

YWCA is on a mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities.



after school program
parents' handbook 2017-2018
princeton sites

eliminating racism
empowering women
ywca
Princeton

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

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

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from the director

I would like to extend a warm welcome to you and your child. I look forward to an exciting after school program year filled with fun and learning. Please take a moment to review our Parent Handbook to learn more about the YWCA Princeton After School Program.

Since 1974, the YWCA 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 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 guidelines of 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. Please know that my door is always open, and do not hesitate to contact me with any questions you might have about the program.

Throughout the year, check the web site (www.ywcaprinceton.org/asp) for information and updates about the program. Please keep this Parent handbook in a handy place for reference throughout the year.

Registration for the 2017- 2018 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.

For returning students, a new contract must be completed along with all the necessary forms. If you should have any questions after reading the parent handbook, please do not hesitate to contact the Administrative Assistant at 609-497-2100 x317.

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

Sincerely,



Tara O'Shea
Director of Programs

YWCA is on A Mission to eliminate racism, empower women, stand up for social justice, help families, and strengthen communities.

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. 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 childcare matters. The center must comply with this requirement by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

* * * * *

Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (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/lifesafety; 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 www.state.nj.us/dcf/providers/licensing/laws/index.html 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 issued 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.

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

department of children and families

office of licensing

information to parents (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 OOL for the children's use. Please talk to us if you have any questions about the center's space.

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

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 www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html. 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/ and select Publications.

Licensing

We are 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. Should staff have any questions or concerns, they will immediately contact the Director of Programs.

about us

Mission

The After School Program, licensed by the State of New Jersey, Division of Children & Families and a registered member of the nationwide Afterschool Alliance and NJSACC. We provide quality childcare for children in grades pre-K through 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 fosters self-esteem and teaches children the value of respect for self, others and the environment. 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 Programs	Tara O'Shea	609-497-2100, ext. 334 toshea@ywcaprinceton.org
Assistant Programs Coordinator	Letia Taylor	609-497-2100, ext. 314 ltaylor@ywcaprinceton.org
ASP Administrative Assistant	Clara King	609-497-2100, ext. 317 cking@ywcaprinceton.org
Information Desk		609-497-2100, ext. o
Financial Aid	Grace Yuen	609-497-2100, ext. 319 gyuen@ywcaprinceton.org

Staff

Director of Programs

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

Assistant Program Coordinator

The Assistant Youth Program Coordinator works with the Director as well as with Head Site Supervisors, staff, and administration in creating fun, enriching, age-appropriate programs. It also includes overseeing the day-to-day concerns of parents and children 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)

about us (continued)

- 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 Teacher) 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 of the State of NJ and the YWCA ASP teacher manual.

Under the Office of Licensing, our staff to student ratio is 1 to 15.

Professional Development

Our goal is to provide staff with the knowledge, skills, and tools they will need 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 and throughout the year, and monthly meetings in which we discuss programming and curriculum. 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 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. **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.**

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 and you receive an email confirmation from the ASP Administrative Assistant.**

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 director and YWCA CEO each year. The curriculum is based on Adventures in Peacemaking, Don't Laugh At Me and Win-Win Conflict Resolution, which is designed every year during in-service accompanying monthly themes. 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
- 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.

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.

about the program (continued)

Homework

Homework time is offered each day. It is not our policy to force a child to do homework. 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 no more than 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 rotational schedule throughout the year. They are based on interest and space, and may include, but are not limited to:

- Instructional Sports (Golf, Tennis and Soccer)
- Creative Thinking
- Art
- Science
- Yoga

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 their behavior as it might affect others. In the beginning of the year, Head Site Supervisors along with 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 a nurturing, optimistic and safe environment. In addition, children are guided in problem and resolution solving skills which reflect 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, teasing and inappropriate behavior and language will not be accepted 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 the case that inappropriate behavior persists, the child may be removed from the group and asked to think over their behavior.**

Our staff implements a three strike rule in the case of inappropriate behavior:

- 1) **Rule is restated to child.**
- 2) **Reminder given to child of first restatement.**
- 3) **Time-out that gives child the opportunity to think of a solution that is acceptable in the ASP.**

Expulsion/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 expel 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.

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 themselves.
 - 2) Parent threatens staff members with physical or intimidating actions.
- **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.

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) 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 ASP.
 - 4) The parent/guardian will be given a specific expulsion 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 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 ASP.
 - 3) Questioned the Director regarding policies and procedures.
 - 4) Has not been given sufficient time to make other childcare 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 may request 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.

health and nutrition

Snack

Before School Programs provide a breakfast snack. The After School Programs serve 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.

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. **In addition, children are not allowed to chew gum or candy during ASP hours.**

Allergies

Please inform the Administrative Assistant in writing (within 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.

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. **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 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 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. 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.

health and nutrition (continued)

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.

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

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. 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.

Arrival and Departure (signing in and out)

Before School and Full Day Programs Arrivals

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. 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 come in to the ASP site to sign out the child on the attendance sheet. Please read late pick-ups 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 and in the Administrative Assistant. 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 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.**

program policies and procedures

Hours of Operation

Before School Program: Available at **Riverside only**
Begins at 7:15a.m. to the start of school

After School Program: Available at both sites
End of school day of 6 p.m.

Locations of Sites

Princeton School District (afternoons only)

Community Park Elementary: ASP is held in the cafeteria.

Johnson Park Elementary: students are transported to Community Park by bus.

Riverside Elementary: ASP is held in the cafeteria.

