

# SCHOOL'S OUT FAMILY HANDBOOK

2016-2017 SCHOOL YEAR



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

**YMCA Camp Ockanickon, Inc. 1303 Stokes Road, Medford NJ 08055**

**Phone: 609.654.8225 or 1.800.442.2267**  
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## Welcome to School's Out!

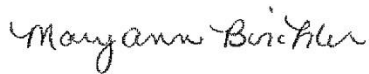
Thank you for enrolling your child into the YMCA Camp Ockanickon School's Out Program. We hope your child's experience with us is a positive one. We all share a common goal – to provide a safe, trusting atmosphere in which our children can grow, develop new interests and friendships and of course, have fun!

The School Age Child Care curriculum is based on a comprehensive approach to childcare. Our site supervisors develop monthly lesson plans that allow children the opportunity to participate in activities such as: arts and crafts, character development, math and literacy, science, nature, and quality homework time. YMCA Camp Ockanickon offers children diverse experiences and opportunities for learning through developmentally appropriate activities and practices.

Your involvement as a parent/caregiver in our programs is extremely important for our continued success. The policies outlined in this handbook are what you may expect from the School's Out program as well as what our team members expect from our program participants and their families. In order for your child to have a positive experience at the School's Out program, parents and our staff must work together. We hope you find this handbook to be helpful.

My staff and I are excited that you have selected our School's Out for this school year. Please do not hesitate to call if you have questions, comments or suggestions.

Sincerely,



MaryAnn Birchler  
School's Out Director

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## SCHOOL'S OUT

### YMCA CAMP OCKANICKON MISSION STATEMENT

YMCA Camp Ockanickon, Inc. is an interfaith, charitable association, founded on Christian principles dedicated to implementing programs that build healthy, confident, and community involved children, adults, and families.

### PHILOSOPHY OF YMCA SCHOOL AGE CHILD CARE

The philosophy of the YMCA Camp Ockanickon School Age Child Care programs is to nurture each child through care, understanding and affection. We offer programs that promote learning through play, recreation and structured classes.

### YMCA CORE VALUES

**Caring:** To be sensitive, understanding and responsive to the well-being of others.

**Honesty:** To be truthful, trustworthy, and sincere and fair in words and actions.

**Respect:** Value the worth of a person and property as well as treating others as you would be treated.

**Responsibility:** To do what's right – what we ought to do, to be accountable for own choices of behavior, actions and promises.

### PROGRAM GOALS

The YMCA experience is grounded in a set of six objectives that characterize all YMCA school age programs:

**Promote positive youth development:** We create effective, quality programming that consists of constructive and well planned schedules and activities that are tailored to the needs and interests of youth, parents, and communities.

**Develop positive relationships:** Our staff serve as consistent, caring and appropriate role models who encourage positive relationships between young people in their communities.

**Build strong partnerships with young people, families, schools, and communities:** We encourage input from families, schools, and young people on all aspects of the program. We involve school staff, parents and community volunteers in the operation of the program by maintaining active relationships by all who are involved.

**Create a fun and safe environment:** We seek out the most accommodating, safe and clean space for indoor and outdoor activities, attractive and welcoming décor, as well as appropriate space, supplies and furnishings to support the programs' activities.

**Support working families:** Our hours, rate and flexible schedule options are designed to support the needs of the communities which we serve.

**Have fun:** We offer children many opportunities to enjoy before or after school time by exposing them to social interactions and diversity that can only be experienced when a child is comfortable and cared for appropriately.

## BUSINESS POLICIES AND PROCEDURES

### YMCA MEMBERSHIP

Each child attending the School's Out program must be enrolled as a member of YMCA Camp Ockanickon. The cost of the membership is \$50.00 per school year and \$30.00 per school year for siblings enrolled in one of the programs. This membership allows your child to enroll in other programs offered at YMCA Camp Ockanickon at preferred pricing.

