

**GREATER MORRISTOWN YMCA
KINDERGARTEN ENRICHMENT PROGRAM
ENROLLMENT FORMS 2011-2012**



PLEASE PRINT ALL ITEMS CLEARLY

CHILD NAME _____

BIRTHDATE _____ GENDER _____

ADDRESS: STREET _____ HOME PHONE _____

CELL PHONE _____

TOWN _____ STATE ____ ZIP _____

E-MAIL ADDRESS _____

Characteristic of child staff should know: _____

Special needs: _____

Is your child on any medication: _____ Type: _____

Use additional sheet if needed.

BEFORE SCHOOL PROGRAM ATTENDANCE (Please circle appropriate days)

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

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

- 1) ENROLLMENT FORM
- 2a) FEE AND POLICY AGREEMENT
- 2b) PARENT / GUARDIAN AGREEMENT
- 3) AUTHORIZATION FOR CHILD PICKUP
- 4) DISCIPLINE PROCEDURE
- 5) EXPULSION POLICY
- 6) CHILD CARE EMERGENCY CONTACT INFORMATION
- 7) CODE OF BEHAVIOR
- 8) UNIVERSAL CHILD HEALTH RECORD AND IMMUNIZATIONS RECORD

Extra forms are available online at: www.greatermorristownymca.org.or they can be mailed or emailed to you.

GREATER MORRISTOWN YMCA
GREAT MEADOWS REGIONAL SCHOOL DISTRICT
INDEPENDENCE CENTRAL K-2 ELEMENTARY SCHOOL



FEE AND POLICY AGREEMENT
SEPTEMBER 2011 – JUNE 2012

THIS IS AN AGREEMENT BETWEEN _____
(Names of parents/guardians)

AND THE MORRIS CENTER YMCA, FOR THE PROVISION OF CHILD CARE SERVICES

FOR: _____
(Name of child)

DAYS OF BEFORE CARE SERVICE:

MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY

RATES FOR BEFORE CARE

\$6.00 per day

RATES FOR ENRICHMENT PROGRAM

		Non-Refundable	
	<u>Monthly</u>	<u>Deposit</u>	Registration/YMCA Membership
5 Days/Week	\$300.00	\$300.00	\$ 75.00

ENROLLMENT: A non-refundable annual Child Care Membership/ Registration fee of \$75.00 per child is required at the time of registration.

IF FINAL MONTH IS NOT JUNE, THEN 4 WEEKS WRITTEN NOTICE OF WITHDRAWAL IS REQUIRED TO APPLY DEPOSIT TO LAST MONTH.

Parent/Guardian Signature

Program Director Signature

YMCA's FEE AND POLICY AGREEMENT PART TWO – SCHOOL YEAR 2011 - 2012

PARENT/GUARDIAN AGREEMENTS:

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

Signature Date

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

Signature Date

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

Signature Date

CONCLUDING AGREEMENT:

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

Parent/Guardian Signature Date

Acceptance: _____
YMCA Program Director Signature Date

GREATER MORRISTOWN YMCA

AUTHORIZATION FOR CHILD PICK-UP



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

(Print Full Name) (Daytime Telephone #)

(Print Full Address)

(Print Full Name) (Daytime Telephone #)

(Print Full Address)

(Print Full Name) (Daytime Telephone #)

(Print Full Address)

(Parent/Guardian Signature)

(Parent/Guardian Signature)

(Printed Name)

(Printed Name)

(Date)

(Date)

GREATER MORRISTOWN YMCA

79 Horsehill Road
Cedar Knolls, NJ 07927
(973) 267-0704



KINDERGARTEN ENRICHMENT PROGRAM POLICIES

SCHOOL YEAR 2011- 2012

DATES OF SERVICE: The program begins September 6, 2011. Our program will follow the Great Meadows Regional School District school calendar. There will be no program provided when the school is closed.

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

ENROLLMENT: At the time of registration, a completed set of registration forms will be required. Additionally, the first and last month's tuition will be required.

