



FOR YOUTH DEVELOPMENT<sup>®</sup>  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# TIME TO EXPLORE

School Age Child Care  
YMCA OF MONTCLAIR

YMCA OF MONTCLAIR  
973-744-3400  
montclairymca.org





# FOR ALL SCHOOL DISTRICTS

## GENERAL INFORMATION

The YMCA of Montclair School Age Child Care Program is designed to provide care for children while parents are working. This program focuses on building self confidence and character. We emphasize the Y's four core values in character development — **caring, honesty, respect, and responsibility** - in every activity and interaction.

When children enter one of our state licensed Y SACC Programs, a world of growth opens up to them in a safe, fun and enriching environment. In addition to supplementing what they learned in school, they have the opportunity to participate in a variety of structured activities, get assistance with their homework from trained YMCA staff, have a chance to socialize with their peers and form new relationships. We also see an importance of giving them some time to participate in staff supervised free play, which is vital for their development, growth and self confidence.

### Our goals are:

- To provide a warm, caring, and safe environment under the guidance of an experienced staff.
- To provide each child the opportunity to develop their self confidence and social skills.
- To provide developmentally appropriate activities that stimulate creativity and encourage learning through fun and discovery.

## MEMBERSHIP

The School Age Care Program requires participants to have a current Y membership. The membership entitles a child, for additional fees, to participate in various programs. With a youth membership, a child may participate in open youth gym and swim times at no additional cost.

## MEMBERSHIP PRICES\*

AGE	FEE
5 years & under	\$102/year
6-12 years	\$117/year
13-17 years	\$225/year



## PROGRAM ACTIVITIES

The YMCA of Montclair School Age Child Care Program follows the standards of the National YMCA School Age Care Curriculum.

### The core components include:

- Arts and Humanities
- Character Development
- Health, Wellness and Fitness
- Healthy U
- Homework Assistance
- Literacy
- Service Learning
- Social Competence and Conflict Resolution
- STEM

## PARENT HANDBOOK

A parent handbook, program policies, and payment schedules can be downloaded at [montclairymca.org](http://montclairymca.org). Enrollment and medical forms will be distributed at the time of registration or can be downloaded from our website. These forms must be completed and returned to the YMCA of Montclair, 25 Park Street, before a child can start the program.

## PAYMENT POLICY

The School Age Child Care tuition fees are based on the number of school days, broken down to ten equal monthly installments for your convenience. The fee is not based on the number of calendar days per month, and no prorating of fees is allowed. The only exception is if beginning the month of October you enroll after the 15th of the month.

It is our policy that monthly tuition is paid in full. We do not prorate for absences or by the hour. If needed, children can be withdrawn for one or more months at a time. If a child is withdrawn, and that program has a waiting list, the child WILL lose his/her spot. We do not hold spaces under any circumstances.

## ANNUAL CAMPAIGN

One in six students in the YMCA of Montclair School Age Child Care Program receives financial assistance through the Y scholarship program (\$17,800 per month). Your donation of any amount will have a direct and significant impact on a child in need. 100% of every donation received goes straight to the program, allowing the Y to serve as many families as possible.



## EARLY REGISTRATION IS RECOMMENDED SPACE IS LIMITED

For all children who need to start the program on the first day of school — registration must be completed on or before Thursday, August 24.

**LATE REGISTRATIONS:  
AUGUST 25 - SEPTEMBER 6**

Children registered between August 25 and September 6 will not be permitted to start the program until Monday, September 11.

Time is needed to ensure proper staff/child ratios. Beginning September 7, a waiting period of two business days is required before starting the program.

# BLOOMFIELD

Children will participate in the School Age Child Care Program at the school s/he attends during the day. This program is offered in all of the district's elementary schools: Berkeley, Brookdale, Carteret, Demarest, Early Childhood Center at Forest Glen, Fairview, Franklin, Oakview, and Watsessing.\*

## BEFORE SCHOOL PROGRAM

Hours of operation are 7:30am to school opening. This program will not operate on days that schools have a delayed opening due to inclement weather or other reasons. Fees are per child.

