



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARENT HANDBOOK

F.M. KIRBY CHILDREN'S CENTER
OF THE MADISON AREA YMCA



F.M. KIRBY CHILDREN'S CENTER OF THE MADISON AREA YMCA
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This handbook contains important information regarding the operation and policies of the F.M. Kirby Children's Center of the Madison Area YMCA (the "Center"). Updates to the handbook will be emailed as they occur. It is provided as a reference only and is not part of the parent/center contract.

MISSION STATEMENT

The Madison Area YMCA, part of a worldwide association based on Christian Principles, inclusive of all people, provides quality programs that develop a healthy spirit, mind and body and promotes the Core Values of Caring, Honesty, Responsibility and Respect.

WELCOME TO THE MADISON AREA YMCA

The Madison YMCA is a cause-driven charitable organization dedicated to strengthening community through youth development, healthy living and social responsibility. The Madison Area YMCA offers enriching community wellness and health-enhancing programs such as LIVESTRONG at the YMCA, a no-cost cancer survivor's program; Walk With Ease, an arthritis management program; Enhance Fitness, a fitness program for older adults that combines strength training, flexibility and cardiovascular condition; Partners In Prevention, a community-wide child sexual abuse prevention program; Community Mental Health Initiative, a program that focuses on reducing the stigma associated with mental illness and addressing barriers to mental health care by increasing knowledge and equipping lay mental health supporters with skills to increase help-offering behaviors; and Project Community Pride of the Madison Area YMCA, a local youth counseling program that services children and their families in the Chathams, Florham Park and Madison.

WELCOME TO THE F.M. KIRBY CHILDREN'S CENTER

The F.M. Kirby Children's Center is part of the Madison Area YMCA, and we are dedicated to bringing the Y core values of youth development, healthy living and social responsibility to all members of our community. We believe that all children, starting at birth, are entitled to receive a rich, developmentally appropriate, and research based education that builds and strengthens them physically, socially, emotionally, and cognitively. We do this critical work in partnership with parents in order to build the strongest foundation for every child. The Kirby Center dates back to 1982 when it was called the Wellness Child Care Center of the Madison Area YMCA and was located in the Family Center building. It opened its doors to serve a total of 18 children, and as it outgrew its space in the Family Center, it was moved to its current location at the former Lucy D. Anthony School which was leased to the Y by the town of Madison in 1983. Consistently recognized as a center of excellence, the Wellness Child Care Center continued to grow throughout the years and by 1992, it cared for more than 230 children enrolled with a staff of 65. By this time, the building had been sold to the Y by the town, and thanks to a \$1.125M grant from the F.M. Kirby Foundation; the facility underwent a major renovation. Following the renovation, it was renamed the F.M. Kirby Children's Center in honor of its benefactor, Mr. Kirby.

Despite changing trends and years of better or worse economic conditions, the Kirby Center remains a strong center of excellence in early childhood education and maintains a current enrollment of over 200 children, including children from families in need.

Today, the Kirby Center continues to meet the changing needs of all children and their families. Excellent early childhood education and care is provided for children from 6 weeks of age through Preschool and utilizes one of only four curriculums approved by the state of New Jersey. Our programs include full-time infant, toddler and preschool care. We also partner with the Morris School District to deliver early childhood education to preschool children.

YMCA MEMBERSHIP

Children enrolled at the Kirby Center are required to have a current Madison Area YMCA membership. The YMCA offers various Kirby membership options at a discounted rate. Children enrolled in the MSD Before/After Care programs are required to have a current MSD membership at the Madison Area YMCA.

ANNUAL CAMPAIGN/FINANCIAL ASSISTANCE STATEMENT

The Madison Area YMCA's Annual Campaign raises awareness and funds for the Y's financial assistance program that enables hundreds of children and families who work or reside in our service area to participate in Y membership, programs, services and camps at the Family Center, and to have access to quality child care, early childhood education and summer camps at the F.M. Kirby Children's Center. Support is provided based on demonstrated need, with the goal that no one be turned away, regardless of income or background (subject to available YMCA resources). The Annual Campaign also helps the Y broaden its reach into initiating enriching community wellness and health-enhancing programs for the community.

