 hours in advance so the ASP site can be notified.
- The pass is renewable.
- The pass expires the last day of school and can be used for the BSP.

Other Fees: \$35 YWCA membership (due at registration) entitles students to participate in the ASP and all YWCA programs for the year. If you hold a current membership that will expire during the school year, you must renew this with your registration.

\$50 extra day fee can be used for part-time students who are not scheduled to attend the ASP and need an additional day and/or for Before School Program students to attend a full day program (8 a.m.-6 p.m.).

\$25 change fee when 1) changing status from full-time to part-time status, 2) changing status from part-time to full-time status, 3) changing from a 5-Day Pass to full-time or part-time status, or 4) a student has been withdrawn from a program and returns.

\$25 late pick-up fee will be charged when child is picked up after 6 p.m. From 6:01 to 6:15 p.m., the charge is \$25; beginning at 6:16 p.m., the charge is \$1 per minute. A late pick up surcharge will be added to the following month's tuition. (for details, see Late Pickup Policy).

program policies and procedures (continued)

Registration Schedule

Princeton and Montgomery Sites

Registration must be received by Thursday, August 25, if you want your child to start the first day of school on Thursday, September 8.

If registration fee is received Friday, August 26 through September 2, your child will start the first day of school, Thursday, September 8. **However, there will be a \$50 late fee.**

Registrations received after September 2 will be subject to a 3-school day processing time; see schedule below.

Completed application received by noon

Monday (Labor Day closed)
Tuesday
Wednesday
Thursday
Friday
Saturday

Child starts ASP on

Friday
Friday
Monday
Tuesday
Wednesday
Thursday

Montgomery

Rock Brook will begin school Tuesday, September 6, 2011.

Registration must be received by Thursday, August 25, if you want your child to start the first day of school on Tuesday, September 6.

If registration fee is received Friday, August 26 through September 2, your child will start on Tuesday, September 6. **However, there will be a \$50 late fee.**

Registrations received after September 2 will be subject to a 3-school day processing time; see schedule below.

Completed application received by noon

Monday (Labor Day closed)
Tuesday
Wednesday
Thursday
Friday
Saturday

Child starts ASP on

Friday
Friday
Monday
Tuesday
Wednesday
Thursday

program policies and procedures (continued)

Emergency Closing Information

How we make our decision

Because of unforeseen emergencies, usually related to the weather, school may be delayed, closed early, or closed entirely. If the forecast indicates the possibility of a delay or closing, you should check our website at www.ywcaprinceton.org for the most up-to-date alerts and announcements.

In weather-related emergencies, the Director and the CEO make the final decision, based on many factors in addition to the decision of the Superintendents of the schools. The Director is in contact with the local school districts' Superintendents' Offices as well as the individual schools to find out what their decision is.

In addition, the Director monitors weather and road conditions to determine not only if staff and parents can safely get to the location, but also if they can return home safely. Safety is extremely important—we want to ensure everyone's safety.

When storms or emergencies occur after students are in school, it is sometimes necessary to send them home early. If school closes early, ASP staff will be there until 4 p.m. Taking into account weather and road conditions predicted for an early dismissal time, the Director and CEO must make a decision by approximately 1 p.m. At that point, if we decide to close at 4 p.m., we would start the process of notification. Please note that if school is closed for the day, the ASP is closed.

We appreciate your understanding and patience when such decisions must be made.

Delayed openings

If the school district announces a delayed school opening due to emergency conditions, there is no Before School Program.

Emergency dismissal and closing information

Procedure: Early school dismissal/ASP closes early

If your child is scheduled to attend the After School Program and there is an early dismissal due to weather or emergency, the school will release the children to the ASP. The ASP **will close early** as well to avoid any related hazards. An email will be sent out as soon as we receive information from the school districts.

In addition, staff will contact parents to inform them that the ASP is closing at 4 p.m. We will be committed to remaining on site until 4 p.m. to avoid confusion and allow for you to pick up your child.

Procedure: School cancels its after school activities

If the school closes at the normal time but cancels its after school activities and/or late buses, the school will release the children to the ASP. In the event the ASP must close early, an email will be sent out as soon as we receive information from the school districts. In addition, our staff will call the parents and inform them that we will be closing early.

Please note: When the school sends out notices regarding canceling its own after school program, that does not include the YWCA After School Program. We will send out our own email announcement as well as post our announcement on our website.

Procedure: School is closed for the day.

When school is closed due to weather or emergency, there is no Before School or After School Program.

Please call the ASP Office or our emergency hotline number for the most updated information:

After School Program Office

609-497-2100, ext. 327

YWCA Princeton Emergency Hotline

609-497-2100, ext. 370

Or visit our website at www.ywcaprinceton.org for alerts and announcements on emergency closings.

It is imperative that you keep your contact information (cell, work, email addresses, emergency contacts) current with the ASP. Failure to do so could result in our staff not being able to contact you. To verify that your information is correct, please check the emergency listing at your ASP site.

program policies and procedures (continued)

Half Day Information

When school ends on half days, ASP students go directly to their ASP.

