



YMCA OF GREATER MONMOUTH COUNTY  
 Before/After School Care  
 State Licensed School-Age Child Care  
 470 E Freehold Road, Freehold NJ 07728  
 (732) 566-9266  
 Email - [afterschool@ymcanj.org](mailto:afterschool@ymcanj.org)

## FAIR HAVEN SCHOOL DISTRICT Y-KIDS PROGRAM 2020-2021 SCHOOL YEAR

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Start Date: \_\_\_\_\_

Days/Hours Attending BEFORE School (please circle)

M T W TH F  
 7:00 AM

Days/Hours Attending AFTER School (please circle)

M T W TH F  
 3:00 PM 6:00 PM

Child's Name \_\_\_\_\_  Male  Female Birthday \_\_\_\_\_ Age \_\_\_\_\_

Address \_\_\_\_\_ Town/Zip \_\_\_\_\_ Home # \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Cell # \_\_\_\_\_

Business name \_\_\_\_\_ Business # \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Cell # \_\_\_\_\_

Business name \_\_\_\_\_ Business # \_\_\_\_\_

Parent/Guardian Email address: \_\_\_\_\_

Emergency Contact & Phone # (other than parent/guardian) \_\_\_\_\_

**In my absence, I authorize the following to pick up my child:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**\*\*\*\*Please list any ALLERGIES / MEDICATIONS / SPECIAL HEALTH NEEDS or ANY SOCIAL EMOTIONAL CONCERNS THAT OUR STAFF MUST BE AWARE OF \*\*\*\***

\* Please be advised that if your child has been prescribed an epi-pen or inhaler for emergencies, the special care plan attached must be completed by parent/prescribing physician. In addition, YMCA staff must have TWO epi-pens in their possession at all times.

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## CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS

-To be completed by a Health Care Provider-

		Today's Date		
Child's Full Name		Date of Birth		
Parent's/Guardian's Name		Telephone No. (     )		
Primary Health Care Provider		Telephone No. (     )		
Specialty Provider		Telephone No. (     )		
Specialty Provider		Telephone No. (     )		
Diagnosis(es)				
Allergies				
ROUTINE CARE				
Medication To Be Given at Child Care	Schedule/Dose (When and How Much?)	Route (How?)	Reason Prescribed	Possible Side Effects
List medications given at home:				
NEEDED ACCOMMODATION(S)				
Describe any needed accommodation(s) the child needs in daily activities and why:				
Diet or Feeding: _____				
Classroom Activities: _____				
Naptime/Sleeping: _____				
Toileting: _____				
Outdoor or Field Trips: _____				
Transportation: _____				
Other: _____				
Additional comments: _____				
_____				

**CARE PLAN FOR CHILDREN WITH SPECIAL HEALTH NEEDS**  
Continued

<b>SPECIAL EQUIPMENT / MEDICAL SUPPLIES</b>	
1. _____ 2. _____ 3. _____	
<b>EMERGENCY CARE</b>	
<b>CALL PARENTS/GUARDIANS</b> if the following symptoms are present: _____ _____	
<b>CALL 911 (EMERGENCY MEDICAL SERVICES)</b> if the following symptoms are present, as well as contacting the parents/guardians: _____ _____	
<b>TAKE THESE MEASURES</b> while waiting for parents or medical help to arrive: _____ _____ _____	
<b>SUGGESTED SPECIAL TRAINING FOR STAFF</b>	
_____ _____ _____	
Health Care Provider Signature	Date

<b>PARENT NOTES (OPTIONAL)</b>	
_____ _____ _____	
<i>I hereby give consent for my child's health care provider or specialist to communicate with my child's child care provider or school nurse to discuss any of the information contained in this care plan.</i>	
Parent/Guardian Signature	Date

**Important:** *In order to ensure the health and safety of your child, it is vital that any person involved in the care of your child be aware of your child's special health needs, medication your child is taking, or needs in case of a health care emergency, and the specific actions to take regarding your child's special health needs.*

## Instructions for Completing the Care Plan for Children with Special Health Needs (CH-15)

This Care Plan template is designed to supplement the Universal Child Health Record (UCHR, CH-14). It should be used for children with special health needs (CSHN). The UCHR is designed to be concise and does not provide sufficient space for detailed instructions that a CSHN might need. Use this Care Plan when your instructions for the child's care cannot be fit on to the UCHR. This Care Plan should be utilized as a template that can be adapted as needed. Not all parts need to be completed for some children, but other children may require extra pages to be attached to fully explain the instructions for the child's care.

In order to facilitate communication between the health care provider and the parent, it may be best to complete this form with the parent/guardian present. Parents often have practical knowledge that is important to incorporate into the plan, such as techniques to get the child to cooperate with treatments and specifics about the child care site/school like the hours attended and the resources/limitations of the out-of-home care provider. There is room at the end for optional parent notes and signature that will give permission for communication between the health care provider and the child care provider or school nurse.

