



# South Mountain YMCA

FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## School-Age Child Care Orientation



# SACC Beforecare Locations

- Marshall
- Seth Boyden
- South Mountain Annex - Before Care is held at Big School
- South Mountain Elementary
- Tuscan
- Montrose Pre-School



# SACC Aftercare Locations

- Clinton
- Bolden
- Marshall
- Seth Boyden
- South Mountain Annex
- South Mountain Elementary
- Tuscan
- Montrose Pre-School
- **Off-Site:** Program Center
- **Off-Site:** St. Joes



# SACC Locations - Key Information

## SM Annex Before Care

- Held at SM Elementary and children are bussed to Annex

## After Care Off-Site Bussing: Y provides transportation

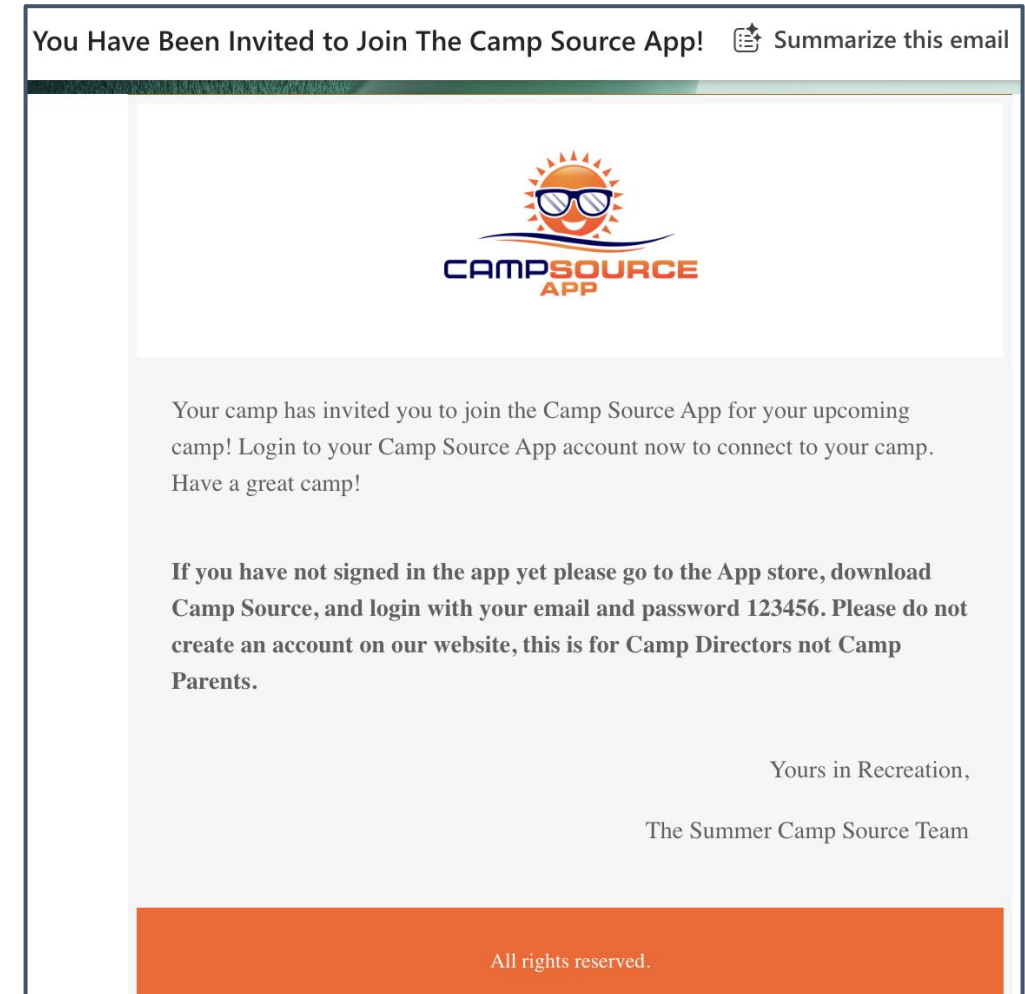
- Program Center (13 Jefferson Ave)
  - Annex
  - South Mountain Elementary
  - Marshall
- St. Joe's (240 Franklin Ave)
  - Clinton
  - Tuscan
  - Seth Boyden
  - Bolden