### Program Fees: \$165/month

Children can come any number of days in a month for one price per month.

## AFTER SCHOOL PROGRAM

Program begins at school dismissal and children are to be picked up by 6:30pm On half days the program will begin at dismissal time (12:30pm). Fees are per child.

MONTHLY TUITION	
#DAYS/WEEK	FEE
1	\$140
2	\$220
3	\$270
4	\$290
5	\$310



\* Each school must meet the minimum enrollment requirement of 15 children in order to operate at a particular school. The deadline for minimum enrollment is August 1, 2017. If a school has not reached the minimum enrollment number the program will not be held at that school during the 2017-2018 school year.

# CEDAR GROVE

Children will participate in the School Age Child Care Program at the school s/he attends during the day. This program is offered in all of the district's schools: North End, South End, and Cedar Grove Memorial Middle School.\*

## AFTER SCHOOL PROGRAM

Program begins at school dismissal and children are to be picked up by 6:30pm. On half days the program will begin at dismissal time (12:30pm). Fees are per child.

MONTHLY TUITION	
#DAYS/WEEK	FEE
1	\$140
2	\$240
3	\$275
4	\$295
5	\$315

## PUNCH CARD DROP-IN SERVICE

This service is intended to assist families who may need an extended day for their child on an irregular basis. Registration forms for the Punch Card program can be found on our website.

PUNCH CARD TUITION	
#OF PUNCHES	FEE
5	\$160
10	\$270



\* Each school must meet the minimum enrollment requirement of 15 children in order to operate at a particular school. The deadline for minimum enrollment is August 1, 2017. If a school has not reached the minimum enrollment number the program will not be held at that school during the 2017-2018 school year.

# VERONA

Children will participate in the School Age Child Care Program at the school he or she attends during the day. This program is offered in all of the district's schools: Brookdale Avenue, Forest Avenue, F. N. Brown, Laning Avenue, and H.B. Whitehorne.\*

## BEFORE SCHOOL PROGRAM

This program is offered in all of the district's elementary schools. Hours of operation are 7:30am to school opening. This program will not operate on days that schools have a delayed opening due to inclement weather or other reasons. Fees are per child.

### Program Fees: \$160/month

Children can come any number of days in a month for one price per month.

## EXTENDED KINDERGARTEN PROGRAM

Children will participate in the Extended Kindergarten Program at the school he or she attends during the day. This program is offered in all of the district's elementary schools. Program begins at school dismissal time (12:30pm) and children are to be picked up by 2:45pm.

Each day will include a balance of recreational and educational activities.

### Sample Schedule:

12:30-1:00pm	Attendance and Lunch
1:00-1:15pm	Story Time/Circle Activity
1:15-1:45pm	Learning Activity (math, site words, letters)
1:45-2:30pm	Recreation Activity (art, nature, outside play)
2:30-2:45pm	Pick -up



## MONTHLY TUITION

#DAYS/WEEK	FEE
1	\$140
2	\$240
3	\$275
4	\$295
5	\$315

\* Each school must meet the minimum enrollment requirement of 15 children in order to operate at a particular school. The deadline for minimum enrollment is August 1, 2017. If a school has not reached the minimum enrollment number the program will not be held at that school during the 2017-2018 school year.

Children will participate in the School Age Child Care Program at the school he or she attends during the day. This program is offered in all of the district's schools: Brookdale Avenue, Forest Avenue, F. N. Brown, Laning Avenue, and H.B. Whitehorne.\*

## AFTER SCHOOL PROGRAM

Program begins at school dismissal and children are to be picked up by 6:00pm. On half days the program will begin at dismissal time (12:30pm).

MONTHLY TUITION	
#DAYS/WEEK	FEE
1	\$140
2	\$240
3	\$275
4	\$295
5	\$315

## PUNCH CARD DROP-IN SERVICE

This service is intended to assist families who may need an extended day for their child on an irregular basis. Registration forms for the Punch Card program can be found on our website.

