



General Information

2018-2019

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

WRAP CARE

PLEASE
ATTACH
PHOTO

Preschool Wrap Care – 7:30am earliest drop off; 5:30pm latest pick up
Program Membership Required for a fee of \$25 Annually

- \$265.00 monthly (September-June) Before **and** After
- \$150.00 monthly (September-June) Before **or** After

Child's Last Name: _____ **Child's First Name:** _____

Address: _____ City, State, Zip: _____

Birth Date: ___/___/___ Male Female

Home Phone: _____ Cell Phone: _____

Age 2018/2019: _____ E-mail Address*: _____

****In an effort to reduce waste, newsletters and important information will be sent via Email**

Parent/Guardian Information – Must be able to pick up child

Parent 1 or Legal Guardian Information

Last Name: _____
 First Name: _____
 D.O.B: _____
 Home Phone: _____
 Cell Phone: _____
 Work Phone: _____
 Employer: _____
 *Email: _____

Parent 2 or Legal Guardian Information

Last Name: _____
 First Name: _____
 D.O.B: _____
 Home Phone: _____
 Cell Phone: _____
 Work Phone: _____
 Employer: _____
 *Email: _____

Joint Custody Information

Has there been a divorce or separation? Yes No

If Yes, who has custody? _____

The joint/non -custodial parent can be contacted in the event of an emergency Yes No

Photo Release Information

I hereby grant: (please check if you agree)

_____ my full and irrevocable consent to release any photograph or video to the YMCA of Vineland for commercial art purposes, in any medium of advertising, publicity, or communications, with or without my name or accompanying quotation.

_____ my full and irrevocable consent to photograph my child to use in arts & crafts, take home photos and to e-mail pictures of my child's day to me.

Parent's Signature _____



Emergency Contact & Health

Child's Name: _____

Emergency Contacts (Other than Parent/Guardian) – Must be able to pick up child

Emergency Contact #1
Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Emergency Contact #2
Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Emergency Contact #3

Emergency Contact #4

Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Name: _____
Relationship: _____
Cell Phone: _____
Work Phone: _____
Address: _____

Medical and Behavior Questions to help us provide the best care possible

Has your child been diagnosed or treated for the following:

- Asthma
- Spectrum Disorder
- Special Needs: _____
- Allergies
- ADD/ADHD
- Allergies to Insect Stings
- Allergy to Poison Ivy
- Other
- Special Dietary Needs
- Learning Disability: _____
- Seizures

Please provide details for any of the above checked boxes:

Signs or symptoms to watch for:

Please list current medications, prescribed or over the counter that your child is currently taking:

Would you like to discuss your child's personal medical or behavioral needs with the Preschool Director prior to the start of school? Yes No

Family Physician Information

Physician's Name: _____

Number: _____

Insurance Carrier: _____

Policy Number: _____

Group Number: _____



Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read the information, sign this form, and return the original to the Cumberland Cape Atlantic YMCA (CCA YMCA). A copy will be filed with your child’s records.

- I understand that CCA YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside the CCA YMCA program. If a violation is discovered, the Y 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 CCA YMCA, unless necessary in certain limited cases for the smooth operation of a CCA 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 Y will take immediate disciplinary action toward staff and/or volunteers.
- I understand that I am not to leave my child* at the CCA YMCA or program site unless a CCA 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 CCA YMCA’s policy is that children under the age of 12 may not be alone in our facilities/program sites.
- I understand children should not receive excessive gifts (e.g. toys, video games, jewelry) from CCA 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 CCA YMCA and must be of the age required by this CCA 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. Please do not put staff in a position where they have to make this judgment call.
- I understand that I can help ensure my child’s safety by taking an active interest in his or her CCA 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 CCA YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.
- I have received a copy of the CCA YMCA Preschool Parent Handbook and/or Program Policies and Procedures and will keep it for future reference.

Parent’s Signature _____

Date _____

Parent Notification of Communications Policy

Families entrust their children to the Cumberland Cape Atlantic YMCA’s care for child care, camp, and other youth programs. Our promise to those we serve is to provide a safe environment in which all participants are treated in a caring, honest, respectful and responsible way.

CCA YMCA staff, volunteers, program participants and parents must work together to ensure adherence to this policy.

CCA Staff and Volunteers:

- Will block any personal websites or blogs and mark them as private, denying access to any CCA YMCA program participants
- Will not disclose personal email, telephone, cell phone or website information to any program participants
- Will not attempt to contact any participant via phone, text message email, website or blogs for non-program related business
- Will not use any photos taken for CCA YMCA programs or marketing purposes for personal use
- Will not use cell phones for personal calls during business hours
- Will not use cell phone cameras to take photos of program participants for any reason
- Will notify his/her supervisor immediately if a youth attempts to communicate with an employee via e-mail, instant message, cell phone or social network site

CCA YMCA Program Participants and Their Parents Agree:

- Not to contact any staff via staff’s personal telephone/cell phone, text message, email, websites or blogs
- Not to use cell phones during program hours (except for emergency situations)
- They will not share photos, logos or images of the CCA YMCA or its program participants
- Personal photos may only be taken with consent and may not be displayed in any derogatory fashion
- Will not take cell phone photos of staff or program participants while engaged in CCA YMCA programs

Of course, the CCA YMCA does not mean to interfere with anyone’s private life, but publicly observable communications, actions or words are not private, and personal expression can have legal consequences, including defamation, copyright infringement and trademark infringement.

Parent’s Signature _____

Date _____



Cumberland Cape Atlantic YMCA 2018 - 2019 REGISTRATION DCP&P & HEPA

DCP&P

In keeping with New Jersey's childcare center licensing requirements, we are obliged to provide you, as the parent of a child enrolled at our center, with this 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 Division of Child Protection and Permanency (DCP&P)
- If child is ill and has not been picked up an hour after a phone call was placed, we will call DCP&P
- If we do not have correct phone numbers and cannot get a hold of parents or anyone in contacts we will call DCP&P. Please read this statement carefully and if you have any questions feel free to contact me at (856) 691- 0030 extension 110.

