



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# LEARN, GROW, THRIVE

**Before & After School Care  
Parent Handbook  
2017-2018  
HOPEWELL VALLEY YMCA**



## **WELCOME TO HOPEWELL VALLEY YMCA'S BEFORE AND AFTER SCHOOL CARE!**

At the Hopewell Valley YMCA, we believe every child deserves the time to explore and the opportunity to discover their full potential. Hopewell Valley YMCA's Before and After School Care provides a **welcoming, fun, and safe** environment for children to play, create, explore and unwind right in their own school. Children participate in a wide range of indoor and outdoor activities and receive on site homework help. Our goal is to provide parents with a program that assures them that their children are SAFE, well-cared for and happy.

Hopewell Valley YMCA's Before and After School Care Program serves children in Kindergarten through eighth grades in the Hopewell Valley Regional School District. Admission to the program is on a first-come, first –serve basis for all students.

This packet provides important information about our programs. Please keep it on hand as it will answer many of the questions that may arise through the school year.

## **LICENSING**

The Hopewell Valley YMCA is licensed by the State of New Jersey, Department of Children and Families, Office of Licensing. A copy of our license is on hand at each site. Inspection Reports, issued by the Office of Licensing, are available for review at each site. A copy of the New Jersey Bureau of Licensing, *Information to Parents Statement* is included in this handbook.

## **HOPEWELL VALLEY YMCA MISSION**

The Hopewell Valley YMCA is a charitable organization dedicated to building a healthy spirit, mind, and body through programs which promote good health, strong families, youth leadership and community development. YMCA's are open to men, women, and children of all ages, abilities, races and religions.

## **CONTACT INFORMATION**

YMCA Administrative Offices: 62 South Main Street, P.O. Box 301, Pennington, NJ 08534  
609-7377-3048 phone  
609-737-8081 fax  
[www.hnymca.org](http://www.hnymca.org)



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# OPEN WHEN YOU NEED US

LOCATION	HOURS	SITE PHONE NUMBERS
Bear Tavern Elementary School Cafeteria	7:00 – 8:35 am 3:35 – 6:30 pm	K-2: 609-200-9300 3-5: 609-200-9526
Hopewell Elementary School Cafeteria	7:00 – 8:35 am 3:35 – 6:30 pm	K-2: 609-200-2639 3-5: 609-200-2644
Stony Brook Elementary School Cafeteria	7:00 – 8:35 am 3:35 – 6:30 pm	K-2: 609-200-2651 3-5: 609-200-2652
Toll Gate Grammar School Cafeteria	7:00 – 8:35 am 3:35 – 6:30 pm	K-2: 609-200-2043 3-5: 609-556-0859
Timberlane Middle School Cafeteria area	2:45 – 6:30 pm	609-724-8678
YMCA Office	9:00 am – 5:30 pm	609-737-3048

## EARLY DISMISSAL/VACATION DAYS

Our program provides care for students on school-scheduled early dismissal days. Regularly scheduled children may attend the day at no charge. If you wish to sign your child up for a non-scheduled day, you will be charged the drop-in rate. On school vacation days, we will have care available at Stony Brook Elementary School from 7:00 am – 6:30 pm. Students must be registered for these days, however, there is a minimum enrollment of twenty students required to host this care. The YMCA is closed on Federal Holidays and no care is available. The final day of the program coincides with the last day of school. The actual date is subject to change depending on use of snow emergency days for 2017-2018 school year.

## School's Out Enrichment (SCOPE Days)

Our program is in operation during school vacations when demand is sufficient (minimum of 20 children). Usage of our program often varies at this time, so it is possible that our location and groupings may vary. Stony Brook Elementary School will most likely be the location used. Sign-up information will be available through our parent portal. All parents will receive additional emails with directions on how and when to register for these special days throughout the school year. All trips and activities planned for these days will be listed on the website once they are planned.

All required paperwork (such as waivers for trip sites) and payment must be submitted to the main office no later than 12:00pm, 2 business days before the day you need coverage. The minimum fee for YMCA Before and After School Care members is \$35/day. The minimum fee for non-YMCA Before and After School Care members is \$100/day. There is no sibling discount for SCOPE DAYS. There may be additional fees for trips of special events to assist with covering the cost for the bus transportation to and from the trip location, or for performers/entertainers.