The Annual Campaign raises funds through the engagement of YMCA staff members, Y members, parents of the children enrolled at the Kirby Center and community volunteers.

CHILD CARE FOOD PROGRAM

The F.M. Kirby Children's Center participates in the USDA Child Care Food Program, sponsored by the N.J. Department of Agriculture. The program promotes the development of sound nutritional habits and provides nutritious, well-balanced meals. As a requirement of the program, our weekly menu is posted on our website.

CENTER CALENDARS

Our full time programs operate September–August and follow the Kirby Center Calendar. Morris School District Programs follow their school district calendar from September–June. These calendars are available on the Madison Area YMCA website and in the Kirby Office.

HOURS OF OPERATION

Kirby Programs | Monday - Friday 7:00 a.m. - 6:00 p.m.
MSD Programs | Monday - Friday 9:30 a.m. - 3:45 p.m.
MSD Before Care | Monday - Friday 7:00 a.m. - 9:30 a.m.
MSD After Care | Monday - Friday 3:45 p.m. - 6:00 p.m.



PROFESSIONAL DEVELOPMENT DAYS

In order to continue to maintain our high standard of care, the Kirby Center closes on specified days throughout the year for professional development days to share ideas and the latest developments in early childhood education with colleagues from all of Morris County. Please reference the Kirby Center Calendar for dates.

Professional Development is an important and ongoing feature of the Kirby Center program. Each teacher receives training on the stages of child development, ways to provide individualized care within a group care setting, health and safety, child abuse prevention, first aid and CPR. Staff also participates in off-site classes and seminars in areas particular to their classroom needs.

CENTER CLOSINGS (DUE TO INCLEMENT WEATHER)

The Center may be closed for inclement weather. If you are in doubt whether the center is open, please check the website at www.madisonareaymca.org. We also send out alerts via MemberHub. All new enrollments are automatically enrolled in MemberHub via their email address, however, you may log on at any point and add your phone number to receive text alerts. Please visit www.madisonareaymca.org and click on the "text/email alerts" link on the upper right side of the page.

VISITING

All visitors, including third party service providers, need prior approval from a child's parent and the child's teacher and must use the main entrance before visiting a classroom.

GENERAL FACILITY POLICIES AND GUIDELINES

To ensure the safety of all our members, we ask you to follow our policies and guidelines when inside the Kirby Center or on Kirby Center playgrounds or when participating in any YMCA functions. **Failure to follow Kirby Center policies may result in termination of enrollment and exclusion from Center programs.**

Any conduct toward children or staff that can be interpreted as harassment will not be tolerated. This includes physical, verbal, mental and sexual harassment.

All Madison Area YMCA property should be treated with care. Anyone destroying or vandalizing YMCA property will be dismissed from the Center and lose membership and program privileges.

Parents are responsible for their children during drop-off and pick-up times and during Kirby Center events.

SCHOOL GROUNDS

The school grounds, playground, and adjacent properties are open **ONLY** during the school's operating hours. The school playground is restricted to school use exclusively during Kirby operating hours. Once a child has been dismissed from their program, continued use of the playground – even with parental supervision – is prohibited.

CELL PHONE USAGE & SOCIAL MEDIA

Unfortunately, cell phones have become a convenient tool for photographing and exploiting children. When used in conjunction with social media, the privacy of our families may be knowingly or unknowingly jeopardized and the Madison Area YMCA may be put at risk. As part of the Madison Area YMCA, the F.M. Kirby Children's Center follows the YMCA recommendation of limiting cell phone usage in YMCA facilities in order to protect our members. Our main concern is the safety and protection of all children. **Cell phone usage (including text messaging) is prohibited** in the areas used for programming, including the classrooms and playground areas. **Areas designated for cell phone usage are:** the front office and lobby area.