### Specific Instructions:

1. Complete the Universal Child Health Record (UCHR, CH-14).
2. Attach a copy of immunization record.
3. As appropriate check off the box labeled "Special Care Plan Attached."
4. Complete the Care Plan for Children with Special Health Needs
  - Complete the demographic information.
  - The Primary Health Care Provider is the medical home where the child's complete health records are maintained.
  - Specialty providers and their contact information should be included if the specialists play a major role in the child's health care such as adjusting medication doses.
  - Diagnosis – Include major diagnoses (preferably using lay terminology as necessary).
  - Allergies – Include medication allergies and other significant environmental allergies.
  - Routine Care – Complete the medication information. Include important side effects that child care providers should be watching for both with medications administered at home as well as those given at child care.
  - Describe any Needed Accommodations to particular activities.
    - Describe special diets or feeding techniques which may be needed such as feeding pureed foods, maintaining upright positioning during feeds, following a restrictive diet, etc.
    - Classroom activities – List any modifications needed to allow the child to participate such as extra rest breaks, use of adaptive equipment, etc.
    - Outdoor Activities/Field Trips- List any special precautions needed for class trips such as emergency kits, mobile phones, special vehicles, etc.
  - Special Equipment/ Medical Supplies
    - List special equipment that may be needed such as nebulizers, peak flow meters, glucometers, braces, hearing aids, wheelchairs, apnea monitors, etc.
  - Emergency Care
    - Help the child care providers to understand which signs/symptoms merit calling the parents and which are more serious and indicate that EMS should be activated.
    - Describe interim measures that should be taken while waiting for parent or EMS arrival such as administering an asthma nebulizer treatment or an Epi-Pen.
  - Special Staff Training
    - Are there special trainings that staff should attend in order to care for the child such as medication administration training, first aid/CPR, etc.? Include who might be available to provide such training.



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

Please initial that you have read and understand the following...	Initial Here
I give permission for the YMCA to call an ambulance to transport my child to the hospital in the event of an emergency.	
My child is in good health and can participate in the Y-Kids School Age Program.	
<p>Special Care plan - The YMCA of Greater Monmouth County staff members are encouraging, patient and helpful in paving a pathway for children with mild to moderate disabilities to succeed at Y Programs. We are not equipped nor staffed to work with children who need significant assistance with personal care, constant one-on-one support or have great difficulty in managing their behavior in a group setting.</p> <p>If your child has a significant health issue or a special need, or is currently receiving special classroom assistance, please contact the School-age Director and Regional Coordinator to discuss appropriate accommodations.</p>	
<p>I have received, read and agree to abide by the policies in the parent handbook attached. The handbook includes, but is not limited to, the following-</p> <ul style="list-style-type: none"> <li>• Information to Parents document prepared by the Department of Children and Families, Office of Licensing</li> <li>• Release Policy</li> <li>• Illness Policy</li> <li>• Positive Discipline Policy</li> <li>• Expulsion Policy</li> <li>• Technology, Communications &amp; Social Media Policy</li> </ul>	
I understand the YMCA requires my child to meet certain standards of behavior and that if my child fails to behave or demonstrates repeated unsatisfactory conduct, the YMCA has the right to suspend my child, or to dismiss my child from the YMCA. A meeting with the parent/guardian will be conducted prior to such dismissal (refer to expulsion policy in parent handbook).	
I have read the YMCA Waiver of Liability and Indemnity Agreement, which is in the parent manual attached.	
I understand that the YMCA reserves the right to cancel programs based on enrollment, financial feasibility and building availability.	
Tuition is based on 180 days of school and is spread out into 10 equal monthly payments. The program will not be in session if school closes early due to inclement weather or any other reason (i.e. power outage, etc.) that prohibits the school to remain open. Refunds and credits will not be issued under these circumstances.	
Regarding late pick-ups, a \$20 late fee per child will be imposed for every 15-minute interval or part thereof. (Ex. 6:01 - 6:15 = \$20, 6:16 - 6:30 = \$40, etc.) After 5 late pick-ups my child may be terminated from Y-KIDS.	
Changes to your child's schedule will be accepted on the 1 <sup>st</sup> and 15 <sup>th</sup> of each month. Changes will NOT be accepted during high registration times (July, August and September). There will be NO exceptions.	
My child should work on homework during program hours (please circle). <b>YES or NO</b> Refer to parent handbook for additional information on homework policy.	
I give permission for my child to be photographed/recorded during afterschool events and activities, for the purpose of sharing on social media (please circle). <b>YES or NO</b> Refer to parent handbook for additional information on social media & communication policy.	

**YMCA OF GREATER MONMOUTH COUNTY**  
**LIABILITY WAIVER**



**RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT FOR ADULTS**

IN CONSIDERATION of being permitted to utilize the facilities, services and programs of the YMCA of Greater Monmouth County for any purpose, including, but not limited to observation or use of facilities or equipment, or participation in any off-site program affiliated with the YMCA, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, acknowledges, agrees and represents that he or she has immediately upon entering or participating, inspected and carefully considered such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated program have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE INCLUDING, BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY OFF-SITE PROGRAM AFFILIATED WITH THE YMCA, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA of Greater Monmouth County, its directors, officers, employees, and agents (hereinafter referred to as "releasees") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damages, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is, upon, or about the premises or any facilities or equipment therein or participating in any program affiliated with the YMCA of Greater Monmouth County.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releasees or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE due to negligence of releasee or otherwise while in about or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER, AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of New Jersey and that if any portion thereof is held invalid, it is agreed that the balance shall notwithstanding continue in full legal force and effect.