# REGISTRATION AND PAYMENT

## ENROLLMENT REQUIREMENTS

In order for your child to attend the Hopewell Valley YMCA Before and After School Program, the following items must be completed and submitted online through our registration system, or directly to the HVYMCA Office prior to first day of attendance:

1. Registration – completed
2. Emergency Contact information, Health Form (completed by the parent), Medical Release and Parental Consent Form, Field Trip clearance, Signed Receipt of Information to Parents Document Form, and Signed Parent Handbook Receipt Form
3. Universal Health and Immunization Forms completed by your pediatrician
4. **First and last month's tuition** is due at the time of registration

## MONTHLY PROGRAM FEES

Number Of Days	Early Morning Care 7 – 8:35 AM	After School Care 3:35 – 6:30 PM	EMC PLUS ASC 7 – 8:35 AM 3:35 – 6:30 PM	Timberlane After School Club 2:45 – 6:30 PM
5 days	\$145	\$262	\$397	\$203
4 days	\$128	\$227	\$345	\$187
3 days	\$106	\$200	\$296	\$165
2 days	\$86	\$161	\$237	\$130
1 day	\$53	\$106	\$149	\$108

## FINANCIAL ASSISTANCE

Hopewell Valley YMCA strives to serve everyone in our community, regardless of economic circumstances. If you are in need of financial assistance, please pick up an application in our office or download it from our website. The application process is completely confidential. Scholarships are supported through the YMCA Annual Support Campaign. Child Care expenses may be deductible; consult your accountant or Human Resources Department for the appropriate information and/or forms.

## **PAYMENT INFORMATION**

All tuition payments are due by the 1<sup>st</sup> of each month. A \$25 late fee will be assessed for any payments not received by the 5<sup>th</sup> of each month. Services will be suspended for any account in arrears for more than one week. The YMCA is a not-for-profit charity and cannot provide services without proper payment. If you require a payment plan, please contact the YMCA **prior** to attending the program. **Full tuition is due for each month, regardless of actual attendance.**

All tuition payments must be mailed to HV YMCA P.O. Box 301, Pennington, NJ 08534 or dropped in the security payment box at the YMCA Offices at 62 Main Street, Pennington. Our child care staff members are not permitted to accept payments. This is to assure all payments will arrive to the bookkeeper promptly and receipted properly. A YMCA receipt will be emailed to you upon request. Please save these receipts for tax verification purposes.

Tuition payments may also be made via credit card. Each parent / guardian must complete the appropriate credit card form listed on our website to begin reoccurring payment via credit card. There will be a fee of \$25 assessed for any returned checks. After three returned checks, payment may only be made by cash, money order or credit card.

If it is necessary to change your child's attendance schedule, you must check with the director regarding availability first and submit your request in writing via the Parent Portal.

Please direct all questions regarding billing/tuition to the HV YMCA billing personnel at (609) 737-3048. The child care director does not make billing adjustments in our system.

If Before and After School fees are in arrears by one week or more, all participation in any HV YMCA programs, registrations, and services will be suspended until all balances are reconciled.

## **CANCELLATIONS**

Thirty days-notice must be provided in writing to the HV YMCA if you wish to change days or if you are withdrawing from the program. This must be submitted through the parent portal for all changes and withdrawals.

If appropriate notice of withdrawal is not received, you will still be responsible for any fees incurred for the time your child was originally scheduled to attend the program. Changes will be accommodated with there is space available.

## **DROP-IN-POLICY**

A parent must call the site cell phone (see phone numbers on page 1) **before 2:30PM** to notify the site that their child will be a drop-in (space is not always available). You are not required to call in advance for Early Morning Care Drop-In.

Drop-in fees are paid via a series of vouchers which must be purchased in advance in sets of 4 at \$100 per book. **DO NOT PAY ANY STAFF PERSON ON SITE FOR THIS CARE.** All drop-in vouchers must be used prior to the last day of the 2017-2018 school year, as they cannot be carried over

to the following school year. Parents are required to sign each voucher as it is used. This policy helps parents keep track of when additional vouchers must be purchased. Children will not be permitted to attend as drop-ins if all vouchers have been used until additional vouchers have been purchased by their parent / guardian.

## ATTENDANCE AND CHANGES

### KEEP US INFORMED

Please make sure that your child's file is always up-to-date throughout the year. We know that Information changes. It is your responsibility to inform the YMCA of these changes. Many of these updates can be made through the parent portal in Jackrabbit.