# CAMPSOURCE Communications



- We will be using the **Camp Source App** for all SACC communications
  - Bus Delays
  - Weekly Newsletters
  - Event Reminders
- You should receive an invite from [campadmin@thesummercampsource.com](mailto:campadmin@thesummercampsource.com)
- Access the [CAMP APP Parent User Guide](#) at any time
- Multiple devices can be logged in to one account so an unlimited number of family members can access information



# Early Dismissal Days

YMCA Care will begin at dismissal:

- Back to School Nights (varies per school)
- Parent/Teacher Conference Days
  - December 9 - 11
  - March 3 - 5
- June 1
- June 15  
**Last day of Before and After Care**
- **No After School Care:**
  - November 25
  - December 23





# Schedule Update Form

[SCHEDULE CHANGE FORM CLICK HERE](#)

Requests made **August 11th - September 14th** will not take effect until the week of September 21st.

## Drop-in, Schedule Change, Program Cancellation

- Drop-in (Starting October 6)
  - 48 hour notice
- Schedule Change Requests
  - Monday's at noon for the change to take place the **following** week
  - **Starting September 21st**
- Cancellation
  - SACC - 14 days
  - Vacation Camp - 5 Business Days

Requests will be processed if space is available. An email confirmation will be sent.

\$35 Fee for each change processed



# Tuition Policies



## School Age Child Care Tuition Policy

Our program is designed with a start and end date to cover the whole session. Your registration is for the entire school year program. This is not a weekly drop-in program. The weekly rate advertised is informational so families can budget accordingly.

**There are no breaks in payments due to program closure. We calculate the costs and spread the charges across each week evenly including all closures and holidays.**

We do this in order to make the payments the same throughout the program.

## Vacation Camp Cancellation Policy

If you wish to cancel or change your child's enrollment, you must submit your request in writing a **minimum of 5 business days** in advance of the date your child is registered. If the request to cancel or change to enrollment is less than 5 business days in advance, monies paid will be forfeited and no refund or credit will be issued.

## Cancellations

**Two week notice** via the schedule update form



# Pulse Forms Due August 17th

- **Please make sure that all required forms are fill out for each child**
  - Sign in to your Pulse Account
  - Click the **View Requirements Link** to view the requirements for the **School Age Child Care**
  - Complete the information requested and sign,
  - Click **Next** to go to the next form, or **Save** if you need to stop and return to the forms later.
  - The status on completed forms will change to **Waiting for Approval** for the Y to review.
  - If the form states **Rejected**, please click into the form, click “**sign again**,” and correct the necessary information.
- **Avoid Mistake #1:**
  - Do not put yourself as an **unauthorized pickup**
- **Getting to Know You:**
  - Information to help our staff support your child
  - Special Accommodations - set up a meeting with Courtney



# General SACC Information

## Program Hours

- Before Care - 7:15 AM - School Opening
- After Care - School Dismissal - 6:30 PM

**First Day** - Tuesday, September 1st

**Last Day** - Tuesday, June 15th

**Early Dismissal Days** - covered except 11/25 & 12/23

- Participants must pack nut-free lunch

## Inclement Weather & Emergencies

- School Cancelled - **Y is Closed**
- Delayed opening - **No Before Care**
- After School activities canceled by the district - **No After Care**



# General SACC Before Care Info

## Before Care Drop Off

- Tuscan, Marshall, South Mountain  
Entrance by cafeteria doors
- Montrose  
Back of the school gym entrance
- Seth Boyden
  - Loop to the door next to the auditorium until 8:30 AM
  - After 8:30 AM Street Parking
- Please do not park in the school parking lots as teachers are reporting to the schools at the same time as our programs