### REGISTRATION

A completed registration packet must be returned to the Main Office at YMCA Camp Ockanickon by the Wednesday before your desired start date. Appropriate payments should accompany the registration packet. Please mail to the below address:

YMCA Camp Ockanickon  
Attn: Registrar  
1303 Stokes Road  
Medford, NJ 08055

### SIBLING DISCOUNTS

Siblings who are enrolled together in the School's Out program will receive a 20% discount on their monthly tuition. The discount is given on the program that is the least expensive.

### PAYMENT

School's Out is a monthly tuition program. **Please be aware that monthly tuition is not based on the particular number of days each month that your child may be attending. Tuition is an annual cost that is paid in 10 equal monthly payments that account for 180 days of school, scheduled half days as well as school holidays.** Payments are due to the YMCA by the 25<sup>th</sup> of each month preceding your child(ren)'s participation in the program. For example, payments for October are due by September 25<sup>th</sup>.

Payments can be made in the form of cash, check, money order or credit card. We accept all major credit cards: Visa, American Express, MasterCard and Discover.

## PAYMENT OPTIONS

### 1. Monthly credit card payments:

If you sign-up for the automatic payment option, your monthly tuition will be automatically charged to the credit card you give us on file. School's Out automatic payments will be charged on the 25<sup>th</sup> of each month. If the 25<sup>th</sup> is a weekend or holiday, payment will be charged on the next business day **except** for November (11.22.16) and December (12.22.16).

### 2. Mailing or dropping off payments:

Payments are due by the 25<sup>th</sup> of the month. Please send or deliver your payment to the Main Office at YMCA Camp Ockanickon. Our office hours are 9:00 am – 5:00 pm Monday through Friday. Please send payments to:

YMCA Camp Ockanickon  
Attn: Registrar  
1303 Stokes Road  
Medford, NJ 08055

## LATE PAYMENTS

Late payments will jeopardize your child's space in our programs. Payments are due on the 25<sup>th</sup> of each month for the preceding month. To avoid a late fee, we must receive payment no later than the 25<sup>th</sup> of the month.

After the 25<sup>th</sup>, a \$25.00 late fee will be assessed to the tuition owed. If payment is not received by the 30<sup>th</sup> your child will not be able to attend the School's Out program on the 1<sup>st</sup> of the month. We must receive payment before your child is able to return to the program.

## FINANCIAL ASSISTANCE

YMCA Camp Ockanickon believes that no one should be denied a place in a YMCA program because of inability to pay. Financial assistance is provided to those who qualify through donations of our Annual Scholarship Fund. Proof of need is required.

Financial assistance is awarded based on income, family size or special circumstances and all families are encouraged to apply. Financial assistance application can be downloaded on our website at [www.ycamp.org](http://www.ycamp.org) and are also available at the YMCA Camp Ockanickon Main Office. Financial assistance funds are limited and assistance will be awarded on a first come, first served basis.

Completed applications with completed child registration packet must be mailed to:

YMCA Camp Ockanickon  
Attn: Financial Assistance Coordinator  
1303 Stokes Road  
Medford, NJ 08055

Applications are not considered to be received until all supporting documentation and registration forms have been received. The deadline for financial assistance applications is no later than two weeks prior to the desired start date.

## **SCHEDULE CHANGES**

A one-week notice is required for all schedule changes. An Enrollment Change Form must be completed and signed by the parent/guardian. Enrollment Change Forms are available at the School's Out sites, at our Main Office, or our website at [www.ycamp.org](http://www.ycamp.org). No refunds will be awarded for changes to schedule from the program without a signed one-week written notice.

## **PROGRAM WITHDRAWALS**

A one-week notice is required for all withdrawals. The YMCA will stop billing only after it has received an Enrollment Change Form. An Enrollment Change Form must be completed and signed by the parent/guardian. Enrollment Change Forms are available at the School's Out sites, at our Main Office, or our website at [www.ycamp.org](http://www.ycamp.org). No refunds will be award for withdrawals from the program without a signed one-week written notice.