### ATTENDANCE

Parents must call the site cell phone when a child is not attending the program on his/her regularly scheduled day. You may also email our child care director, Karen Sharp, at [ksharp@hvymca.org](mailto:ksharp@hvymca.org) with appropriate information regarding your child's attendance in the program. **The schools are not required to give us attendance information.** Also, we must have a written permission release if your child is attending a class somewhere other than our program (i.e. Girl Scouts, piano, yearbook, track, etc.).

### PERMISSION SLIPS

Please remember that permission slips are needed for all special trips. Please make sure to check in and sign in for SCOPE Days as this sign in will include our field trip clearance information too. Separate waivers may sometimes need to be completed on paper or online for these events per the requirements of that trip site.

### WHAT TO BRING?

Just a reminder...Please send your children to the Program with appropriate attire for outdoor play. We like to keep everyone healthy and our goal is to spend some time outside every day!

# WEATHER OR NOT: EMERGENCY CLOSINGS

## DELAYED OPENINGS

In the event of weather or other emergency events that result in a 90-minute delayed opening or longer, Early Morning Care will start at the same delayed interval. This information will be posted on our website at [www.hvymca.org](http://www.hvymca.org) as soon as it is available.

## EMERGENCY SCHOOL CLOSINGS

YMCA's Before and After School Care will not be open if an early school closing should occur. Please listen to announcements on the radio regarding Hopewell Valley Regional School District. Also, please note that when schools close early due to emergency closings we will not hold our After School Programs at the elementary schools or Timberlane Middle School. We will not make phone calls because notice is given through the school system as soon as the decision to close early is made. Additional information will be posted on our website as soon as we are informed by the HVRSD of the early closing.

YMCA Web Site	<a href="http://www.hvymca.org">www.hvymca.org</a>
HVRSD Recorded Message	737-8449
YMCA Office	737-3048

In the event that schools stay open, but the weather becomes threatening after 1:00 pm; YMCA reserves the right to close the After School programs early. In this case, you will receive an email and a phone call at work, on a cell phone, and/or at home asking you to either pick up your child from school or to pick them up by the designated time from the Before and After School Care. In this situation, we hope you will do everything you can to have your child picked up by the designated time.



# GETTING HERE AND HOME SAFELY

## SIGNING IN AND OUT

A **parent** or authorized **adult** (18 years of age or older) is required to **check in or out daily** at drop off and/or pick up times with the appropriate Site Supervisor, and provide a **photo ID** upon arrival. Minor siblings and/or the child in our program **cannot** sign out themselves or their siblings out under **any** circumstance. Parents/guardians must escort their children into the building in the morning, and escort them out in the afternoon. Names of persons authorized to pick up the child in addition to the parents are kept on file. Staff will request identification and prior written notification from the parent to release the child to a new pick up person from their list. **\*A child cannot be kept from being released to a parent due to a custodial dispute without a notarized court order.**

## LATE PICK-UP POLICY

It is important that parents pick up their children by the required time. While we realize that there are times you will be held up, we must have a policy that covers late pick-ups. We appreciate a phone call when you are running late, but a late warning or fee may still be assessed. The following is our policy:

1<sup>st</sup> time – more than 5 minutes late – a written warning. (By 6:30 pm)

2 or more late pick-ups- a \$25.00 fee for **each** half hour (or part of). After three late fee assessments, continued program participation will be reviewed. We hope this policy will not be needed.

## POLICY ON THE RELEASE OF CHILDREN

If an individual unfamiliar to the staff is to pick up your child, please inform that individual that appropriate identification (government issued ID with photograph) will be requested when they arrive at the center.

A child shall not be visited by or released to a non-custodial parent unless the custodial parent specifically authorized the center to allow such visits or release in writing (including name, address and phone number, and photo identification of the non-custodial parent).

Each child may be released only to the child's parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

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.

If the parent(s) or person(s) authorized by the parents(s) fails to pick up a child at the time of the center's daily closing, the center shall ensure that:

- 1) The child is supervised at all times;
- 2) Staff members attempt to contact the parent(s) or person(s) authorized by the parent(s); and
- 3) An hour or more after closing time, and provided that other arrangements for releasing the child to his/her parent(s) or person(s) authorized by the parent(s), have failed and the staff member(s) cannot continue to supervise the child at the center, the staff member shall call the Division of Children and Families' 24 hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick-up the child.

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

- 1) The child may not be released to such an impaired individual;
- 2) Staff members attempt to contact the child's other parent or an alternative person(s) authorized by the parent(s); and
- 3) If the center is unable to make alternative arrangements, a staff member shall call the Division's 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child.