# General SACC After Care Info

## After Care Pick Up

- Schools: Cafeteria doors
- Montrose: Gym Door in the back of the school
- Program Center: Far right glass door as you enter the parking lot at 13 Jefferson Ave
- St. Joe's: The double doors as you face the school at 240 Franklin Ave
- Alternate Pick Up Personnel will be required to bring photo ID

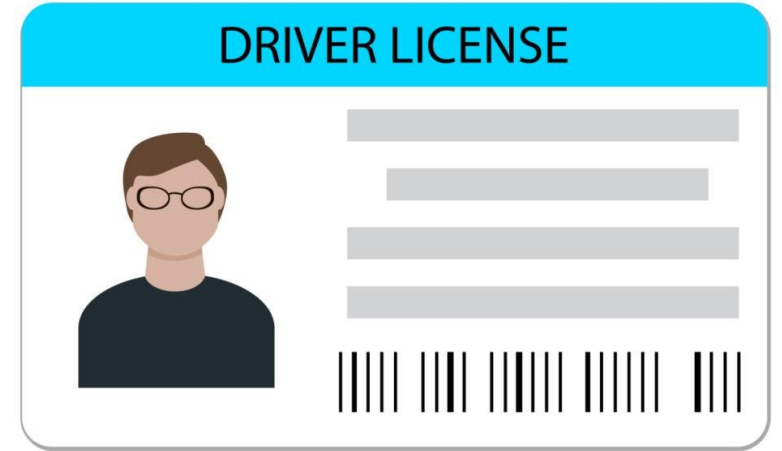


Photo ID is required for **everyone** the first **two weeks** of school as our staff get to know your families. Thank you for your patience.

# Dismissal From School to the Program

Both Onsite & Offsite Program Participants will dismiss from their classrooms and go the following locations:

**Clinton:** Auditorium

**Marshall:** Cafeteria

**Bolden:** Auditorium

**Tuscan:** Cafeteria

**Montrose:** Gym

**S.M Elementary:** Auditorium

**Annex:** Gym

**Seth Boyden:** Cafeteria



The Y Staff will have separate areas in the reporting spaces for off-site location bus children to get organized



# Off Site Program Dismissal Procedure

- **Bell Rings + 10 minutes:** Attendance
  - **Please make sure you text the site phone if your child will not be present**
- **10 - 15 minutes:** Bus Ride
  - Children seated by age, must wear seatbelts, no electronic devices
- **5 minutes:** Arrival
  - Children go to their homerooms to drop off their stuff
  - Programming begins!
- **Communication: Camp Source APP**
  - Bus Delays and Cancellations (children remain on site)

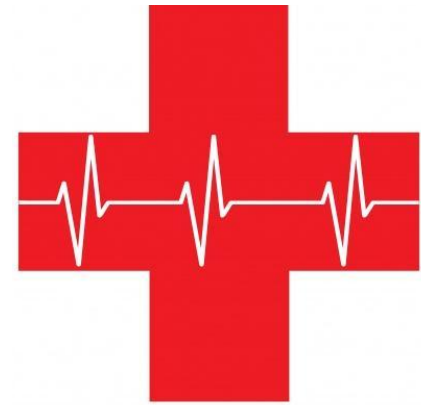


## #1 Bus Delay: Parents forgetting to communicate to the Y

**Delays Week 1:** Please have patience while everyone gets settled. We want to make sure everyone is safe and accounted for before leaving.