Programs and activities provided through F.M. Kirby Children's Center may use photos of children whose caregivers have given prior written consent. This also includes the F.M. Kirby Children's Center Facebook and Instagram sites. Parents and classroom staff are prohibited from posting photographs or videos of any Kirby children on their own personal social media sites.

TADPOLES®

Classrooms will use the Tadpoles® app to share daily reports with you securely via email, online at www.tadpoles.com, or via the free Tadpoles® parent app for iOS or Android devices. As a family member, you can use Tadpoles® to enter drop off notes, mark your child absent, and share other important information with your child's teacher. To ensure the privacy and security of all information exchanged on the platform, only you and your designated contacts will receive information about your child. For questions or assistance, please contact the Enrollment and Program Manager.

NO SMOKING POLICY

The Kirby Center and its playgrounds and buses are designated as no smoking

areas. No staff member, parent or visitor may smoke in the Kirby Center or on its playgrounds, or while accompanying children on field trips.



ENROLLMENT

A child is considered enrolled at the F.M. Kirby Children's Center when a start date has been confirmed. A registration packet with required forms must be completed and returned to the center at the time of registration.

VOLUNTEER OPPORTUNITIES

The Madison Area YMCA began in 1873 as a volunteer driven organization, and that spirit continues today. Parents can volunteer their time in many ways, including:

- Serve as a Parent Representative in your child's classroom
- Serve on the Board of Directors of the Madison Area YMCA
- Assist with Kirby family events
- Assist as a chaperone on a field trip
- Read to children in the classroom
- Assist in Annual Campaign events

FEES

Weekly fees are due each Sunday evening. You are required to sign a Childcare Payment Agreement whereby you acknowledge you have been informed of the different payment options. You have the options to make automatic payments on your credit card or paying manually online by debit card or credit card.

Siblings (other than the first child) are eligible for a 5% discount. Discount applies to the lowest monthly rate only. Discount does not apply to drop-ins.

Parents may access tuition amount on Active Net, our account management and registration system. To view the amount due, please log in to our system by visiting <https://apm.activecommunities.com/madisonareaymca>. Receipts for payments are available online and by request.

There are **no fee reductions when a child is absent** due to illness, on vacation, for holidays, staff training days or emergencies when the Kirby Center is closed.

DROP-IN

An extra day may be added with the approval of your child's teacher, at the one day drop-in rate. A form must be filled in, signed by a Lead Teacher/Assistant Lead Teacher, and a parent. The form must be left with the Lead teacher for processing. To reserve your child's drop-in day, payment must be received prior to service.

LATE FEES

Children who have not been picked up by 6:00 pm will be assessed a late fee. Charges are as follows:

- 6:00 to 6:15 pm\$15.00
- 6:16 to 6:30 pm\$30.00
- 6:30 to 6:45 pm\$45.00

If a child has not been picked up one hour after their contracted departure time, we are required by law to contact the Division of Child Protection and Permanency under the State of NJ Department of Children and Families.

Repeated lateness may result in termination from the F.M. Kirby Children’s Center.

SERVICE CHANGES OR WITHDRAWALS

Additions or reductions in service must be arranged with the approval of the Enrollment and Program Manager. The Kirby Center **requires two (2) weeks’ notice of withdrawal** from the program or reduction in service.

TERMINATION OF SERVICE/EXPULSION POLICY

The F.M. Kirby Children’s Center makes every effort to resolve and/or remediate difficult, problematic situations, behavior problems or general conflicts between children, parents and staff and parents and administration. Despite our best efforts however, there are circumstances that are either of sufficient magnitude to warrant immediate fear of potential harm to children, staff, or other parents or that persistently do not respond or improve following the implementation of a coordinated and communicated plan to resolve them. If either of these situations exists, the F.M. Kirby Children’s Center reserves the right to expel the child and/or the child’s parent(s) from the Center. A copy of The F.M. Kirby Children’s Center Expulsion Policy is given to all new families. Copies are also available in the front office.

FACILITY ACCESS

Our first priority is always the safety and security of your children. For that reason, our exterior doors are locked at all times. Visitors should report to the main entrance for access.