YMCA cannot allow an unsupervised child to be released from the program unless we have written instruction from the child's parent(s).

## **HV YMCA PROCEDURE FOR A "MISSING CHILD"**

In the event that a child is ever missing from the program, the following procedures will be implemented. Staff has been trained and the procedures are reviewed periodically so staff will be prepared in case of such an event.

Once our staff realizes that a child is not in attendance on their scheduled day and we have no message regarding their absence on that day, we proceed with the following steps:

- Send a staff member to the HVRSD's main office with the child's name to ask if they were sent home early, or to determine if they were dismissed from class.
- Call any number that is marked with a star or labeled call first. If there is no number marked as such, then we start calling either guardian listed.
- Call every number (work, cells, home) for the guardian(s), leaving messages, until we reach a live person.
- If a live person is not reached at any number after trying once, then we will try calling again in 10 minutes. Once the parent/guardians have been called for the second time we will continue on to call the emergency contacts.

In the event that your child(ren) mistakenly takes the bus home, HV YMCA staff will attempt to have the child removed from the bus or get the bus to bring your child(ren) back to the school. In the event that the bus has already dropped your child(ren) off at their stop, HV YMCA staff cannot leave the program to pick up your child(ren). It will be up to the parent to pick-up their child(ren).

## OUR STAFF: PROFESSIONAL ROLE MODELS

The YMCA child care director and supervisors have all been well trained in an extensive YMCA training program. We take pride in the high expectations we set for our staff.

Parents may request a meeting with a Site Supervisor at any time to discuss issues or concerns involving their child. Should no satisfactory resolution occur, parents may contact the Director.

## BABYSITTING

Staff members are NOT allowed to babysit any members of the Hopewell Valley YMCA. We are sorry for any inconvenience this may cause. This is a national YMCA policy that all YMCA personnel must follow.

If you have questions, please contact Karen Sharp, Child Care Director, at 609-737-3048

## TAKING GOOD CARE

### ILLNESS POLICY

Children who are not attending school on a given day because of illness may not attend the Program. If a child becomes ill during program hours, the child will be removed to a separate location if possible, and parents will be contacted immediately to pick their child up. If the parent(s) are unavailable, YMCA will call the emergency phone contacts listed in your child's file. Please keep this information up to date.

If your child has had a fever, he/she may not return to school until he/she is free of fever without medication for at least 24 hours. This policy also applies to the Before and After School program.

You must notify the site of any illness or contagious disease that a child may have contracted so that we may notify the other families with children enrolled in our program at that site. Certain reportable communicable diseases must be reported to the Department of Health. If a child's symptoms/illness requires one-on-one attention by our staff, the child may not remain at the Center.

## MEDICATION

**Because having medication at the site is a safety hazard, medications should be given at home whenever possible. When medication must be administered at the site, the following stipulations will apply;** All medications, prescription or over-the-counter, will be given only with written authorization from a licensed health care professional stating name of medication, reason for administering, dosage time and amount. Prescription and non-prescription medications must be in the original container and clearly labeled with your child's name.

Each Site Supervisor is required to keep a Medication Log in their files which is updated throughout the year. Parents/guardians are required to sign a permission letter for any medication that is to be administered to their child.

Long-standing or on-going medication needs must be discussed with the Director.

Fever reducing medications will not be administered by YMCA Staff.

## MEDICAL EMERGENCIES

YMCA staff will treat minor injuries; for example cuts, bumps, bruises, etc. YMCA staff will not remove ticks. If an injury needs further treatment, YMCA staff will contact the parent(s). **If the parents cannot be reached, we will begin calling the individuals listed as emergency contacts in your child's file.** We will only call an ambulance for life threatening emergencies or severe injuries. In the case that an ambulance is called, the child may need to ride unaccompanied to the hospital as our staff must stay within appropriate ratios at the site.

## HEALTHY U PROGRAM

The Horizon Foundation for NJ Healthy U program is designed to combat childhood obesity by instituting behavioral changes in children using a multi-pronged approach that includes nutrition education, increased physical activity and a focus on family. This program is awarded to our YMCA through a grant that is collaboration between The Horizon Foundation and the NJ YMCA State Alliance.

