

# YMCA of Central Ohio

Jerry L. Garver Branch

## Y-Club Parent Handbook

**YSCHOOL AGE**  
We build strong kids, strong families, strong communities.

### Bexley School District 2010-2011

**Montrose Elementary**  
2555 East Main St  
Bexley, OH 43209  
(614) 352-1581

**Cassingham Elementary**  
250 S. Cassingham Rd  
Bexley, OH 43209

\* The AM and PM program for Cassingham is ran at Montrose.

**Maryland Elementary**  
2754 Maryland Ave  
Bexley, OH 43209  
(614) 352-1911

\*The AM program for Maryland is ran at Montrose and the PM program is at Maryland

**Jerry L. Garver YMCA**  
6767 Refugee Rd  
Canal Winchester, OH 43110  
(614) 834-9622-Phone  
(614) 834-9625 -Fax



We're about helping kids make friends, build character, feel safe,  
succeed academically, stay active, become better leaders and  
**HAVE FUN!**

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*Dear Y-Club Parent/Guardian ,*

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 Jerry L. Garver YMCA Y-Club program. The Jerry L. Garver YMCA is very excited to be able to offer a fun-filled and enriching program for your child. The YMCA is the largest child care provider in Central Ohio, with over 50 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 Jerry L. Garver 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 Jerry L. Garver YMCA at 614-834-9622.

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,

Jessie Cruse  
Child Care Director  
Jerry L. Garver YMCA

Stephanie A. Igel  
Child Care Coordinator  
Jerry L. Garver YMCA

Anita Mullins  
Child Care Coordinator  
Jerry L. Garver YMCA

## PHILOSOPHY OF THE YMCA Y-CLUB PROGRAM

The YMCA Y-Club program exists to meet the needs of families to have a safe, consistent environment for their children before and/or after school. 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 Y-Club program, the YMCA seeks to help children:

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

The Y-Club program is child-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 **COMMUNITY'S** 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

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

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 programs 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 programs 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, developmentally appropriate activities.

## Y-CLUB 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.

### Y-CLUB CURRICULUM COMPONENTS

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

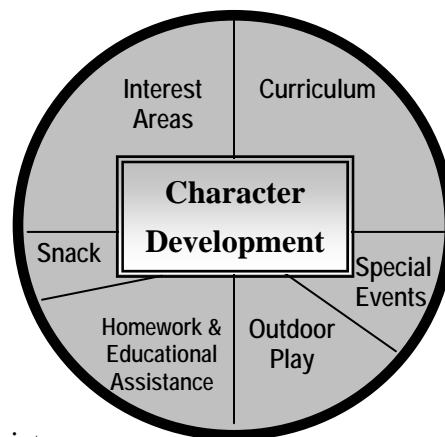
Y-Club curriculum components include but are not limited to:

- Arts & Humanities
- Literacy
- Games
- Social Competence and Conflict Resolution
- Service Learning
- Homework & Academic Support
- Science/Discovery
- Character Development
- Interest Areas
- Health, Wellness & Fitness

### INTEREST AREAS

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 staff 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.

## 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. For full or half day programs, we go outside daily as weather permits. 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) drop below 32 degrees or rise above 95 degrees. School-age programs located in school buildings may choose to follow the school's temperature policy which may differ from our YMCA policy. 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. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes jackets, hats, mittens and boots in the winter time.

## SPECIAL EVENTS

Each Y-Club program will offer its own unique Special Events throughout the school year (i.e. potluck, family night, holiday parties, pizza day, etc.)

## SNACKS

A nutritious snack will be served each afternoon in Y-Club. Each of the snacks will contain food from 2 of the 4 basic food groups. Snacks such as juice, cereal, crackers, pretzels, granola bars and other nutritious foods will be served. Please note that these snacks are not a replacement for meals. A snack menu is posted in the Family Area. 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 snack-time, you are welcome to send food with your child. If you choose to send a snack with your child, the snack must contain 2 food groups. 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.**

On school vacation days, children will need to bring a sack lunch. The sack lunch should include all four food groups and two foods from the fruit/vegetable group. Please refer to the sample menus of lunches that meet nutritional requirements and nutritional information that are in the appendix section of this handbook. If a child is sent to the program without a lunch, the staff will call the parent and ask the parent to bring the child a lunch. *Refrigeration for lunches and snacks is not available in Y-Club programs.* Storage for lunches and snacks is available in the Y-Club program space.