PAYMENT OF FEES: *Monthly fees will be billed by the twentieth of the previous month, from September through May, and are due by the 1st day of each month.* If payment is not received by the 7th day, a \$25.00 late fee will be applied to the account. School vacation weeks and other full days off from school will be a separate additional fee. Method of payment may be cash, check, money order or credit card (Visa, MasterCard or American Express). Checks and money orders are payable to **Greater Morristown YMCA**. Credit card payments can be taken automatically each month, please see attached sheet.

LATE PAYMENT: Monthly payments not received by each due date are subject to a \$25.00 late fee. If the full payment is not received by the 7th day following the due date, parents will be asked to withdraw their child from the program within 48 hours. The deposit will not be refunded.

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

ABSENCE: If your child is absent from school for the day, the Site Teacher must be notified by 9:00 am. Monthly fees will not be reduced due to absence from a regularly scheduled day of attendance or early pickups or drop offs or vacation time taken during the school year.

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CHILD PICKUP: Children will be released only to individuals on the Enrollment or the Authorization for Pickup Forms. All parents/guardians must sign out the child before leaving the facility.

INCLEMENT WEATHER: When schools are closed due to inclement weather the YMCA will program will cancelled too. If the schools have a delayed opening the Before Care Program will be cancelled. Our program will start when the school opens.

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

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

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

OFFICE OF LICENSING

DIVISION OF YOUTH AND FAMILY SERVICES INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (NJAC 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 of 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 the 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 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 also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review. Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

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

Our center must post a listing or diagram of those rooms and areas approved by the 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 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 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 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/recall/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 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.

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GREATER MORRISTOWN YMCA

79 Horsehill Road
Cedar Knolls, NJ 07927
(973) 267-0704

School year 2011 –2012**DISCIPLINE PROCEDURES**

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

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

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

UNDER NO CIRCUMSTANCES SHALL A CHILD BE:

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

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

EXPULSION POLICY

NAME OF PROGRAM: Greater Morristown YMCA Great Meadow Enrichment Program

NAME OF CHILD: _____

SIGNATURE OF PARENT: _____

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child (ran) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from this center:

IMMEDIATE CAUSES FOR EXPULSION

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

PARENTAL ACTIONS FOR CHILD'S EXPULSION

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

CHILD'S ACTIONS FOR EXPULSION

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

SCHEDULE OF EXPULSION

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

A CHILD WILL NOT BE EXPELLED

If a child's parent(s):

Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.

Reported abuse or neglect occurring at the center.

Questioned the center regarding policies and procedures.

Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

Staff will try to redirect child from negative behavior.

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

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

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to regain control.

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

Parent/guardian will be notified verbally.

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

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

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

Recommendation of evaluation by professional consultation on premises.

Recommendation of evaluation by local school district child study team.

Greater Morristown YMCA Emergency Contact Information

Child's Name: _____ **Birth date:** _____

Parent/Guardian #1: _____

Home Telephone: _____ Work Telephone: _____

Cell Phone: _____ Pager: _____

Employer's Name and Address: _____

Parent/Guardian #2: _____

Home Telephone: _____ Work Telephone: _____

Cell Phone: _____ Pager: _____

Employer's Name and Address: _____

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

Name & Relationship #1: _____

Home Telephone: _____ Work Telephone: _____

Cell Phone: _____ Pager: _____

Name & Relationship #2: _____

Home Telephone: _____ Work Telephone: _____

Cell Phone: _____ Pager: _____

Child's Healthcare Provider

Name: _____ Telephone: _____

Address: _____

Child's Health Insurance

Name of Insurance #1: _____ ID# _____

Subscriber name on insurance: _____

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

List preferences for transport arrangement in an emergency situation.

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

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

Parent/Guardian Consent and agreement for Emergencies

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

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

GREATER MORRISTOWN YMCA

79 Horsehill Road
Cedar Knolls, NJ 07927
(973) 267-0704

**School Year 2011-2012****CODE OF BEHAVIOR**

Our goal at the Morris Center YMCA is to make this a fun and rewarding school year for all involved. To do so, all children in the Independence Central K-2 Elementary School Program are expected to abide by the following guidelines:

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

The YMCA Administration reserves the right to dismiss any child who does not meet the Greater Morristown YMCA Kindergarten Enrichment Program Code of Behavior guidelines.

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

Parent or Guardian Signature

Date