# Medication Needs



If your child requires the Y to provide daily or emergency medications:

1. Submit a [Permission to Medicate Form](#) to the site supervisor.
2. The medication must be in the **original container** and have:
  - a. Child's Name
  - b. Dosage
  - c. Doctor's Name
3. Submit a **Care Plan from the Doctor** with instructions for medication administration
4. **Each** medication need it's own form & care plan
5. Be mindful of the expiration date

# SACC Programming

## Before Care

- Table Games, Physical Play, Crafts
- Breakfast (Seth Boyden)

## After Care

- **Y Provided Snack: Allergy Aware**
- Homework Time
- Organized Physical Play
- Arts
- STEM
- Performing Arts
- Culture & Diversity
- SEL

## SCREEN USAGE

- Phones, Watches, Tablets, Chromebooks, etc. are not permitted in our program unless approved by the SACC Leadership Team

**\*\*Family provided Tutoring/OT Space can be requested. Background checks required.**

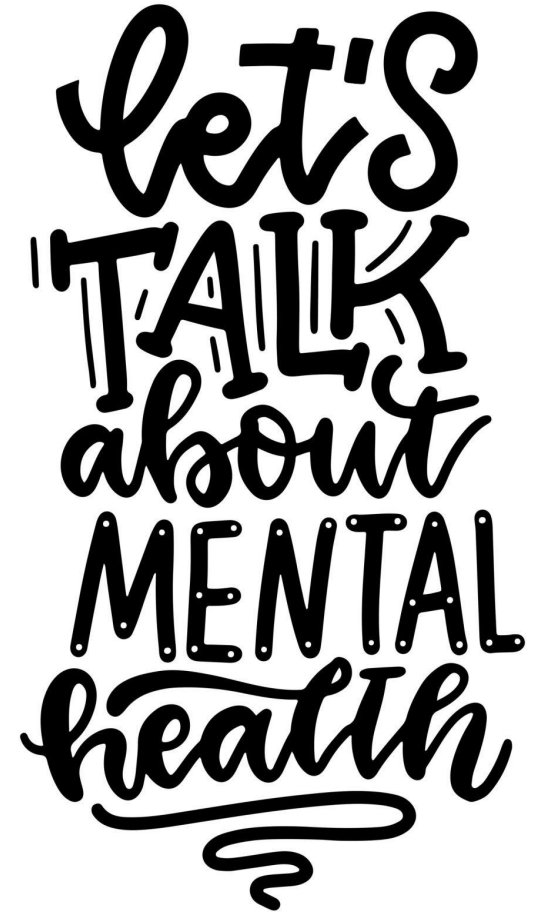


# Mental Health Support

The YMCA has a dedicated Mental Health staff team to work with children, families, and staff.

- Staff Trainings
- Parent Resources
- Environmental Assessments
- Getting to Know You Forms
- ADA Needs
- Grant Opportunities
- Child Resources
- Tranquil Totes

**Bright Path Grant:** Our staff are gaining the training and tools to nurture children's mental well being right where they already feel at home - in their YMCA after-school programs. Together, we're helping kids build resilience and a stronger sense of belonging through games, socializational and other activities.



# Meet & Greet Before & After Care

All Locations will have a Meet and Greet on  
**Monday, August 31st, from 5:00 PM - 6:00 PM**

- Meet the staff
- Bring medications and care plans
- Familiarize yourself with our program space
- Get any final questions answered.

**Bring the whole family!**



# Behavior Management & Discipline Policy

The Metro YMCA utilizes a progressive Behavior Response Plan to ensure that our responses to challenging behaviors are consistent, focused on assisting the child to succeed, and involves the engagement of the parent or guardian in addressing the child's needs.

If a child consistently has issues with challenging behaviors, our site staff and administrative team will partner with the families and our Mental Health Specialist, Jennifer Brown, to communicate how we are working to address the underlying needs of the child and engage families in strategies to support their child.





# Y Happenings

## Family/Community Events

- Welcome To the Y, September 16th @ YMCA
- Trunk-Or-Treat: Saturday, October 25th @ YMCA

## Parent Night Out! Plan YOUR Fun!

Drop the kids off so they can eat & party  
You go enjoy a few hours off child free fun

Little Night Owls (ages 3-6) @ YMCA

Kids Night Out (Grades K - 2) @ St Joe's

Friday Night Live (Grades 3-5) @ St Joe's

Register [HERE](#) Today!

