



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



YMCA OF CENTRAL OHIO Y-CLUB PARENT HANDBOOK

Kae Ave Elementary Y Club

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Whitehall Community Park YMCA

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Dear Parent/Guardian,

We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in neighborhoods around the nation are taking more interest in learning and making smarter life choices. We provide safe, nurturing environments where kids gain knowledge, guidance and encouragement to help them develop strong character, values and social skills. That makes for confident kids today and contributing and engaged adults tomorrow.

On behalf of the YMCA of Central Ohio, I would like to take this opportunity to welcome both you and your child(ren) to the largest child care provider in Central Ohio, with over 70 licensed child care programs serving Franklin, Delaware, Fairfield, and Pickaway Counties. We are dedicated to building strong character in the youth we serve. Our programs are centered around the YMCA's four core values of Caring, Honesty, Respect, and Responsibility.

The YMCA Y-Club program has been structured to be as flexible as possible to meet your family's needs. This booklet has been prepared for your convenience to inform you of our policies and procedures. Please refer to this booklet if you have any additional questions regarding the Y-Club program. If you have concerns or suggestions, please feel free to contact me at the Whitehall Community Park YMCA, 614-689-2050.

Building strong kids, strong families, and strong communities has always been and remains a major goal for the YMCA. Once again, we would like to welcome you and your child(ren) to Y-Club, and we thank you for your support and cooperation.

Thank you,

Whitehall Community Park YMCA

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Area Child Care Director

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Y Club & Camp Registrar

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THE YMCA Y Extended Care PROGRAM

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. Every day our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

The YMCA program exists to meet the needs of families to have a safe, consistent, environment for their children during summer. The program is designed to compliment, not imitate, school and home. It serves as an important component in the continuum of services provided for school-age children.

Through the YMCA Youth & Teen Program, the YMCA seeks to help participants:

- Grow personally
- Clarify personal values
- Get along with others
- Appreciate diversity
- Become better leaders
- Develop specific skills
- HAVE FUN!

The Y Club Program is centered and designed to promote self-esteem and meet the individual developmental needs of **CHILDREN**. The YMCA program:

- Offers children a base of warmth, security, and continuity provided by caring, qualified staff
- Fosters initiative, independence, cooperation, and self control
- Has flexible schedules that allow for choices during (but not limited to) play, social experiences, and school work
- Permits freedom within set limits
- Respects cultural diversity.
- Build strong character through programs centered around our core values of Caring, Honesty, Respect, and Responsibility.

The needs of **FAMILIES** will be met through a program that:

- Offers quality, safe, affordable child care services
- Is sensitive to the needs of children and families
- Encourages communication among children, school representatives, families, and Y-Club staff
- Allows for ongoing family involvement and regular opportunities for feedback through Family Events and/or a Family Advisory Committee and a regular family evaluation process.
- Assist families with building strong character values in their children.

The **COMMUNITIES'** needs will be met by a program that:

- Provides quality child care services
- Reflects current values and concern
- Utilizes existing educational and recreational resources.
- Builds strong character values in children.

YMCA CHILD CARE MISSION

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills, and relationships that lead to positive behaviors, better health, and educational achievement.

The mission of the YMCA Child Care Program is to foster the ongoing development of all children with quality, affordable, and accessible child care programs which ensure each child a positive, safe, and nurturing environment in collaboration with families, schools and community.

MISSION OF THE YMCA OF CENTRAL OHIO

With a presence in thousands of communities across the nation, the Y works every day to make sure everyone has the opportunity to learn, grow and thrive. We became a leading nonprofit by helping people everywhere develop the skills and relationships they need to be healthy, confident and connected to others. Parents desire a safe environment in which children can learn practical and social skills and develop positive values. Kids want to exert energy, discover who they are and what they can achieve, and be accepted among each other.

The mission of the YMCA of Central Ohio is to serve the whole community through programs expressing Judeo-Christian principles that build a healthy spirit, mind and body.

Families should not be denied child care services because of their inability to pay. YMCA child care programs are contracted through the County Department of Job and Family Services to provide Child Care Subsidies (Title XX) for families that qualify. Please contact your local YMCA Branch for more information. YMCA Sponsorship Assistance is also available to families with financial need who do not qualify for County Child Care Subsidies (Title XX), within the YMCA's ability to provide these resources. This assistance is based on a sliding fee scale. An application for YMCA sponsorship assistance must be submitted to your local YMCA Branch and approved.

No person or family shall be denied services offered, nor denied employment by the YMCA upon the basis of race, color, religion, sex, family composition or national origin.

