

GREATER MORRISTOWN YMCA
YMCA LITTLE STARS PRESCHOOL EXTENDED DAY –PRE K
REGISTRATION 2017-2018

**Morris
Plains**

PLEASE PRINT ALL ITEMS CLEARLY

CHILD NAME _____ SCHOOL _____

BIRTHDATE _____ GENDER _____ SCHOOL GRADE _____

ADDRESS STREET _____ HOME PHONE _____

TOWN _____ STATE ____ ZIP _____

PARENT/GUARDIAN _____ HOME PHONE _____

ADDRESS _____ WORK PHONE _____

CELL PHONE _____

PARENT/GUARDIAN _____ HOME PHONE _____

ADDRESS _____ WORK PHONE _____

CELL PHONE _____

ADDITIONAL EMERGENCY CONTACTS _____ PHONE _____

_____ PHONE _____

E-MAIL ADDRESS _____

AFTER SCHOOL PROGRAM ATTENDANCE (Please circle appropriate days)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

BEFORE SCHOOL PROGRAM ATTENDANCE (Please circle appropriate days)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

THE FOLLOWING FORMS ARE REQUIRED FOR YOUR CHILD TO ATTEND THE PROGRAM.

- 1) REGISTRATION FORM
- 2a) FEE AND POLICY AGREEMENT and credit card form if you wish to charge tuition
- 2b) PARENT / GUARDIAN AGREEMENT
- 3) AUTHORIZATION FOR CHILD PICKUP
- 4) EXPULSION POLICY
- 5) CODE OF CONDUCT
- 6) CHILD CARE EMERGENCY CONTACT INFO
- 7) UNIVERSAL CHILD HEALTH RECORD AND IMMUNIZATIONS RECORD
- 8) INDIVIDUAL CHILD INFORMATION SHEET

Extra forms are available online at: morristownymca.org. or at the YMCA Front Desk or can they can be mailed to you.

**GREATER MORRISTOWN YMCA
YMCA LITTLE STARS PRESCHOOL EXTENDED DAY**

Tuitions Rates for the School Year September 2017 to June 2018

DAYS OF **BEFORE CARE and AFTER SCHOOL** SERVICE:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

RATES FOR BEFORE CARE at Mountain Way

	<u>Monthly</u>	<u>Deposit</u>
5 Days/Week	\$ 192.00	\$ 192.00
4 Days/Week	\$ 177.00	\$ 177.00
3 Days/Week	\$ 152.00	\$ 152.00
2 Days/Week	\$ 117.00	\$ 117.00

RATES FOR AFTER SCHOOL CARE at Mountain Way

	<u>Monthly</u>	<u>Non-Refundable Deposit</u>
5 Days/Week	\$ 547.00	\$ 547.00
4 Days/Week	\$ 477.00	\$ 477.00
3 Days/Week	\$ 393.00	\$ 393.00
2 Days/Week	\$ 280.00	\$ 280.00

ENROLLMENT: A non-refundable fee of \$25.00 per child is required at the time of registration. If you register before August 15, 2017 the fee will be waived.

CHILD CARE CENTERS OF THE GREATER MORRISTOWN YMCA

PROGRAM POLICIES and FEE AGREEMENT

EFFECTIVE DATE: January 2017

DATES OF SERVICE: The school year, Monday through Friday when Mountain Way School is open.
Hours: Before Care 7:00am-8:45 a.m. and 1:45 p.m. to 6:00 p.m.

MEMBERSHIP: A limited childcare membership of \$75.00 annually is required for participation in any of our childcare programs. This amount can be pro-rated and applied to any upgrade in membership for the child. A full youth membership and / or a family membership would encompass the childcare programs.

DEPOSIT: A one month non-refundable deposit is required upon enrollment. This deposit will be applied to the child(ren)'s last month **providing one month's written notice of withdrawal** is submitted. Please note that if a rate increase has occurred, this deposit may not fully cover the balance due.