Full Day Information

When school is closed and the ASP is operating, the program will be open from 8 a.m. to 6 p.m. (*See the ASP Calendar for exact dates.*) We **do not provide** coverage on national holidays: Thanksgiving and the day after Thanksgiving (Black Friday), Christmas, New Year's Day, Martin Luther King, Jr.'s birthday, Presidents' Day, Good Friday, and Memorial Day. We are **closed for Winter Break and open** during Spring Recess.

Eligibility

If your child usually attends the ASP less than five days per week, your child may attend full days on those days that s/he already is scheduled to attend. If your child is not scheduled to attend a day that the full day falls on, you may arrange for an extra ASP day at an additional cost (\$50) by calling the ASP office, 609-497-2100, ext. 327.

A 5-Day Pass does not apply.

Location

On full days, ASP in Montgomery is usually held at Orchard Hill site. In Princeton, full days are scheduled at the YWCA location. Parents will be notified if there is a change in the location.

Programs

Special programs are planned for full days. These may include workshops, trips, special guests, events, special projects, sports, and crafts. Some of these special programs, trips, events, etc. may require a fee to be paid by parents.

Snacks and Lunch

ASP covers the costs of snacks. Children should bring a fully disposable bag with a nutritious and substantial NUT FREE lunch on full days. We suggest that parents/guardians avoid sweets packed in lunches. In addition, children are not allowed to chew gum or candy during ASP hours.

Field Trips

Contracted buses are used. Staff and students review and participate in bus drills throughout the year.

Full Day Registration

Prior to all full days and breaks, parents will need to sign up.

- A sign-up sheet will be available at each site two weeks prior to the full day.
- You will be asked to sign up for a designated drop off time of either 8-9 a.m. or 12:30-1 p.m.
- Parent/guardians must sign their children both in and out each day.

Electronics/Cell Phones/Toys

Electronics of **any kind** are prohibited from being used during the ASP.

Toys and any personal items are not permitted to be played with during the ASP.

This applies during regular ASP hours, early dismissal days, full day programs (8 a.m.-6 p.m.) and field trips. Adequate toys, games and recreational items will be provided by the ASP.

Babysitting

Parent/guardian and YWCA staff member must sign a release form (Appendix A) prior to the implementation of any outside babysitting service.

parent communication and involvement

Communication

We all know how important communication is in making any program run successfully! We want you to help us make this *your* program and help make it the best it can be. Here are some ways you can help:

- We have an open-door policy. Stop by any time to talk with staff or spend time with your child during ASP.
- Take a few minutes to talk with the ASP staff when you drop off and pick up your child.
- Keep the lines of communication open. Air your concerns. If something special is happening with your child, let the staff know. It will help them to help your child.
- Be sure to check out the Parent Board and Information Area so you can stay informed as to what is happening at ASP, what's coming up, and for what programs you need to sign up ahead of time.
- Pick up our ASP Newsletter.
- Fill out our survey and provide us with feedback.

E-communication

We communicate through e-mails and use our website to get information out to our parents. Please make sure that you provide us with your email address. Ensure you receive our information by emailing cramirez@ywcaprinceton.org so you can be added to the appropriate ASP distribution list. We send out emails with information regarding all that pertains to the ASP program, such as upcoming events, reminders, full day information, general information, newsletters, emergency closing information, etc.

Get Involved

- Respond to requests from your Head Site Supervisor when s/he asks for your input or asks for donations of items.
- Volunteer to share a hobby or a special talent or custom with the children, especially around the holidays or during a special time of year when you celebrate something that would enrich the program.
- Check the monthly calendar that is posted at your site to see what is happening.

YWCA/ASP Web Page

- Be sure to utilize our website at www.ywcaprinceton.org.
- Click on Programs, then click After School Program.
- We use our website to post our forms, newsletters, registration packets/forms, enrichment information, and much more. In addition, the home page will have weather and emergency alerts.
- You can also use the website to register for programs online, make online payments, and view your balances online.

Satisfaction and Commitment

We are committed to giving you total satisfaction with our After School Program. We continually look for ways to improve our programs and ask for your input by asking you to share your ideas, suggestions, and concerns, whether it is contacting us directly, sending us an email, mentioning something to a staff member, or filling out our surveys. Please feel free to contact us if you have any questions or concerns. See our office procedure below.

Procedure for Voicing Concern (chain of command)

Program Supervisor will document any incident or concern from parent or teacher in the Communication Book.

- 1) ASP Director will be informed of concern immediately.
- 2) ASP Director will respond to parent within 24 hours of receiving message (either by phone, email, or in person).
- 3) Parent should call ASP Director if a response is not given within 24 hours.
- 4) If there is no response from ASP Director, parent should notify CEO.

The YWCA USA is the oldest and largest women's membership movement in the United States. Established in 1922, the YWCA Princeton is one of 300 operating YWCAs across the country. Nearly 7,000 women, men, children, and families are members of this local organization, which meets the needs of the community through affordable programs that are dedicated to eliminating racism and empowering women and girls.

eliminating racism
empowering women
ywca
princeton