PROGRAM GOALS

Personal Discipline- The program will help children increase their responsible behavior and self-control by creating an environment in which activities are presented, but in which adults do not dictate how the activities are pursued; in which guidance is offered, but is not overwhelming; and in which encouragement is offered to promote self-confidence. Rules will be minimal in number, accepted as important by the children, and consistently applied by the Y-Club staff. The YMCA Guidance Policy will be applied consistently.

Social Development and Emotional Well Being- The program will meet children's social and emotional needs by helping every child make friends through activities that require varying numbers of participants, as well as allowing unstructured time for friendships to develop. Activities and community projects such as "environmental friendliness" will provide the social learning children gain from exposure to the larger community.

Physical Skills- The program will meet children's physical needs by: providing space and scheduled times for activities (such as running, jumping, and playing ball both indoors and outdoors); providing supervision to ensure safety (but without overprotection or over-direction); providing opportunities for rest; and providing food needed to restore energy.

Health and Safety Skills- The program will increase children's health and safety skills by providing activities that emphasize healthy lifestyles. A discussion of nutrition, daily exercise, safety skills, etc. will increase awareness.

Educational Opportunities- The program will provide students with homework and academic assistance. It will also provide opportunities for children to learn through a variety of carefully planned and developmentally appropriate activities.

Y CURRICULUM COMPONENTS

CHARACTER DEVELOPMENT

The four core values of Caring, Honesty, Respect, and Responsibility form the basis for our programs. Our staff model YMCA values and assist children in building strong character based on these core values.

CURRICULUM COMPONENTS

Second only to human relationships, a well-planned curriculum will help define a child's experience in the Youth & Teen program. A curriculum plan will be available for parents to review.

Program curriculum components include, but are not limited to:

- Arts & Humanities
- Service Learning/Leadership
- Character Development
- Literacy/Summer Reading
- STEM
- Social Competence and Conflict Resolution
- Games
- Science/Discovery
- Health, Wellness & Fitness

TIME TO EXPLORE:

Time is given daily for children to choose and experience the following interest areas:

- Dramatic Play
- Arts & Crafts
- Homework & Reading
- Active Games
- Games and Manipulatives
- Building and Transportation
- Music
- Science/Discovery



EDUCATIONAL ASSISTANCE

Time and space, as well as YMCA staffs are available to assist children with their homework assignments and facilitate additionally enriching activities.

The YMCA provides all necessary equipment for your child while participating in our Y-Club Program. Therefore, we discourage items brought from home.

Staffs conduct informal assessments and observations continually to guide planning and instruction.

Communicating Children's Progress, transition plans and assessment information

Transition Plan

Children and families who are interested in enrolling in the school age program are given a tour of the facility and an overview of the program. Parents are given an enrollment packet which includes a parent handbook detailing policies and procedures.

Children who graduate out of the program and are interested in staying with the YMCA programs are given an opportunity to visit the Jerry L. Garver YMCA, as a family and get a tour. They are also advised of other programs at the YMCA, swim lessons, sports, volunteer opportunities, etc.

If the child is exiting the program for the reason other than graduating out, an exit survey is given to parents. We also verbally ask for reasons why the family is leaving and to see if we can be of any assistance. We also make sure the child has a chance to say goodbye to the other children and to staff.

Communicating Children's Progress

- Daily information is shared with children on an as needed basis. Staff shares directly with the parent.
- The site director has scheduled conference hours available to parents.
- The child's progress/goals in the program are evaluated twice annually on the conference form. The parents are able to request a copy. Parents are also given the opportunity to discuss their child's goals with the site director. The conference form are completed in December and March/April.
- Child Progress is also shared during family engagement/education events.
- Discipline reports are given the parents when necessary. Behavior contracts are also created with parents on an as needed basis.

Assessing School Age Children

- Children are formally assessed using the parent assessment and interest form. Assessments do not get reported to ODJFS.
- Staff will observe and reflect on the child's goals, interests and progress.
- Staff will keep track of individual goals for each child with dates and examples. This is an ongoing process and goals will be highlighted to parents once reached.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, we include outdoor play in our programs. We will spend as much time outside as possible & children should be dressed for play. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. If the situation requires it, we will also adjust the outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided, we will include a time for indoor large motor activities in the gymnasium or Family Activity Center. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes sneakers or tennis shoes that provide foot protection and socks.

SPECIAL EVENTS

Each group will offer its own unique Special Events throughout the year. Please pay attention to the posting area, the parent table, e-mails, and Class Dojo or Remind apps.