PAYMENT OF FEES: Fees are paid monthly. Method of payment may be check, money order or credit card (Visa or MasterCard). Checks and money orders are payable to The Greater Morristown YMCA. **Payment by check must be remitted to:**

THE GREATER MORRISTOWN YMCA
ATTN: Child Care Registrar
79 Horsehill Road
Cedar Knolls, NJ 07927

Payment Schedule and Late Fees

<u>PAYMENT SCHEDULE</u>	<u>DUE DATES</u>	<u>LATE FEE</u>
Monthly	1 st of month	\$35.00 on 6 th of month (5 day grace period)

SCHEDULE CHANGES: Any changes made in the child's days of attendance must be submitted to the Director by the parent/guardian in writing, at least four weeks in advance of the scheduled day of change. The Director must approve all schedule changes. If an additional day is requested, the parent must pay for the day. Please note that substitutions on a week-by-week basis are not permitted.

ABSENCE: Fees will not be reduced due to absence from sickness.

HOLIDAYS, VACATIONS AND EMERGENCY CLOSING: Fee will not be reduced for holidays, vacations and emergency closings. Please refer to the Mountain Way School calendar..

Child Care

CREDIT CARD Payment AUTHORIZATION

Richard F. Blake Center
 The Children's Corner
 Y Kids After School Program

Allamuchy Early Childhood
 L' Stars Extended Day Program

YZone Summer Camp

Child NAME: _____

Child NAME: _____

Parent/Guardian NAME: _____

****PLEASE NOTE:** Monthly charges are processed in full between the 1st and 6th of each month.

ONE-TIME
 Monthly

Visa/MC

 Exp:
 Sec Code:

AMEX

 Exp:
 Sec Code:

Discover

 Exp:
 Sec Code:

House # associated with card # above: _____
 Zip Code associated with card # above: _____

By my signature, I hereby give authority to the Greater Morristown YMCA to charge payment(s) of \$ _____ to the credit card above for childcare/camp fees.

I understand that the Greater Morristown YMCA reserves the right to terminate this agreement should the authorization to charge the above credit card account be declined by the authorization center.

(Parent/Guardian Signature)

(Date)

YMCA LITTLE STARS FEE AND POLICY AGREEMENT PART TWO SCHOOL YEAR 2017 - 2018

PARENT/GUARDIAN AGREEMENTS:

I have received and read copies of the YMCA Little Stars Program Policies, Discipline Procedures, Policy on the Release of Children and Expulsion policy.

Signature Date

I have received and read a copy of the Information to Parents statement prepared by the Bureau of Licensing in the State Division of Youth and Family Services.

Signature Date

I give the Greater Morristown YMCA permission to photograph my child to use in public in brochures, newsletters, local newspapers, website etc.

Signature Date

CONCLUDING AGREEMENT:

The above terms and policies are understood and agreed to, and I am enrolling my child pursuant to this agreement.

Parent/Guardian Signature Date

Acceptance: _____
YMCA Little Stars Program Director Signature Date

**GREATER MORRISTOWN YMCA
YMCA LITTLE STARS PRESCHOOL EXTENDED DAY**

AUTHORIZATION FOR CHILD PICK-UP

I / We authorize my / our child _____ to be picked up from the Greater Morristown YMCA's YMCA Little Stars after School Care program by the following adults (18 years or older), upon presenting identification to staff:

(Print Full Name)

(Daytime Telephone #)

(Print Full Address)

(Print Full Name)

(Daytime Telephone #)

(Print Full Address)

(Print Full Name)

(Daytime Telephone #)

(Print Full Address)

I understand that if my child is picked up later than 6:00pm by any of the above individuals, I will be subject to paying a late fee. All late fees will be added directly to your monthly account.

(Parent/Guardian Signature)

(Parent/Guardian Signature)

(Printed Name)

(Printed Name)

(Date)

(Date)

**GREATER MORRISTOWN YMCA
YMCA LITTLE STARS PRESCHOOL EXTENDED DAY**

YMCA PROGRAM POLICIES

SCHOOL YEAR 2017- 2018

DATES OF SERVICE: The YMCA Little Stars program begins on the first day of school. There will be no program provided on Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, and Memorial Day.

MEMBERSHIP: A valid Greater Morristown YMCA membership is required for enrollment in the program. The membership fee is in addition to the program costs. The minimum membership required is a Child Care Membership that is limited to Child Care programs and is \$75.00 annually. For additional membership information, please contact Member Services at 973-267-0704.

