

YWCA PRINCETON

# ASP

AFTER SCHOOL PROGRAM



## Parents' Handbook

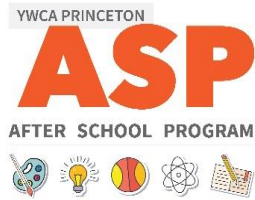
After School Program

UPDATED November 2023



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## From the Directors

Welcome to the January- June 2024-school year with the YWCA Princeton ASP. We look forward to working with and serving the families in our communities.

Since 1974, the **YWCA Princeton After School Program** began to work with the students and families in our community after the regular school day ended. Our goal is to provide a high quality school-age childcare where attentive supervision will create a safe, nurturing environment for the children and to allow parents to feel confident and possibly stress free while they are at work. Administrators, site supervisors and assistant teachers work hard to prepare our diverse community of students with life skills to help them deal with and resolve tough situations. We strive to develop skills necessary for our students to become inventive and practical problem solvers, effective communicators, cooperative team players, flexible, active and responsible children. Our staff make every effort to challenge and encourage children to work on individual skills and understand the importance of team cooperation. The YWCA Princeton ASP is licensed by the State Child Care Center by the Office of Licensing, in the Departments of Children and Families (DCF).

As part of our staff professional development and orientation for the YWCA Princeton After School Program, staff receive training in the policies and procedures of the YWCA Princeton organization, the guidelines for school-age children under the State of New Jersey Office of Licensing and Department of Children and Families as well as an additional 10 hours of online training mandated by the Federal government. The YWCA Princeton believes that there must be cooperation and communication between parents and staff.

Online registration for the January- June 2024 school year will be opened on Friday December 1. It is 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. Please review and revise any necessary changes to your account throughout the year as needed in your parent portal. If you should have any questions after reading the parent handbook, please do not hesitate to contact the Administrative Assistant at 609-497-2100 x386.

We look forward to working in partnership with the school administrators, children, parents and families we serve in our community!

Sincerely,

Tara O'Shea,  
Chief Operating Officer &  
Co-Director

Nick Cheng  
Co-Director of Childcare

## Department of Children and Families Office of Licensing Information to Parents

### General Information

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed childcare 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 childcare matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information.

\* \* \* \* \*

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

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

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

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

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

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

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

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

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.

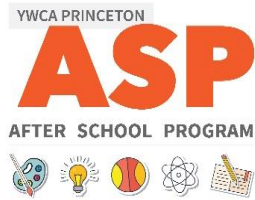
Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please talk to us if you have any questions about the center's space.

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 Chief Operating Officer and Co-Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et





seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

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

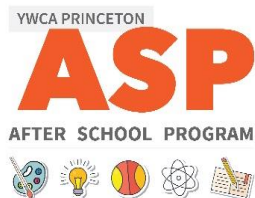
Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652- 2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to [www.state.nj.us/dcf/](http://www.state.nj.us/dcf/).

## Licensing

The YWCA Princeton After School Program is licensed by the Division of Children and Families. 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 childcare facility, ASP staff are required to report suspected child abuse or neglect to NJ ABUSE at (877) 652-2873. Should staff have any questions or concerns, they will immediately contact the Chief Operating Officer.



## About Us

### Mission

To eliminate racism, empower women, stand up for social justice, help families and strengthen communities.

Since the mid-70s, thousands of children and families have benefitted from our program that inspires and engages children in learning, provides opportunities for play and socialization, encourages children to explore their interests, and provides peace of mind for working parents.

Our core curriculum includes a multicultural program that provides a variety of interesting, social, educational, fun, physical, and creative activities that engage and stimulate your child's growth. The curriculum also includes a bullying prevention program that foster self-esteem and teaches children to respect themselves, others, and the environment while developing life skills on conflict resolution.

Daily activities include homework time, group games, teambuilding activities, sports, arts & crafts, adventure, and S.T.E.A.M. Throughout the year, enrichments are offered during the regular school time. The YWCA Princeton After School Program is a member of the Afterschool Alliance, NJSACC and a participant in the annual national Lights On Afterschool celebration.

