



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

SCHOOL'S OUT FAMILY HANDBOOK

2019-2020 SCHOOL YEAR



**YMCA OF
THE PINES**
EXPLORE. GROW. THRIVE.

**YMCA of the Pines
1303 Stokes Road, Medford NJ 08055
Phone: 609.654.8225
Fax: 609.654.8895 Web: www.ycamp.org
Email: registration@ycamp.org
Tax ID # - 21-0635054**

Welcome to School's Out!

Thank you for enrolling your child into the YMCA of the Pines 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 environment in which our children can grow, develop new interests and friendships and of course, have fun!

The School's Out curriculum is based on a comprehensive approach to child care. Our site supervisors develop monthly lesson plans that allow children the opportunity to participate in activities such as: arts and crafts, character development, sports, games, and quality homework time. YMCA of the Pines 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.

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

Sincerely,

/s/ Becca Gutwirth
Becca Gutwirth, School Age Child Care Director

School Age Child Care Director Becca Gutwirth 609-678-1520 – Direct Line 609-744-6712 – Cell Phone becca@ycamp.org	Chief Operating Officer Greg Keresztury 609-678-1515 – Direct Line gregk@ycamp.org
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Please be advised that YMCA of the Pines will attempt to provide child care for all of our participants. However, we do not have the resources to provide individualized, one-on-one supervision.

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YMCA OF THE PINES MISSION STATEMENT

YMCA of the Pines is an interfaith, charitable organization dedicated to helping children, teens and families explore, grow, thrive and ultimately become the best version of themselves.

PHILOSOPHY OF YMCA SCHOOL AGE CHILD CARE

The philosophy of YMCA of the Pines School's Out program is to nurture each child through care, understanding, and affection. We offer programs that promote learning through play, recreation and structured classes.

YMCA OF THE PINES SIX CORE VALUES

Caring: Show a sincere concern for others.

Honesty: Be truthful in what you say and do.

Respect: Treat others the way you would want to be treated.

Responsibility: Be accountable for your promises and actions.

Courage: Be brave toward your best self.

Inclusion: Accept, welcome, and embrace all.

PROGRAM GOALS

The School's Out experience is grounded in a set of six objectives that characterize all YMCA of the Pines 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 amongst 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 program's activities.

Support working families: Our hours, rates 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.

REGISTRATION

A new registration packet must be completed for each child attending the School's Out program, each year, before they can attend the program. The cost of the registration is \$50.00 for the first child per school year and \$30.00 per school year for each sibling enrolled in School's Out.

Fees for registrations received by July 19, 2019 will be discounted as follows - \$25.00 for the first child, \$15.00 for each sibling registered.

A completed registration packet must be returned to the Welcome Center at YMCA of the Pines by the Wednesday before your desired start date. For students starting the first week of school, we must have completed registration packets by August 28, 2019. Appropriate payments should accompany the registration packet. Please mail or deliver to the below address:

YMCA of the Pines
Attn: Registrar
1303 Stokes Road
Medford, NJ 08055

SIBLING DISCOUNTS

YMCA of the Pines offers a significant (20%) discount for more than one child registered in School's Out. The older child will be charged the regular rate. Younger siblings will receive the discounted rate.

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 and scheduled two hour delays.** Payments are due to the YMCA by the 25th of each month preceding your child(ren)'s participation in the program. For example, payments for October are due by September 25.

Any added days to your child's schedule will result in a drop-in fee. Scheduled school days off are not eligible to be swapped for another day of care. Unfortunately, we are unable to exchange missed afternoon sessions for additional morning sessions, or vice-versa.

Payments for the month of September will be charged at the time your child's registration is entered, or prior to August 25.

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

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 provided. School's Out automatic payments will be charged on the 25th of each month. If the 25th is a weekend or holiday, payment will be charged on the next business day except for December, which will be charged on December 20, 2019.