9/18

10/16

11/20

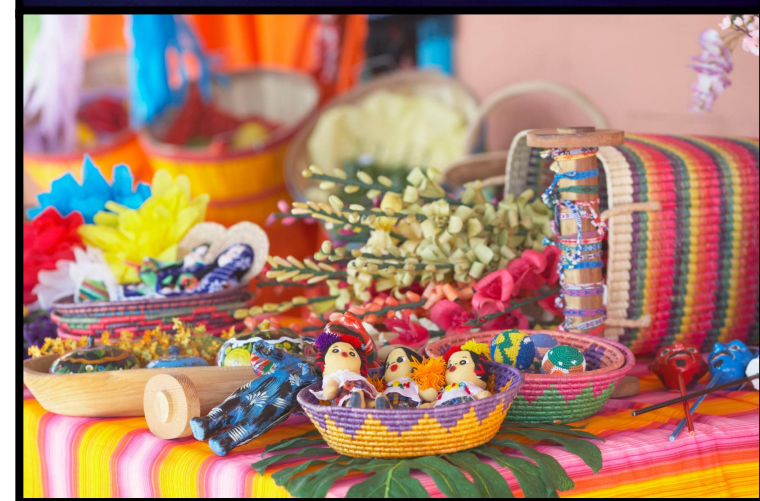
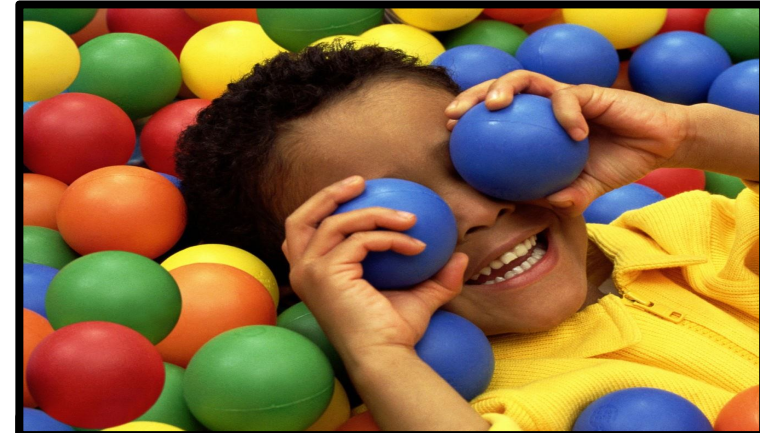
12/18

1/15

2/19

3/19

5/14



# Vacation Camp: No School?

**Child Care:** PreK - 5th Grade

**St. Joes:** 240 Franklin Ave

**7:30 AM - 6:00 PM**

September 21

October 12

November 3, 5 & 6

December Break TBD

January 18

February 15

March 10 & 26

April Break: 12 - 16

**NEW: Pre K  
All Day!**



Register [HERE](#) when programs become available



# Other YMCA Programming

## **Beyond the Bell:**

Jonelle Delk: [beyondthebell@metroymcas.org](mailto:beyondthebell@metroymcas.org) Beyond the Bell Director

## **Basketball**

Kieran Reynolds [kreynolds@metroymcas.org](mailto:kreynolds@metroymcas.org) Assistant Director of Youth Sports

## **Gymnastics:**

Lena Barnett [lbarnett@metroymcas.org](mailto:lbarnett@metroymcas.org) Gymnastics Supervisor/Coach

## **Enrichment:**

Gail Green: [ggreen@metroymcas.org](mailto:ggreen@metroymcas.org): Senior Director of Enrichment & Family

## **Birthday Parties:**

Nicole Josey [njosey@metroymcas.org](mailto:njosey@metroymcas.org) Associate Director of Enrichment

Call Center; 973-758-9039 or South Mountain YMCA Welcome Center 973-762-4145 for more info or to register