### Administration

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Chief Operating Officer	Tara O'Shea	609-497-2100, ext 325 toshea@ywcaprinceton.org
Co Director	Nick Cheng	609-497-2100, ext. 311 nchengywcaprinceton.org
ASP Administrative Assistant	Sharline Leslie	609-497-2100, ext. 386 sleslie@ywcaprinceton.org
ASP Coordinator	Savannah Green	TBD

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## Staff

### Chief Operating Officer and Co-Director of Childcare

The Chief Operating Officer and Co-Director of Childcare has the overall responsibility for the ASP program.

### Program Coordinator

The Program Coordinator works with the Chief Operating Officer and Co-Director to ensure all licensing regulations are adhered to as well as the development and implementation of curriculums of all programs under the Youth Programs Department. This also includes overseeing the day-to-day concerns of staff, participants and parents in the ASP.

### ASP 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. Training is ongoing throughout the school year. The Federal Child Care Development Block Grant (CCDBG) Reauthorization Act of 2014 increases the health and safety requirements for all childcare and early learning programs that accept federal/state childcare subsidies. The State of New Jersey is required to ensure that all teaching staff, providers, caregivers, and individuals responsible for the direct care and/or supervision of children in programs complete the following health and safety trainings:

- CPR – Pediatric
- First Aid – Pediatric
- Prevention and Control of Infectious Disease
- Food and Allergic Reactions (and how to respond)
- Child Abuse and Neglect (includes mandated reporting and child maltreatment)
- Prevention of Shaken Baby Syndrome/Abusive Head Trauma
- Safe Sleep and Sudden Unexpected Infant Death Syndrome (SUIDS) Prevention
- Administration of Medication
- Safe Spaces (including building and physical premises safety)
- Handling and Storage of Hazardous Materials
- Emergency Preparedness
- Precautions in Transporting Children (for staff who transport children)
- Child Development

ASP staff consists of professionals with teaching certificates, classroom teachers' aides, college students majoring in education and related fields, and individuals with experience in childcare. 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 ASP Program Supervisor (Head Site Supervisor) and several Assistant Teachers. The staff are responsible for planning and implementing the daily program



according to policy and administrative guidelines by both the Office of Licensing and the YWCA Princeton policies and procedures.

## Professional Development

Our goal is to provide staff with the knowledge, skills, and tools needed in order to help create and maintain an exciting, enriching, age-appropriate program for your child. Staff members are required to attend in-service training at the beginning, throughout the year, and monthly meetings in which we discuss programming, curriculum, and classroom management. There are additional opportunities throughout the year for staff to participate in professional development workshops. In addition, ASP staff are certified in American Red Cross First Aid/CPR/AED and safety procedures.

## About The Program

### Goals and Objectives

- To provide high quality school-age childcare where attentive adult supervision will create a safe, nurturing environment for the children.
- To provide children with creative avenues for self-expression, learn through play and socialization.
- To promote the development of self, others, and the environment by cooperation and modeling staff during the after school program hours.

### Enrollment

Registration is accepted throughout the school year, based on license capacity availability and staff/child ratios. 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. **Please send a note to your child's classroom teacher indicating which days your child will be attending the ASP, especially the first time your child is attending the ASP.**

The online registration 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 and you receive an email confirmation from the EZchildtrack website.**

**\*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.

## Curriculum

The program at each site is developed by staff with suggestions and input from children, and from Parent Surveys that are evaluated by the Chief Operating Officer and Co-Director and ASP Coordinator. The curriculum is based on the YWCA Princeton mission statement and NJSACC. The YWCA Princeton After School Program works closely with NJSACC (New Jersey School Age Care Coalition) staff through workshops, training and discussion groups to promote and support the development, continuity and expansion of quality programs for children and youth during out- of- school time.

