



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

# **SCHOOL'S OUT FAMILY HANDBOOK**

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**2020-2021 SCHOOL YEAR**

**Indian Mills Schools**



**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](http://www.ycamp.org)

Email: [registration@ycamp.org](mailto:registration@ycamp.org)

Tax ID # - 21-0635054

## Welcome to School's Out!

Thank you for enrolling your child in 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 lessons that allow children the opportunity to participate in activities such as: arts and crafts, STEM activities, 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.

This year, we will strive to provide all of the same opportunities, while adhering to all current COVID-related guidelines. This means students will be in smaller groups of just ten peers in the same age-range. They will also participate in activities that allow for social distancing and minimal sharing of supplies.

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,

Becca Gutwirth, School Age Child Care Director

<b>School Age Child Care Director</b> Becca Gutwirth 609-678-1520 – Direct Line 609-744-6712 – Cell Phone becca@ycamp.org	<b>Chief Operating Officer</b> Greg Keresztury 609-678-1515 – Direct Line gregk@ycamp.org
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**YMCA of the Pines will attempt to accommodate all children who are enrolled in the schools we serve. Acceptance of all children is conditional upon the child's ability to participate safely and appropriately within the current structure and curriculum of the program. For some children, the School's Out program structure may not be appropriate. We reserve the right to remove a child whose behavior is deemed to be unsafe or inappropriate, or poses a risk to the other students, the child, or the staff.**

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**\*Please note that all information in this handbook is subject to change based on changes in school schedules.**

## **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

Registration for this year has moved online. You can register by going to [ycamp.org](http://ycamp.org) and then clicking on the "Register Now" button. If you have registered online for a YMCA of the Pines program at any time in the past, please sign in to your existing account. If your computer access is limited, you may still register using paper. A new registration must be filed 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.

For students starting the first week of school, we must have completed registration packets by September 1, 2020. For those registering after the school year starts, registration must be completed by the Wednesday before your desired start date. Appropriate payments should accompany the registration. While online registration is highly preferred, printed registration packets may be delivered by mail, or email to:

YMCA of the Pines  
Attn: Registrar  
1303 Stokes Road  
Medford, NJ 08055  
OR  
[soregistration@ycamp.org](mailto:soregistration@ycamp.org)

## SIBLING DISCOUNTS

YMCA of the Pines offers a significant discount for families with more than one child registered in School's Out. The student with the greater schedule will pay the full price fee, while the additional child(ren) 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 in 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.** 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 will be automatically charged to the credit card on file, on or after September 25<sup>th</sup>. If you need to make special arrangements, or pay by check, please contact our registrar, Lynne Gally, at [lynne@ycamp.org](mailto:lynne@ycamp.org). Payments made by check or cash are due by the 25<sup>th</sup> of the month prior to service and may be sent or delivered to the Welcome Center at YMCA of the Pines. Our office hours are 9:00 am – 5:00 pm Monday through Friday.

Payments for the month of September will be charged at the time of registration.

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.

## **LATE PAYMENTS**

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

After the 1<sup>st</sup> of the month, a \$25.00 late fee will be added to the tuition owed. If payment is not received prior to the 1<sup>st</sup> of the month, your child will not be able to attend the School's Out program beginning the first full week 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](http://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 financial assistance applications must be mailed or delivered, along with your 2019 tax return and a 2020-2021 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.

If your family circumstances change during the course of the year, you may apply for financial assistance at any point.

## **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**

Schedule changes may only be made for the start of a 2-week cycle. One week notice must be given to make the change. 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](http://www.ycamp.org). No refunds will be awarded for changes made after monthly billing has occurred. Enrollment Change Forms must be

submitted directly to the registrar's office at the Welcome Center, 1303 Stokes Rd, Medford, NJ 08055. It can be submitted via email to [soregistration@ycamp.org](mailto:soregistration@ycamp.org).

## **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](http://www.ycamp.org). Forms must be submitted to the Welcome Center at 1303 Stokes Rd, Medford, not at the School's Out site.

## **SCHOOL'S OUT LOCATION**

In addition to Shamong, YMCA of the Pines offers School's Out in Medford, Medford Lakes, and Tabernacle. Program operation, at any site and for AM and/or PM, is contingent upon minimum enrollment figures. If, for any reason, your 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>
Indian Mills Schools	Shamong	AM & PM	K – 4 <sup>th</sup>	609-923-9029
Indian Mills Memorial School	Shamong	AM & PM	5 <sup>th</sup> – 8 <sup>th</sup>	609-923-9029

\*IMMS students will be bused to and from School's Out at IMS. IMMS families must apply for alternate busing. [http://www.ims.k12.nj.us/transportation\\_494998](http://www.ims.k12.nj.us/transportation_494998)

## **SCHEDULE OF HOURS FOR SCHOOL'S OUT**

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 for 2020-2021 are from school dismissal until 4:30 pm.