A withdrawal means the child(ren) is withdrawn for the remainder of the school year. If you plan to use the program, at any time subsequently, just check the drop in box which keeps the child active in the program at no cost, unless used.

## **LATE PICK-UP FEE**

The fee for a late pick-up, after the official end of the School's Out program is \$10.00 for the first minute and \$1.00 for every minute after.

## **TAX ID NUMBER**

School's Out expenses may qualify as deductible child care expenses.  
Our tax ID number is: **21-0635054**

**SCHOOL'S OUT SITE LOCATIONS**

YMCA Camp Ockanickon offers School Age Child Care in nine different locations in the Medford, Medford Lakes and Shamong school districts. **Program operation, at any site and for AM and/or PM, is contingent upon minimum enrollment figures. If, for any reason, a site will not operate, you will be notified immediately and will receive a full refund.**

| <b>School</b>                                     | <b>District</b> | <b>Schedule</b> | <b>Grades</b>                     | <b>Site Phone #</b> |
|---|-----------------|-----------------|-----------------------------------|---------------------|
| Allen   | Medford         | AM & PM         | K – 5 <sup>th</sup>               | 609.654.5606        |
| Chairville  | Medford         | AM & PM         | K – 5 <sup>th</sup>               | 609.654.4993        |
| Cranberry Pines                                   | Medford         | AM & PM         | K – 5 <sup>th</sup>               | 856.985.7823        |
| Haines 6 <sup>th</sup> Grade Center<br>(at Allen) | Medford         | PM              | 6 <sup>th</sup>                   | 609.654.5606        |
| Kirby's Mill                                      | Medford         | AM & PM         | K – 5 <sup>th</sup>               | 609.654.2375        |
| Medford Memorial<br>(at Allen)                    | Medford         | PM              | 7 <sup>th</sup> – 8 <sup>th</sup> | 609.654.4140        |
| Taunton Forge                                     | Medford         | AM & PM         | K – 5 <sup>th</sup>               | 609.654.6121        |
| Nokomis   | Medford Lakes   | PM only         | K – 2 <sup>nd</sup>               | 609.714.2025        |
| Neeta   | Medford Lakes   | PM only         | 3 <sup>rd</sup> – 8 <sup>th</sup> | 609.654.2169        |
| Indian Mills Elementary                           | Shamong         | AM & PM         | K – 4 <sup>th</sup>               | 609.268.6983        |
| Indian Mills Memorial<br>(at IME)                 | Shamong         | PM              | 5 <sup>th</sup> – 8 <sup>th</sup> | 609.268.6983        |



## SCHEDULE OF HOURS – FOR SCHOOL'S OUT ONLY

The School's Out AM program hours are from 7:00 am until the start of school. Please do not drop-off children before the program officially begins.

The School's Out PM program hours are from school dismissal until 6:00 pm.

For scheduled early dismissal days, the School's Out program will be held from dismissal time until 6:00 pm. Parents/Guardians **must** pack a lunch for their child(ren) on scheduled early dismissal days.

For scheduled late openings, the School's Out program will provide morning care from 7:00 am until the start of school.

For scheduled school closings (Holidays, Teacher In-Service, etc.), the School's Out program will hold School's Out at Camp days at the YMCA Camp Ockanickon facility at 1303 Stokes Road in Medford. School's Out at Camp days will operate from 7:00 am to 6:00 pm and offer a variety of rewarding activities as well as breakfast, lunch and snack. This program is offered at the preferred rate of only \$50.00 (less than \$5/hour, including meals) for all School's Out program participants. Registration forms are available on our website at [www.ycamp.org](http://www.ycamp.org). **Camp days may be cancelled due to low enrollment.**

## SCHOOL CLOSINGS / INCLEMENT WEATHER

If the weather conditions threaten a possible school closing or late arrival, please listen to the radio or watch the local TV news to see if your child's school will be closed.