Mailing or dropping off payments

Payments are due by the 25th of the month. Please send or deliver your payment to the Welcome Center at YMCA of the Pines. Our office hours are 9:00 am – 5:00 pm Monday through Friday.

LATE PAYMENTS

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

After the 1st of the month, a \$25.00 late fee will be added to the tuition owed. If payment is not received your child will not be able to attend the School's Out program on the 1st of the month. We must receive payment before your child is allowed to return to the program.

LATE PICK-UP FEE

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

FINANCIAL ASSISTANCE

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

Financial assistance is awarded based on income, family size or special circumstances. The financial assistance application can be downloaded from our website at www.ycamp.org and is also available at the YMCA of the Pines Welcome Center. Financial assistance funds are limited and assistance will be awarded on a first come, first served basis.

Completed scholarship applications must be mailed or delivered, along with your 2018 tax return and a 2019-2020 completed School's Out registration packet, to YMCA of the Pines Welcome Center.

Applications will not be considered 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.

TAX ID NUMBER

School's Out expenses may qualify as deductible child care expenses. Please contact our Welcome Center if you need a statement. Statement of accounts are not automatically sent. Our Tax ID number is: 21-0635054

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 Welcome Center, and on our website at www.ycamp.org. No refunds will be awarded for changes made after monthly billing has occurred.

PROGRAM WITHDRAWALS

A one-week notice is required for all withdrawals. YMCA of the Pines will stop billing only after it has received an Enrollment Change Form completed and signed by the parent/guardian. Enrollment Change Forms are available at the School's Out sites, at our Welcome Center, and on our website at www.ycamp.org. Forms must be submitted to the Welcome Center at 1303 Stokes Rd, Medford, not at the School's Out site.

If there is any possibility you may use the program again during the same school year, you may change to "drop in" status instead of withdrawing. This keeps the child registered in the program at no cost, unless the program is used.

SCHOOL'S OUT LOCATIONS

YMCA of the Pines offers School Age Child Care in seven different locations in the Medford, Medford Lakes, 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.

School	District	Schedule	Grades	Site Phone #
Allen	Medford	AM & PM	K – 5 th	609.654.5606
Chairville	Medford	AM & PM	K – 5 th	609.654.4993
Cranberry Pines	Medford	AM & PM	K – 5 th	856.985.7823
Kirby's Mill	Medford	AM & PM	K – 5 th	609.654.2375
Taunton Forge	Medford	AM & PM	K – 5 th	609.654.6121
Nokomis	Medford Lakes	PM only	K – 2 nd	609.714.2025
Neeta**	Medford Lakes	PM only	3 rd – 8 th	609.654.2169
Indian Mills Elementary	Shamong	AM & PM	K – 4 th	609.268.6983
Indian Mills Memorial**	Shamong	PM only	5 th – 8 th	609.268.6983

**Neeta students will be bussed to Nokomis. Indian Mills Memorial students must submit a form to be bussed by the Shamong District to Indian Mills Elementary School. Forms can be found at the School's Welcome Center or at www.ims.k12.nj.us. Forms must be submitted to the transportation office by July 18, 2019 to begin School's Out on the first day of school.

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 delayed openings, the School’s Out program will provide morning care from 7:00 am until the start of school.

On the following scheduled school closings (September 30; October 9, 14; November 7-8; February 14, 17; April 10, 13-17), the School’s Out program will hold School’s Out at Camp days at the YMCA of the Pines facility at 1303 Stokes Road in Medford. This program is available for an additional fee. 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 daily rate of \$50.00 (less than \$5/hour, including meals) for all School’s Out program participants and \$60.00 for non-School’s Out participants. Registration forms will be available on our website at www.ycamp.org. Refunds will only be given if a School’s Out at Camp day is cancelled for low enrollment. No exceptions.

SCHOOL CLOSINGS / INCLEMENT WEATHER

If the weather conditions threaten a possible school closing or late arrival, please check your school’s website or watch the local TV news to see if your child’s school will be closed. YMCA of the Pines will also post updates on our Facebook page: YMCA of the Pines, and our website: www.ycamp.org.