The Hopewell Valley YMCA has joined this state-wide YMCA initiative for the HEALTHY U program. Healthy U is an exclusive benefit for all Hopewell Valley YMCA Before and After School Care participants. YMCA Staff are trained to roll-out the Healthy U program this fall. The curriculum for Healthy U is based on the Coordinated Approach to Child Health (CATCH). Watch for the great activities and life changing lessons each child will be exposed to this year in Before and After School!

# KEEPING THE PEACE

The Y expects all children and staff to demonstrate the four values of Caring, Honesty, Respect and Responsibility. To that end, we establish clear rules and a guidance policy steered toward self-direction and conflict resolution.

## DISCIPLINE POLICY

Restrictions and rules cover situations where physical safety is a factor and the emotional well-being of others is involved. Each site supervisor is required to maintain a log of disciplinary concerns. Should a difficult behavior problem occur an established series of steps will be followed:

1. When necessary, the child will be spoken to by a staff member.
  - a. Children will initially be re-directed to another activity or to make appropriate changes to their behavior that allow them to continue participation in that group.
  - b. If the child continues to misbehave, he or she will be asked to sit aside and reflect on the reason as to why they are sitting out.
  - c. Once the child sits quietly in the time-out area and a few minutes have passed, a site supervisor or senior staff member will ask the child the reason why the child was sitting out, what corrective measures should be made, and the correct plan of action moving forward. Once the discussion is over, he or she will be asked to come back and join the group.
  - d. If the child continues to misbehave a second time-out will be issued and this will be discussed with the parent / guardian at pick-up time.
2. If poor behavior continues, parents may be asked to pick up their child early.
3. On the second call to the parent, the child may not attend the program for 1 day (or more as deemed necessary by the director depending upon the severity of the infraction). More serious infractions may result in an immediate suspension of additional days from the program.
4. A continuous pattern of additional behavioral issues may result in the termination of care for that child.

Biting, spitting, inappropriate language or use of physical force will not be tolerated and are grounds for immediate dismissal from Before and After School Care Programs. YMCA reserves the right to suspend or dismiss children at the discretion of the site supervisor or child care director in cases of misbehavior.

Any person who has reasonable cause to believe that a child enrolled in the center has been subjected to any form of hitting, corporal punishment, abusive language, ridicule, or harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any person, whether working at the center or not, is required by the State Law to report such allegations to the Department of Children and Family Services (toll-free hotline 877-652-2873). Such reports may be made anonymously, and parents may secure information about child abuse and neglect by contacting the Department of Children and Family Services, 50 East State Street, 2nd floor, PO Box 729, Trenton, NJ 08625-0729

# WORKING TOGETHER

## PARENT INVOLVEMENT

### YOU ARE WELCOME AT ANY TIME!

1. Please visit at any time. If you have any special interests or talents, please share them with us. Contact the site supervisor at the program your child attends for more details.
2. Please communicate your suggestions and ideas for program improvement. Our Parent Advisory Committee appreciates comments from other parents at all times. We strive to improve whenever we can.
3. Parents are welcome to apply for aide or substitute positions. Please contact the director.
4. Only those individuals approved by parents/guardians are to pick-up with the exception of when special written permission for someone else to do so is provided in writing with advance notice.

Parents/guardians are encouraged to visit their children at any time. Prior notice is not necessary. Any parent that wishes to be involved with the **Parent Advisory Committee** should contact the Director or HV YMCA CEO.

**Please remember, you must sign you child in and out when you are dropping off and picking up. A photo ID may be requested at any time when picking up a child.**

## FUNDRAISERS

All proceeds from fundraisers conducted during the school year go directly to purchasing new toys and site equipment for the children's use. We try to make each fundraiser appropriate and affordable but participation is **always optional**.

## MEMBER BENEFITS

We appreciate being your provider of choice and to show our appreciation we have created a special benefits program just for you.

The Hopewell Valley YMCA provides special events several times a year. Each Before and Afterschool Care member is invited to attend these events for FREE (some events require pre-registration through the YMCA Office). Please check the Hopewell Valley YMCA website for the upcoming special events. Also, Before and After School Care Program offers participation in our Community Swim Programs **FREE of CHARGE** to all of our families. This program is held on most Sundays (check the HV YMCA website for exact dates) from 3:00-4:00PM at The Pennington School. You and your child(ren) can spend some fun, quality time together. All that is required is for you to show up with your swim gear, and an adult must remain with the child/ren at all times.

## **THE Y IS SO MUCH MORE!**

The Hopewell Valley YMCA provides many programs to the Hopewell Valley community throughout the year. We offer after school enrichment programs right in the schools. Some other YMCA programs offered are: recreational and instructional basketball, swimming, martial arts, and adult sports leagues. We also operate Special Olympics programs for Hopewell Valley.