If your child's school is closed:

There are **NO** School's Out programs

If your child's school has an unscheduled delayed opening:

There will be **NO** School's Out AM program

If your child's school has an unscheduled early dismissal:

There is **NO** School's Out PM program

If the school decided to close earlier or later in June because of not using/using snow days, June's tuition amount will not be changed.

## ATTENDANCE

### Absence

If your child is going to be absent please call your School's Out site to notify the staff. If the School's Out staff does not receive notice of an absence, they will assume the child is missing and will contact the emergency contact list until they receive notification of the child's whereabouts. It is extremely important that you report any absences to our School's Out staff. Also, please let your child's teacher know if you are not attending a PM session to alert for busing or walking home.

### Sign In/Out

Your child must be physically signed in or out at drop off or pick up for School's Out or for those not utilizing district bus transportation. You must indicate the time and initial the attendance form. During AM care, each child must be brought into the site and signed in by an adult. Signing in and out is a critical part of us tracking the children throughout the program.

### **POLICY ON THE RELEASE OF CHILDREN**

Each child may be released **only** to the child's parent(s)/guardian(s) or person(s) authorized on the School's Out registration form. Those listed as authorized person to pick-up will assume responsibility for the child(ren) in an emergency, if the parent(s)/guardian(s) cannot be reached.

If a non-custodial parent(s) has/have been denied access or granted limited access to a child, by court order, the YMCA shall be provided documentation to that effect by the custodial parent, maintain a copy on file and comply with the terms of the court order.

If the parent(s)/guardian(s) or person(s) authorized by the parent(s)/guardian(s) fails to pick-up at the School's Out daily closing, the program shall ensure that:

1. The child(ren) is supervised at all times.
2. Staff members attempt to contact all listed emergency contacts listed on the registration form.
3. An hour or more, after closing times or that other arrangements for pick-up have failed, the staff members shall call the Division's 24 hour Child Abuse Hotline (1.800.792.86 10) to seek assistance in caring for the child until the parent(s)/guardian(s) or authorized pick-up is able to pick-up the child.

If the parent(s)/guardian(s) or person(s) authorized to pick-up appears to be physically and/or emotionally impaired, in the judgment of the site supervisor or staff member, the child(ren) would be placed in harm if released to such an individual, the School's Out program shall ensure:

1. The child may not be released to such an impaired individual.
2. Staff members attempt to contact the child's other parent or an alternative authorized pick-up person(s).
3. If the site is unable to make an alternative arrangement, a staff member shall call the Division's 24 house Child Abuse Hotline (1.800.792.86 10) to see assistance in caring for the child.

No child shall be released from the program unsupervised.

## MEDICAL POLICIES

### Illness

In order to prevent illness from being spread to program participants, please observe the following guidelines:

Your child should be at home, if ill, and will be sent home if he/she has the following:

1. Temperature of 100°F or more, excluding immunization reactions.
2. Severe cold with fever, bronchitis; until the child has been on an antibiotic for at least 24 hours.
3. Vomiting.
4. Rashes that cannot be identified or have not been diagnosed by a physician.
5. Contagious diseases such as measles, chickenpox, mumps, roseola, pink eye and impetigo.
6. Ear or throat infections; until he/she has had medication for at least 24 hours.

In the event that your child becomes ill at School's Out, a staff member will contact you. Upon notification, we require that your child be picked up from the program within one hour.

Children sent home from School's Out must be free of symptoms (i.e. fever, vomiting) for 24 hours before returning. A note from your doctor stating that the child presents no health risk to themselves or others may be required in order for your child to return to the programs.

We try very hard to minimize infections and control the spread of disease with the following measures:

- Cleaning the eating areas thoroughly after each child.
- Washing hands before food handling.
- Using gloves during snack distribution.
- Requiring and supervising hand washing with children before snack and after toileting.
- Disinfecting program supplies.