## CHILDREN TO BE SERVED

The Y-Club program serves children in Kindergarten through 6th grade who attend the following elementary schools: Cassingham, Montrose, and Maryland.

## HOURS AND DAYS OF OPERATION

The Y-Club program operates from 7:00-8:15 AM and 3:15-6:00 PM, Monday through Friday during days that school is in session. The program will close to observe the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, and Memorial Day. Many YMCA branches provide full day programs during school breaks, conferences, and snow days. Please check with your local YMCA Branch for more information.

### SEVERE WEATHER CANCELLATIONS AND DELAYS

**The Y-Club after school program will not operate on days that school has been dismissed early due to severe weather OR if the school system cancels all after school and evening activities due to severe weather.** On days when school is delayed, then cancelled, the Y-Program will not operate. There is a “Snow Emergency Days” program offered at some YMCA Branches. Please contact your Branch Child Care Director for more information. No programs will be offered during Level 2 or Level 3 Snow Emergencies.

## STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

Y-Club Programs will not exceed the following State required ratios: 1 staff to 18 school-age children. Maximum group size for school-age children is 36. Maximum group size is defined by the number of children in one group that may be cared for at any time. Exceptions may include snack, outside play or special events.

## Y-CLUB 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

\$43.00 for one child (non YMCA members); \$10.00 for one child for YMCA Full Members  
\$65.00 for two or more children (non YMCA members); \$15.00 for YMCA Full Members  
\*Title XX is accepted

**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

Fees will be due on a pre-pay basis, two times per month on the 1<sup>st</sup> and 15<sup>th</sup> of each month, beginning August 15. Your last payment will be May 1 if you begin the program before the school year begins. **If you enroll your child after the school year has begun then you will make payments until May 15<sup>th</sup>.**

Tuition is based on the cost per child per school year (180 school days) and is then divided into 18 payments (9 months x 2 payments). Your twice per month fee payments cover school days only and do not fluctuate for school days off and holiday breaks.

- *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 days absences.*

Here are examples of fees for December:

If your child does attend our School Holiday Break program in December, you owe a December payment on the 1<sup>st</sup> and a December payment on the 15<sup>th</sup> 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 on December 1<sup>st</sup> and a payment on December 15<sup>th</sup> because these payments are a part of the 18 payments figured for 180 school days.

### BI- MONTHLY FEE PAYMENT (Twice per month)

#### **AM Only**

\$65.00

#### **PM Only**

\$ 95.00

#### **Both AM and PM**

\$160.00

### BI-MONTHLY PAYMENT DATES:

August            15<sup>th</sup> First Payment  
September 1<sup>st</sup> & 15<sup>th</sup>  
October    1<sup>st</sup> & 15<sup>th</sup>  
November 1<sup>st</sup> & 15<sup>th</sup>

December 1<sup>st</sup> & 15<sup>th</sup>

January 1<sup>st</sup> & 15<sup>th</sup>

February 1<sup>st</sup> & 15<sup>th</sup>

March 1<sup>st</sup> & 15<sup>th</sup>

April 1<sup>st</sup> & 15<sup>th</sup>

May 1<sup>st</sup> Last Payment

**\*May 15<sup>th</sup> Payment is due if you enrolled your child after the school year started**

**Payments may be made earlier, but payments received after the due dates will be charged a late fee of \$10.00 per child.**

**Past due balances must be paid before the next payment date. Failure to do so may result in dismissal from the program.**

### ATTENDANCE

Your child's attendance will be Full-Time only. You will be given payment slot for the space you have signed up for. We do not offer a part time rate.

### WITHDRAWAL FROM THE PROGRAM

Individuals intending to withdraw from the program must do so by contacting our office at 614-834-9622 and giving a 2-week written notice. 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.