I HAVE READ AND UNDERSTAND THIS DOCUMENT AND RELEASE, AND AGREE TO ABIDE BY THE AGREEMENT SET FORTH. I FURTHER AGREE THAT NO ORAL REPRESENTATIONS, STATEMENTS, OR INDUCEMENT APART FROM THE FOREGOING WRITTEN AGREEMENT HAVE BEEN MADE.

Adult 1 Name	Signature	Date
Adult 2 Name	Signature	Date

**RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT FOR MINORS**

The following information is important for the safety and protection of your child.

I understand that YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside the YMCA program. If a violation is discovered, the YMCA will take immediate disciplinary action toward staff and/or volunteers.

I understand that staff and volunteers are not allowed to initiate contact with members and program participants outside the YMCA, unless necessary in certain limited cases for the smooth operation of a YMCA program. If deemed necessary, contact should be made with the program participant's parent or guardian. Contact includes, but is not limited to, sharing of phone numbers, email addresses, personal websites and/or web logs. If a violation is discovered, the YMCA will take immediate disciplinary action toward staff and/or volunteers.

I understand that I am not to leave my child\* at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child. I understand that my child must be escorted to and from the program area by me or another person on my authorized list. Children may not just be dropped off at the door.

\*Note: The YMCA's policy is that children under the age of 13 may not be alone in our facilities/program sites.

I understand children should not receive excessive gifts (e.g., toys, video games, jewelry) from YMCA staff or volunteers, and I should report this to a supervisor if they do.

I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child, including relatives, must be listed with the YMCA and must be of the age required by this YMCA. Any other alternate pick-up arrangements must be made in writing by a parent/guardian. Phone notification of an alternate pick-up arrangement is only accepted in an emergency.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police.

I understand that I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I too will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.

I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

Name of Minor(s)	
Parent/Guardian Signature	Date
Signature	Date

**WAIVER/CONSENT**

I, \_\_\_\_\_, give my permission to the YMCA of Greater Monmouth County to use my picture or other likeness, or other likeness of any of my children, specifically, \_\_\_\_\_, in general publicity and campaign materials.

Signature	Date
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## COVID-19 RELEASE AND WAIVER OF CLAIMS ADDENDUM (RELEASE)

I hereby acknowledge the health risks and dangers associated Coronavirus, COVID-19. COVID-19 is an extremely contagious virus that spreads easily through person-to-person contact. Federal and state authorities recommend social distancing as a means to help prevent the spread of the virus. COVID-19 can, among other things, lead to severe illness, personal injury, permanent disability, and death. Participating in YMCA of Greater Monmouth County events, programs, services or accessing the YMCA of Greater Monmouth County facilities could increase the risk of contracting COVID-19. The YMCA of Greater Monmouth County in no way represents or warrants that COVID-19 infection will not occur through participation in the YMCA of Greater Monmouth County programs/services or accessing the YMCA of Greater Monmouth County facilities.

I have read and fully understand and acknowledge the contents of the Release. In exchange for participating in the YMCA of Greater Monmouth County events, programs, services and/or at any of its facilities (collectively, "Participation"), I, for myself and on the behalf of my family, agree that I am voluntarily waiving, releasing, indemnifying and discharging the YMCA of Greater Monmouth County and its officers, directors, employees and volunteers for, from and against any and all liability, damages, and each and every action including, but not limited to, exposure or transmission of the COVID-19 virus (collectively, "Claims") by participation associated with or at the YMCA of Greater Monmouth County.

I represent that I have full authority to sign on behalf of my family and that my signature binds each other person having authority to make decisions on behalf of my family.

My signature below is confirmation that I have read and fully understand and acknowledge the contents of the Release and agree that I am voluntarily WAIVING, RELEASING, INDEMNIFYING and DISCHARGING the YMCA of Greater Monmouth County and its officers, directors, employees and volunteers for, from and against the Claims.

Name	
Signature	Date

620-4817D-THQ

### YMCA OF GREATER MONMOUTH COUNTY

170 Patterson Avenue  
Shrewsbury NJ 07702

732.671.5505  
info@ymcanj.org

ymcanj.org



### Here for all.

Financial assistance is offered  
based on availability of funds.





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

## Monthly Draft Authorization Form

**Tuition is paid through automatic draft. A credit card or checking account must be placed on the account**

I authorize my bank or credit card institution to honor preauthorized Electronic Funds Transfers or credit card charges against my account for monthly membership payments on the 1<sup>st</sup> of each month. When the bank or credit card institution honors the payment by charging my account, such transfer shall constitute notice of payment due and my receipt for the payment. Should any preauthorized EFT or credit card charges not be honored by said bank or credit card institution, then it is understood that the payment is to be made by me in the amount of said payment plus a **\$25.00** service charge. It is further understood that if such payment is not honored by the bank or credit card institution, then the YMCA, at its discretion, may resubmit the amount due for payment on a future date.