### Injury

If emergency medical care is necessary, any of the following steps might be taken:

1. Attempt to contact the parent/guardian.
2. Attempt to contact persons listed on the registration form.
3. Contact an ambulance or paramedics to take child to hospital, if no responsible person can be reached.

### Communicable Diseases

If a child exhibits any of the following symptoms, he/she cannot attend School's Out. If such symptoms occur at the school site, the child will be removed from the group and the parent/guardian will be called to take him/her home.

## Communicable Diseases Continued...

- Severe pain or discomfort
- Acute diarrhea
- Swollen joints
- Blood in urine
- Episodes of acute vomiting
- Difficult or rapid breathing
- Skin rashes lasting longer than 24 hours
- Elevated oral temperature of 101.5°F
- Sore throat or severe coughing
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Skin lesions that are weeping (open sore) or bleeding
- Visibly enlarged lymph nodes
- Stiff neck

Once the child is symptom free for 24 hours, or has a doctor's note stating he/she no longer poses a serious health risk to themselves or others, they may return to the program.

## Table of Excludable Communicable Diseases

## Respiratory Illnesses

- Chickenpox\*\*
- German measles
- Hemophilus influenza\*
- Measles\*
- Meningococcal\*
- Mumps\*
- Strep throat
- Tuberculosis\*

## Gastrointestinal Illnesses

- Giardia lamblia\*
- Hepatitis A\*
- Salmonella\*
- Shingella\*

## Contact Illnesses

- Impetigo
- Lice
- Scabies

A child who contracts any of the above listed diseases may not return to the program without a doctor's note stating that the child presents no risk to themselves or others.

\*Diseases that will be reported to the health department by the School's Out site.

**\*\*Note:** If your child has chickenpox, a doctor's note is not required for readmitting the child to the School's Out site. A note from the parent is required, stating either that at least six days has elapsed since the onset of the rash or that all sores have dried or crusted.

Medication

Any medication which needs to be administered to your child, while in the program, must first be brought to the site supervisor. **A Parent Request to Administer Medication Form must be signed and completed.** This form is found in the School's Out registration packet.

**Prescription medications must be in the original prescription packaging and be accompanied by a doctor's note prescribing that medication to your child.** If your child needs an inhaler or epi-pen, please provide an extra one for these programs with their name on it. The site supervisor will store it in an appropriate locked location.

All non-prescription medications will be kept away from children and the site supervisor's control. This includes over the counter products such as: cough drops, aspirin, and cold medications. These medications can only be administered by a site supervisor.

**PARENT INVOLVEMENT**

Communication with Parents

Phone: Please provide, on the registration form, with accurate phone numbers you would like us to use to contact you for accidents/incidents involving your child(ren), emergency closings and other information we deem important.

Personal meetings: If there is an issue you would like to discuss with the School's Out Director or site supervisor, we will arrange meeting times with the necessary parties. We may also request a personal meeting with you, if necessary.

Opt-In Text Alerts: Please follow the directions below to receive text alerts for your child's School's Out Sites. This is an easy and fast way for our staff to send out important information!

Receive texts or email updates while your child is at School's Out! Please find your child(ren)'s school listed below. You can opt-out at any time. Remind is a free, safe, and simple messaging tool that helps us share important updates and reminders with our families. Subscribe by text or using the Remind App. All personal information is kept private. Staff will never see your phone numbers, nor will you see theirs.

| School's Out Site                    | Send a text to the number: | With this message: | To opt-out, send this message to same number: |
|--------------------------------------|----------------------------|--------------------|---|
| Allen School                         | 81010                      | @allenso           | Unsubscribe @allenso                          |
| Chairville School                    | 81010                      | @chairso           | Unsubscribe @chairso                          |
| Cranberry Pines School               | 81010                      | @cpinesso          | Unsubscribe @cpinesso                         |
| Haines School                        | 81010                      | @hainesso          | Unsubscribe @hainesso                         |
| Kirby's Mill School                  | 81010                      | @kmillsso          | Unsubscribe @kmillsso                         |
| Taunton Forge School                 | 81010                      | @tforgeso          | Unsubscribe @tforgeso                         |
| Neeta School                         | 81010                      | @neetaso           | Unsubscribe @neetaso                          |
| Nokomis School                       | 81010                      | @nokomisso         | Unsubscribe @nokomisso                        |
| Indian Mills Elem & Memorial Schools | 81010                      | @imeso             | Unsubscribe @imeso                            |