SNACKS

A nutritious snack will be served each afternoon. Each snack meets all CACFP/SFSP guidelines. A menu is posted on the family bulletin board upstairs. If your child has special dietary needs due to medical reasons or you prefer that your child eat something other than what is planned for meal-times, you are welcome to send food with your child. If you choose to send snack with your child, it must meet all ODJFS food service meal requirements. Please send utensils and other necessary items as the child care program will not have access to these items. There is no reimbursement of tuition if food is sent from home. **Please note any food allergies on the Child Enrollment and Health Information form and the Medical/Physical Care Plan form, and advise Y-Club staff.**

CHILDREN TO BE SERVED

The YMCA program serves children in Kindergarten through 12th grade who are less than 18 years old.

HOURS AND DAYS OF OPERATION

YMCA School Days Off Hours: 9:00 AM to 5:00 PM, Monday through Friday. (Contact your Area Director for dates)

Kae Ave School (in session) Hours: 7 AM to school begins and school ends to 6 PM, Monday through Friday.

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The program will not exceed the following state temporary required ratios: 1 staff to 9 school-age children. Maximum group size for school-age children is 9. Maximum group size is defined by the number of children in one group that may be cared for at any time.

Y ADMISSIONS

A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space, and all of the required paperwork is received. This includes basic enrollment and health information. Any change to the enrollment and health information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

FEE POLICY INFORMATION

REGISTRATION FEE

\$25.00 per child or \$50.00 per family. The registration fee is an annual, non-refundable fee.

DATES OF SERVICE

We will provide child care starting on the first day of the school year, and ending on the last day of the school year.

PROGRAM FEES

AM Care \$48/week

PM Care \$59/week

Both AM & PM Care \$100/week

- Fees will be drafted every Friday, prior to the next week of care.
- Co-pays for families receiving Title XX are due weekly.

Fees will be due weekly on the Friday prior to the upcoming week. Tuition is based on the School District Calendar and weekly fees could vary due to this.

- There is a separate fee for our School Days Off and Holiday Break programs.
- Tuition is not pro-rated for any reason, including holidays, illness*, family vacations, or emergency school closings.
- **There will be no refunds or credits for illness, unless a physician's note is provided for serious multiple day absences.**
- **There will be no refunds for emergency snow days or cancellation of program for 'Acts of God'.**

Here are examples of fees for December:

- If your child does attend our School Holiday Break program in December, you owe December payments for the weeks school was in session AND an additional fee for the School Holiday Break program.
- If your child does not attend our School Holiday Break program in December (Winter Break), you still owe a payment for Y-Club, but will not be charged for days there was no school.

ATTENDANCE

Your child's attendance will be full-time only.

WITHDRAWAL FROM THE PROGRAM

Individuals intending to withdraw from the program must do so by contacting our office at 614-425-8178 for Robin. A 2-week written notice is required. Parents/guardians are responsible for the program fee if a 2-week written notice has not been given. If your child has not attended the program for 2 consecutive weeks without notification, it may result in the termination of your child care slot.

LATE PICK-UP FEES

Parents/guardian will be charged a per child late fee according to the following schedule.

6:06 PM--6:15 PM	\$10.00	6:16 PM--6:30 PM	\$20.00
6:31 PM--6:45 PM	\$30.00	6:46 PM--7:00 PM	\$40.00

If a parent has not arrived by 6:05 PM, and has not contacted the Y-Club program, staff will call the adults listed as Emergency Contacts on the **Child Enrollment and Health** form to pick up the child. If those individuals cannot be reached, and the parent has not arrived by 7:00 PM, Children's Services may be contacted.

REPEATED LATE PICKUP MAY RESULT IN DISMISSAL FROM THE PROGRAM.

MAKING PAYMENTS

Automatic weekly drafting is required. You will be drafted the Friday prior to the week of care provided. Contact Robin May with any billing questions.

RETURNED CHECK/CREDIT CARD FEE

Effective January 1, 2020: If a Child Care payment is attempted by Electronic Funds Transfer (EFT) or credit card and is rejected for any of the reasons below, the customer will be charged a \$20.00 non-refundable fee for returned payment. This includes:

- o Insufficient funds

- o Incorrect account information provided
- o Lost/stolen card
- o Any other reason payment may be rejected

IF A WEEKLY PAYMENT IS LATE

After 3 incidents of a late payment a \$10 late fee will be added to the next week of care.

FINANCIAL ASSISTANCE

Financial assistance is available for families that qualify. This assistance will be based on a sliding fee scale (see YMCA Mission section for more details). You may inquire about assistance at your local YMCA branch. You may fill out the assistance paperwork at <https://ymcacolumbus.org/join/financial-assistance> .

