



YMCA Camp Bernie Childcare Before/After School Program

INFORMATION FOR PARENTS & GUARDIANS

OUR PHILOSOPHY

For 66 years, YMCA Camp Bernie has provided programs that help children make new friends, develop new skills and experience innovative, age-appropriate challenges. We build strong kids so they can become healthy and productive adults. We provide safe and healthy program experiences with positive role models. We offer a wide variety of activities through which children have fun, build confidence, develop skills and make friends. We teach and live the YMCA values of caring, honesty, respect and responsibility that encourage cooperation, trust, integrity and accountability. We celebrate diversity and respect each other in our community. We operate in a way that considers the care, welfare, health, and safety of all the children in our program.

ENROLLMENT

Any child ages 6-13 attending Lebanon Township District Schools and any child ages 3-13 attending Franklin Township Elementary School are eligible to apply for the before and/or after school program. If your child has an IEP and/or requires additional support in school, please contact us to schedule a consultation prior to their first day. Enrollment can be on a drop-in basis, or from 1-5 days per week, for both before school and after school care. It may take up to 5 business days from the date we receive the enrollment packet for the child to be able to attend the program. YMCA Camp Bernie reserves the right to cancel the program for any day(s) there are less than 6 students registered, with at least one week of advanced notice. For any change in enrollment, **written communication** must be sent to both Camp Bernie, at info@campbernieymca.org, as well as to the appropriate school office.

PROGRAM HIGHLIGHTS & HEALTHY U/CATCH

YMCA Camp Bernie is a branch of the Ridgewood YMCA and has been operating a childcare program in the Lebanon Township school district since 2009. YMCA Camp Bernie is contracted on an annual basis by the board of education to operate a state licensed childcare center within the Lebanon and Franklin Township school districts buildings of Woodglen Middle School, Valley View Elementary School, and Franklin Elementary School. The ratio for our childcare program, in accordance with state requirements, is 1 staff for every 15 students, where 2 staff members must be present in a group of 6 or more children. YMCA Camp Bernie does not provide one-on-one services.

The YMCA Camp Bernie Advantage Program, in partnership with the New Jersey YMCA State Alliance and Horizon Blue Cross Blue Shield of NJ, participates in the Healthy U and CATCH Kid's Club initiative, which is designed to prevent childhood obesity by instituting behavioral changes in the children in our program. Activity time is offered daily in the form of group games & free play in the gymnasium or outside in school sports areas. Morning and afternoon snacks are provided on a daily basis, following the USDA guidelines below. If you wish to supplement the snacks offered, you are welcome to send additional food & drink, but it must also correlate with the following USDA guidelines:

1. No sugar sweetened or artificially sweetened beverages, including soda, juice drinks and sports drinks.
2. Small portions of any foods that are high in solid fats, added sugar, trans fats, and sodium.
3. Fruits and vegetables, fresh or packed in water or 100% fruit juice.
4. Whole grain-rich or enriched or fortified bread or bread products.

HOMEWORK POLICY

Homework Help is offered Monday–Thursday for approximately one hour. If children cannot adhere to the quiet time policy during homework help, they will be asked to leave the homework area and return to other activities. Staff will offer assistance as needed, but constant one-on-one help is not available. Staff do not check assignment books or folders if children say they do not have homework. It is up to the child and the parent(s) to ensure that



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homework is completed, but if there are specific concerns you have about your child's homework needs, please speak to the Childcare Director.

ELECTRONICS AND TOYS POLICY

At the before and aftercare programs, we value the condition of toys & electronic equipment, either from home or issued by the school. We do allow students to play with these items at designated times in consideration of safety and proper supervision. However, we **highly discourage** children from bringing toys and electronics from home, as they are often lost, broken, and can cause arguments between children. If Chromebooks are needed for homework, they may be used during the designated homework time. Staff do their best to supervise the games children play on their electronics during designated times to ensure their appropriateness. Games with violence, weapons and gore will not be tolerated. Children are not allowed to search the web unless it is required as part of a homework assignment. If your child has a cell phone or smart watch and wishes to use it to contact parents/guardians, we will allow them to do so with permission from a staff person and appropriate supervision. YMCA Camp Bernie reserves the right to confiscate devices, should an attempt be made to either receive or send text, voice, audio, and picture or video messages during program hours. Use of the camera feature of any cell phone, digital camera, or other similar device is strictly forbidden. YMCA Camp Bernie is not responsible for any personal items.