ENROLLMENT: At the time of registration, a non-refundable enrollment fee of \$25.00 per child in addition to a completed set of registration forms will be required. Additionally, the first and last month's tuition will be required. **If you register and pay the deposit before August 15, 2014, this fee will be waived.**

PAYMENT OF FEES: *Monthly fees will be billed by the 25th of the previous month, from September through May, and are due by the 1st day of each month.* If payment is not **received** by the 7th day, a \$35.00 late fee will be applied to the account. School vacation weeks and other full days off from school will be a separate additional fee. Method of payment may be cash, check, money order or credit card (Visa, MasterCard or American Express). Checks and money orders are payable to Greater Morristown YMCA. Credit card payments can be taken automatically each month, please see attached sheet.

LATE PAYMENT: Monthly payments not received by each due date are subject to a \$35.00 late fee. If the full payment is not received by the 7th day following the due date, parents will be asked to withdraw their child from the program within 48 hours. The deposit will not be refunded.

SCHEDULE CHANGES: Any changes made in the child's days of attendance must be submitted to the Director by the parent/guardian in writing, at least one month in advance of the scheduled day of change. The Director must approve all schedule changes.

ABSENCE: If your child is absent from school for the day, the Director must be notified by 3:00 pm. If child is picked up from school early or is walking home, it is the schools responsibility to notify the Site Supervisor by 2:45 pm. Monthly fees will not be reduced due to absence from a regularly scheduled day of attendance. Also, monthly fees will not be reduced for vacation time taken during the school year that is not a scheduled school vacation week.

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CHILD PICKUP: All children are to be picked up by 6:00 PM. Any parents/guardians detained or otherwise unable to pick up their child must contact the YMCA as soon as possible. Children will be released only to individuals on the Enrollment or the Authorization for Pickup Forms. All parents/guardians must sign out the child before leaving the facility. Parking is to be in designated areas when coming into the facility to pick up children, and parking in no-parking zones is subject to local ordinances.

LATE PICKUP: A \$25.00 late fee will be charged for each 15-minute period or portion thereof after the 6:00 PM pickup time. This late fee will automatically billed to you monthly account. If children are not picked up by 7:00 PM, and if YMCA staff is unable to contact the parent/guardian, it must be reported to the state Division of Youth and Family Services (DYFS) by the YMCA. If a parent/guardian is continually late, the Director may ask that the child be withdrawn from the program.

HALF-DAY SCHEDULE: The monthly fee includes scheduled early dismissal days. Scheduled half days will be provided at the school facility.

INCLEMENT WEATHER: When schools are closed due to inclement weather (either for full day or for early dismissal), the YMCA Before and After School Program will be cancelled at all sites. If the school has a delay opening the Before Care Program will be cancelled.

WITHDRAWAL: If parents/guardians decide to withdraw children from the YMCA LITTLE STARS program, notification in writing must be submitted to the Director at least 30 days prior to withdrawal. ***In every case, the enrollment fee is non-refundable.***

SCHOLARSHIP: If a family qualifies for financial assistance, it will be based upon information and documentation provided in the application. Notice of any changes in the application information is required by the parent/guardian within ten days. Periodic updates of the application are required at a minimum of 12 months, but may be required more frequently. Failure by the parent/guardian to report any increases in personal income may result in forfeiture of scholarship. The ability of the YMCA to provide scholarships is based upon funding from a variety of sources, and any change in the availability of those sources may increase the monthly fee.

BABYSITTING: It is the Greater Morristown YMCA's policy that all employees must not compromise their professionalism by babysitting for any children actively enrolled in the YMCA LITTLE STARS program. This encompasses transportation of children to and from the YMCA LITTLE STARS facilities, as well as care for children in homes. Any violation of this policy may result in immediate termination of the YMCA LITTLE STARS staff individual involved.

Department of Children and Families
Office of Licensing
INFORMATION TO PARENTS

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

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

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

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

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary

Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it.

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

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

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents.

Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C.12101 et seq.). Anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514- 0301 (voice) or (800) 514-0383 (TTY).

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at www.cpsc.gov/en/Recalls/Recalls-by-Product/?productId=68364. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772.

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

**GREATER MORRISTOWN YMCA
YMCA LITTLE STARS PRESCHOOL EXTENDED DAY**

DISCIPLINE PROCEDURES

In order to ensure every child's full enjoyment of the program, the following DISCIPLINE PROCEDURES will be used to discourage negative behavior and encourage positive ones:

IN THE EVENT OF A DISCIPLINE PROBLEM WITH A CHILD, THE STAFF SHALL:

1. Speak to the child to determine the nature of the problem: Identify appropriate behavior.
2. Try to eliminate the problem by setting the stage for appropriate behavior.
3. Explain why the behavior is not appropriate and intervene to diminish problem behavior.
4. If discipline problem continues, the Director will notify the parents and an appointment will be made to discuss the situation.
5. Time out is used only as an understanding period; not as a restraining period. This is used only to help children understand they cannot hurt other children. It also makes children aware of wrongdoing.