SCHOOL DAYS OFF (SDO) AND SCHOOL HOLIDAY BREAKS

-Based on Whitehall School District Calendar-

Full day care will be provided (8:00 a.m. – 6:00 p.m.) at The Jerry L. Garver YMCA or Whitehall Community Park YMCA on school holidays with enough interest. The SDO fee is \$30 for advanced registration and \$40 for day of registration. Fee is per child per day. This program requires a separate registration form. The fee for this program is in addition to your regular child care fees.

Care will be provided: on school days off with enough interest given.

Care will not be provided: on school days off without 15 children signed up.

SCHEDULED 2 HOUR DELAYS

-Based on Whitehall School District Calendar-

In event the school district calls for a 2 hour delay, the YMCA will provide care beginning at 7am-when school begins. There is no additional cost to current Y club participants.

UNSCHEDULED 2 HOUR DELAYS

In event the school district calls for a 2 hour delay *DUE TO BAD WEATHER/FOG*, the YMCA will provide care beginning at 8am-when school begins. There is no additional cost to current Y club participants.

Early Releases

-Based on Whitehall School District Calendar-

In the event of an early release, the YMCA will provide care at release until 6pm, unless the county/city has declared a certain level of weather/emergency. There is no additional cost to current Y club participants.

Emergency Snow Days

In the event that the district calls an emergency snow day, the Jerry L. Garver YMCA or Whitehall Community Park YMCA may provide care that day 8am-6pm. Email: garverregistrar@ymcacolumbus.org for more information.

TAX INFORMATION

Please keep a copy of your receipts for your tax records. The YMCA will not be providing yearly tax receipts. The tax identification number for the YMCA is 31-4379594.

DAILY ATTENDANCE

Attendance will be taken daily for the safety and security of each child. If your child is ill or will not be attending the program for any reason, the Area Child Care Director must be notified prior to your child's scheduled attendance. Please see the **Important Numbers** section of this handbook for the number to call to report absences. Parents/guardians are required to sign their child in each morning and/or out each afternoon.

If your child is ill for an extended period of time, the child care program must be notified of the days your child will not attend. There will be no refunds or credits for illness, unless a physician's note is provided for serious illness resulting in multiple day absences.

LICENSING

Our program is licensed according to the Ohio Department of Job & Family Services. At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

ADMINISTRATION

The YMCA of Central Ohio is solely responsible for the YMCA Youth & Teen Program. At each site, there are multiple Lead Teachers and Assistant Teachers. These individuals will receive supervision from the YMCA Director. The Director is supervised by the YMCA Branch Executive Director. All staff are employees of the YMCA of Central Ohio. The YMCA of Central Ohio also has an Association Child Care Resource Team who assists with and monitors the quality of each program.

CHILDREN WITH SPECIAL NEEDS

It is the intent of the YMCA of Central Ohio to include children with special needs in activities to the greatest extent possible. Recognizing limitations due to a child's special need is important and, with this in mind, the YMCA will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation, unless the

accommodation imposes hardship on the YMCA. If your child requires an accommodation, please discuss it with your Area Child Care Director.

It is recommended that a family member (or caregiver) tour the facility with the appropriate YMCA staff, along with the child with the special need, before the first day of child care services. This provides the family with an opportunity to observe the program, facility, and staff. This also allows the staff to learn what can be done to enhance the child's involvement in the program.

PERSONAL BELONGINGS

Personal belongings are the responsibility of the child. The YMCA will provide a designated place for your child's belongings during the programs. The YMCA is not responsible for lost or stolen items. Please discourage your child from bringing valuable items to the program.

BREASTFEEDING PROMOTION AND SUPPORT

The YMCA is committed to providing ongoing support for breastfeeding mothers. We provide a location for mothers to breastfeed their baby during Y Club. Mothers are free to utilize the staff restroom closest to the Y Club primary space to breastfeed siblings at any time during the Y Club program.

SUPERVISION POLICIES

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff are aware of the importance of the safety of your child and will anticipate possible hazards, and take necessary, precautionary and preventative measures.

ARRIVAL/DEPARTURE (SEE ADDENDUM FOR TEMPORARY CHANGES)

1. Upon arrival, each child checks in with the staff member taking attendance at the start of the program. Children must be signed out of program each afternoon by their parent/guardian or an authorized adult. Additionally, children must be signed in the program each morning by a parent/guardian or an authorized adult.
2. The program staff has immediate access to a non-coin operated telephone at all times.
3. Fire drills will be held monthly at varying times and a record of these fire drills will be maintained at the center.
4. The fire emergency and weather alert plans are posted in each room.