SOCIAL MEDIA AND TECHNOLOGY POLICY

Any communication with children or adults using social media websites must use YMCA Camp Bernie sponsored or approved sites. No personal social media pages, websites, or email addresses may be shared with enrolled families. Staff with profiles cannot request to be friends or accept friend requests from children or parents unless otherwise authorized. Further, YMCA staff are prohibited from communicating via social media with presently enrolled families. YMCA staff are prohibited from using social media apps/cell phones while supervising children. YMCA Camp Bernie prohibits parents from posting photos or videos of any child in the Childcare Program, other than their own. Posting private or sensitive information about participants, previous participants, staff members, and previous staff members is prohibited. Abusive or vulgar language, disparaging remarks and/or references of a disparaging manner, personal attacks of any kind or offensive terms targeting participants, staff or enrolled families are prohibited. Any posts that may reveal the Childcare Program's current location are prohibited. Parents/Guardians will be communicated in person at each site, with a business telephone or through email with the Childcare Director.

RECALL ITEMS

As a state licensed childcare center, we are required to provide parents with the Consumer Product Safety Commission (CPSC) website at <http://www.cpsc.gov/cpscpub/prerel/prerel.html>. The Advantage Care Director receives and reviews email updates weekly to ensure there are no unsafe children's products at our center that have been listed for recall by the CPSC.



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PROGRAM LOCATIONS AND TYPICAL DAILY SCHEDULE

BEFORE CARE

The before school program will operate only for Lebanon Township School District M-F on regularly scheduled school days from 7am until 8:20am in the Woodglen Middle School Cafeteria at 70 Bunnvale Rd., Califon, NJ 07830. The Before School program will not operate in the event of school closings or delayed openings for weather or other emergencies. If the school building is closed for any reason, the Childcare Program won't operate. Monthly fire drills are held to comply with state licensing which may slightly impact the schedule. ****We politely request that children arrive to the program by no earlier than 7AM and no later than 8AM on their scheduled day(s), otherwise gym time must be skipped for that day to await arrivals in the cafeteria.**

SAMPLE SCHEDULE

7:00- 7:45 AM	Drop off/Arrival to the Cafeteria; Quiet Stations
7:45- 8:10 AM	Group Games and Free Play in the Gym or All-Purpose Room
8:10- 8:30 AM	Students are Dismissed to School/Board Buses

AFTER CARE:

The after-school program will operate for Lebanon Township District and Franklin Township Elementary M-F on regularly scheduled school days from 3:15pm until 6pm, or 1pm to 6pm on scheduled early dismissal days in the Valley View Elementary School Cafeteria at 400 Route 513, Califon, NJ 07830 and at the Franklin Township Elementary School Cafeteria at 52 Asbury Broadway Rd, Washington, NJ 07882. There is no additional charge for scheduled early dismissal days except for drop-in students. There is a late pick-up fee of \$5 per child charged after 6pm; which will increase in \$5 increments for every 5 minutes that pass. The after-school program will not operate in the event of school closings or early dismissals for weather or other emergencies. If the school building is closed for any reason, the Childcare Program won't operate. Monthly fire drills are held to comply with state licensing which may slightly impact the schedule. ****If there is ANY CHANGE to your child's regular dismissal from school, you must notify the school office.**

SAMPLE SCHEDULE

3:15- 4:00 PM	Arrivals to the All-Purpose Room/Cafeteria/Gym; Quiet Stations and Homework Help
4:00- 4:30 PM	Group Games, Free Play, and Other Activities in the All-Purpose Room/Gym/Playground
4:30- 4:45 PM	Scheduled Bathroom Break and Hand Washing for Snack
4:45- 6:00 PM	Group Games Indoors; Quiet Stations