The curriculum is created to be age-appropriate to meet all levels of interest and explore diversity, including our mission statement and designated monthly themes. The daily schedule may include:

- Greeting each day by staff
- 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
- Consequences for inappropriate behavior and verbal acknowledgement of appropriate behavior

## S.T.E.A.M.-Science, Technology, Engineering, Art, Mathematics

Throughout after school program year, staff spend time planning and implementing activities/ projects that create an environment both indoors and outside where students can explore their passion and use their imagination to find their career path. The manipulative games and supplies (Legos, Lincoln logs, tinker toys, art projects, simple science experiments, head counts, themes of the months) are just some of the ways we continue to expose and build lifelong skills and future opportunities for our students.

## Homework

Homework time is offered each day. It is up to the parent to decide if their child will complete homework during ASP. 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. Homework time is limited to thirty minutes. If any children appear to be in need of more time, the Head Site Supervisor will speak with the respective parent/guardian.

## Enrichment Programs

Enrichment programs are offered on a seasonal basis throughout the year. They are based on interest and space, and may include:

- Instructional Sports
- S.T.E.A.M (Science, Technology, Engineering, Art, and Math)

Some enrichment activities are held between four and eight-week sessions for additional fees.

## Behavior Expectations

### 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 development 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. Punishment teaches fear; positive discipline teaches self-esteem.

### 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 had 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 on 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
- Give hugs and caring to every child every day
- Appreciate the child's point of view
- Be loving, but don't confuse loving with license

**Positive discipline is NOT:**

- Disciplining the child for failing to eat or sleep or 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.

## Suspension/Termination Policy

Most of the time childcare is provided in a group setting, and as always the welfare and safety of all children and staff is our top priority. Occasionally, there are times and reasons we must suspend or

terminate a child from our program. 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.

Below are the reasons we may have to suspend or terminate a child from After School Program:

### **Suspension**

- **Immediate causes for suspension:**
  - The child has caused injury to other children or themselves
- **Child's actions for suspension:**
  - Failure of the child to adjust after a reasonable amount of time
  - Uncontrollable tantrums/angry outbursts (that cannot be resolved after a reasonable amount of time)
- **Parental actions for child's suspension:**
  - Failure to complete required forms and failure to provide a photo of child with parent/guardian
  - Habitual tardiness when picking up child (See page 18)
  - Failure to pay and/or habitual lateness in tuition payments and/or late pick-up fees (See page 20)

### **Termination**

- **Immediate causes for termination:**
  - Parent threatens staff members with physical or intimidating actions (verbal and/or physical abuse).
- **Child's actions for termination:**
  - Failure of the child to adjust after a reasonable amount of time.
  - Ongoing physical or verbal abuse to staff or other children.
  - Biting (without cause).

### **Schedule of termination:**

- 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 a termination. A termination 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.
- The parent/guardian will be informed of the length of the termination period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to ASP.
- The parent/guardian will be given a specific termination date that allows the parent sufficient time to seek alternative childcare (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 termination from the program.

**A child will not be suspended/terminated if the parent/guardian:**



- Made a complaint to the Office of Licensing regarding the program's alleged violations of the licensing requirement.
- Reported abuse or neglect occurring at ASP.
- Questioned the Director regarding policies and procedures.
- Has not been given sufficient time to make other childcare arrangements.

**Proactive actions that can be taken in order to prevent suspension/termination:**

- Staff will try to redirect child from negative behavior.
- Staff will reassess program environment, appropriateness of activities, supervision.
- Staff will use positive methods and language while disciplining children.
- Staff will praise appropriate behavior.
- Staff will consistently apply consequences for breaking 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 may request written copies of disruptive behaviors that might lead to termination.
- The Director and Program Coordinator will have a conference to discuss how to promote positive behavior.
- The Director, Program Coordinator, and parent/guardian will have a conference to discuss how to promote positive behavior.
- Parent will be given literature or other resources regarding methods of improving behavior.
- There will be a conference with the Director and school principal when warranted.