\_\_\_\_\_ **Initial**

A non-refundable registration fee of \$45 is required with all application. One month's deposit is also required upon registration. This deposit is applied toward your last month's tuition.

<b>EFT</b> Name on Account: _____ Bank Name: _____ Routing Number: _____ Account Number: _____
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<b>Credit/Debit Card</b> Check one:      ____ Visa    ____ MasterCard    ____ Discover    ____ American Express  Card Holder Name: _____  Credit/Debit Card: _____ Expiration date: _____
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Annual Campaign Contribution

If you wish to help the children and families in your community through the YMCA Annual Campaign (which funds our Y-CARES Scholarship Program), please fill out the form below and return it with your completed Y-Kids packet. Any amount you are willing to contribute will be greatly appreciated. All donations are tax deductible.

- I wish to donate the following...**
  - \$3.00 per month added to my **monthly** Y-Kids tuition.
  - \$4.00 per month added to my **monthly** Y-Kids tuition.
  - \$5.00 per month added to my **monthly** Y-Kids tuition.
  - Other \$ \_\_\_\_\_ per month added to my **monthly** Y-Kids tuition.
- I wish to have my donation of \$ \_\_\_\_\_ charged to my account on file.**
- I wish to contribute a one-time donation of \$ \_\_\_\_\_ charged to my account on file.**





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## **Y-Kids School-age Parent Manual**

## STAFF

Each Y-Kids before and after school program is run and supervised by an onsite supervisor and staff who have been selected for their skills, experience and leadership with children. Before they are hired, candidates must pass an extensive background check, which includes fingerprinting. All Y-Kids staff participate in year-round trainings, as well as an annual week-long training session at the end of each summer to prepare for the new school year. The staff are trained in CPR/First Aid/Epi Pen, child abuse prevention, Y-Kids policies and procedures, security and emergency procedures, behavior management techniques, and more.

## IMPORTANT CONTACT INFORMATION

For information regarding paperwork, address and schedule changes, withdrawals, receipts, payments, etc., visit or contact:

YMCA of Greater Monmouth County

470 E Freehold Road, Freehold NJ 07728

Open Monday through Friday, from 7 a.m. – 6 p.m.

Phone: 732.566.9266

Website: [www.ymcanj.org](http://www.ymcanj.org)

## Y-KIDS PROGRAM OBJECTIVES

Our program objectives are to help the children develop to their fullest potential by focusing on:

Confidence and self-esteem building; promoting a healthy lifestyle; fostering responsibility for doing homework and school projects; and reinforcing physical skills.

The program objectives will be met by using:

- Non-competitive games that are challenging and fun
- STEAM (Science, Technology, Engineering, Arts and Math) curriculum to nurture curiosity, inspire creativity and teach kids how to succeed
- Sanford Harmony's Social Emotional Learning Curriculum
- Arts and crafts activities
- Homework assistance and quiet reflection time
- Outdoor fitness and fun games and activities

Our program goals are:

- To support the family unit
- To provide supervised after school care in a positive and safe environment
- To further enhance each child's growth, focusing on self-awareness, character values, youth development, health living, and social responsibility.

## Y-KIDS PROGRAM OPERATING DAYS

The Y-Kids program follows the school calendar. Y-Kids will only be in session on school days. Y-Kids will be closed during holidays and vacations, however, watch for our School's Out Vacation Programs. When your child's school is closed due to severe weather, power outage, emergency situations or for any other reason, the Y-Kids program must be CLOSED! Refunds and/or credits will not be issued under these circumstances.

## Early Closings

When school is closed early due to snow, excessive heat, or any other emergency, there will be NO programs available on that day. For such days, please make alternate arrangements for your child(ren) and be sure to make his/her school aware as well.

### Delayed Openings

If schools have a delayed opening due to weather or other emergencies, our Y-Kids morning program is CLOSED! Please have an alternative plan in place.

### Early Dismissals

All Y-Kids after school programs are available on half days. If the half-day falls on a day that your child is registered to attend the Y-Kids Program, your child is entitled to attend the half-day at no additional cost.

### SCHOOL BREAK CAMP

School Break camp will be provided for an additional cost on various occasions during the school year at the Freehold Family YMCA (470 E. Freehold Road). We provide a full-day program for your child (7 a.m. – 6 p.m.) filled with activities. Children will only be accepted if signed up in advance and your Y-Kids account is up to date. Please visit the website for additional information, [www.ymcanj.org](http://www.ymcanj.org).

### HOMEWORK ASSISTANCE

Students are responsible for bringing their homework to the after-school program to complete during the 45-minute homework period. If a student forgets to bring a book, workbook, etc. to the program, unfortunately, they will not be permitted to return to their classroom to retrieve it. Further, Y-Kids staff are not permitted to enter a child's book bag in search of homework. The children are asked if they have homework, and they are on the "Honor System" to tell us whether they do or don't. Please realize that staff members cannot provide your child with one-on-one assistance nor is Y-Kids considered a tutorial session.

### OUTSIDE PLAY

Your child will be taken outside daily to have some fresh air and physical activity. Our standards to go outside are: 32°F and no precipitation. Please dress your child appropriately every day for the weather.