Name of Child: _____
Print

Name of Parent(s): _____
Print

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

Parent's Signature _____

The YMCA's Healthy Eating and Physical Activity Standards for Early Learning and Afterschool Programs (HEPA)

The Cumberland Cape Atlantic YMCA has signed on to be part of the commitment YMCA of the USA (Y-USA), the Y's national office, made to First Lady Michelle Obama to become the *healthiest* childcare provider in the country! By implementing Healthy Eating and Physical Activity (HEPA) Standards, we want to ensure more children have access to healthy food and physical activity in our 10,000 early learning and afterschool programs across the country. We want to make the healthy choice the easy choice for children while they are in our care. What you can expect from the Standards:

To foster children's nutritional well-being, we will only offer healthy options for Y-provided snacks and meals.

Our HEPA-compliant food options call for: a fruit or vegetable at all meals and snacks, whole grains when grain products are offered, no trans-fats, no fried or pre-fried foods, and low- to no-added-sugar options. Our healthy beverage options are water and unflavored low-fat (1%) or nonfat milk (for children age two or older). We make sure water is accessible and available at all times, including at the table during snack and meal times. For infants, we promote breastfeeding for six months and continuation of breastfeeding in conjunction with complementary foods for one year or more.

To foster children's physical well-being, we will offer physical activities daily.

Our daily physical activities include moderate to vigorous physical activities for 30 minutes in half-day programs and 60 minutes in full-day programs. Weather permitting, outdoor time is provided daily, as part of or in addition to the daily moderate to vigorous physical activity time.

To foster children's healthy habits, we will role model healthy eating and physical activity.

Our Y staff model healthy eating behaviors at all times by consuming the same foods and beverages as children during meal and snack times (if possible), and avoiding consumption of foods or beverages during program time that are inconsistent with the HEPA standards. They promote healthy options positively and energetically, and model active living by participating in physical activities with the children.



Cumberland Cape Atlantic YMCA
2018-2019
HEPA Cont. , Playground,
Receipt of Information

To foster children’s ability to self-regulate, we will provide all meals and snacks family style.

Our family style serving at meals and snacks means children serve themselves all food and beverages with limited help. Our staff sits with children during snack and meal time to model healthy eating, table manners and facilitate discussions, to create a positive atmosphere.

To foster children’s imaginations, we will set limits on screen time.

The allowance for screen time (TV, movies, cell phone, video games, computer, other digital devices) for children over two is limited to less than 30 minutes per day in half-day programs or less than one hour per day in full-day programs. Children under the age of two are not allowed any screen time.

To foster children’s health, we will provide purposeful opportunities for engagement.

We invite you to be an active participant in our commitment by participating in events or utilizing materials provided to help support your family’s adoption of healthy habits.

We encourage you to provide feedback as we implement these standards.

I understand the importance of the Healthy Eating and Physical Activity Policy, and I will NOT bring any outside food to the school.

Parent’s Signature: _____

Date: _____

Playground & Statement of Health Authorization

I _____ parent/caregiver of _____
(PLEASE PRINT) (PLEASE PRINT)

give permission for my child to walk to the YMCA playground throughout the 2018-2019 school year at the discretion of the staff.

My child is in good health and can participate in the normal activities of the program (including Healthy U)

Parent’s Signature _____

Date

Receipt of Information

I have received the Parents handbook, including all policies and procedures.

Parent’s Signature _____ Date _____



10:122-6.8 Expulsion Policy

May be used to inform parents of the center's policy on the expulsion of children from enrollment

EXPULSION POLICY

Name of Center: Cumberland Cape Atlantic YMCA of Vineland

Name of Child: _____

Signature of Parent: _____

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

IMMEDIATE CAUSE 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.
- Parents exhibits verbal abuse to staff in front of enrolled children.

PARENTAL ACTIONS FOR CHILD'S EXPULSION

- Failure to pay/habitual lateness in payment.
- Failure to complete required forms.
- Habitual tardiness when picking up your child.
- Physical or verbal abuse to staff.
- Correcting, reprimanding, or yelling at a child

CHILD'S ACTIONS FOR EXPULSION

- Failure of a child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical (fighting) or verbal abuse to staff or their children. - Excessive biting.
- Dangerous activity, threats, theft, vandalism/mistreatment of property, possession of weapons, or illegal substances

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 and 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 time to seek alternative child care
- 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/guardian:
- Made a complaint to the Office of Licensing regarding a center's alleged violation of the licensing requirements
- Reported neglect or abuse occurring at the center
- Questioned the center regarding policies and procedures
- Without giving the parent/guardian an adequate amount of time to make other child care arrangements

PROACTIVE ACTIONS THAT WILL BE TAKEN IN ORDER TO PREVENT EXPULSION

- Staff will try to redirect child from negative behavior
- Staff will reassess classroom environment appropriateness of activities and supervision
- Staff will always use positive methods and language while disciplining children
- Staff will praise behaviors
- Staff will consistently apply consequences for rules
- Child will be given verbal warnings
- A brief time out may be given so child can regain control
- Child may lose certain privileges
- Child's disruptive behavior will be documented and maintained in confidentiality
- Parent/guardian will be not notified verbally
- Parent/guardian will be given copies of the disruptive behaviors that might lead to expulsion
- Director, parent/guardian and classroom staff will have a conference to discuss how to promote positive behaviors
- Parent/guardian 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

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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, 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 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://data.nj.gov/childcare_explorer.

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) 5140383 (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/.