UNDER NO CIRCUMSTANCES SHALL A CHILD BE:

1. Deprived of food
2. Isolated
3. Subjected to corporal punishment or verbal abuse.

In the event that the child should continue to be unable to participate according to the established Code of Behavior, the child will be suspended from the program. Re-entry is dependent on a satisfactory interview with the Director and at least one day's suspension. If the problem continues, the child will be expelled from the program. Payment for suspended days is not refundable.

GREATER MORRISTOWN YMCA
YMCA LITTLE STARS PRESCHOOL EXTENDED DAY

EXPULSION POLICY

NAME OF PROGRAM: Greater Morristown YMCA Little Stars Before and After School Care Program

NAME OF CHILD: _____

SIGNATURE OF PARENT: _____

Unfortunately, there are sometimes 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(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

CHILD'S ACTIONS FOR EXPULSION

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

SCHEDULE OF EXPULSION

- If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center.
- The parent/guardian will be informed regarding the length of the expulsion period.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.
- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety).
- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

Staff will try to redirect child from negative behavior.

Staff will reassess classroom environment, appropriate of activities, supervision.

Staff will always use positive methods and language while disciplining children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to regain control.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

The parent will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation on premises.

Recommendation of evaluation by local school district child study team.

GREATER MORRISTOWN YMCA
YMCA LITTLE STARS PRESCHOOL EXTENDED DAY

Emergency Contact Information

Child's Name: _____ Birth date: _____

Parent/Guardian #1: _____

Home Telephone: _____ Work Telephone: _____ Cell Phone: _____

Employer's Name and Address: _____

Parent/Guardian #2: _____

Home Telephone: _____ Work Telephone: _____ Cell Phone: _____

Employer's Name and Address: _____

EMERGENCY CONTACT TO WHOM THE CHILD MAY BE RELEASED IF PARENT/GUARDIAN IS UNAVAILABLE.

Name & Relationship #1: _____

Home Telephone: _____ Work Telephone: _____ Cell Phone: _____

Name & Relationship #2: _____

Home Telephone: _____ Work Telephone: _____ Cell Phone: _____

Child's Healthcare Provider

Name: _____ Telephone: _____

Address: _____

Child's Health Insurance

Name of Insurance #1: _____ ID# _____

Subscriber name on insurance: _____

List special conditions, disabilities, allergies, or medical information for emergency situations:

List preferences for transport arrangement in an emergency situation.

(Parents/guardians are responsible for all emergency transportation changes):

Hospital preference: 1st choice _____ 2nd choice: _____

Parent/Guardian Consent and agreement for Emergencies

As a parent/guardian, I give consent to have my child, _____, receive first aid by the childcare staff and, if necessary, be transported to receive emergency care. I also authorize the Director or Director Designee to contact my child's health care provider to alert him/her to my child's situation. I understand that I will be responsible for all the charges not covered by insurance. I give consent for the emergency contact person listed above to act on my behalf until I am available. I agree to review and update this information whenever a change occurs and at least every 6 months. In the event of accidental poisoning, I agree that my child may receive syrup of Ipecac as directed by the Poison Control Center.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

GREATER MORRISTOWN YMCA YMCA LITTLE STARS PRESCHOOL EXTENDED DAY

Our goal at the Greater Morristown YMCA is to make this a fun and rewarding school year for all involved. To do so, all children in the YMCA Little Stars Before/Afterschool Program are expected to abide by the following guidelines:

- All children will respect and abide by all YMCA rules, regulations, and Core Values. The YMCA Core Values are Caring, Honesty, Respect and Responsibility.
- Foul language, Verbal or physical harassment will not be tolerated. This includes: name-calling, teasing, bullying, hitting, kicking, biting, pushing etc.
- Any personal belongings, unrelated to our program or school, will be confiscated and returned parent the end of the day.
- Remember, we all are guests of the Morris Plains Schools; we are to treat the grounds, equipment, staff, members, and all facilities with care and respect. All children will keep their belongings organized and in their own bag. All garbage will be properly disposed.
- Weapons of any kind are prohibited! If a child brings a weapon to the Before/After School Program it will be taken away and their parents will be called. The school administration will be notified. The YMCA will take the appropriate action and the child will be sent home after an incident. If the child is permitted to return to the program, their backpack and pockets will be subject to inspection. If a weapon is found the child will be expelled from the program.
- Students must practice the buddy system. Wandering away from your specific group is unacceptable and will not be tolerated.
- Communication between staff and children (as well as their families) is essential. The only way we can solve a problem is if we know about it. Please feel free to present any comments or questions to any of the YMCA staff.