### SNACKS

The YMCA does not provide morning or afternoon snacks for our program participants. Please feel free to provide a snack for your child(ren) before and/or after school. Please remind your child(ren) that due to allergies, there will be no sharing of snacks within our program. We appreciate your help in reinforcing this policy on behalf of the children who suffer from various allergies within our programs.

### C.A.T.C.H.

CATCH activities are included in our weekly schedule. CATCH stands for Coordinated Approach to Children's Health and teaches children the importance of exercise, good nutrition and development of healthy habits through a fun and educational school-age curriculum. The four CATCH components – Go for Health Classroom Curriculum, CATCH Physical Education, Eat Smart School Nutrition Guide and Family Home Team Activities, promote positive healthy behaviors throughout each child's day.

### AM SIGN IN POLICY

An adult **MUST** sign his/her child into the morning program every day. This is a requirement that ensures the safety of the child and the integrity of the program. Therefore, failure to comply may result in termination of your child's participation in the Y-KIDS program.

### PM SIGN OUT POLICY

An adult **MUST** sign out his/her child from the after-school program every day. This is a requirement that ensures the safety of the child and the integrity of the program. Therefore, failure to comply may result in termination of your child's participation in the Y-KIDS Program.

### IF YOUR CHILD IS GOING TO BE ABSENT...

If your child is going to be absent from the Y-Kids program, it is **imperative** that you call our office at 732.566.9266. Our Y-Kids staff expects your child to be there on his/her scheduled days. If your child is expected at the program and doesn't arrive, the program staff must make all attempts to locate your child, which causes stress at the beginning of the program. Parent communication is essential for your child's safety.

Please note that after five absences without notification, your child will be terminated from the Y-Kids Program for the remainder of the school year.

### RELEASE OF CHILDREN

No child will be released to any person who appears to be physically or emotionally impaired to the extent that, in the judgment of the site supervisor, the child would be placed at risk of harm if released to such an individual. This includes individuals who may seem to be intoxicated or under the influence of narcotics. In such a situation, staff member(s) will attempt to contact the child's other custodial parent or an alternative person(s) authorized by the parent(s) as a pickup person. It is important to always list two backups other than the parents/guardians on the authorized pick up list. If the center is unable to make alternative arrangements, a staff member will call the New Jersey Division's 24-hour Child Abuse Hotline (1.877.652.2873) to seek assistance in caring for the child.

### AUTHORIZED PICK UP PERSONS

Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent(s) to take the child from the school and assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached. Photo ID will be requested upon pick up.

If a non-custodial parent has been denied access, or granted limited access, to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order. You must have court documentation clearly stating that the individual(s) is not permitted to have access to your child(ren). It is your responsibility to inform the Y-Kids office of any such situation.

### LATE POLICY

If you are going to be late picking up your child, please call the office 732.566.9266. The office will call the Y-Kids site to inform the supervisor and your child of your delay. If you do arrive after 6 p.m., you will be asked to sign out your child and to sign a late pick up form, as well.

In order to end the program day on schedule and to prevent potential difficulties for both staff and children, parents and guardians are asked to comply with these procedures:

- Parents and guardians should identify appropriate alternate escorts who have written permission to pick up a child when necessary. These friends or family members should live or work close to the program site, so that they are available to pick up a child in a timely manner.
- A \$20 late fee will be imposed for every 15 minutes or part of. (Example: 6:01 p.m. – 6:15 p.m. = \$20, 6:16 p.m. – 6:30 p.m. = \$40, etc.) The clock used will be the one in the room of the school where Y-Kids is being held.
- After five episodes of lateness, the YMCA may terminate the child's participation in the program.

### POSITIVE DISCIPLINE POLICY

Participation in the Y-KIDS program requires all students to meet certain standards of appropriate behavior. The YMCA adheres to a Positive Discipline Policy which respects the rights of the individual child, the group and the YMCA staff; while focusing on what the children SHOULD do, rather than what they should NOT do. Outlined below are various steps that may be taken if/when a student exhibits poor behavior. If a student demonstrates repeated inappropriate conduct, Y-KIDS has the right to suspend the student, or to dismiss

him/her from the Y-KIDS Program. A meeting with the parent/guardian will be conducted prior to such dismissal, as is outlined in the YMCA Expulsion Policy.

The following describes the way inappropriate behavior may be handled within the Y-KIDS program:

1. The site supervisor is responsible for the behavior of the students at his/her school. Should a problem arise, the site supervisor will be the staff person to handle it. His/her methods will be consistent with the age and developmental needs of the child, and should include patience, understanding and kindness.
2. If a student is exhibiting poor, or negative, behavior during an activity, the site supervisor will try to re-direct the student to a new activity to change the focus of his/her behavior. For example, if a student is being disruptive, or touching others, he/she may be asked to sit quietly at a different table, work on a puzzle, collage or drawing. A staff member may point out the consequences of the student's behavior or actions, and remind him/her of acceptable ways to release feelings.
3. If the student does not respond to the above-mentioned methods and continues to be disruptive, or disrespectful, he/she will be asked to be seated on a special "thinking chair" or at a "special table." The student will be able to see what is happening during the program, but will not be able to participate until he/she has regained his/her self-control.
4. As a last resort, and only if the student is so disruptive that the normal daily activities cannot proceed, the parent/guardian may be called and asked to come and remove the child from the program. At that point, the school age director and parent/guardian will have a phone conference to exchange ideas on how to modify the child's behavior. They will need to review his/her social emotional well-being. The student may be suspended from the program at this point to take a break and re-set.
5. If, after returning to school, the child continues to be disruptive and all methods of discipline have been exhausted, the child may be removed from the program permanently, as outlined in the YMCA Expulsion Policy.