## Health and Nutrition

### Snack

The After School Program provides a snack that consists of one drink and one snack item. The snack program is 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 or are on a special meal plan may choose to bring their own NUT-FREE snack. Snacks from home may not be shared with another child in the program.** If children are still hungry after the snack they are given, they may check their lunchbox, and parent will be notified of child's concern. **In addition, children are NOT allowed to chew gum or candy during ASP hours.**

### Full Day-Lunch

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. Parents will be called to switch food if the child brings a nut product to the full day program and the child will be offered a snack provided by the ASP as an alternative.

### Allergies

Please put in writing (online application or written notice if child develops allergy) 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.

If your child has seasonal allergies or a medical condition that requires your child to stay indoors, a doctor's note is needed with a date and period of time necessary for your child to stay indoors.

Due to fast growing food allergies that develop with children in our care, the YWCA ASP curriculum will include teaching children about food allergies, increase awareness and understanding of food allergies and build support and acceptance of people with food allergies. It will identify signs and symptoms of allergies, understand why it is inappropriate to tease or bully those with allergies and understand the importance of finding a staff member who can help respond to the emergency.

## 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) Authorization to administer medication must be attached to the child's health care records.

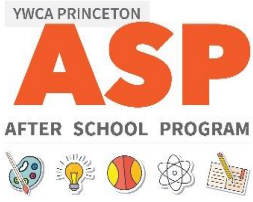
It is recommended that medication be taken during the school day when the nurse is on duty. Children may not carry their own or other medication to the ASP or keep it in their backpack during ASP hours. If a student needs to take medication during ASP hours, the parent must make arrangements for the administration of that medication using personnel other than ASP staff. However, an inhaler for asthma or an Epi-Pen can be stored at the ASP site with parental and physician written approval. Please send the inhaler or Epi-Pen and Benadryl (if required) in its original box with doctor's script in a clear Ziploc bag with your child's name, age, school and allergy written on the outside of the bag. Our policy is to have the YWCA ASP staff be the only person(s) permitted to handle, store, and distribute your child's medication during the ASP operating hours.

## Communicable Diseases

To provide the best possible care for children under our supervision, The After School Program is designed as a **"well child program"**. **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 we will call the next person on your pick-up authorization or emergency contact. Please note the emergency contact and authorized pick up must arrive within 30 minutes. If needed, 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, phone numbers, and emails are up-to-date.** Inaccurate information 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 physician's note. Children with severe poison ivy or poison oak should stay at home.



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Princeton

## Policy on the Management of Communicable Disease

If a child exhibits any of the following symptoms, the child should not attend ASP. If such symptoms occur at school, the child will be removed from the classroom, and you will be called to take the child 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
- Stiff neck
- Blood in urine

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

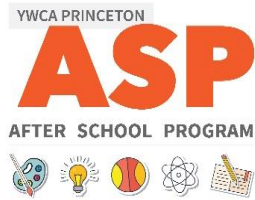
### Table of Excludable Communicable Diseases

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 themselves or others.

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

*\*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.*





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

## Safety and Security

### Arrival and Departure (signing in and out)

#### Full Day Programs Arrivals

Each child must be dropped off and signed in by a parent/guardian on the attendance sheet. This might appear to be an inconvenience, especially when you are in a hurry to get to work in the morning, but it is necessary for the safety of your child.

#### After School Program Departure

All children must be picked up by 6 p.m. A parent/guardian must call the site phone in order to pick up their child. Please be ready to show Photo ID when picking up your child. Please read late pick-up fee below.

### 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 Administrative Assistant 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 strictly enforced.

**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. We cannot release children 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 or

when said court orders are filed. The ASP will maintain copies at your child's ASP site at the ASP office in your child's folder. 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 Chief Operating Officer or Co-Director, will contact the police and DCF. 24-Hour Child Abuse Hot Line (1-877-NJ-ABUSE) to seek assistance.