SECURITY CAMERAS

Several security cameras are strategically placed throughout the building with a viewing monitor located in the main office. This safety feature allows us to observe the interior and exterior areas of the building at all times.

ARRIVALS AND DEPARTURES

All children are **checked in upon arrival at the Kirby Center and checked out when leaving**. This is very important for a fire drill or in an emergency and assures that we know how many children are in attendance at any given time. Caregivers should call their respective classrooms when arriving to pick up their child.

ABSENCES

Parents must notify the Kirby Center when a child will not be attending the Kirby Center for that day or other days.

AUTHORIZED PICK-UP

In addition to the child's parents, only people whose names are on the Authorized Pick-Up List and Emergency Contact Form will be allowed to take children from the Kirby Center. Parents are expected to keep information current and must confirm all authorized pick ups prior to child's start date. If any changes occur, parents will have to update their list of authorized pick ups. Please notify any alternate pick-up person to be ready to produce **photo identification**. **No child will be allowed to go home with anyone whom the staff judge to be impaired or under the influence of alcohol or drugs.**

Please note: In cases of separation or divorce, a court order is required to prohibit the other parent from visiting or picking up the child.

KIRBY CURRICULUM

The Kirby Children's Center uses the Creative Curriculum, which is one of the four recommended curricula in New Jersey. The Creative Curriculum is a research-based curriculum system designed to help educators at all levels of experience plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels.

TEACHER/CHILD RATIOS

Teacher/child ratios typically exceed New Jersey state requirements. Ratios are as follows:

- 6 weeks to 18 months: 1:4
- 18 months to 2.5 years: 1:6
- 2.5 years to 4 years: 1:10
- 4 years: 1:12
- 5 years: 1:15

FIELD TRIPS

Many classrooms go on field trips during the year. Parents will be given a permission slip to sign prior to each field trip, with the location, departure time and return time. If a child arrives at the center after the departure time, there will not be alternative care offered. Parents can either transport the

child to the field trip location or return to the center once the class is back from their trip.

PARKING

SAFETY is our highest priority. We ask all parents to use caution while driving and parking, and to obey all traffic regulations. The following regulations will guide you when parking at the Kirby Center. Violations are subject to a Madison Police Department ticket and fine.

State Laws

- No parking on the street against the direction of traffic on any two way street.
- No parking opposite a "T" intersection.
- No parking or standing in crosswalks.
- No parking in handicapped designated slots without Division of Motor Vehicles identification.
- No parking in front of driveways.
- Yield to pedestrians in crosswalks.

Local Laws

- No parking opposite the Kirby Center on East Street.
- No parking in the bus zone in front of the Kirby Center.

Courtesy and Safety Guidelines

- Park only on the Kirby Center side of South Street and Loveland Street (avoid parking across the street from driveways).
- Use the parking lot whenever possible and do not use the streets for extended parking if spaces are available in the lot.
- Do not turn around by using U-turns or K-turns. If you do use on-the-street parking, approach the Kirby Center so that the building will be on your right (use South Street from Park Avenue, use Myrtle Avenue from Ridgedale).
- Be respectful of both Kirby Center families and the neighborhood residents.
- Do not leave engine running or keys in ignition.
- Do not leave children unattended in the car.
- All children must be in age-appropriate seat belt restraints.

Please help us teach your child traffic safety by observing these rules and guidelines.

GOING GREEN

We are the proud owners of three buses. Our long-standing relationship with a local service station means that technicians who know each of our vehicles manage their ongoing maintenance and repair needs efficiently. Regular maintenance and inspection ensure that we meet or exceed emission and fuel efficiency standards. We also currently follow the initiative to "turn the key,

be idle-free” to reduce emissions and also combine bus trips whenever possible.

As we rotate and renew our fleet, we are constantly searching for ways to reduce our carbon footprint with new bus purchases. This includes replacing aging diesel buses with gasoline powered buses to reduce the emissions associated with diesel engines.