Positive discipline is NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting or shaking or any other form of corporal punishment.
- Using abusive language, ridicule, harsh, humiliating or frightening treatment or any other form of emotional punishment of children.
- Withholding food, emotional responses, stimulation, or opportunities for rest or sleep.
- Requiring a child to remain silent or inactive for an inappropriately long period of time.

A child shall not be deprived of food or water, isolated, subjected to corporal punishment, or required to participate in abusive or excessive physical exercise as a means of punishment by staff.

## EXPULSION POLICY

Unfortunately, there are sometimes reasons we must 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), along with the school district's guidance, in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the program:

Causes for immediate expulsion:

- The child is at risk of causing serious injury to other children or him/herself.
- Failure to abide by guidelines set for social distancing/Covid 19 policy
- 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.
- Failure to renew & replace expired medication/epi-pens.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff
- Verbal abuse to children enrolled within the program.
- 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 program.

- The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the program.
- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the program.
- The parent/guardian will be given a specific expulsion date that allows the parent 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 program.

A child will not be expelled:

- Without giving the parent 48 hours to make other child care arrangements.
- If a parent:
  - Reported abuse or neglect occurring at the program.
  - Questioned the program 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.
- 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 by the School-age Director.
- The director, coordinator, and parent/guardian will have a phone conference(s) to discuss how to promote positive behaviors. A school teacher may also be invited to offer suggestions with the parent's permission.
- 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.

## HARASSMENT, INTIMIDATION & BULLYING (HIB) POLICY

The YMCA of Greater Monmouth County will not tolerate behavior that infringes on the safety of any child. A child shall not intimidate, harass, or bully another child through words or actions. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

The YMCA of Greater Monmouth County expects children and/or staff to immediately report incidents of bullying to the site supervisor and program director. Staff who witness such acts will take immediate steps to intervene when safe to do so. Each complaint of bullying will be promptly investigated. This policy applies to children during Y-Kids program hours.

To ensure bullying does not occur during Y-Kids before or after school programs, the YMCA of Greater Monmouth County has provided staff development training in harassment, intimidation and bullying prevention and will continue to do so annually.

## BABYSITTING/TRANSPORTATION POLICY

Please do not ask our staff members to babysit or transport your child. The YMCA of Greater Monmouth County has a very strict policy that does not allow our staff members to babysit any of the children enrolled in our programs. Our policy also states that staff members are never to transport any of the children enrolled in our programs in their vehicles.

If a staff member were to do either of the above mentioned, his/her employment with the YMCA of Greater Monmouth County would be terminated immediately.

## STUDENT ILLNESS

Parents should inform the YMCA of Greater Monmouth County about any illness of their child. If your child has a communicable disease, staff must be told when it first appeared. Please call the YMCA office (732.566.9266) on days when your child is ill or will be absent for any reason. Refunds and/or credits will not be issued due to student illness, vacation or any other reason.

Please do not send a child to the Y-KIDS program if he/she is sick. Not only does this spread illness to other children and staff, but it is also extremely unfair to the sick child.

Any child who has/had the following symptoms within a 24-hour period is NOT allowed to attend the program. Please be considerate of the other children and staff by not allowing your child to attend our program for at least one day after illness:

- |                               |                         |
|-------------------------------|-------------------------|
| *temperature over 100°F       | *vomiting               |
| *eye irritation               | *diarrhea               |
| *unknown rash                 | *sore throat            |
| *head lice                    | *any contagious illness |
| *Covid-19 (14 day quarantine) |                         |

If your child complains of illness during the Y-Kids Program or if the site supervisor feels that the child is ill, the child's parent or emergency person will be contacted and ask that the child be picked up.

## MEDICATION PROCEDURES

Staff will administer medication to students if the following criteria are followed:

1. Administered only after receipt of written approval from the child's parent/guardian. A special care plan must be filled out and signed by the parent/guardian, as well as the child's pediatrician.
2. Medication must be prescribed in the name of and specifically for the child.



3. Medication must be in original container, which has been labeled with the child's name, the name of the medication, the date prescribed or updated, and directions for its administration.

Please be advised that if your child has been prescribed an epi-pen for emergencies, YMCA staff must have TWO in their possession at all times. Our YMCA staff are specifically trained in epi-pen administration, and will store the epi-pens in a safe location while your child is enrolled in our care. All epi-pens will be returned to you at the end of the school year, or when enrollment ends. Keeping an epi-pen in the school nurse's office will not suffice, as we do not have access to school offices before/after hours. In addition, should an emergency arise, the epi-pens need to be in close proximity. Also, please help us ensure your child's epi-pens do not expire by providing a new prescription prior to expiration.