## Late Pick-ups

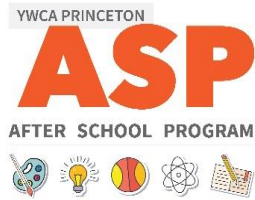
**Every effort should be made to pick up your child on time.** If you find that you will not be able to arrive on time, it is your responsibility to call the person designated for emergency pick-up, giving the designated person ample time to arrive at the ASP site by 6 p.m. In case of an emergency, or 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 DCF 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, the parent/guardian will be asked to make other childcare arrangements. You are considered late if the site phone reads 6:01p.m. or any time thereafter.**

(See Suspension policy on page 12)

## Program Policies and Procedures

### Absences

If your child is absent from school during the regular school day, you do not need to notify the Administrative Assistant. 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 their regularly scheduled days, please call the Administrative Assistant as well as the ASP Site phone,** 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 (see site phone numbers on page 22). **If a child is absent from ASP, but**



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not absent from school and no notice was given to the ASP staff, a no call fee in the amount of \$5 will be added to the parent/guardian's account.

## No Call Fee

Parents/Guardians must notify the ASP office (Administrative Assistant at [sleslie@ywcaprinceton.org](mailto:sleslie@ywcaprinceton.org) or 609-497-2100 x386 before the start of the program if their child will not be in attendance on a specific day. If there is no notification given, the parent/guardian's account will be charged a fee in the amount of \$5. This includes a club/activity in which your child will not be present for the beginning of the ASP.

## 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](http://www.ywcaprinceton.org) for the most up-to-date alerts and announcements.

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

In addition, the Chief Operating Officer and Co-Director monitors the 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 due to a weather related emergency, **ASP staff will not go to the school. Parents / guardians are responsible for picking up children from school or informing them to take the bus home.** We appreciate your understanding and patience when such decisions must be made. It is for the safety and wellbeing of the children and staff.

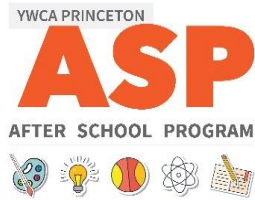
**Please note that if school is closed for the day, there is no After School Program.**

### Delayed Openings

If the school district announces a **delayed school opening** due to emergency conditions.

### Emergency Dismissal and Closing Information

**Early school dismissal/ASP is cancelled**



When the Superintendent deems it necessary to close the schools early due to severe weather predictions or safety concerns for the students and staff, the ASP is cancelled.

**Procedure: School cancels its after school activities**

If the school closes at the normal time but cancels after school activities and/or late buses, the ASP will be cancelled.

Visit our website at [www.ywcaprinceton.org](http://www.ywcaprinceton.org) for alerts and announcements on emergency closings

## Tuition & Fees

Enrollment in the After School Program is on a first-come, first-served basis and includes the YWCA After School Program online registration with a family photo (parent/guardians and child) as well as an individual child photo. Upon enrollment, all families will be charged with a \$50.00 registration fee as well as a \$125.00 security deposit. Tuition will be billed on the first of each month. The security deposit will be applied for June or for the last month's attendance provided a **one-month written notice of withdrawal** is given to the After School Program office. Parents/Guardians will pay the difference upon withdrawal of the program.

Once your online registration has been received by the After School Program office, there is a **three school-business day processing period for all registrations**. You will receive an email with a confirmation of your child's enrollment and the start date for your child will be included.

Tuition is to be paid by the first of each month of service. 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**. Additionally, there is **no pro-rating for shorter months**. The monthly tuition covers the entire school year, including half-days and selected holidays for those students who are full-time or part-time.

**Payment received after the fifth of the current month will have a late payment fee of \$25 added to the tuition bill.** Therefore, it is critical to contact the Administrative Assistant as soon as possible regarding payment difficulties in order for payment arrangements to be made, preventing the removal of your child from the ASP. 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. If you need financial aid, please see the Financial Aid section below.