The YMCA Administration reserves the right to dismiss any child who does not meet the Greater Morristown YMCA Before/After Care Program Code of Behavior guidelines.

I have read the Greater Morristown YMCA Program Code of Behavior and understand that failure to adhere to the above guidelines will result in my child's dismissal **with no refund of fees.**

Parent or Guardian Signature

Date

GREATER MORRISTOWN YMCA
Morris Plains Little Stars
Before and After Care Preschool Program

CHILD INFORMATION SHEET

Name of Child _____ Date of Birth _____

Address _____

Parent/Guardian _____

Home Phone _____ Work Phone _____

Cell Phone _____ E Mail address _____

Parent/Guardian _____

Home Phone _____ Work Phone _____

Cell phone _____ E Mail address _____

Marital Status:

Together _____ Separated _____ Divorced _____

Custody/Visiting Arrangements:

Brothers and Sisters of Child: (Please list names and ages)

Other Members in Household: (Please list name, relationship, age)

Language(s) Spoken at home: _____

Hours your child will regularly attend the Center:

Time: From _____ AM/PM TO _____ AM/PM

DAYS: MON TUES WED THURS FRI

**If your child regularly receives care by someone other than parents or Center,
please state arrangement.**

Help us get to know your child and your family better by filling out the following questions.

Has child had any previous group play or day care experience? Explain:

Does child have any neighborhood playmates?

Please state the age at which your child:

Crept on hands and knees _____

Sat Alone _____

Walked _____

Named simple objects _____

Slept through the night _____

Began toilet training _____

How does your child let you know when he/she needs to use the toilet?

If your child is in the process of being toilet trained, please state your procedure:

Does your child nap? _____ **For how long?** _____

Does your child dress themselves? _____ **Undress?** _____

Is your child right or left handed? _____

What time does your child usually eat breakfast? _____

Lunch? _____ **Dinner?** _____

Please state child's dietary restrictions due to allergies, religious observations, or other:

What time does your child usually go to bed at night? _____

Awaken? _____ **Any sleep problems?** _____

What are your child's favorite play activities?

Does your child have any pets?

Does your child have any special fears?

How does your child react to fearful situations?

What type of reassurances work best for your child during fearful situations?

Does your child have any special habits that we should be aware of?

What method of behavior control or discipline is used in your home?

How would you describe your child's general personality?

What do you expect your child to gain from the child care experience?

Use this space to tell us anything else you would like us to know about your child and family:

Signature of Parent/Guardian

Date

Director

Health Form & Immunizations

All children must have a current health form on file at the Center containing proof of good health, any physical or mental difficulties, and immunization for diphtheria, pertussis, tetanus, polio, measles, HIB, German measles Varicella, flu, pneumonia and testing for tuberculosis. This must be kept up to date and immunizations reported to the front desk to maintain current information.

Children traveling outside the United States and Canada or living in a third world country for four years or longer are required to have a TB mantoux test before returning to the Center. It is the parent's responsibility to update the front desk on their child's health and immunization status. There is a thirty day grace period for obtaining the immunization records from children who have moved from another state or country.

Parent Resources

Lead Poisoning Prevention

1. North Regional CLPP Coalition (201-843-7400)
2. Leaded paint products/recall (www.cdc.gov/nceh/lead/recalls/default.htm)
3. Lead Safe NJ Program
([www.state.nj.us/dca/dcr/lead safe/index.shtm](http://www.state.nj.us/dca/dcr/lead%20safe/index.shtm))
4. Leadscreening-Link to lead screening-nj.gov/health/1h/directory/1hdselect county.shtml

Health Insurance Information

1. NJ Family Care (www.njfamilycare.org 1-800-701-0710)
2. Healthcare.gov (www.healthcare.gov 1-800-318-2596)
3. Insure Kids Now (www.insurekidsnow.gov/ 1-877-543-7669)

State Nutrition Programs

1. Community Food Bank (www.njfoodbank.org 1-908-355-3663)
2. The Emergency Food Assistance Program (TEFAP) (www.fns.usda.gov 1-609-984-2343)

Parent Workshops

Periodically, we hold parent workshops on topics regarding physical and behavioral health issues. We have a complete resource book located at the Front Desk that can provide parents with agencies and individuals that can offer support.