Site and Important Telephone Numbers

	ASP Designated Phone Numbers
Princeton Township	
Riverside Elementary School, grades K-5	609-273-6524
Community Park Elementary School, grades Pre-K-5	609-273-6525
Johnson Park School, grades Pre-K-5	609-273-6525
Emergency Closings	609-497-2100, ext. 9
YWCA Administrative Assistant	609-497s-2100, ext. 317

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.**

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.

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** 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)

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 call **609-497-2100, ext. 9**.

In weather-related emergencies, the Director and the YWCA 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 the final decision..

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 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 well-being of the children and staff.

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

We appreciate your understanding and patience when such decisions are 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

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.

Please call the emergency hotline number for the most updated information:

YWCA Princeton Emergency Hotline

609-497-2100, ext. 9

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)

Tuition Information

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 one month's tuition and a deposit equal to one month's tuition, are due at time of registration. Tuition is to be paid in eight equal installments thereafter and is due by the first of the month that you are receiving our 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.**

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 current month will have a surcharge of \$25 added to the bill.** Therefore, it is critical to contact the ASP Administrative Assistant 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/enrichments, balances must be paid.

- **Withdrawal:** If you need to withdraw your child from the program, your deposit will be applied to the last month of childcare service. **We require one month's written notice by the first of the previous month to be given to the Administrative Assistant. NO CREDIT OR REFUNDS CAN BE GIVEN IF LESS THAN ONE MONTH'S NOTICE IS GIVEN.**
- **Status Changes:** Need to be submitted in writing to the Administrative Assistant, either by fax: 609-924-8644 or email: cking@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 fee of \$25 for any status change that is done during the same month.
- **Second Child Discounts:** A discount is given 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 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.
- **Receipts:** To request a receipt, please email ltaylor@ywcaprinceton.org or call 609-497-2100, ext. 314. We will email your receipt upon request.
- **Tax ID:** Our tax identification number is **210-635-056**.

program policies and procedures (continued)

PRINCETON

Pricing:

Riverside Before School Program (7:15am-8:00am)

1-5 days per week \$150 per month

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

Full-time: 4-5 days per week \$336 per month

Full-time: 4-5 days per week, 2nd child \$330 per month

Part-time, 2-3 days per week \$244 per month

Riverside Pre-school After School Program (2:30pm-6:00pm)

Full-time: 4-5 days per week \$391 per month

Part-time, 2-3 days per week \$278 per month

Community Park/Johnson Park After School Program (3:00pm-6:00pm)

Full-time: 4-5 days per week \$336 per month

Full-time: 4-5 days per week, 2nd child \$330 per month

Part-time, 2-3 days per week \$244 per month

5-Day Pass

\$190

program policies and procedures (continued)

Part Time– Monthly

- You must designate what days you will be attending; example, Mondays, Wednesdays, Fridays. Rotating or flexible schedule needs prior approval from the director of programs. Switching days is permitted only with written notification and two weeks' notice to the Administrative Assistant before the month begins. There is no additional charge if you switch your days schedule only once a month. If you need to change more than once per month or need immediate childcare, you will be charged a change fee of \$25.
- If your child needs to attend additional days, please contact the Administrative Assistant. You will be charged \$50 for an extra day.
- If your child's day falls on a national holiday (example: Presidents' Day) when the ASP is closed, a parent may choose another day for that week with one week's written notice, you need to email to the Administrative Assistant the Monday before.

5-Day Pass: \$190

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

Other Fees:

\$25 returned-check fee

\$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 is applied to part-time students who are not regularly 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 Status 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. (For details, see Late Pick-up Policy.)

\$25 per month to hold spot for your child.

program policies and procedures (continued)

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 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's birthday, Presidents' Day, Good Friday, and Memorial Day. We are **closed** during Winter Recess, but are **open** during Spring Recess.

A 5-Day Pass does not apply to Full days. However, you may purchase an extra ASP full day (8am-6pm) at an additional cost of \$50 for your child by calling the Administrative Assistant 609-497-2100, ext. 317.

Location

Johnson Park students will be transported to the Community Park ASP. Community Park and Riverside full days are to be held at our YWCA location. Parents will be notified if there is a change in the location.
for all grades.

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 may require a fee to be paid by parents. However, these special programs are optional.

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. (See page 11 for details).

Field Trips

Contracted buses are used for field trips. Staff and students review and participate in bus drills prior to leaving and review protocol of lost camper procedures before or on the day of the trip. To ensure safety, all staff scheduled for that day will attend the field trip.

Full Day Attendance

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 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 (8a.m.-6p.m.) and field trips. Adequate toys, game, and recreation-

Childcare

Parent/guardian needs to provide purpose of the childcare and 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 (See page 8): Building Blocks of Democracy, Win-Win Conflict, Anti-Bullying, STEAM and the YWCA mission statement. The purpose of the presentations is to encourage open discussion amongst the students; not for passive learning.

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/prereel/prereel.html.

parent communication and involvement

Communication

The best form of communication is face-to-face. When that is not appropriate to give important messages to our parents, 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. 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.
- Contact Director of Programs with any questions/concerns via email: toshea@ywcaprinceton.org or phone **609-497-2100 x334**.

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 ltaylor@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.

Parents Involvement

- Respond to your Head Site Supervisor if donations of items are requested.
- 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/asp.
- Website is used 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

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. See our office procedure below.

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 Director will be informed of concern immediately.
- 2) ASP Director will respond to parent within 24 hours of receiving message.
- 3) Parent should call the ASP Director if a response is not given within 24 hours of incident.
- 4) If there is no response from ASP Director, parent should notify the YWCA CEO at 609-497-2100, ext. 302.

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.

eliminating racism
empowering women
ywca
princeton