We also encourage all of our families to sign up for updates via remind.com or the Remind app (please see page 18 for instructions). All closings and delays will be announced via Remind.

If your child’s school has an unscheduled closing:
There will be 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 will be NO School’s Out PM program*

If the school district shortens or extends the school year in June for any reason, June’s tuition amount will not be amended as any adjustments to the calendar are meant to comply with the 180 days of the school year.

ATTENDANCE

Absence

If your child is going to be absent, please call your School's Out site to notify the staff by leaving a message. 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. Also, please let your child's teacher know if your child will not be attending a PM session. This is extremely important so teachers are aware if your child will be taking the bus or walking home.

Sign In/Out

Your child must be signed in by a parent/or guardian at AM drop-off or out at PM pick-up for School's Out. 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.

After-School Activities

If your child will be attending an after-school activity on a day they are scheduled to be in School's Out, please send a written note to your child's teacher to be passed to the School's Out staff. Please indicate whether your child will be picked up directly from the activity, or will attend School's Out following their after-school activity.

POLICY ON THE RELEASE OF CHILDREN

Each child will 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 an authorized person to pick-up will assume responsibility for the child(ren) in an emergency, if the parent(s)/guardian(s) cannot be reached. No child shall be released from the program unsupervised.

If a non-custodial parent(s) is 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 by the School's Out daily closing time, the program shall ensure that:

1. The child(ren) is supervised at all times.
2. Staff members attempt to contact all emergency contacts listed on the registration form.
3. If no alternate pick-up arrangements can be made within an hour of closing time, the staff members shall call the NJ State Department of Children and Families 24-hour Child Abuse Hotline (1.877-652-2873) 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, and in the judgment of the site supervisor or staff member the child(ren) would be placed in harm's way if released to such an individual, the School's Out program shall ensure:

1. The child will not be released to such an impaired individual.
2. Staff members will attempt to contact the child's other guardian or an alternative authorized pickup person(s).

3. If the site is unable to make an alternative arrangement, a staff member shall call the NJ State Department of Children and Families 24-hour Child Abuse Hotline (1.877-652-2873) to seek assistance in caring for the child.

MEDICAL POLICIES

Prevention

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.

Policy on the Management of Communicable Diseases

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck
- Bronchitis or other throat infections, such as strep

Once the child is symptom free for 24 hours, or has a health care provider's note stating that the child no longer poses a serious health risk to themselves or others, the child may return to the program unless contradicted by local health department or Department of Health.

Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease may not return to the center without a health care provider's note stating that the child presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal and contact illnesses such as Impetigo, Scabies, and Shingles. If a child has chicken pox, a note from the parent stating that all sores have dried and crusted is required.

Communicable Disease Reporting Guidelines

Some excludable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at: http://www.nj.gov/health/cd/documents/reportabl_t_disease_magnet.pdf. If your child is exposed to any excludable disease at the program, you will be notified in writing.

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 for your child to return to the program.

Injury

Participants on a daily basis may play in the school's gymnasium, cafeteria, playground, and/or outside recreation area. Therefore, closed-toe shoes shall be worn by participants while attending the School's Out program to prevent slipping/tripping incidents. Kindly pack your child a pair if he/she isn't wearing them during the traditional school day.

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 additional authorized persons listed on the registration form.
3. Contact an ambulance or paramedics to take child to the hospital, if no responsible person can be reached.

Contact with Home

In the event that your child becomes ill or injured 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. In serious cases, the child will be taken to the hospital by emergency vehicle for treatment and the parents will be called immediately.

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. Only enough medication for a day's dosing should be brought in. 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 under 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 AND COMMUNICATION

Contact numbers

Please provide, on the registration form, 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 a meeting time 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 regarding our School's Out Sites. This is an easy and fast way for our staff to send out important information! Receive texts or email updates for the School's Out program! 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.