SUPERVISION OF SCHOOL-AGE CHILDREN

1. No child will be left alone or unsupervised. A minimum of 2 staff shall always be in the building when there are children present (unless the program has prior

approval from the Metropolitan Child Care Offices and has a 2nd adult available on site.) Required staff/child ratios will be maintained at all times.

2. School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as all of the following conditions are met:

- children are within hearing distance of a teacher
- the teacher checks on the children regularly until they return
- the restroom is for the exclusive use of the program

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical threat to their safety in a room without a child care staff member (area must remain in space approved for the child care programs use), as long as the teacher can see or hear the children at all times, and checks on the children periodically.

3. When children leave the program to participate in activities such as Scouts, tutoring, or clubs, parents must fill out a YMCA Form for Student Activities On/Off Program Premises designating the day, time of departure, time of return, destination, and mode of transportation (if applicable) that the child will use to get to the activity. When children assist school personnel in their classroom, parents will complete the YMCA Form for Students Assisting on Program Premises.

It is our goal to keep the children engaged in curriculum and physical activity while at Y Club. If a child is tired or not feeling well we can provide a cot for rest. We do not provide a scheduled 'nap time' in our school age programs

RELEASE OF CHILD

The parent/ guardian must sign their child in and out each day by signing the dated attendance form available at the program. **The parent may designate another responsible adult to pick up or drop off the child IF PREVIOUS WRITTEN AUTHORIZATION HAS BEEN SUPPLIED TO THE PROGRAM. VALID PHOTO IDENTIFICATION must be presented before releasing the child to anyone.** Please let people know about this ahead of time so they bring a picture ID and are not offended. The children's safety is our top priority!

Police will be notified if an adult who appears to be under the influence of drugs or alcohol attempts to pick up a child. In this situation, emergency contacts will be called to transport the child.

CUSTODY AGREEMENTS

If there are custody issues involving your child, you must provide the program with court papers indicating who has permission to pick up the child. The center may not deny a biological or custodial parent access to their child without proper documentation.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

TRANSPORTATION

EMERGENCY TRANSPORTATION

Whenever there is a medical or dental emergency and a child needs to be transported, the emergency squad is called to transport the child to the hospital if parental permission is granted. If a child is transported to an emergency facility, parents/guardians are notified immediately. The YMCA does not accept enrollment from a child whose parent or guardian refuses to sign the Permission to Transport section of the Child Enrollment and Health Information. The Child Enrollment and Health Information form which includes the emergency transportation information and the child's health condition information accompanies the child to the emergency facility along with a child care staff member if the parent/guardian is unavailable.

GUIDANCE POLICY

I. Philosophy

We think of our policy of program discipline as a guidance policy. We steer children toward self-direction and conflict resolution. Considering each child's age, developmental stage, and personality, we establish fair and reasonable expectations of behavior. Our guidance policy applies to all YMCA employees.

When a child needs guidance, the staff begins by redirecting the child into more constructive activities. In addition, appropriate behavior is encouraged by staff who model the YMCA Core Values of Caring, Honesty, Respect and Responsibility. With help from adults and peers, children learn to use positive alternatives and practice nonviolent forms of conflict resolution. Staff will encourage children to control their own behavior, cooperate with others and solve problems by talking through them. Our policy goal is to help each child develop positive feelings of self-esteem while fostering growth toward self-direction.

The child care programs of the YMCA of Central Ohio provide a safe environment for children to develop spirit, mind, and body. The overriding principle of the YMCA's guidance policy is to help children become individuals who make their own choices and who take responsibility for their actions. The primary basis of this policy is that discipline is a function of engaging children in meaningful and stimulating activities,

focusing on positive role models, and promoting the core values of the YMCA: Honesty, Respect, Caring and Responsibility.

II. Guidelines

- Set Clear limits that are developmentally appropriate. Specific policies are listed below. Additional techniques are available upon parental request.
- All children are expected to respect the rights and feelings of others and to avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal “put-downs”, spitting and other similar inappropriate behaviors cannot be tolerated.
- All children are expected to follow all directions given by the staff regarding safety procedures and to stay with the group for all scheduled activities.
- The program strictly prohibits the use of alcohol, tobacco, and drugs, except prescribed medications or over-the-counter medication with proper written consent.
- All children are expected to respect the private property of others and to understand that stealing or vandalizing the property of others cannot be tolerated.
- The YMCA has a zero-tolerance policy in regards to serious threats (verbal or physical) to other children, families, or YMCA staff members.
- Weapons are strictly prohibited in any YMCA program.