### RETURNED CHECK FEE

There is a returned check fee of \$20.00. If you have a check returned to us for insufficient funds, you may no longer be permitted to pay by check.

### LATE PICK-UP FEES

Parents/guardian will be charged a per child late fee according to the following schedule. You will be charged \$1.00 per minute that you are late starting after 6:05 PM. For example, if you pick your child up at 6:13 PM you would be charged \$8.00 per child.

If a parent has not arrived by 6:15 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, the child will be transported to the Jerry Garver YMCA to await the arrival of the parent or guardian. If parent or guardian, or emergency contact cannot be reached by 8:30 pm, Children's Services may be contacted.

**REPEATED LATE PICKUP MAY RESULT IN DISMISSAL FROM THE PROGRAM.**

## MAKING PAYMENTS

Payments can be made by check, money order, and credit card and must be accompanied by a payment coupon. Payments may be mailed or dropped off at your YMCA Branch location. Payments must be RECEIVED by the due date (1<sup>st</sup> and 15<sup>th</sup> of each month). Checks should be made out to the YMCA. *Payments will not be accepted at the Y-Club program.*

Monthly credit card or bank draft payments will be debited to your account on the 20<sup>th</sup> of every month.

*Bi-Monthly payments and payment coupons should be mailed to:*

***Jerry L. Garver YMCA  
Child Care-Accounts Receivable  
6767 Refugee Rd.  
Canal Winchester, OH 43110***

## 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.

## SCHOOL DAYS OFF (SDO) AND SCHOOL HOLIDAY BREAKS

Full day care will be provided (7:00 a.m. – 6:00 p.m.) at the Jerry L. Garver YMCA on most school holidays. The SDO fee is \$30.00 per child per day for Program Members and \$25.00 per child for Full Facility Members. This program requires a separate registration form. School Days Off Registration Forms may be picked up at your local YMCA Branch. The fee for this program is *in addition* to your regular child care fees. (I.e. for the month of December, you will pay your regular bi-monthly payments plus \$30.00 per day per child for Holiday vacation school-days-off program.)

Care will be provided: Please see schedule given at your child's program. This schedule follows the Bexley school calendar.

Care will not be provided: Labor Day, Thanksgiving day or the day after Thanksgiving, Christmas Eve, Christmas Day or the day after Christmas, New Years Eve, New Years Day, Good Friday, and Memorial Day.

## SNOW EMERGENCY DAYS

The Jerry L. Garver YMCA does NOT provide care on snow emergency days. You can contact the YMCA North Branch at 614-885-4252 to inquire about their snow emergency program.

## 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, your program's Site 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 Y-Club 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 Y-Club Program. All questions and concerns about the program should be directed to YMCA staff, not the school personnel or other individuals affiliated with the schools. At each Y-Club site, one staff member will be designated as the Site Director. This individual will receive supervision from the YMCA Branch Child Care Director. The Branch Child Care Director is supervised by the YMCA Branch Executive Director. The Site Director will supervise the other Y-Club staff working in the program. All Y-Club staff are employees of the YMCA of Central Ohio. The YMCA of Central Ohio also has a Metropolitan 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 Branch 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 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

1. After school, each child checks in with the staff member taking attendance at the start of the program. This is done to assure that the staff member knows that each child that is scheduled to attend Y-Club has arrived safely to the program. Children must be signed out of Y-Club each afternoon by their parent/guardian or an authorized adult. Additionally, children must be signed in the Y-Club program each morning by a parent/guardian or an authorized adult.
2. If your child does not arrive at the expected time for after school Y-Club, the child care staff will first check with the child's teacher or school office to find out if they attended school that day. If the child did attend school and is scheduled to be in the program, the child care staff member will call the parent/guardian to see if there has been an error in communication. **Parents are reminded to please call the program when your child is not going to attend as the above action can cause great concern.** If the parent/guardian is unsure of the whereabouts of the child, staff will work with the parent/guardian to locate the child.
6. The Program staff has immediate access to a non-coin operated telephone at all times.
7. Fire drills will be held monthly at varying times and a record of these fire drills will be maintained at the center.
8. The fire emergency and weather alert plans are posted in each classroom.