	Send a text to the number:	With this message:	To opt-out, send this message to the same number:
All School's Out Sites	81010	@soymca	Unsubscribe @soymca

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 stay for a visit when you can.

Volunteering

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

- Donating new or 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

SOCIAL MEDIA POLICY

Taking of photographs or videos with cameras, camera phones, video cameras or any recording device on YMCA Property or a YMCA administered site or trip is prohibited unless written consent of management is obtained. Posting of photographs or videos of children, other than your own, is prohibited without the written consent of the parent/guardian.

SCHOOL'S OUT BEHAVIOR GUIDELINES

Please be advised that YMCA of the Pines will attempt to provide child care for all of our participants. However, we do not have the resources to provide individualized, one-on-one supervision.

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 six 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. Observe the core values of caring, honesty, respect, responsibility, courage, and inclusion;
2. Follow directions and instructions from staff;
3. Participate in and try each new activity;
4. Be responsible for my actions;
5. Keep hands, feet and all other body parts to myself;
6. Respect each other, the environment, program facilities and equipment;
7. Have fun!

Use of Technology and Social Media

Children in the School's Out program are not permitted to use their phones or other technology unless there is a provision for such in a student's IEP or 504 plan. If such a provision is in place, use of technology will still be limited to small amounts of time at the beginning or end of a School's Out session.

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 and possibly termination from the program.

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 with the family of the child in order to prevent this policy from being enforced. The following are reasons we may have to suspend or expel 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 of 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 of staff and/or other children.
- Excessive or habitual biting, spitting, 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 poses 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 physical 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 non-adherence to 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 Suspension/Expulsion

If 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 come to an agreement with the program. Payment for suspended or expelled School's Out days are non-refundable.

- 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 suspension/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.

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 reported abuse or neglect occurring at the site.
- A child's parent/guardian questioned 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, 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, 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 which sets forth 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.

Each site will 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 can also go to <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> to review the manual.

NJ Department of Children and Families
Office of Licensing
Publication Fees
PO Box 717
Trenton, NJ 08625-0717

We encourage parents to discuss with the director 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.

Our sites must post a 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 of Licensing, Child Care, in the Department of Children and Families (DCF). 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 supervisor, 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 visits 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. 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 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.

REMIND

Get information for School's Out – YMCA of the Pines right on your phone-not on handouts.

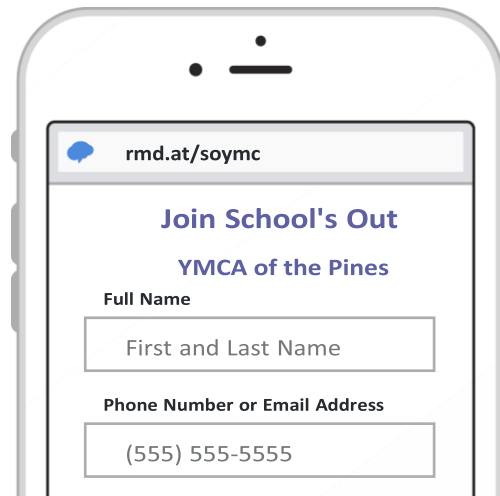
Pick a way to receive messages for **School's Out - YMCA of the Pines**:

If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

rmd.at/soymca

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



The image shows a smartphone screen displaying a web browser interface. The address bar shows 'rmd.at/soymc'. The page title is 'Join School's Out' and the subtitle is 'YMCA of the Pines'. There are two input fields: 'Full Name' with the placeholder 'First and Last Name', and 'Phone Number or Email Address' with the placeholder '(555) 555-5555'.

If you don't have a smartphone, get text notifications.

Text the message **@soymca** to the number **81010**.

If you're having trouble with **81010**, try texting **@soymca** to **(609) 385-9974**.

* *Standard text message rates apply.*



The image shows a smartphone screen displaying a text message interface. The recipient number is '81010' and the message content is '@soymca'.