III. Behavior Management Practices

When a child engages in inappropriate behavior that threatens the health or safety of herself/himself or others, the YMCA staff will do the following:

- A. Take immediate action to stop the behavior
- B. Inform the child and/or parents of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him/her from the situation. Additionally, staff will attempt to learn the causes of the behavior and will try to help the child understand and overcome these.
- C. Consider the possibility of suspending and/or expelling the child from the program. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

In all other situations where the safety of other children or staff is not directly jeopardized, YMCA staff will discuss the behavioral problem with the child and determine if disciplinary action is necessary. This process assists the child in learning to take responsibility for his/her own behavior. In cases of repeated inappropriate behavior, any one of the following disciplinary procedures may be used:

- Staff may hold a discussion with the child about the inappropriate behavior and its future consequences.
- Staff may inform the child of any disciplinary action to be taken if the behavior is repeated.
- Staff may redirect/provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.

- Staff may redirect/provide time away from activity, and notify parents of child's behavior. If behavior continues, staff shall conduct a parent/guardian conference to discuss and provide support in managing child's behavior at the program.

When a child's persistent or dangerous behavior takes too much time and attention away from the needs, safety, and well being of other children, or causes disruption of the program objective, the possibility of suspending and or expelling the child from the program must be considered. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

MANAGEMENT OF ILLNESSES (SEE ADDENDUM FOR TEMPORARY RULES)

The YMCA strives to maintain a clean and healthy environment. However, we realize that children become ill from time to time. YMCA child care staff will be trained in recognizing the signs and symptoms of illness, washing procedures, and disinfecting procedures. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the program as they will be sent home. Please also plan ahead and have a back up care plan in place if you are not able to take time off from work or school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- o Temperature of 100 degrees F – in combination with any other signs of illness
- o Diarrhea (three or more abnormally looses stool within a 24 hour period)
- o Severe coughing (causing the child to become red in the face or to make a whooping sound)
- o Difficult or rapid breathing
- o Yellowish skin or eyes
- o Purulent (pus) eye discharge, or eye pain, or eye lid redness or fever
- o Untreated skin patches, unusually spots or rashes
- o Unusually dark urine or gray or white stools
- o Stiff neck with an elevated temperature
- o Evidence of nits, lice, scabies or other parasitic infestations
- o Vomiting more than once or when accompanied by another sign of illness
- o Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in program activities the parent/guardian will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot/mat and any linens used will be washed and disinfected before being used again.

Parents will be notified in writing if children have been exposed to a communicable illness. Children will be readmitted to the program after at least 24 hours of being free

of a fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

MEDICATIONS

MEDICATION POLICY:

The YMCA of Central Ohio's first priority is the safety of your child/ren. Under the current licensing rules mandated by the State of Ohio, any non-compliance involving medication, the administration of medication and the necessary forms required for administering medication, is a serious risk rule violation. A serious risk rule violation puts the YMCA's child care licensure at risk. Therefore, giving children any medication that is not absolutely necessary during program hours, puts this center at a greater risk for non-compliance.

Prescription Medication: The YMCA will only administer prescription medication that is required specifically during the hours your child is present in the program as prescribed by your child's doctor. The program will administer medications to a child only after the parent/guardian completes a "Request for Administration of Medication" form. All proper sections must be completed and the medication must be handed to the teacher. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for children that require immediate use of an inhaler/epi-pen for a medical condition. These children will be permitted to maintain control of their inhalers/epi-pens. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler/epi-pen. The child must keep the inhaler/epi-pen on his person at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler/epi-pen it must be handed directly to the staff member responsible for the child.

Prescription medications must be in their original container and administered in accordance to the instructions on the label.

If a medication is prescribed to be given once or twice a day, please give the medication to your child before and/or after program hours. Unless absolutely necessary and prescribed by your child's doctor, we will not be administering it at the YMCA.

Over The Counter Medication:

Over the counter medication will not be administered in the program without physician's orders. If a physician deems it necessary for a child to be given over-the-counter-medication during our program hours the medication must be in its original container, must not be expired, and must be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instruction on the "Request for Administration of Medication" form.

Over-the-counter medications cannot be administered for more than three days without instructions from a physician.

FOOD SUPPLEMENTS OR MODIFIED DIETS

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Area Child Care Director for more details regarding this policy.

LICE POLICY

The YMCA of Central Ohio is very aware of the lice problem today. Any child can get lice, and unfortunately, many do. To limit the spread of lice within our program, we take the following action:

- **We follow a nit-free policy.**

If a child is discovered to have nits or lice, he/she will be immediately moved to an area of the program away from the other children, but supervised by staff. The child's parent/guardian will be contacted immediately and asked to pick up their child(ren). All other children are checked for nits or lice during that program time and may, if necessary, be checked through the following program time. All areas are cleaned and treated for lice before students are allowed to play with items affected. An exposure notification will be available in the Family Area informing parents/guardians that their child(ren) may have been exposed to lice. Any child who has been sent home due to nits or lice, may not return until they have been treated and are found by YMCA staff to be nit-free and lice free.