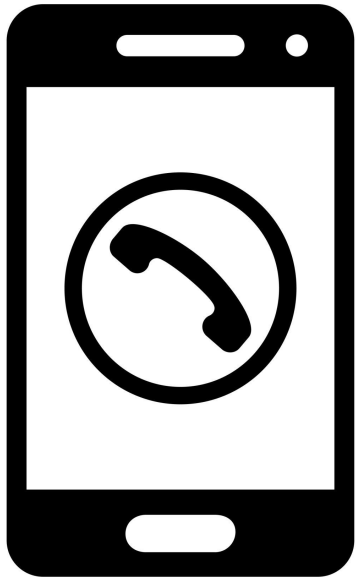


# Y For All

- Financial assistance is provided and keeps the Y available for families who need us most.  
<https://metroymcas.org/y-for-all>
- The Y accepts childcare subsidy programs administered by Programs for Parents. P4P is the lead support for all licensed early childhood education and childcare programs in Essex County. This partnership between the Y and Programs for Parents helps to expand access to high-quality childcare and early childhood education programs for low-income families.



# Site Information



| Site Name            | Program Hours     | Half Day Start | Site Phone   |
|----------------------|-------------------|----------------|--------------|
| Delia Bolden         | 7:00 AM - 7:45 AM | 11:45 AM       | 862.400.8994 |
|                      | 2:15 PM - 6:30 PM |                |              |
| Marshall             | 7:15 AM - 8:55 AM | 12:55 PM       | 862.438.1730 |
|                      | 3:25 PM - 6:30 PM |                |              |
| Montrose             | 7:15 AM - 8:15AM  | 11:15:00 AM    | 862.400.8983 |
|                      | 2:15 PM - 6:30 PM |                |              |
| Seth Boyden          | 7:15 AM - 8:55 AM | 12:55 PM       | 862.400.6019 |
|                      | 3:25 PM - 6:30 PM |                |              |
| South Mountain Annex | 2:15 PM - 6:30 PM | 11:45 AM       | 862.400.8982 |
| Program Center       | 2:15 PM - 6:30 PM | 11:45 AM       | 862.438.1701 |
| South Mountain       | 7:00 AM - 7:55AM  | 11:55 AM       | 862.438.1717 |
|                      | 2:25 PM - 6:30 PM |                |              |
| Clinton              | 7:00 AM - 7:45 AM | 11:45 AM       | 862.438.1451 |
|                      | 2:15 PM - 6:30 PM |                |              |
| Tuscan               | 7:15 AM - 8:55 AM | 12:55 PM       | 862.400.6021 |
|                      | 3:25 PM - 6:30 PM |                |              |
| St. Joe's            | 2:15 PM - 6:30 PM | 11:45 AM       | 862.438.1718 |
|                      | 3:25 PM - 6:30 PM | 12:55 PM       |              |

# More Questions? No Problem!

**Tommy Donaldson: Director of Youth Development**  
[tdonaldson@metroymcas.org](mailto:tdonaldson@metroymcas.org)

**Courtney Labossiere: Associate SACC Director**  
St Joe's  
[clabossiere@metroymcas.org](mailto:clabossiere@metroymcas.org)

**Marian Judge: Assistant SACC Director**  
Delia Bolden, Marshall, Montrose, Seth Boyden  
[mjudge@metroymcas.org](mailto:mjudge@metroymcas.org)

**Zachary Poe: Assistant SACC Director**  
Program Center, South Mountain & Annex, Clinton, Tuscan  
[zpoe@metroymcas.org](mailto:zpoe@metroymcas.org)

**Casey Cabrera: Program Coordinator**  
Before Care & Parents Night Out  
[ccabrera@metroymcas.org](mailto:ccabrera@metroymcas.org)

**Helena Kelly: Registrar Extraordinaire**  
[hkelly@metroymcas.org](mailto:hkelly@metroymcas.org)