Illness Policy

Any child exhibiting the symptoms listed below IS REQUIRED TO BE PICKED UP WITHIN ONE HOUR OF A PHONE CALL from the center. This is for the protection of your child and the other children in the Center. Our facilities are not set up to accommodate ill children. You are responsible for keeping us updated on current emergency phone numbers. If children are absent more than three consecutive days the center will contact the family.

SICK DAYS AND HOSPITALIZATION DAYS ARE NOT DISCOUNTED FROM ENROLLMENT FEE.

The following symptoms must be treated at home:

1. Fever 101.5 or more. Temperature must be normal 24 hours before returning to Center.
2. Vomiting. Must be normal 24 hours before returning.
3. Diarrhea more than once an hour. Must have stopped 24 hours before returning.
4. Any childhood illness or infection, which may be contagious.

5. Ear or eye infections. *Any child diagnosed with pink eye must be on medication (eye drops) for 24 hours before returning to the center.*
6. Sore throat or severe coughing.
7. Skin rashes excluding diaper rash.
8. Visibly enlarged lymph nodes.

Children who are not able to participate in routine daily activities, including outdoor play, due to illness **MUST NOT** be sent to the Center.

The Richard F. Blake Children's Center can, at any time, require a doctor's note for your child to return to the Center after an illness. If your child has been ill for five or more days, had a contagious disease, or has been placed on antibiotics, **you MUST have a doctor's note stating that the child can return.**

POLICY ON THE MANAGEMENT OF COMMUNICABLE DISEASES

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

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting
- Elevated oral temperature of 101.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundice 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

Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the center 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, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. 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 and crusted.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

Reporting Requirements for Communicable Diseases and Work-Related Conditions

Quick Reference

REPORTABLE WITHIN 24 HOURS
OF DIAGNOSIS to the
LOCAL HEALTH DEPARTMENT

- Anthrax
- Botulism
- Brucellosis
- Diphtheria
- Foodborne intoxications (including, but not limited to, ciguatera, paralytic shellfish poisoning, scombroid, or mushroom poisoning)
- *Haemophilus influenzae*, invasive disease
- Hantavirus pulmonary syndrome
- Amoebiasis
- Animal bites treated for rabies
- Arboviral diseases
- Babesiosis
- Campylobacteriosis
- Cholera
- Creutzfeldt-Jakob disease
- Cryptosporidiosis
- Cyclosporiasis
- Diarrheal disease (child in a day care center or a foodhandler)
- Ehrlichiosis
- *Escherichia coli*, shiga toxin producing strains (STEC) only
- Giardiasis
- Hansen's disease
- Hemolytic uremic syndrome, post-diarrheal
- Hepatitis B, including newly diagnosed acute,
- Hepatitis A, acute
- Influenza, novel strains only
- Measles
- Meningococcal invasive disease
- Outbreak or suspected outbreak of illness, including, but not limited to, foodborne, waterborne or nosocomial disease or a suspected act of bioterrorism
- Pertussis
- Plague
- perinatal and chronic infections, and pregnant women who have tested positive for Hep B
- surface antigen
- Influenza-associated pediatric mortality
- Legionellosis
- Listeriosis
- Lyme disease
- Malaria
- Mumps
- Psittacosis
- Q fever
- Rocky Mountain spotted fever
- Rubella, congenital syndrome
- Salmonellosis
- Shigellosis
- *Staphylococcus aureus*, with intermediate level resistance (VISA) or high-level resistance
- Poliomyelitis
- Rabies (human illness)
- Rubella
- SARS-CoV disease (SARS)
- Smallpox
- Tularemia
- Viral hemorrhagic fevers (including, but not limited to, Ebola, Lassa, and Marburg viruses)
- (VRSA) to vancomycin only
- Streptococcal disease, invasive group A
- Streptococcal disease, invasive group B, neonatal
- Streptococcal toxic shock syndrome
- *Streptococcus pneumoniae*, invasive disease
- Tetanus
- Toxic shock syndrome (other than Streptococcal)
- Trichinellosis
- Typhoid fever
- Varicella (chickenpox)
- Vibriosis
- Viral encephalitis
- Yellow fever
- Yersiniosis