TRANSPORTATION

Buses undergo...

- Daily “pre-trip” safety checks which are recorded and filed for each bus.
- Drivers check the bus before and after trips.
- Quarterly maintenance regardless of mileage.
- Twice yearly inspection by the state of NJ.

Drivers undergo...

- Quarterly “mirror tests” to ensure that our skills for monitoring traffic and children are regularly reviewed.
- Criminal background checks in addition to those required for all other staff members.
- Full physical exam by a medical professional every two years including an eye exam.
- Regular safety meetings at Kirby. Attendance is mandatory for all drivers.
- All drivers are YMCA and childcare employees, and therefore subject to the same requirements as other staff members including your child’s teachers. When we do, on occasion, use outside contractors they are held to the same safety standards as our regular staff.
- Random drug and alcohol testing annually by an independent testing agency.

We require...

- Children, drivers, staff members, and any other occupants to use safety belts.
- At least one “ride-along” for each bus trip. This is essential to our commitment that no child ever be alone with an adult, even while riding the bus.
- A minimum of two safety drills per year

CHILD ABUSE

Staff at the F.M. Kirby Children’s Center are required by law to contact the Division of Child Protection and Permanency, under the State of NJ Department of Children and Families if child abuse or neglect is suspected. Child abuse includes physical and mental harm of a minor as verbally stated by the child, indicated by unexplained injuries or if there is a pattern of neglect. Staff is not obligated to contact the child’s parents, but is required to contact the State Registry Hotline immediately if there is reasonable cause to believe that a child has been subjected to abuse and/or neglect.

DISCIPLINE

All discipline used at the F.M. Kirby Children's Center shall be consistent with the policies of the Division of Child Protection and Permanency, under the State of NJ Department of Children and Families.



Children at the Kirby Center will be treated with respect and are expected to treat others with respect. Under no circumstances shall discipline of a child involve hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, unsupervised isolation, withholding emotional responses or stimulation, enforced silence for long periods, association of a child's behavior with rest, toileting or food, or any other form of child abuse, neglect, or exploitation.

BITING POLICY

The F.M. Kirby Children's Center incorporates best early childhood practices in handling physical aggression, biting, and hitting as described in Caring For Our Children: National Health and Safety Performance Standards - Third Edition:

Biting is a phase and it is important to consider what is the cause, and what is an appropriate way to communicate the same need. Parents/guardians of the biter should be informed and proper documentation must be implemented. After a child has bitten 3 times, the Lead Teacher will schedule a meeting with the parents to discuss appropriate ways to manage the behavior both at home and in the classroom. If a child continues to bite after other steps have been taken, at the discretion of the Executive Director, the child may be suspended or expelled.

CLASSROOM OBSERVATION

A complete, structured scoring tool (ECERS - Early Childhood Environment Rating Scale and ITERS - Infant Childhood Environment Rating Scale) will be completed yearly in all of our programs. This tool concentrates on all curriculum areas such as Literacy, Math, Science, Diversity, etc. We use the results of this tool to develop an action plan for all children in the classroom. The Morris School District programs use TPOT, an observation tool based on the Pyramid Model. TPOT is used to assess the teacher's implementation of universal and targeted Pyramid Model practices.

PARENT TEACHER CONFERENCES

Parent teacher conferences are offered twice a year; however parents can request a conference at any time throughout the course of the year.

DEVELOPMENT SCREENING & REFERRAL PROCESS

At F.M. Kirby Children's Center, we believe parents are experts on their children. Research has shown that parent concerns are accurate predictors of developmental delays. In order to ensure that the needs of each child are met through our learning program, a developmental screening is offered to parents. One screening tool we use is the Ages and Stages Questionnaires, Third Edition (ASQ-3) as well as the ASQ-SE:2. The ASQ-3 pinpoints the developmental progress in children between the ages of one month and 5 1/2 years. Evidence shows that the earlier development is assessed, the greater chance a child has to reach their potential. The ASQ-SE:2 focuses on social and emotional skills. You will receive a copy of both questionnaires to complete from your child's teacher. They will be scored and discussed at conference time. During the final year of preschool, children are assessed using the Brigance tool. They participate in the fall to see what areas the teacher needs to focus on for each child. In late spring, the children do the Brigance again to see if goals for the children were reached.