**Non-prescription, over-the-counter medication will only be given according to the directions on the label. Our staff must check the recommended dosage for the age and weight of the child, as well as the time interval between doses. Our staff will refrain from administering aspirin (due to its association with Reye's syndrome) unless the directions are accompanied by a doctor's note.**

**If possible, it is requested that the first dose of any medicine be given at home to observe the child for adverse side effects and/or allergic reactions.** All medicine must be given directly to a staff member. No medicine of any kind should be left in a child's lunch box or school bag; this includes epi-pens.

#### VALUABLES AND TOYS

Your child should not bring any cell phones, video games or toys to the Y-Kids Program (for example, trading cards). If your child possesses any of the above described items, they must be kept in their backpack and turned off during program hours. The YMCA reserves the right to confiscate such items—including cell phones, should an attempt be made to either receive or send text, voice, audio, picture or video messages during program hours. Use of a camera feature of any cell phone, digital camera or other similar device is strictly forbidden. If any items are left behind, they will be turned into the school's lost & found. Please check if your child is missing any items on a daily basis.

#### SOCIAL MEDIA & COMMUNICATION POLICY

The YMCA utilizes email and social media (Facebook: YMCA Child Achievement) to communicate with families; i.e. sharing special projects, important announcements, upcoming events and providing information on emergency delays and closures. The YMCA prohibits parents from posting photos or videos of any child in YMCA care, other than their own. We ask that you please respect other families' privacy and use discretion when utilizing social media. Furthermore, YMCA staff are prohibited from communicating via social media with presently enrolled families.

Additionally, in order to maintain open lines of communication, your child's Y-KIDS Program has been issued a cell phone for the purpose of staff communication with the YMCA main office regarding absences, illness and/or accidents that occur during program hours.

#### PROGRAM EVALUATION

In order for you and your child to receive the most out of the Y-KIDS Before and After School Program, parents are invited to participate in the evaluation that is conducted twice each year. These evaluations/surveys are sent to parents via email, by a third party company.

#### PAYMENT POLICIES AND PROCEDURES

Monthly fees are based on 180 days of school and are spread out into 10 equal payments. Credits and/or refunds will not be issued due to illness, vacation, or closures/early dismissals due to inclement weather.

Monthly bills/statements are not sent out to families.

Tuition payments are to be paid through automatic bank draft or credit card. Accounts will be drafted on the 1<sup>st</sup> of each month:

**Again, Payments will not be accepted at your child's Y-KIDS site.**

“Non-sufficient Funds” checks will result in the following:

A \$25 charge for NSF checks

#### CHANGES TO YOUR CHILD'S SCHEDULE

Changes to your child(ren)'s schedule are effective the 1<sup>st</sup> of each month, and only under certain circumstances (i.e. change of work schedule or custody agreement). Changes will NOT be accepted during high registration times (July, August & September). There will be no exceptions.

All changes will require email notification. Please send an email including your child's name and the new schedule to [afterschool@ymcanj.org](mailto:afterschool@ymcanj.org). When proper notice is given, adjustments will be made for the present date going forward. Credits and refunds will not be issued due to illness or vacation or closures/early dismissals due to inclement weather.

#### FINANCIAL ASSISTANCE

The YMCA has committed its annual campaign dollars to support the financial assistance program. The YMCA subsidizes program fees on a sliding scale basis considering family size and income. For more information, call 732.566.9266. Financial assistance is available for individuals and families who demonstrate financial need.

#### FUNDRAISING

During our program year, we will host fundraising events. All money raised through these events will go towards scholarships as well as purchasing extra supplies and equipment for special events at our programs. Participation in these events is on a volunteer basis, but proceeds directly benefit all program participants. We appreciate full participation.

#### DEPARTMENT OF CHILDREN & FAMILIES, INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), 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 and staff 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 and staff member'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 <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> 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, NJ08646-0657.

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 available soon 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 or you can view them online at <https://childcareexplorer.njccis.com/portal/>.

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 talk to us if you have any questions about the center's space.

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

Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

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

Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. 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/](http://www.state.nj.us/dcf/).

### **Prevent the Spread of COVID-19 - Policy**

**Staff:** Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness.

- Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- Always wash hands with soap and water if hands are visibly dirty.
- Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- Clean and disinfect frequently touched surfaces.
- Cover cough and sneezes.
- Cover your mouth and nose with a cloth face covering when you have to go out in public.
- Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.
- Require sick children and staff to stay home.

**Communicate to parents the importance of keeping children home when they are sick.**

- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff who come to the child care center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.
- Have a plan if someone is or becomes sick. Plan to have an isolation room or area (such as a cot in a corner of the classroom) that can be used to isolate a sick child. Additional information about isolation in related settings can be found here: [isolation at home and isolation in healthcare settings](#).
- Be ready to follow CDC guidance on how to disinfect your building or facility if someone is sick.
- If a sick child has been isolated in your facility, clean and disinfect surfaces in your isolation room or area after the sick child has gone home.
- If COVID-19 is confirmed in a child or staff member:
  - Close off areas used by the person who is sick.
  - Open outside doors and windows to increase air circulation in the areas.
  - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.