REPORTABLE DIRECTLY to
the NEW JERSEY
DEPARTMENT OF HEALTH

Hepatitis C, acute and chronic, newly diagnosed cases only

Written report within 24 hours

HIV/AIDS

609-984-5940 or 973-648-7500

Written report within 24 hours

- AIDS
- HIV infection
- Child exposed to HIV perinatally
- Sexually Transmitted Diseases
- 609-826-4869
- Report within 24 hours
- Chancroid
- Chlamydia, including neonatal conjunctivitis
- Gonorrhea
- Granuloma inguinale
- Lymphogranuloma venereum
- Syphilis, all stages and congenital
- Tuberculosis (confirmed or suspect cases)
- 609-826-4878
- Written report within 24 hours
- Occupational and Environmental

- Diseases, Injuries, and Poisonings
- 609-826-4920
- Report within 30 days after diagnosis or treatment
- Work-related asthma (possible, probable, and confirmed)
- Silicosis
- Asbestosis
- Pneumoconiosis, other and unspecified
- Extrinsic allergic alveolitis
- Lead, mercury, cadmium, arsenic toxicity in adults
- Work-related injury in children (< age 18)
- Work-related fatal injury
- Occupational dermatitis
- Poisoning caused by known or suspected occupational exposure
- Pesticide toxicity
- Work-related carpal tunnel syndrome
- Other occupational disease

Cases should be reported to the **local health**

department where the patient resides. If patient residence is unknown, report to your own local health department. Contact information is available at: localhealth.nj.gov. If the individual does not live in New Jersey, report the case to the New Jersey Department of Health at: 609-826-5964.

In cases of **immediately reportable diseases** and other **emergencies** - if the local health department cannot be reached - the New Jersey Department of Health maintains an emergency after hours phone number: 609-392-2020.

A child or staff member who contracts any of the following diseases 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:

Respiratory Illnesses

Chicken Pox**
German Measles*
Hemophilus Influenzae*
Measles*
Meningococcus*
Mumps*
Strep Throat
Tuberculosis*
Whooping Cough*

Gastrointestinal Illnesses

Campylobacter*
Escherichia coli*
Giardia Lamblia*
Hepatitis A*
Salmonella*
Shigella*

Contact Illnesses

Impetigo
Lice
Scabies
Shingles

*Reportable diseases that must be reported to the health department by the center.

** Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. 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 and crusted.

If a child is exposed to any excludable disease at the center, parents will be notified in writing.

Medication

All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

All medications to be administered to children must be:

1. Sent in its original (child proof) container labeled with the child's name, doctor's name, medication name, and dosage requirements.
2. All medications must be placed in a plastic bag with a dosage spoon or medicine cup if needed.
3. You **MUST** complete a "Permission To Give Medication" form and sign it at the bottom.
4. Permission form and medication must be left with the Teacher or the school office at the time of entrance into the School.
5. Medication will be stored in a locked cabinet out of the children's reach or refrigerated in the staff lounge and administered by Little Stars staff.
6. Medications **MUST NOT** be left overnight at the school. Any exceptions must be discussed with the teacher, or Executive Director of Child Care for the Greater Morristown YMCA.

7. **ALL** over the counter medications will be given by the directions on the label. If the label on the bottle states, "*under a certain age, consult a doctor*", we will need a doctor's note to administer. **Over the counter medication WILL NOT be given for more than two consecutive days and must have a doctor's note. The Program will limit the dispensing of non-prescription antihistamines, cough suppressants, decongestants, non-aspirin fever reducers/pain relievers, and topical preparation (sunscreen and diaper rash ointment). Any other requires a letter from the child's health care provider.**

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments and care.

Media Policy

DVD/Computer Viewing Policy

The Little Stars Program provides an activity-focused early learning environment. We believe children learn best through active participation, hands-on experiences, interactive conversation, and exploration. Our follows the recommendations established by the American Academy of Pediatrics, which has found that too much television viewing has been linked to poor performance in school, overweight children, and the establishment of poor dietary habits. For children age two and half an older who are in care four or more hours each day, screen time will be limited to sixty minutes per month. Computer use is limited to fifteen minute increments per child.