We also use Teaching Strategies Gold. The teachers' observations of each child in all areas of learning are recorded and help determine whether a skill has been mastered or is emerging.

Based on all of the information, individual learning goals for each child will be created and implemented in lesson planning by the classroom teacher. If needed, community resources will be given to the family. Children under the age of three will be referred to Early Intervention and children three and up will be referred to their home school district. Teachers will follow up with families to see if they have accessed community resources. If warranted, additional updates on a child's progress will be scheduled with the family within 4-6 months as recommended by the ASQ-3 as a follow up. Otherwise, the child's progress will be shared at the next regularly scheduled conference.

HEALTH AND SAFETY INFORMATION

The Kirby Center has a part-time Registered Nurse on staff. All staff are trained in Red Cross First Aid, CPR and AED use. We have certified CPR instructors on staff who teach new staff and recertifies current staff every 2 years in CPR, AED, and Red Cross First Aid. Kirby also has an AED located in the front main hallway.

The Kirby staff and our part-time nurse are here to help you with your child's health promotion and growth throughout the year. We offer preventative health resources such as yearly vision and hearing screenings

for our preschoolers, as well as programs on dental health and food allergy awareness programs. All illnesses and communicable diseases are tracked and notifications are sent to parents as necessary regarding these illnesses. The nurse is also available to assist in finding resources for families and staff that may need physical or mental health services.

CHILD CARE AND ILLNESS

Please inform the Center if your child will be absent due to illness.

If your child becomes ill, we will notify you. If we feel that we can no longer safely care for your child or if your child's health jeopardizes that of others in the classroom, we will ask you to take your child home.

We may simply notify you that your child is not feeling well or we may notify you to come for your child immediately. A sick child must be picked up within 1 ½ hours of our call. Failure to do may result in the child's termination from the program. If we are unable to reach parents, or if the situation worsens and becomes dire, EMS will be contacted.

Your child will be sent home if he/she displays the following symptoms:

- Fever of 100.4 or greater
- Vomiting (2 or more episodes)
- Diarrhea (2 times within an hour)
- Suspected ear or eye infections
- Sore throat and/or severe coughing
- Unexplained rash (other than diaper rash)
- Active, live head lice



A child may also be sent home if the child requires a level of care that our staff is unable to provide, or if the child does not feel well enough to participate in the normal classrooms activities.

A sick child may return to the Center when he/she is fever free, **without the use of fever reducing medication**, for 24 hours or when a child is symptom free or with a doctor's note to return to school. If a child is sent home with vomiting or diarrhea, the child must not have had diarrhea or vomiting for 24 hours prior to returning to Kirby. If your child is absent for more than 3 days, a note is required by a healthcare provider.

INJURIES

Minor injuries are washed with soap and water. Ice and Band-Aids are our most commonly used first aid. Children with small cuts on the lips or a bitten tongue may be given an ice pop as part of our TLC. Parents will be notified of minor injuries at pick up unless you request otherwise.

Serious injuries will be immediately reported to parents. 911 may be called and

your child may be transported by ambulance if deemed necessary. Also, parents will be notified of any head injuries other than a mild bump or scrape, when they occur and children will be assessed for signs of concussion.