We appreciate when parents/guardians keep us informed of any changes or special events in their child's schedule. Also, please let us know of any transitions in your child's home life (divorce, birth of a new child, death, etc.). This communication helps our staff remain sensitive to your child's needs.

Parent Observation

We have an open door policy with our parents. You are welcome at your child's School's Out site any time. Please feel free to do so when you can.

Volunteering

Parents are welcome to volunteer with the program in the following ways:

- Donating used toys, games or books
- Providing input and suggestions about our program
- Completing and returning parent evaluations
- Presenting special programs, using hobbies or careers as topics

## PROGRAM RULES

### SCHOOL'S OUT BEHAVIOR GUIDELINES

It is the YMCA's goal to provide a healthy, safe and secure environment for all participants. Children who attend the program are expected to follow the behavior guidelines based on the four core values of the YMCA and to interact appropriately in a group setting.

Below is a list of the seven major rules of School's Out

1. Treat myself, others and the program with caring, honesty, respect and responsibility;
2. Follow directions and instructions from staff;
3. Participate in and try each new activity;
4. People are responsible for their actions;
5. Keep hands, feet and all other body parts to myself;
6. We respect each other, the environment, program facilities and equipment; and
7. Have fun! 😊

### FIGHTING

For the safety of all children in the School's Out Program, physical fighting is absolutely prohibited and will NOT be tolerated. Therefore, any fighting offense may result in immediate suspension.

### SUSPENSION / EXPULSION

Unfortunately, there are some reasons we have to expel a child from our program, either on a short term or permanent basis. We want you to know we will do everything possible to work the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to terminate or suspend a child from the program:

#### Parental Actions for Child's Suspension / Expulsion

- Failure to make payments or habitual lateness in payments.
- Failure to complete required forms.
- Habitual tardiness when picking up child(ren).
- Physical or verbal abuse to participants or staff.

#### Child's Actions for Suspension / Expulsion

- Failure to adjust after a reasonable amount of time.
- Uncontrollable tantrums and/or angry outbursts.
- Ongoing physical or verbal abuse to staff and/or other children.
- Excessive biting or hitting.

#### Reason for Immediate Expulsion

We will make every effort to work with families in the event that expulsion from the program is necessary. However, if the child or parent/guardian possess a direct threat to their own or the safety of other participants and staff, the YMCA may call for an immediate expulsion from the program. These threats can include, but are not limited to, physical violence and verbal or implied threats.

### Proactive Solutions Taken in Order to Prevent Suspension / Expulsion

- Staff will try to redirect a child from negative behavior.
- Staff will reassess the classroom environment, activity appropriateness and supervision.
- Staff will always use positive methods of language while disciplining children.
- Staff will praise appropriate behaviors.
- Staff will consistently apply consequences for rules.
- A child will be given verbal warnings.
- Brief time-out will be given so a child can regain control.
- A child may lose certain privileges.
- Parent/guardian will be notified verbally.
- A child's disruptive behavior will be documented and maintained in confidentiality.
- Parent/guardian will be given written copies of the disruptive behavior that might lead to expulsion.
- The director, staff and parent/guardian will have a conference to discuss how to promote positive behaviors.

### Schedule of Expulsion

If, after the remedial actions above have been exhausted, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting a suspension/expulsion. A suspension 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 program.