VACATION CAMP/HOLIDAY CARE

The Vacation Camp program will operate at YMCA Camp Bernie, 327 Turkey Top Rd in Port Murray from 7am-6pm on specific school holidays, provided a minimum of 5 participants are enrolled a week prior to the program. Registrations will be taken up to 5 business days prior to the scheduled school vacation day so that parents can be notified at least 4 business days prior if it will be cancelled and supplies can be purchased for activities for the children attending. Full-time enrolled students pay ½ price to attend Vacation Camp from 9am-4pm. If before or



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after care services are required, additional fees will be charged accordingly. Please see the Vacation Camp registration form for additional information & to register. The 2024-2025 Vacation Camp dates can be located on our website.

DROP-IN SERVICE

Families needing services less frequently than 1x week or who have last minute schedule changes can be accommodated via the Drop-In Service, however, your child must be fully registered in the program at least 5 business days prior. To use the Before School Drop-In Service after that time, no notification is needed. For the After School Drop-In Service, you must notify your child's school office in writing on or before the day your child will attend so they will change your child's dismissal to the Childcare Program. The school office will notify the Childcare staff of the change. Your child will not be allowed to attend the program without permission from a parent or authorized adult. Payments will be automatically withdrawn at the start of each new week for the previous week.

ILLNESS & ABSENCE POLICY

Children are not allowed to attend the Childcare Program if they are absent from school. The school office provides a copy of the absentee list to the Childcare staff each afternoon. In the event your child becomes ill during the Program, you will be contacted by a member of the staff and your child will be isolated from the other children in the program if possible until you are able to make arrangements for pickup. Please keep emergency contact numbers up to date. If your child will not be attending after care on their scheduled days for any reason, please notify the school office on the day of their absence so that the Childcare staff is informed.

SCHOOL SPORTS/SCOUTS/ACTIVITY POLICY

If your child will be attending an in-school sports program or other in-school activity during the operation times of the Childcare Program, but still need some time period of care before or after the activity, please send a written permission note to the school office or give directly to the Site Supervisor. Please indicate the date(s) of the activity, as well as the start and end time of the activity. Examples of activities that children in the program have participated in include: *Girl Scouts, Craft Club, and Walking Club.*

Children will check-in for attendance at the Childcare Program before going to their activity, and it is up to the staff of that activity to bring the children back to the Program if necessary. Please understand that for your child's safety, we **CANNOT** dismiss them from our program to attend another program without written permission from you. While attending the Childcare Program, children will not be permitted to leave the program or school premises for any reason outside of written permission from a parent/guardian unless a parent or authorized person has signed them out with valid identification.



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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. Once the child is symptom-free, or has a health 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.

Severe pain or discomfort	Red eyes with discharge
Acute or bloody diarrhea	Infected, untreated skin patches
Episodes of acute vomiting	Difficult or rapid breathing
Lethargy	Skin lesions that are weeping or bleeding
Severe coughing	Mouth sores with drooling
Yellow eyes or jaundice skin	Stiff neck
Elevated oral temperature of 101.5 degrees Fahrenheit	
Skin rashes in conjunction with fever or behavior changes	

TABLE OF EXCLUDABLE COMMUNICABLE DISEASES

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

Respiratory Illnesses

CHICKEN POX**
GERMAN MEASLES*
HEMOPHILUS INFLUENZAE*
MEASLES*
MENINGOCOCCUS*
MUMPS*
STREP THROAT
TUBERCULOSIS*
WHOOPIING COUGH*

Gastrointestinal Illnesses

CAMPYLOBACTER*
ESCHERICHIA COLI*
GIARDIA LAMBLIA*
HEPATITIS A*
SALMONELLA*
SHINGELLA*

Contact Illnesses

IMPETIGO
LICE
SCABIES
SHINGLES

*Reportable diseases that must be reported to the health department by the health 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 that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.