*If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.*

## **Social Distancing Strategies**

- Social distancing focuses on remaining out of congregate settings, avoiding mass gatherings, and maintaining distance from others when possible. Detailed guidance for implementing social distancing strategies in child care centers and schools is found here.
- Plan to limit nonessential visitors and postpone or cancel use of classroom volunteers.
- If Your Child Care Program Remains Open
- Child care programs that remain open during the COVID-19 pandemic should address these additional considerations:
- Implement social distancing strategies
- Intensify cleaning and disinfection efforts
- Modify drop off and pick up procedures
- Implement screening procedures upon arrival
- Maintain an adequate ratio of staff to children to ensure safety.
- When feasible, staff members and older children should wear face coverings within the facility. Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.
- Work with your local health officials to determine a set of strategies appropriate for your community's situation. Continue using preparedness strategies and consider the following social distancing strategies:
- If possible, child care classes should include the same group each day, and the same child care providers should remain with the same group each day
- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Keep each group of children in a separate room.
- Limit the mixing of children, such as staggering playground times and keeping groups separate for special activities such as art, music, and exercising.
- If possible, at nap time, ensure that children's naptime mats (or cribs) are spaced out as much as possible, ideally 6 feet apart. Consider placing children head to toe in order to further reduce the potential for viral spread.

## **Parent Drop-Off and Pick-Up**

- Consider staggering arrival and drop off times and/or have child care providers come outside the facility to pick up the children as they arrive. Your plan for curb side drop off and pick up should limit direct contact between parents and staff members and adhere to social distancing recommendations.
- Hand hygiene stations should be set up at the entrance of the facility, so that children can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol next to parent sign-in sheets. Keep hand sanitizer out of children's reach and supervise use. If possible, place sign-in stations outside, and provide sanitary wipes for cleaning pens between each use.
- Have child care providers greet children outside as they arrive.
- Designate a parent to be the drop off/pick up volunteer to walk all children to their classroom, and at the end of the day, walk all children back to their cars.
- Screen Children Upon Arrival (if possible )
- Persons who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick. Screen children upon arrival, if possible.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child's temperature.
- If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
- If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- After each screening, remove and discard PPE, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

## **Clean and Disinfect**

Caring for Our Children external icon (CFOC) provides national standards for cleaning, sanitizing and disinfection of educational facilities for children. Toys that can be put in the mouth should be cleaned and sanitized (see below). Other hard surfaces, including diaper changing stations, door knobs, and floors can be disinfected.

### ***Intensify cleaning and disinfection efforts:***

- Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, light switches, classroom sink handles, countertops, nap pads, toilet training potties, desks, chairs, cubbies, and playground structures.
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective. If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be wiped down before use.
- All cleaning materials should be kept secure and out of reach of children.
- Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes.
- Clean and Sanitize Toys. Toys that cannot be cleaned and sanitized should not be used
- Cleaning toys video thumbnail
- Tips for cleaning toys
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher. Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys should be used by one individual at a time or should not be used at all. These toys should be laundered before being used by another child.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### **Clean and Disinfect Bedding**

Use bedding (sheets, pillows, blankets, sleeping bags) that can be washed. Keep each child's bedding separate, and consider storing in individually labeled bins, cubbies, or bags. Cots and mats should be labeled for each child. Bedding that touches a child's skin should be cleaned weekly or before use by another child.

### **Caring for Infants and Toddlers**

#### ***Diapering***

- When diapering a child, wash your hands and wash the child's hands before you begin, and wear gloves. Follow safe diaper changing procedures. Procedures should be posted in all diaper changing areas. Steps include:
- Prepare (includes putting on gloves)
- Clean the child
- Remove trash (soiled diaper and wipes)
- Replace diaper
- Wash child's hands
- Clean up diapering station
- Wash hands
- After diapering, wash your hands (even if you were wearing gloves) and disinfect the diapering

### **Washing, Feeding, or Holding a Child**

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.

- Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
- Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and their providers should have multiple changes of clothes on hand in the child care center or home-based child care.

### **Healthy Hand Hygiene Behavior**

- All children, staff, and volunteers should engage in hand hygiene at the following times:

- Arrival to the facility and after breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment
- Before and after diapering
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
- *Supervise children when they use hand sanitizer to prevent ingestion.*
- Assist children with handwashing, including infants who cannot wash hands alone.
- After assisting children with handwashing, staff should also wash their hands.

#### OTHER INFORMATION

Our Y-KIDS programs are New Jersey State licensed. It is required by the State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the Division of Youth and Family Services (DYFS). A copy of our current license is posted at each Y-Kids site.

Parents are responsible for any damage their child does to the program area, activity grounds, buses, or other YMCA activity areas.

The YMCA of Greater Monmouth County reserves the right to dismiss any child from the program who is harmful or a threat to the well-being of other children and/or staff. All children must comply with program rules, regulations and policies.

If you have any questions, suggestions or concerns, please do not hesitate to contact a director at 732.566.9266.