Don't have a mobile phone? Go to rmd.at/soymca on a desktop computer to sign up for email notifications

REFERRALS

Refer a Friend to School's Out and earn 20% off one month of tuition!

Here's the deal:

We know our happy School's Out families love to refer their friends and neighbors to our programs. We appreciate the effort and we know that word-of-mouth is truly the best advertising. As a way of saying thank you, we are offering a gift so that you'll continue spreading the good word about our program.

Here's how our referral program works -

- Tell your friends about our School's Out program!
- If you have a friend who wants to attend School's Out, refer them to our registration materials.
- Tell your friend to list you on their registration form as the participant who referred them.
- On Page 1 of your registration form, add your friend's information. If you've already registered for School's Out just send the School's Out Director (becca@ycamp.org) an email with your friend's information so you'll receive 20% off one month's tuition.

What's the incentive?

- The referring family and the new family will each receive 20% off their next tuition payment.

Are there rules? (Just a few!)

- The offer applies to new students registering for a set schedule in our School's Out program.
- In order to be eligible, you must complete the "Refer a Friend to School's Out" portion on the first page of the registration form, or send an e-mail to the School's Out Director (becca@ycamp.org).
- The referred friend needs to be a new registered School's Out participant.
- If you're already registered for School's Out and your friend would like to sign-up, just send School's Out Director (becca@ycamp.org) an email with your friend's information.
- To qualify for the financial incentive, you must be enrolled in School's Out for the 2019-2020 school year with a set schedule.
- We base our Refer a Friend referrals on a first come, first-served basis. If we have already received the referral through another family, your referral will be ineligible.
- Siblings are not eligible for the Refer a Friend program. Only one 'Refer a Friend' discount is allowed per family.
- Drop-In participants are ineligible.

We thank you for spreading the word about our School's Out Program provided by YMCA of the Pines!

All parents are welcomed to come to our Summer Camp Open Houses, held each spring at the YMCA of the Pines. Call our Welcome Center for more information.

**YMCA of the Pines
2019-2020
SCHOOL'S OUT SCHEDULE OF FEES
Monthly/Daily Rates**

	AM Only/per month <i>7 am to start of school</i>		PM Only/per month <i>School dismissal to 6 pm</i>		AM & PM/per month	
	First Child Fee	Fee for each additional child	First Child Fee	Fee for each additional child	First Child Fee	Fee for each additional child
5 Days	\$190	\$152	\$285	\$228	\$365	\$292
4 Days	\$165	\$132	\$270	\$216	\$335	\$268
3 Days	\$150	\$120	\$255	\$204	\$325	\$260
2 Days	\$135	\$108	\$235	\$188	\$295	\$236
Drop In	\$17 per day		\$30 per day		\$40 per day	

Please Note:

- Program operation at any School's Out program site or session (AM and/or PM) is subject to minimum enrollment. Final decisions on operation of all programs will be made by August 1, 2019.
- All Drop-Ins must have a School's Out Registration Form completed each year and on file at YMCA of the Pines, along with a completed Credit Card Authorization Form. All Drop-Ins must notify their particular School's Out site at least 2 business days in advance of dropping in.
- A \$50 Program Registration Fee (\$30 for additional children) is required for participation. Early registration incentive: registrations received by July 12, 2019 will have a reduced rate - \$25.00 for the first child and \$15 for each additional sibling.
- 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 and scheduled two hour delays.
- YMCA of the Pines offers a significant (20%) discount for more than one child registered in School's Out. The older child will be charged the regular rate. Younger siblings will receive the discounted rate.
- The fee for a late pick-up is \$1.00 for every minute after the official end of the School's Out Program.
- Any additional days added to your child's schedule will be charged a drop-in fee. You cannot switch AM and PM days with each other, but you may add an AM or PM to your child's existing AM or PM schedule if they are absent on a previously scheduled day. Holidays are included in the 180 day prices. For example, if the school has a scheduled day off on a Monday and your child is scheduled to attend, you cannot add another day during the week.