ACCIDENTS/EMERGENCIES

The program has devised several procedures to follow in the event that an emergency would occur while a child is in the program's care. In the event of a fire or tornado, staff would follow the written instructions posted in each room, describing emergency evacuation routes, and the procedures to be followed to assure that children arrive at the designated "safe spot". In order to prepare children for the rare need to evacuate, the program does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the program, our emergency destination is Circleville Elementary School. A sign will be posted indicating that we have been evacuated and the location where you can pick up your child. Parents/guardians will be contacted as soon as possible to come and pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on your child's registration information.

There is always at least one staff member present that has received training in First Aid/Communicable Diseases and CPR as well as an on site First Aid Kit. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury is serious, first aid will be administered and the parents/guardians will be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, EMS will be contacted, parents/guardians will be notified, and a staff

member will accompany the child to the hospital with all available health records. Only parents/guardians or EMS will transport children.

Staff may not transport children in their own vehicles unless given special permission by their Branch Executive Director or the Executive Director of Child Care.

Any incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

ENVIRONMENTAL THREATS

The YMCA of Central Ohio puts safety first when it comes to the children that we care for within our YMCA Child Care Programs. All staff receive and are trained to follow our YMCA of Central Ohio's Child Care Crisis Management Booklet. Included within the Crisis Management Booklet are crisis which include but are not limited to Severe Weather Warnings, Bomb Threats, Threat of a Weapons on site. While we do not foresee these kinds of emergencies happening frequently, it is our job to make sure that our staff are well trained and prepared for any type of emergency situation that may arise.

Each YMCA child care site has an emergency alternative location or safe spot in case there is a threat to or in the program building which causes the staff and children to evacuate. The safe spot for the each site is listed above in the Accident/ Emergencies section. Staff will contact parents as soon as possible in a situation that calls for evacuation.

In terms of weapons or look a like weapons on site, the YMCA of Central Ohio has a "zero tolerance" policy. Any participant, parent/guardian or family-authorized adult that uses or possess or threatens to use or possess a weapon or a look a like weapon at any time may be permanently expelled from the Y- Club program. Please refer to the Termination of Child Care Services section of this handbook for more information.

Children are encouraged and should feel comfortable approaching YMCA child care staff if they have any fear or concern about a weapon being in the vicinity of the YMCA Program.

TERMINATION OF CHILD CARE SERVICES

The YMCA reserves the right to discontinue child care services under any of the following conditions:

1. Failure to abide by any of the registration agreement conditions as itemized in the Parent Statement of Understanding, or failure to fulfill any of the responsibilities or conditions included in the Parent Handbook.

2. Severe behavior by the child which disrupts the group, including repeated instances of failing to listen to his/her teacher; refusal to follow program rules; excessive use of physical force, including hitting, pushing, kicking or biting; verbal abuse; or excessive threats to use physical abuse.
3. Failure of parents/guardians to treat staff or other parents or children respectfully. Disrespect includes inappropriate or abusive language, behavior, or threats.
4. The program follows a zero-tolerance policy in regards to weapons or objects that look like weapons. Any participant, parent/guardian, or family-authorized adult that uses or possesses or threatens to use or possess a weapon or a look a like weapon at any time may be permanently expelled from the YMCA Child care programs.
5. Lack of regular attendance in excess of 2 weeks without notification.
6. Balance due of 2 weeks or more of child care fees.

YMCA PARENT/GUARDIAN PARTICIPATION POLICY

1. Parents/guardians shall have access to child care programs at all times to interact with their child and observe the program. When visiting the program, parents should inform the Area Child Care Director of their presence.
2. Parents/guardians as well as program staff members should discuss any complaints or suggestions about the child care program or program staff members with the Area Child Care Director. If a parent or staff feels that their concerns have not been addressed by the Area Child Care Director, the parent/guardian or staff member may discuss their concern with the Regional Child Care Director (please see Important Phone Numbers section of this handbook). If further action is necessary parents/guardians and program staff may contact the YMCA Branch Executive Director.
3. Family participation opportunities include: Family events, field trips, volunteering in the program, Family Advisory Committees and donations.
4. YMCA staff are available to discuss your child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations.
5. Upon request, parents/guardians will be provided with a roster of the names and telephone numbers of parents/guardians of the children attending the program. Parents/guardians have the right to request that their name or telephone number is not included on the roster.
6. Parents have the opportunity to give input and evaluate the program at least annually.