- The parent/guardian will be informed regarding the length of suspension.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program.
- The parent/guardian will be given a specific expulsion date that allows the parent an adequate amount of time to seek alternate child care (approximately one to two weeks' notice, depending on risk to other participants welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the program.

Payment for suspended or expelled School's Out days are non-refundable.

### A Child Will NOT Be Expelled If...

- A child's parent/guardian made a complaint to the Office of Licensing regarding a site's alleged violations of the licensing requirements.
- A child's parent/guardian report abuse or neglect occurring at the site.
- A child's parent/guardian question the site regarding policies and procedures.
- The YMCA did not provide an adequate amount of time to make other child care arrangements.

## LICENSING POLICY INFORMATION

Under the provision of the Manual of Requirements (N.J.A.C 10:122) every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, state licensing requirements, child abuse/neglect reporting requirements and other child care matters. The site must comply with the requirements by reproducing and distributing to parents this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the site must secure every parent's signature attesting to his/her receipt of the information.

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

To be licensed, our School's Out programs 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; staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; etc.

Our site 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. Parents may secure a copy of the document by sending a check or money order for \$5.00, payable to the Treasurer, State of New Jersey and mailed to the below address:

NJ Department of Children and Families  
Office of Licensing  
Publication Fees  
PO Box 657  
Trenton, NJ 08646-0657

We encourage parents to discuss with the directors any questions or concerns about the policies and programs of School's Out, including the meaning, application or any alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our program may be in violation of licensing standards, you are entitled to report them to the Office of Licensing, toll free at 1.800.667.9845. Of course, we would appreciate your bringing these concerns to our attention first.

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

Parents are entitled to review the site's copy of the Office of Licensing's Inspection/Violation Reports on the site, which are issued after every state licensing inspection. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the site during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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



**LICENSING POLICY INFORMATION CONTINUED...**

Our sites 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.

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

Our sites must offer parents of enrolled children ample opportunity to participate in and observe the activities of the site. Parents wishing to participate in the activities or operations of the site should discuss their interest with the School's Out Director or site supervision, who can advise them of what opportunities are available.

Parents of enrolled children may visit our sites, 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 visit from our parents!

Our sites must inform parents in advance of every field trip, outing or special event away from the site and must obtain prior written consent from parents before taking participants on such trips.

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 (LAAD), 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 1.800.514.0301 (voice) or 1.800.514.0383 (TTY).

Our sites are 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 site and make the list accessible to staff and parents and/or provide parents with the CPSC website at [www.cpsc.gov/recalls](http://www.cpsc.gov/recalls). Internet access may be available at your public library. For more information, please call the CPSC at 1.800.638.2772.

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 site or not is required by state law to report the concern immediately to the State Central Registry Hotline, toll free at 1.877.NJABUSE or 1.877.652.2873. 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.nj.gov/dcf](http://www.nj.gov/dcf) and select publications.

If needed, our School's Out staff will hold parent / staff conferences. If you'd like to request a conference, please contact our office at any time.

All parents are welcomed to come to our Summer Camp Open Houses located at Camp Ockanickon in the spring of 2017. Call our Main Office for more information.

**CONTACT INFORMATION FOR SCHOOL'S OUT****For program, staffing or curriculum questions:**

|                                  |                  |              |                   |
|----------------------------------|------------------|--------------|-------------------|
| School's Out Director:           | MaryAnn Birchler | 609.678.1501 | maryann@ycamp.org |
| School's Out Assistant Director: | Lynn Passarella  | 609.678.1502 | lynn@ycamp.org    |
| School's Out Assistant Director: | Melissa DiMona   | 609.678.1507 | melissa@ycamp.org |

**For payments or billing questions:**

|                               |                 |              |                 |
|-------------------------------|-----------------|--------------|-----------------|
| Registrar Director:           | Lynne Gally     | 609.678.1503 | lynne@ycamp.org |
| Registrar Assistant Director: | Karen Emenecker | 609.678.1511 | karen@ycamp.org |