PUNCH CARD TUITION	
#OF PUNCHES	FEE
5	\$160
10	\$270



\* Each school must meet the minimum enrollment requirement of 15 children in order to operate at a particular school. The deadline for minimum enrollment is August 1, 2017. If a school has not reached the minimum enrollment number the program will not be held at that school during the 2017-2018 school year.

# MONTCLAIR

Children will participate in the School Age Child Care Program at the school he or she attends during the day. This program is offered in all of the district's schools: Bradford, Edgemont, Glenfield, Hillside, Buzz Aldrin, Nishuane, Northeast, Renaissance, The Charles H. Bullock School, and Watchung.

## BEFORE SCHOOL PROGRAM

This program is offered in all of the district's elementary schools. Hours of operation are 7:30am to school opening. When Montclair schools call a delayed opening due to inclement weather, the Before School Program will have a two hour delay and will begin at 9:30am. Fees are per child.

### Program Fees: \$160/month

Children can come any number of days in a month for one price per month.

## AFTER SCHOOL PROGRAM

Program begins at school dismissal and children are to be picked up by 6:30pm. On early dismissal days the program will begin at dismissal time. (Times vary according to schools.)

MONTHLY TUITION	
#DAYS/WEEK	FEE
1	\$150
2	\$215
3	\$245
4	\$265
5	\$280



\* Each school must meet the minimum enrollment requirement of 15 children in order to operate at a particular school. The deadline for minimum enrollment is August 1, 2017. If a school has not reached the minimum enrollment number the program will not be held at that school during the 2017-2018 school year.



## YMCA OF MONTCLAIR SCHOOL AGE CHILD CARE PROGRAM

# E-PAY INFORMATION

We are happy to offer the option of paying tuition for the School Age Child Care Program through a monthly E-Pay plan. By utilizing this system, payments will be automatically deducted from your checking account or credit card on a monthly basis.

### HOW DOES THE SYSTEM WORK?

1. You must leave a down payment equal to one month's tuition by the 1st of the month, and authorize the YMCA to charge your account directly for monthly payments.
2. On the 10th of the month, the YMCA will charge your account for the current month's tuition.
3. Your account will be charged each month until June 10.

### WHAT WILL WE NEED FROM YOU?

#### To draft from a Checking Account:

1. "Pre-Authorized Monthly E-Pay Agreement Form" (School Age Child Care Program)
2. A blank, voided check from your account.
3. An initial down payment equal to one month's tuition.

#### To draft from a Credit Card:

1. "Pre-Authorized Monthly E-Pay Agreement Form" (School Age Child Care Program)
2. Credit Card number and expiration date from Visa, Master Card, Discover or American Express.
3. An initial down payment equal to one month's tuition.

### GENERAL INFORMATION:

1. If a payment is not honored from either your bank or credit card for any reason, the Montclair YMCA imposes a \$20 Service Charge, in addition to any fees that your bank may charge. The E-Pay will be stopped for future payments and any outstanding child care balances must be cleared up before we can set up the account for automatic payments again.
2. If fees are continually unavailable from your account and payment falls behind, participants will not be allowed to continue in the program.
3. If we do not receive schedule changes by the 20th of the month, you will incur your originally scheduled tuition charge for the following month.
4. If your child withdraws from the program at any time during the school year, we must be notified by the 20th of the month or next month's tuition will be charged. Payments must be up-to-date at the time of withdrawal.

To take full advantage of this payment plan, we must receive your child's registration form, one month's payment (for September) and authorization by September 1st. We will begin charging your account on October 10th for October's Tuition.

You may take advantage of this payment plan at any time during the year provided we have the one month's tuition up front and your E-Pay information by the 1st of the month. Automatic deductions will then begin on the 10th of the following month.

If you are interested in this service, please fill out the form on the following page. If you have any questions, please call Shirley Farquharson at (973) 415-6106.

**YMCA OF MONTCLAIR**  
25 Park Street  
Montclair, New Jersey 07042  
(973) 744-3400

## PRE-AUTHORIZED MONTHLY E-PAY PLAN SCHOOL AGE CHILD CARE PROGRAM AGREEMENT

E-Pay is a monthly payment plan that authorizes payments to be deducted directly from your checking account or credit card.