To enroll your child in any additional programs, such as spring break or summer enrichments at the YWCA Princeton, **balances must be paid in full.**

## Additional Financial Information

- **Withdrawal:** If you need to withdraw your child from the program, your deposit will be applied to the last month of childcare service provided the ASP office with a one month written notice of withdrawal. **This one month’s written notice by the first of the previous month to be given to the Administrative Assistant at [Sleslie@ywcaprinceton.org](mailto:Sleslie@ywcaprinceton.org). No credit or refunds can be given if less than one month’s notice is given.**
- **Status Changes:** All changes must be submitted in writing to the ASP Administrative Assistant, by email: [Sleslie@ywcaprinceton.org](mailto:Sleslie@ywcaprinceton.org). Notification of changes of student’s 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 change fee of \$25 for any status change that is done without this two week notification.
- **Making Payments:** We accept Visa, Discover, and Master Card. Automatic monthly payments can be scheduled through your Parent Portal. You may also choose to log-in and pay manually on the first of each month. You can access your Parent Portal in two ways:
  1. Navigate to the After School Program page on our website [www.ywcaprinceton.org](http://www.ywcaprinceton.org) and select “Manage Your Account” and log-in to your account.
  2. Go directly to the Parent Portal log-in at [www.ezchildtrack.com/ywcaprinceton/parent](http://www.ezchildtrack.com/ywcaprinceton/parent).
- Late payments or repeated calls regarding your child’s account can result in the child’s termination from the program.
- **Financial Aid:** Financial assistance is available. Call the Financial Aid Coordinator at 609-497-2100, ext. 386. Scholarships for those who qualify are available through New Jersey CCDF (Child Care and Development Fund) subsidies, and YWCA Princeton in-house scholarships. Scholarships are awarded on a first-come, first-served basis.
- **Tax ID:** Our tax identification number is 210-635-056

## Princeton Schools Hours of Operation and Pricing

### After School Program (3:00pm-6:00pm)

Full-time: 5 days per week	\$320 per month
4 Days per week	\$291 per month
3 Days per week	\$253 per month
2 Days per week	\$189 per month
1 Day per week	\$116 per month
DROP IN DAY	\$30



## Site and Important Telephone Numbers

ASP Site	Phone Number
Community Park Elementary School, grades K-5	TBD
Johnson Park Elementary School, grades PreK-5	TBD
Riverside Elementary School, grades K-3	TBD
LittleBrook Elementary School	TBD

## Calendar

The ASP follows the calendar for the Princeton Regional School District. **The ASP starts on the first day of school. The most updated calendar can be found on our website at [www.ywcaprinceton.org/asp-princeton](http://www.ywcaprinceton.org/asp-princeton).**

The calendar is subject to change, based on modifications made by the school districts. Please continue to check the web page for the latest information.

## Other Fees

- \$25 returned-check fee
- \$50 registration fee
- \$25 Status fee when 1) changing status from full-time to part-time status, 2) changing status from part-time to full-time status, or 3) 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 pm, the charge is \$25; beginning at 6:16 pm, the charge is \$1 per minute. (For details, see Late Pick-up Policy.)
- \$25 per month to hold spot for your child. For families with more than one child, the \$25 will be charged per child.

## Half Day Information

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

## Full Day Information

When school is closed and the ASP is operating, the program will be open from 7:30am to 6:00pm. We do not provide coverage on national holidays: Thanksgiving and the day after Thanksgiving (Black Friday), Christmas, New Year's Day, Martin Luther King's birthday, Presidents' Day, Good Friday, and Memorial Day. We are open during Spring Recess.

## Location

Full Day programs will be held at a TBD school in the Princeton School District.

## Programs

Special programs are planned for full days. These may include special guests, events, special projects, sports, and crafts.

## Full Day Attendance

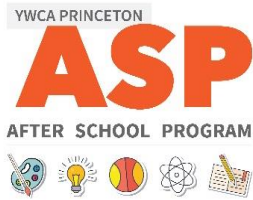
Prior to all full days and breaks, parents will need to sign up.

- Sign ups will be through the ASP Administrative Assistant at [Sleslie@ywcaprinceton.org](mailto:Sleslie@ywcaprinceton.org).
- Parent/guardians must sign their children both in and out each day.