### 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 2<sup>nd</sup> 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 School Personnel on Program Premises.

### 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 parental permission is not granted for the program to call the emergency squad for transportation, then the parent/guardian is called to transport the child. If a child is transported to an emergency facility, parents/guardians are notified immediately. 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.

## ROUTINE TRIPS

The program may provide transportation for school-age children going to/from school. This transportation will be done by vehicles owned by the YMCA or by school transportation. A child care staff member with first aid, communicable diseases and CPR trainings will be present on YMA owned vehicles.

## FIELD TRIPS

We may be taking periodic field trips. The transportation will be done by vehicles owned by the YMCA or by a transportation company. A child care staff member with first aid, communicable diseases and CPR trainings will be present on YMCA field trips. Before departing the program, a count will be taken of all the children and attendance sheets will be taken on the trips. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the program. During the course of the field trips, each staff member will have specific children that they are responsible for supervising.

Before any child participates in either a routine trip or field trip, the program will obtain written permission from the parent or guardian. A copy of all children's medical records, written permission forms, and a first aid kit are kept on vehicles at all times.

# SWIMMING INFORMATION

Swimming activities may be provided as a regular part of the Y-Club program or as a field trip. When children are swimming, a lifeguard will be present at all times and Y-Club staff will also be actively supervising the children. Parents/guardians will be provided with permission slips ahead of time which will need to be signed. The permission slip also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance. Please remember to send bathing suits and towels for your children.

If the swimming activity is outdoors, please send sunscreen. Sunscreen must also have a *Request for Administration of Medication* form completed for it. If your child burns easily, please include a light-weight t-shirt that they may wear over their swimsuit.

# 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 are 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

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:

- Temperature of 100 degrees F – in combination with any other signs of illness
- Diarrhea (three or more abnormally loose stools within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Purulent (pus) eye discharge, or eye pain, or eye lid redness or fever
- Untreated skin patches, unusually spots or rashes
- Unusually dark urine or gray or white stools

- Stiff neck with an elevated temperature
- Evidence of nits, lice, scabies or other parasitic infestations
- Vomiting more than once or when accompanied by another sign of illness
- 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

The Y-Club 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 cubbie or book bag. The only exception to this requirement is for children that require immediate use of an inhaler for a medical condition. These children will be permitted to maintain control of their inhalers. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times; it may not be stored in a cubbie or book bag. Anytime the child is unable to maintain control of the inhaler 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. Over-the-counter medications must also be in their 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 will not 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 Site Director for more details regarding this policy.

### LICE POLICY

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

- We follow a nit-free policy. ***Please note this may differ from your child's school 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 Y-Club 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 classroom, 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 the Bexley Public Library. 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 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 would be administered and the parents/guardians would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the 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; the program has to administer Syrup of Ipecac; 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 Weapon 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 our program, 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-alike 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-alike 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 Y-Club staff if they have any fear or concern about a weapon being in the vicinity of the Y-Club 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 Y-Club programs follow a zero-tolerance policy in regards to weapons or look-alike weapons. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon or a look-alike weapon at any time may be permanently expelled from the Y-Club program.
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 Y-Club program, parents should inform the Site Director of their presence.
2. Parents/guardians should discuss any complaints or suggestions about the child care program with the Site Director. If a parent feels that their concerns have not been addressed by the Site Director, the parent/guardian may discuss their concern with the YMCA Branch Child Care Coordinator (please see Important Phone Numbers section of this handbook). If further action is necessary parents/guardians 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 Y-CLUB 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

### **Sites:**

#### **Maryland Elementary Y-Club: (614) 352-1911**

- to contact/leave message for program staff
- to cancel child care for the day

#### **Montrose Elementary Y-Club: (614) 352-1581**

- to contact/leave message for program staff
- to cancel child care for the day

#### **YMCA Branch Child Care Director and Coordinators: (614) 834-9622**

- compliments or concerns about program/staff
- School Days Off
- Receipts for donations and gifts
- other YMCA Program Information

#### **YMCA Branch Executive Director: (614) 834-9622**

(Child Care Coordinator's Supervisor)