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 28; November 5-6; January 18; February 12, 15; April 2, 5-9), families have the opportunity to enroll in a program at our YMCA of the Pines location at 1303 Stokes Road in Medford. This program is available for an additional fee and will operate from 7:00 am to 6:00 pm. It offers a variety of rewarding activities as well as breakfast, lunch and snack. This program is offered at the daily rate of \$60.00 (including meals) for all School's Out program participants and \$70.00 for non-School's Out participants. In order for the program to operate on a full day, we must have at least ten children registered for that day. If ten children are not registered, parents will be notified one week prior to the full day that the program will not run. Registration will be

available on our website at [www.ycamp.org](http://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 send REMIND and email messages.

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 or text 609-744-6712 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 of how to dismiss your child.

### **Sign In/Out**

Your child must be checked in by a parent/or guardian at AM drop-off or out at PM pick-up. In order to reduce contact points, staff may sign in/out your child after greeting the parent/guardian. Please bring identification with you when picking up your child.

## **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:

- Monitoring temperatures upon entry to the program (must be below 100 degrees)
- Cleaning the eating areas thoroughly before and 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.
- Limited sharing of supplies (only within pods).
- Remaining in consistent groups of 10 or fewer students.

Our staff will be following all updated all updated Department of Children and Families, Department of Health, and CDC guidelines.

### **Morning and Afternoon arrival to School's Out**

When dropping off your student(s), you will walk your student(s) up to the School's Out entrance at the host school. Before being permitted into the building, your student will be subject to a medical screening. **At drop-off, all adults and students shall wear a face mask covering both the nose and mouth.**

The health screening will include a temperature check using a temporal thermometer, and a few questions, including, but not limited to:

- a. Has the student taken fever-reducing medication today?
- b. Has the student experienced symptoms such as: fever, cough, or shortness of breath?
- c. Have members of the student's household experienced any of these symptoms?

- d. Has the student, or anyone in the household, been exposed to someone with COVID-19 in the past 14 days?

In the morning, if a child has a fever of 100.4 degrees or higher, or answers yes to any of the above questions, they will be excluded from the program and sent home. The school will be informed of the exclusion.

When your child arrives to School's Out in the afternoon, they will have their temperature checked and will need to answer the questions on their own. Please review the questions at home. If a child has a fever of 100.4 degrees or higher, or answers yes to any of the above questions, they will be excluded from the program and quarantined away from other students. A parent will be called and someone will need to pick up the child within one hour.

### **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.

- Fever above 100 degrees
- Symptoms of respiratory illness
- Severe pain or discomfort
- Acute diarrhea
- 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

### **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. For updated information on return to school policies please visit [SCHOOL'S OUT COVID-19 PROTOCOLS](#)

### **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](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.

### **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:

- Attempt to contact the parent/guardian.
- Attempt to contact additional authorized persons listed on the registration form.
- 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.

Any student who needs an epipen, insulin, etc will be required to present a Special Care Plan from their family physician. Forms can be found here: <https://ycamp.org/about/forms-documents/#43-42-wpfd-school-age-child-care>

## **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 you would like a meeting with the School's Out director or site supervisor, we will accommodate your request. We may also request a personal meeting with you, if needed.

### **Opt-In Text Alerts**

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. You can opt-out at any time. **Don't have a mobile phone?** Go to [rmd.at/soymca](http://rmd.at/soymca) on a desktop computer to sign up for email notifications.

School	Send a text to the number:	With this message:	To opt-out, send this message to the same number:
IMS, IMMS	81010	@soind	Unsubscribe

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.

### **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](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.



**YMCA of the Pines  
2020-2021 Indian Mills  
SCHOOL'S OUT SCHEDULE OF FEES  
Monthly Rates Based on Hybrid Attendance Schedule  
Students attend 5 of every 10 days**

	AM Only/per month <i>7 am to start of school</i>		PM Only/per month <i>School dismissal to 4:30 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
Tier A	\$120	\$100	\$230	\$160	\$350	\$260
Tier B	\$110	\$90	\$220	\$150	\$330	\$240

**Please Note:**

- Tier A represents the true cost of the running the program. Tier B represents the cost subsidized by the fundraising efforts of YMCA of the Pines.
- 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 September 1, 2020.
- A \$50 Program Registration Fee (\$30 for additional children) is required for participation.
- 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 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.
- In order to change your schedule, you must submit a Change of Enrollment form. Forms are available on our website and at your School's Out site. You can submit the form directly to our office at the Welcome Center at 1303 Stokes Road in Medford or via email to [soregistration@ycamp.org](mailto:soregistration@ycamp.org). Forms and payment will not be accepted at the site.