OUTDOOR PLAY

The children go outside daily. Administration will determine if the weather does not permit outside play. Conditions that may exclude outdoor play are:

- Ozone warning
- Heavy rain
- Thunder and/or lightning
- Icy conditions



Outdoor play may be limited during times of extreme temperatures, such as:

COLD WEATHER

The Wind Chill Factor will be used to determine whether outdoor play, with proper attire, is appropriate for the children as follows:

- **Infants** – will remain indoors if the wind chill factor is ≤ 30
- **Toddlers and preschoolers** – will remain inside if the wind chill factor is ≤ 20 degrees F

HOT WEATHER

The Heat Index will be used to determine whether outdoor play is appropriate for the children as follows:

- **Infants** – will remain indoors if the heat index is ≥ 90 degrees
- **Toddlers and preschoolers** – are able to go outside up to a heat index of 100 degrees F with the following precautions:
- Staff will apply sunscreen on all exposed areas to children 6 months and older
- Children must be offered 4-6 ounces of water before and after playing outside and whenever a child asks for water
- Can stay out up to 20 minutes at a time and longer if the play involves water and/or shade

MEDICATIONS

- A medication form is required to dispense both over the counter and prescription medication.
- Medications that are prescribed once or twice daily, such as antibiotics for example, should be given at home by the parent prior to and after pickup.

- The Kirby Center reserves the right to choose not to administer a medication or to contact your physician for clarification of dosage or diagnosis.
- Please notify the nurse or your child's teacher when you are giving medication of any kind to your child, whether or not it has been prescribed by a physician.
- Sample medications must be accompanied by a prescription order from the doctor.
- No medication may be left in your child's classroom or in a child's pocket or backpack. Do not put medication into an infant's bottle.
- All prescription medications must be in the original container with the child's name on it and the dose and directions.
- No medications, prescription or non-prescription (including oral medications, vitamins, cough drops, or ointments) will be given to a child without a medication permission form signed by a parent and/or physician as indicated below.
- We require a physician's authorization for all medication, including non-prescription (over-the-counter) and prescription.

The medication permission forms which can be found at the front desk or on line should be used for **both prescription and non-prescription medications** and can be emailed or faxed to us from your doctor. We will also accept faxed permission forms on the doctor's own letterhead or prescription pad if the parent has signed a medication permission form. **Remember that the permissions are good for one year.**

- If a child has an EpiPen® prescribed for bee stings or other non-food related allergy, an Allergy & Anaphylaxis Emergency Plan signed by a physician and the parent will be needed with instructions for treating the child should the child come in contact with the allergen.
- If your child requires an inhaler or medication through a nebulizer, an asthma action plan must be completed and signed by a physician and the parent or guardian and can be used in lieu of the regular medication permission form.

Time saver hint: Ask your pharmacist to dispense prescription medication in two labeled containers, one for home and one for school.

FOOD ALLERGIES

Please notify the nurse and your child's teachers if your child has any allergies. **We are a nut-free facility.**

Children with food allergies that require an EpiPen® must have an Allergy & Anaphylaxis Emergency Plan completed and signed by a doctor and the parent or guardian. This can be used in lieu of the regular medication permission form.

These forms must be updated annually. Although the nurse will usually send a reminder home when an inhaler or an EpiPen® are due to expire, please understand that it is ultimately the parent's responsibility to make sure their child has a current EpiPen® and or inhaler and the required paper work.



BIRTHDAY CELEBRATIONS:

With the increasing prevalence of food allergies in children as well as our overall commitment to modeling and providing healthy food choices, the Kirby Center asks that parents please check with their child's Lead Teacher for a list of approved birthday and special occasion treats. Classroom lists offer a varied, healthy and child-approved assortment of welcome treats that can be enjoyed by all without adding excess sugar or potential allergens. Please be sure to clear all items with the classroom teacher **prior** to bringing the items to the classroom.

UNIVERSAL CHILD HEALTH FORMS, IMMUNIZATIONS, AND EMERGENCY CONTACT INFORMATION

State licensing requires that we update all universal health and emergency forms once a year for children enrolled in a child care facility. All children will need a universal health form and an immunization list before their scheduled start date. The State of New Jersey requires that all children ages 6 months and older who are enrolled in childcare must receive the Influenza vaccine each year.

Please assist us in meeting these requirements by returning your form in a timely manner. If you do not provide the required forms, your child may be suspended or terminated from the program.

Time saver hint: When your child is scheduled for a physical, bring a universal health form with you so the doctor can complete it at the visit or shortly thereafter.