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DISCIPLINE & EXPULSION POLICY

All the children in the Childcare Program are entitled to a safe, supervised, and supportive environment while in our care. The Childcare Staff will use positive reinforcement, consistency in following routines, and enforcing reasonable limitations as tools to avoid unwanted behaviors. Our goal as a staff team is always to help children develop and maintain self-control in the group activities & settings with which they are presented.

Staff members shall not: a) discipline children for failing to eat or sleep or for soiling themselves, b) withhold active play as a means of discipline unless the child's actions or behavior present a danger to themselves or others, c) use hitting, shaking, or any form of corporal punishment, d) use abusive language, ridicule, harsh, humiliating, or frightening treatment or other forms of emotional punishment, e) engage in or inflict any form of abuse and/or neglect, f) withhold food, emotional responses, stimulation, or the opportunities for rest or sleep, or g) require a child to remain silent/inactive for an inappropriately long period of time for the child's age.

When a child does exhibit unwanted behavior, the child will be warned and given an explanation of why such behavior is unacceptable. Should the behavior persist, the child may be separated from his/her peers for a time appropriate to the child's age, to cool down and have a more in-depth discussion with a staff member. The child so removed will either be under the supervision of another staff member or continuously visible to a staff member. If the behavior still continues, a discipline report will be written, then emailed to parents in a timely manner. Serious behavior infractions may warrant an immediate report and even a phone call requesting pick-up.

Ongoing inappropriate behavior, uncontrollable tantrums/angry outburst, chronic disrespect of other students and/or staff, consistently not obeying site rules, or any ongoing verbal or physical abuse of other students/staff will result in suspension from the program until a conference can be arranged with the Coordinator and/or Executive Director to discuss an action plan.

Immediate expulsion from the program would be necessary if: a) a child is deemed by program staff to be at risk of causing injury to him/herself, other children, or staff members b) if a parent exhibits verbal abuse to staff, especially in front of enrolled children, or c) if a parent threatens physical violence or shows intimidating actions toward staff members. With the exception of Immediate Causes for Expulsion, if remedial actions do not improve behaviors, the child's parent/guardian will be advised in writing with a specific timeframe and behavior expectations for continued enrollment through email. This timeframe will be of sufficient time to allow parent/guardian to seek alternative care in the event that the situation does not improve.

Additional parental actions for temporary suspension or permanent expulsion could result from failure to complete required forms, falsifying information on required forms, failure to pay, habitual lateness in payments, and habitual tardiness when picking up child(ren). There will be no credits/refunds for suspensions or expulsions.

Email: info@campbernieymca.org

Office: 908-832-5315



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LICENSING INFORMATION

In keeping with New Jersey's childcare licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with the following informational statement. The statement highlights, among other things: your right to visit and observe our center at any time without having to secure prior permission; the center's obligation to be licensed and to comply with licensing standards; and the obligation of all citizens to report suspected child abuse/neglect/exploitation to the State Child Abuse Hotline 1 (877) NJ ABUSE/1-877-652-2873. Please read this letter, and complete & return this signature page where it will be kept on file. The letter is yours to keep for reference if you wish.

Department of Children and Families Office of Licensing

INFORMATION TO PARENTS

Under the 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 (DCF). 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, 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 secure a copy of the Manual or Requirements by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey", and mailing it to: NJ Department of Children and Families, 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.



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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 Office of Licensing'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 entitled to review the Office's Complaint 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 have about it.

Our center must post a listing or diagram of those rooms and areas approved by the Office for the children's use. Please talk to us if you have any questions about the 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 and 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 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 American 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 New Jersey Department of Law and Public Safety for information about filing and 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 and ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Our center is required to periodically review the Department of Law and Public Safety (DLPS), Division of Consumer Affairs (DCA), unsafe children's products list, make the list accessible to staff and parents, and ensure that items on the list are not at the center. The list is available at www.state.nj.us/lps/ca/recalls.htm. Internet access may be available at your local library. For more information call the DLPS, DCA, toll free at 1-800-242-5846.

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



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law to report the concern immediately to the State Child Abuse Hotline, toll free at 1 (877) NJ ABUSE. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292-0422 or go to www.nj.gov/dcf and select Publications.