## Electronics/Cell Phones/Toys From Home

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 (7:30am-6pm) Appropriate toys, game, and recreational items will be provided by the ASP. Students' personal items will be given to the teacher and handed to parents at pick-up. The only exception is if there is Show-and-Tell on an agreed day at the site.

## Childcare



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If a parent/guardian is interested in childcare services from a YWCA staff member, the parent/guardian needs to provide purpose of the childcare and the YWCA staff member must sign a release form (Appendix A) prior to the implementation of any outside babysitting service.

## Computers & TV (Movies)

Audio or visual presentations will reflect the curriculum Anti-Bullying, STEAM, the YWCA mission statement, and NJSACC. The purpose of the presentations is to encourage open discussion amongst the students; not for passive learning.

## Social Media

The YWCA Princeton often posts announcements and photos on our website and/or Facebook page. No photos will be used without parental permission. Parents/Guardians are prohibited from publishing photos of any child other than their own.

## Consumer Product Safety Commission

Safety is always of paramount importance to all of us at school, at home, and in the greater community. Please be sure to check the Consumer Product Safety Commission (CPSC) regarding unsafe products at least annually. The CPSC website is: [www.cpsc.gov/cpscpub/prerel/prerel.html](http://www.cpsc.gov/cpscpub/prerel/prerel.html).

## Parent Communication and Involvement

### Communication

The best form of communication is face-to-face. If that option is not available, we rely on emails, our website, and our emergency hotline. In order to ensure good communication between the YWCA and parents we ask you help in the following ways:

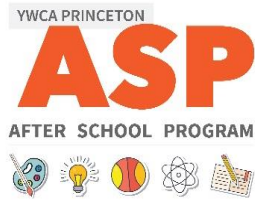
- We have an open-door policy. However please note during operating hours the safety of your child is our first priority. Therefore, it might be easier a time to speak with the Head Site Supervisor or ASP coordinator.
- Take a few minutes to talk with the ASP staff when you drop off and pick up your child.
- Keep the lines of communication open. Share your concerns. If something special is happening with your child, let the staff know.
- Be sure to check out the Parent Information Board 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.
- Fill out our survey and provide us with feedback.
- Contact the ASP Coordinator and ASP Administrative Assistant with any questions/concerns: [Sleslie@ywcaprinceton.org](mailto:Sleslie@ywcaprinceton.org) and [SGreen@ywcaprinceton.org](mailto:SGreen@ywcaprinceton.org) or phone 609-497-2100 x386.

### 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 current email address. 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.

### Parent Involvement

- If you would like to donate supplies/items to your child's site, please contact the ASP Coordinator.
- 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 child's site to see what is happening.



## YWCA/ASP Web Page

- Be sure to utilize our website at [www.ywcaprinceton.org/asp-princeton](http://www.ywcaprinceton.org/asp-princeton).
- Website is used to post our forms, reminders, registration information, 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

The YWCA Princeton is 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.

## Procedure for Voicing Concern (chain of command)

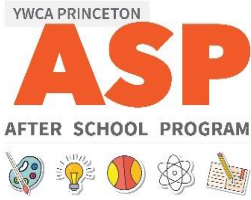
Head Site Supervisor will document any incident or concern from parent or teacher in the Communication Book.

1. ASP Coordinator will be informed of concern immediately.
2. ASP Coordinator will respond to parent/guardian within 24 hours of receiving message.
3. Parent/Guardian should call the Chief Operating Officer and Co-Director if a response is not given within 24 hours of incident.

Tara O'Shea,  
Chief Operating Officer &  
Co-Director  
[Toshea@ywcaprinceton.org](mailto:Toshea@ywcaprinceton.org)  
609-497-2100 x325

Nick Cheng  
Co-Director of Childcare  
[Ncheng@ywcaprinceton.org](mailto:Ncheng@ywcaprinceton.org)  
609-497-2100- x311





eliminating racism  
empowering women  
**ywca**  
Princeton

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, empowering women, standing up for social justice, helping families, and strengthening communities.

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59 Paul Robeson Pl, Princeton NJ 08540  
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