PLEASE NOTE THAT HEALTH FORMS CAN BE FOUND ON OUR WEBSITE: www.fmkirbychildrenscenter.org and click on "Current Families" tab

FIRE DRILLS

Fire drills are required by the N.J. Department of Children and Families, Office of Licensing at least once a month. Parents and visitors must evacuate the building along with the children and staff.

SCHOOL SAFETY DRILLS

In addition to monthly fire drills, schools are required to conduct at least one safety drill a month which may include evacuation, reverse evacuation, stay in place, weather emergency or lockdown drills. These drills will be explained to the children in a non-threatening, positive way so the children are not frightened.

STAFF RELATIONSHIPS WITH KIRBY CENTER FAMILIES

Any staff person with children enrolled at Kirby who becomes friendly with other Center parents due to their respective children's friendships should make it clear when, and if, the occasion arises, that they cannot discuss Center business. That includes, but is not limited to, policies, decisions, organizational matters of any kind, staffing, classroom concerns, plans that staff may be aware of but that have not been made public, etc. It is understood that, as a parent, a staff person also has a right to a personal opinion about any of the above-mentioned matters and can share that with Center administration, but their dual role as staff and parent preclude them from discussing those opinions with other parents. Even to the extent that a staff person may wish to defend Center policies, etc., it is best to remain neutral in any situation involving other Center parents in order to avoid being drawn into class politics and being misquoted.

Staff may not attend private parties, including birthday parties or private home parties involving their students while the student is in their classroom.

The YMCA prohibits staff members from caring for, providing instruction to, or engaging in a social relationship outside of approved YMCA activities with children. **No babysitting is allowed!** This policy is designed for the protection of all involved – children, staff members, parents and YMCA. Failure to follow this policy can result in employee termination.

If there is a pre-existing relationship between a staff member and a Kirby Center family which pre-dates either the staff member's employment or the child's enrollment, please notify administrative staff. There are forms available in the front office to document that a prior relationship existed.

F.M. KIRBY CHILDREN'S CENTER STAFF MAIN NUMBER: 973-377-4945

Executive Director	Karé Matrisciano	x3227
Associate Executive Director	Rosemary Adamo	x3224
Director of Business Operations	Frances Roman	x3222
Administrative Coordinator	Cora Terzo	x3223
Enrollment & Program Manager	Aimee Arguedas	x3226
Operations Manager	Pete Lopez	x3228
Food Services Coordinator	Mike Andersen	x3271
Health Services Coordinator	Rachael Scharf	x3225

INFORMATION TO PARENTS

Note: 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 care abuse/neglect reporting requirements and other child care matters. The Center may comply with this requirement by reproducing and distributing to parents and staff the written "Information to Parents" statement, prepared by the Department of Children and Families Office of Licensing; or by incorporating the required information in its own handbooks, brochures or other informational materials. In keeping with this requirement, the Center must secure every parent and staff member's signature attesting to his/her receipt of the information. All parents receive a copy of Information to Parents upon enrollment.



PRIVACY PROMISE

Your information is confidential. Our YMCA core values of Caring, Honesty, Respect and Responsibility guide our employees in their use of the information you provide. All member information is kept in strict confidence and all employees are required to abide by our **Conflict of Interest Policy**.

We do not share or sell your information. Any information you provide is used for Madison Area YMCA purposes only. Since our inception in 1873, we have never sold or shared your information with any other businesses or organizations. Current and former member information is equally protected.

Access to your information is limited to only those employees who need it to perform their job function. Our software and network are password protected and not accessible from the internet. Your information is safe with us. Our promise is to keep any information you provide us confidential.

PLEASE NOTE:

- Copies of all Kirby Policies and Procedures can be obtained from our front office and online.
- A list of local resources is also available in our front office.
- Changes to the Parent Handbook will be posted on our website.



**F.M. Kirby Children's Center
MADISON AREA YMCA**

54 East Street, Madison, NJ 07940
(973) 377-4945

www.madisonareaymca.org
www.fmkirbychildrenscenter.org



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