GIFTS TO THE YMCA CHILD CARE PROGRAM

The YMCA of Central Ohio is a non-profit organization. All gifts and donations are tax deductible. Receipts can be requested for all gifts and donations.

IMPORTANT NAMES AND PHONE NUMBERS

Whitehall Community Park YMCA Phone number 614-689-2050

Area Child Care Director

Name: Ebony Conner Phone number 614-689-2050

Email: ebony.conner@ymcacolumbus.org

- to contact/leave message for program staff
- to cancel child care for the day
- receipts for donations and gifts to the program
- compliments or concerns about program/staff

Y Club & Camp Registrar

Robin May Phone Number 614-425-8178

Email: garverregistrar@ymcacolumbus.org

- to cancel child care for the day
- registration information/Title xx
- receipts for donations and gifts to the program

Associate Executive Director

Name: Migdalia (Dolly) Crespo Phone Number 614-689-2050 x1711

Email: dcrespo@ymcacolumbus.org

Executive Director Of School Age Operations

Name: Mandy Bealer Phone Number 614-389-3880 x9855

Email: mbealer@ymcacolumbus.org

YMCA OF CENTRAL OHIO YOUTH DEVELOPMENT TEAM: (614) 389-3880

Becky Ciminillo, Vice President of Youth Development, Extension 9843
Mandy Bealer, Executive Director of School Age Operations, Extension 9855
Nancy Brody, Executive Director of School Age Achievement, Extension 9845
Bobbi Shannon, Executive Director of Early Learning, Extension 9844

DAILY SCHEDULES

Our program's daily schedule is flexible when necessary but structured to provide routine. We include indoor and outdoor learning activities which incorporate structured and child choice time. Our schedule allows opportunities for individual, small group, and large group activities. This is a sample schedule; your child's individual group may have special activities planned for any given day.

Kae Ave

7:00 AM-7:30 AM Sign-In/Centers
7:30 AM-8:00 AM Group Activity
8:00 AM-8:30 AM Outside/Gym Activity
8:30 AM-8:45 AM Clean Up/Dismiss

3:15 PM-3:45 PM Sign In/Centers
3:45 PM-4:00 PM Snack
4:00 PM-4:30 PM Homework
4:30 PM-5:15 PM Group Activity
5:15 PM-5:45 PM Outside/Gym Activity

School Day Off

9:00 AM-9:30 AM Sign In/Centers
9:30 AM-10:15 AM Outdoor/Indoor Activities
10:15 AM-11:00 AM Activity based on theme
11:00 AM – 12:00 PM Lunch
12:00 PM-12:30 PM Quiet Time/Activity Session
12:30 PM-1:00 PM Center/Free Time
1:00 PM-1:45 PM Group Project
1:45 PM-2:30 PM Outdoor/Indoor Activities
2:30 PM-3:15 PM Activity based on theme
3:15 PM-3:45 PM Snack
3:45 PM-4:30 PM Clean Up/Quiet Time
4:30 PM-5:00 PM Sign Out/Free Time

Thank you for choosing the YMCA!

Appendix II.

The Ohio Department of Job and Family Services Meal and Snack Requirements

The number of meals, snacks and/or breakfast provided by a licensed child care center shall be available as follows:

Center Hours of Operation Meals and Snacks Available

4 to 8 hours per day One of the following:

- 1 meal and 1 snack
- 1 meal and breakfast

More than 8 hours and fewer than 14 hours per day

One of the following:

- 1 meal and 2 snacks
- 1 meal and breakfast
- 1 meal and 1 snack
- 2 meals and 1 snack

More than 14 hours or overnight breakfast, 2 meals and 2 snacks

After school for school children 1 snack

Note: No child shall go longer than 4 hours without being served a snack or meal, except when sleeping.

The content of meals, snacks and breakfast shall be selected from the following four basic food

groups:

1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Milk (fluid cow's milk) and dairy
 - a) 100% whole homogenized vitamin D fortified for children 12 to 24 months
 - b) 1% or skim homogenized vitamin A and D fortified for children over 24 months

Meal, snack and breakfast food group requirements:

Type of Feeding Food Group

Meal- (must provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA)

All of the following:

- 1 serving of fluid milk
- 1 serving of meat or meat alternative
- 2 servings of fruits and/or vegetables
- 1 serving of bread and grains

Breakfast 1 serving each from 3 of the 4 basic food groups

Snack 1 serving each from 2 of the 4 basic food groups

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.