**Please fill in (please print):**

Child(ren) \_\_\_\_\_

School \_\_\_\_\_ Town \_\_\_\_\_

Sponsor/Billable Party \_\_\_\_\_

I understand that my account will be charged on the 10th of the month for the current month's tuition. E-Pay charges will continue through June 10th.

**Please select ONLY ONE of the following options:**

1. Checking Account Information (a voided check must accompany this application):

Bank Name \_\_\_\_\_

Checking Account Number \_\_\_\_\_

Bank Transit \_\_\_\_\_

(nine digit number preceding account number)

2. Credit Card Information

Account Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

CVV Code (3 or 4 digit on back of card) \_\_\_\_\_

Expiration Date: \_\_\_\_/\_\_\_\_  Visa  MasterCard  American Express  Discover

I understand that the program fee will be paid from the account listed above on the 10th of every month. Should any draft not be honored by either my bank or credit card for any reason, I realize that I am still responsible for that payment plus a \$20 Service Charge applied by the YMCA. This is in addition to any service fee my bank may charge. Any additional charges, such as late pick-ups, will also be deducted directly from my account.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_

Name (please print) \_\_\_\_\_

**To Be Completed by YMCA Staff:**

Initial Payment Received: \$ \_\_\_\_\_ Monthly Charge: \$ \_\_\_\_\_  
(One month)

Representing Tuition for Month of \_\_\_\_\_

# REGISTRATION FORM

## YMCA OF MONTCLAIR EXTENDED CARE PROGRAMS

To register for the YMCA of Montclair Extended Care Programs, mail completed registration form and first month's tuition (checks payable to the YMCA of Montclair) to:

**YMCA of Montclair • Attn: Lisa Aulisi • 25 Park Street • Montclair, NJ 07042**

<b>CHILD'S NAME</b>		
STREET	CITY	STATE, ZIP
CHILD'S DATE OF BIRTH	GENDER	GRADE ENTERING IN SEPT. 2017
SCHOOL		
<b>PARENT/ GUARDIAN RESPONSIBLE FOR TUITION PAYMENT</b>		
HOME	WORK	CELL
STREET	CITY	STATE, ZIP
E-MAIL		

Please check the programs for which you wish to register your child. Be sure to read the information page for your child's school district in this brochure.

