



South Mountain YMCA

**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

School-Age Childcare Orientation



SACC SITES

- Clinton
- Bolden
- Marshall
- Seth Boyden
- South Mountain Annex- Before Care is held at the Big School
- South Mountain Elementary
- Tuscan
- Montrose Pre-School
- Off-Site: Program Center
- Off-Site: St. Joes



SACC SITES - Key Info

SM Annex

- Before Care is held at SM Elementary and children are bussed to Annex.

Off-Site Bussing

- Program Center 13 Jefferson Ave
 - Annex
 - South Mountain Elementary
- St. Joe's
 - Clinton
 - Tuscan
 - Seth Boyden
 - Bolden
- Y provides transportation



Half Days

The YMCA will provide care on these half days:

- Back to School Nights (varies per school)
- Parent/Teacher Conference Days (**Not March 6th**)
- October 14th
- November 4th
- January 13th
- February 24th
- April 14th
- June 2nd
- June 15th
- June 16th (Last day of Before and After Care)

Schedule Update Form

<https://forms.gle/jDa4DqWmrwaebGTU8>

Drop-in, Schedule Change, Program Cancellation

- Drop-in (Starting October 6)
 - 48 hour notice
- Schedule Change
 - Wednesday's - noon for the change to take place the following week
- Cancellation
 - SACC- 30 days
 - Vacation camp - 5 business days

Request will be processed if space is available and an email confirmation will be sent.

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 closure. We calculate the schedule and spread the charges across each session 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 enrollment is less than 5 business days in advance, monies paid will be forfeited and no refund or credit will be issued.

Cancellations

30-day notice via the schedule update form

Pulse

- Please make sure that the required forms are fill out for each child in our program.
- To Log in: [Member Login](#)
- Refer to our Welcome letter for Pulse support or Tommy with questions or to have the Welcome Letter sent to you.
tdonaldson@metroymcas.org
- Assistant Directors will be approving all forms this week.
- Thank you for your patience and understanding during this registration transition.



General SACC Information

Program Hours

- Before Care - 7:15am-school opening
- After Care - school dismissal - 6:30pm

First Day - Thursday, Sept. 4th **Last Day** - Tuesday, June 16th

Early Dismissal Days

- Most days offered
- **Wed. Nov 26th, Fri. Dec. 23rd, Fri. March 6th (After Care is Closed, Before Care Open)**
- Participants must pack nut-free lunch

Inclement Weather & Emergencies

- Y closed if school is cancelled
- Delayed opening - no Before Care

General SACC Before Care Info

Before Care Drop Off

- Bolden, Tuscan, Marshall, South Mountain: Entrance by cafeteria doors
- Montrose: Back of the school gym entrance
- Seth Boyden: On the Loop to the door next to the auditorium until 8:15 am, afterwards back of the school through the cafeteria
- Please don't park in the parking lot of the schools as teachers are reporting to the schools at the same time as our programs.

General SACC After Care Info

After Care Pick Up

- School based sites will be at the cafeteria doors
- Montrose: Gym Door in the back of the school
- Program Center: The far right glass door as you enter the parking lot at 13 Jefferson Ave
- St. Joe's: The center doors of the building as you face the school at 240 Franklin Ave.
- Alternate Pick Up's and parents may be required to bring ID until we get to know you.

Dismissal From School to the Program

Please see the reporting location for your child when dismissed from their class to go to After Care. All children at an off site location should report to the same locations below.

Clinton: Cafeteria

Montrose: Gym

Marshall: Cafeteria

South Mountain (2nd-5th): Auditorium

Bolden: Cafeteria

Annex: Gym

Tuscan: Cafeteria

Seth Boyden: Cafeteria

The Y staff will have separate spaces in the reporting spaces for bus children to go to the off site location.

Medical Needs

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

1. Submit a Permission to Medicate Form to the site supervisor (this can be emailed to you by myself or an Assistant Director).
2. The medication must be in the original container and have:
 - a. Child's Name
 - b. Dosage
 - c. Doctor's Name
 - d. Care Plan from the Doctor for Administration
3. Each medication need it's own form.
4. Be mindful of the expiration date for the medication.

SACC Programming

Before Care

- Table Games and Crafts.
- Breakfast (Clinton & Seth Boyden)

After Care

- Snack: Allergy Aware
- Recreation time
- Organized Games
- Arts
- STEM
- Performing Arts
- Culture & Diversity
- SEL
- Homework Time from 5:00-5:30pm.

Meet & Greet

All After Care Sites will be having a Meet and Greet on Wednesday, September 3rd, from 5:00 pm-6:00pm at the program schools or locations.

Meet the staff, familiarize yourself with our program space, and get any final questions answered.

Bring your child(ren) too!

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 in our programs, 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 parents and our Mental Health Specialist, Jennifer Brown, to communicate how we are working to address the underlying needs of the child and engage parents in strategies to support their child.

Y Happenings



Family/Community Events

- Welcome To the Y, September 17th at the YMCA
- Trunk-Or-Treat: Saturday, October 25th

Kid's Night Out

- September 24th: Gaga & Games
- October 24th: Mad Science
- November 21st: Crazy Cooks
- December 19th: Pizza, PJ, & Popcorn

Vacation Camp

School Age (K-5th Grade)

- September 23rd
- September 24th
- October 2nd
- November 6th
- November 7th

Pre-K

- November 6th
- November 7th

Registration is open now.

Other YMCA Programming

Pulse Account Info: <https://bit.ly/25pulse>

Beyond the Bell: <https://bit.ly/25beyondtb> Jonelle Delk: jdelk@metroymcas.org Beyond the Bell Dir.

Sports: <https://bit.ly/25smysports> Hazel Clark: hclark@metroymcas.org Sports and Wellness Dir.

Gymnastics: <https://bit.ly/25smygymn> Gail Green: ggreen@metroymcas.org: Senior Dir. of Enrichment & Family

Enrichment: <https://bit.ly/25smyenrich> Gail Green: ggreen@metroymcas.org: Senior Dir. of Enrichment & Family

All SMY Programs: <https://bit.ly/25smyall>

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 kids' families who need us most.
- <https://www.metroymcas.org/main/financial-assistance/>
- 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.



More Questions? No Problem!

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