The fun continues in summer! Hopewell Valley YMCA runs a community based day camp throughout the summer where campers have fun playing outside, doing arts and crafts, receiving instructional and recreational swim and going on weekly field trips.

Hopewell Valley YMCA is behind many of the community and family based events that you know and love such as the Pennington Day 5K, Safety Town, and several healthy and safety workshops.

For more information about the Hopewell Valley YMCA, please call 609-737-3048 or visit our website at [www.hvymca.org](http://www.hvymca.org).

**If you have any questions, please don't hesitate to call. Thank you for becoming part of the Y family.**

## September 2017

Thurs, Sept. 7<sup>th</sup>  
Thurs, Sept. 21<sup>st</sup>

**Before and After Care OPENS** (First Day of School)  
Schools and Before and After Care closed (Rosh Hashanah)

## October 2017

Mon, Oct. 9<sup>th</sup>

Before and After Care OPEN **SCOPE DAY** – Schools Closed.

## November 2017

Thurs, Nov. 9<sup>th</sup>  
Fri, Nov. 10<sup>th</sup>  
Nov. 17<sup>th</sup> – 22<sup>nd</sup>  
Thurs, Nov. 23<sup>rd</sup>  
Fri, Nov. 24<sup>th</sup>

Before and After Care OPEN- **SCOPE DAY** – Schools Closed  
Schools & Before and After Care CLOSED (Veteran's Day)  
Early Dismissals – HVRSD Parent Conferences  
Schools & Before and After Care CLOSED (Thanksgiving Break)  
Schools & Before and After Care CLOSED (Thanksgiving Break)

## December 2017

Fri, Dec. 22<sup>nd</sup>  
Mon, Dec. 25<sup>th</sup>  
Dec. 26<sup>th</sup> – 29<sup>th</sup>

Early Dismissal – Winter Break  
Schools & Before and After Care CLOSED (Christmas Holiday)  
Before and After Care OPEN- **SCOPE DAYS** – Schools Closed

## January 2018

Mon, Jan. 1<sup>st</sup>  
Tues, Jan. 2<sup>nd</sup>  
Mon, Jan. 15<sup>th</sup>

Schools & Before and After Care CLOSED (New Year's Holiday)  
Schools & Before and After Care OPEN  
Schools & Before and After Care CLOSED (MLK DAY)

## February 2018

Mon, Feb. 5<sup>th</sup>  
Mon, Feb. 19<sup>th</sup>  
Tues, Feb. 20<sup>th</sup>

Early Dismissal – HVRSD Staff Development  
Schools & Before and After Care CLOSED (Presidents Day)  
Before and After Care OPEN- **SCOPE DAY** – Schools Closed

## March 2018

Mon, Mar. 19<sup>th</sup>  
Fri, Mar. 30<sup>th</sup>

Early Dismissal – HVRSD Staff Development  
Schools and Before and After Care CLOSED (Good Friday)

## April 2018

Apr. 2<sup>nd</sup> – 6<sup>th</sup>

Before and After Care OPEN- **SCOPE DAYS** – Schools Closed

## May 2018

Mon, May 7<sup>th</sup>  
Mon, May 28<sup>th</sup>

Early Dismissal – HVRSD Staff Development  
Schools & Before and After Care CLOSED (Memorial Day)

## June 2018

Tues, June 19<sup>th</sup>

Early Dismissal – HVRSD Tentative Last Day of School  
(Last day of Before and After Care to be determined in the Spring)

**PLEASE NOTE:** All SCOPE DAYS require a separate registration.

\*The HVRSD school calendar provides for 3 emergency school (snow) closing days. The calendar may be adjusted depending upon how many emergency days are used which may affect our closing date for Before and After School Care, and the start of our summer camp (Camp Reign) program.

**\*\*All regularly scheduled early dismissal days for grades K – 8 are covered by Before and After Care**



**Department of Children and Families**  
**Office of Licensing**  
**INFORMATION TO PARENTS**

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

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

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

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

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

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

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

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

Parents are entitled to review the center's copy of the OOL's Inspection/Violation Reports on the center, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the OOL's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review.

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

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

Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children's use. Please 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 [www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html](http://www.cpsc.gov/cpsc.gov/cpscpub/prerel/prerel.html). 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/) and select Publications.

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