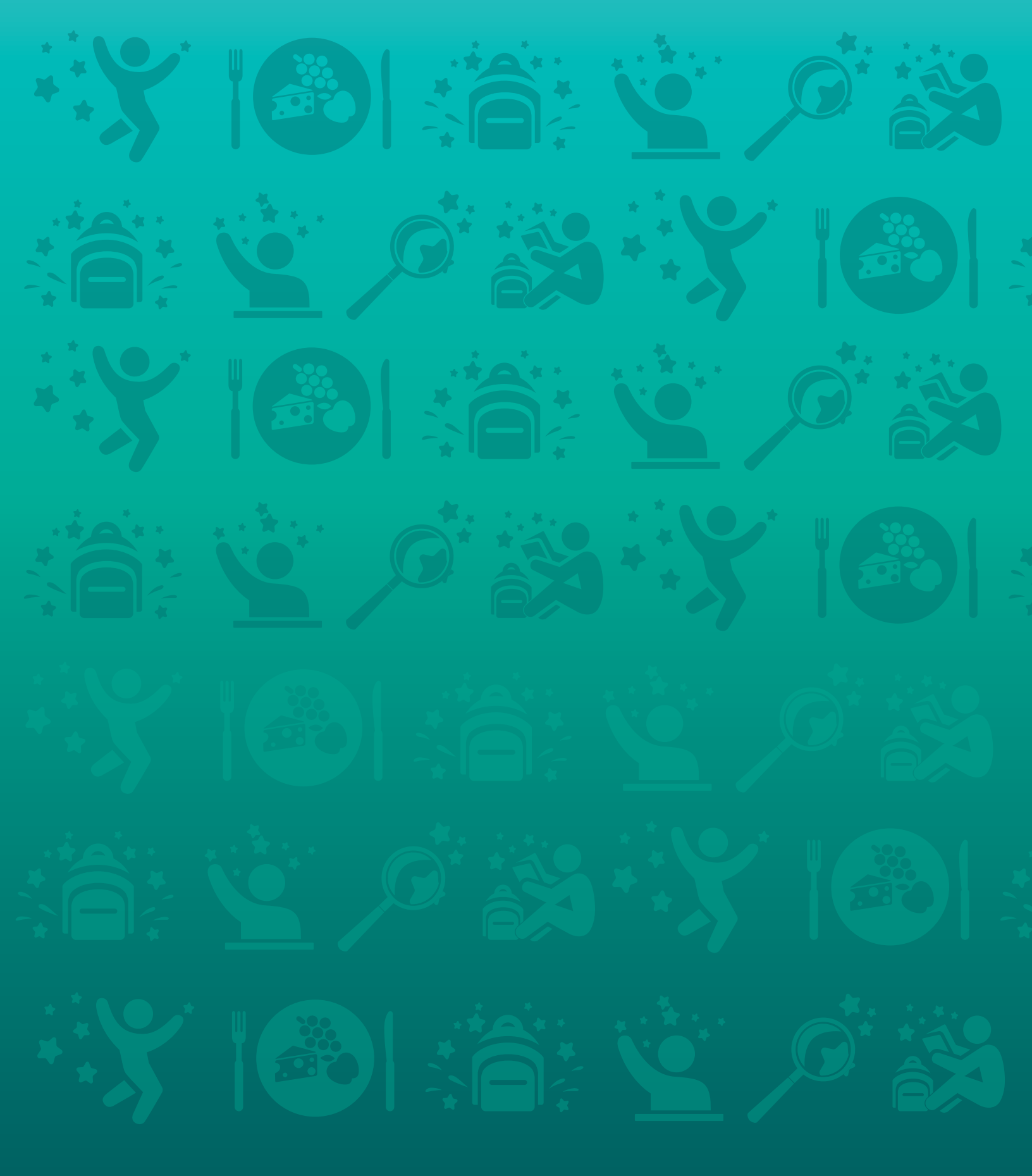
BEFORE CARE (if applicable in your district)	EXTENDED KINDERGARTEN (Verona Only)	AFTER CARE	MEMBERSHIP
\$ _____ 1st month	\$ _____ 1st month <input type="radio"/> 5 days <input type="radio"/> 4 days <input type="radio"/> 3 days <input type="radio"/> 2 days <input type="radio"/> 1 days Circle days M T W R F	\$ _____ 1st month <input type="radio"/> 5 days <input type="radio"/> 4 days <input type="radio"/> 3 days <input type="radio"/> 2 days <input type="radio"/> 1 days Circle days M T W R F	Check One <input type="radio"/> \$102 (5 & under) <input type="radio"/> \$117 (6-12) <input type="radio"/> \$225 teen (13-17)
\$ _____ Before Care	<input type="radio"/> \$ _____ Extended	<input type="radio"/> \$ _____ After Care	<input type="radio"/> \$ _____ Membership
One-time donation to the Annual Campaign \$ _____ (see page 3)			<b>TOTAL AMOUNT</b> \$ _____

**Refund Policy:** If you cancel your registration, a processing fee of \$30 will be deducted from the amount being refunded.

I agree to complete and return all necessary paperwork sent to me by the YMCA of Montclair for this program at least two business days prior to my child starting the program.

Parent/Guardian Signature \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Office Use Only</b>
Start Date _____
Parent packet received _____



**YMCA OF MONTCLAIR**  
montclairymca.org

**Park Street Branch**  
25 Park Street  
Montclair, NJ 07042  
973-744-3400

**Geyer Family Branch**  
159 Glenridge Avenue  
Montclair, NJ 07042  
973-783-7640

**Outdoor Education Center**  
131 Germantown Road  
West Milford, NJ 07480  
973-697-2929