#### **Jerry L. Garver YMCA Branch Registrar: (614) 834-9622**

- billing questions
- registration
- YMCA sponsorship/Child Care Subsidies (Title XX) information

YMCA of Central Ohio Metropolitan Child Care Resource Team: (614) 224-1142

Becky Ciminillo, Metropolitan Child Care Director, extension 120

Nancy Brody, Metropolitan Child Care Curriculum Coordinator, extension 166

Bobbi Westenheffer, Metropolitan Child Care Coordinator, extension 167

## 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.

### AM

7:00	Program Opens
7:00 – 7:30	Interest Area Time
7:30 – 8:00	Y-Kids Are Fit activities (warm up, large motor game, cool down)
8:00 – 8:15	Prepare for School

### PM

3:15 – 3:30	Arrival/Group Time/Bathroom Break
3:30 – 4:00	Snack
4:00 – 4:20	Homework/Quiet Activities
4:20 – 4:40	Thematic Activities (KidzLit, Group Projects, Science, Art, Interest Area Time, etc.)
4:40 – 5:10	Outdoor/Gym Play
5:10 – 5:40	Interest Areas
5:40 – 6:00	Clean-Up



**CRITERIA FOR MEETING THE NUTRITION REQUIREMENTS FOR MEALS IN CHILD DAY CARE FACILITIES**

Child day care facilities must serve meals which constitute at least one third of each child’s recommended daily dietary allowances, which include foods from all four basic food groups, and which reflect the developmental stage of the child. *See rule 5101:2-12-61 (centers); rule 5101:2-13-60 (type A family day care homes); and rule 5101:2-14-28 (certified type B family day care homes).*

The following information specifies the four basic food groups and the quantities necessary to meet nutritional requirements for the lunch meal.

I. MEAT GROUP		Amount		
		1-3 years	3-6 years	6 years and up
Beef, pork, veal, lamb, poultry, fish	Weight	1 oz	1 1/2 oz.	2 oz.
	Protein content	7g.	11g.	14 g.
Cheese		1 oz.	1 1/2 oz.	2 oz.
Egg		1 med. or one lg.	1 1/2 med. or one lg.	2 med.
Peanut butter		2 tbsp.	3 tbsp.	4 tbsp
Cooked dried beans, peas		1/2 cup	3/4 cup	1 cup
Cottage Cheese		1/4 cup (2oz.)	3/8 cup (3 oz.)	1/2 cup (4oz.)

**Functions:** Provide the nutrients protein, B vitamins (niacin and thamine), and iron which are needed daily for building and maintaining body cells (e.g. muscles, blood, bone), promoting proper growth, regulating body functions, resisting infection, and forming hemoglobin in the red blood cells.

**Notes:** Total portion sizes for the meat group can be met by one of the above amounts stated or a combination of any of the above amounts equivalent to total meat portions.

- One pound of hamburger shrinks 4-5 oz. in cooking
- Two chicken wings or one drumstick or one thigh = 1 1/2 oz. meat
- One-fourth cup canned fish (tuna, salmon, mackerel) = 1 oz. meat.
- One medium chicken liver = 1 oz. meat.
- All fish sticks, cold cuts, frankfurters, etc., do not weigh the same. Be sure to determine weight by dividing number of pieces or slices into total package.
- Cheese food and cheese spread do not contain as much protein as regular cheese. If they are used, 1 1/2 oz. = 1 oz. meat. Cream cheese cannot be used as a meat equivalent.
- Cooked dry beans or dry peas may be used as a meat equivalent or as part of the vegetable/fruit group but not in both groups in the same meal.

II. VEGETABLE/FRUIT GROUP		Amount		
		1 -3 years	3-6 years	6 years and up
		1/4 cup total	1/2 cup total	3/4 cup total

**Functions:** Provide the nutrients Vitamin A and Vitamin C as well as roughage in the diet Vitamin C helps build and maintain healthy gums, body tissues and blood; helps resist infections; hastens wound and bone healing; aids in utilization of iron. Vitamin A is important for healthy skin and mucous membranes (such as nasal and intestinal); promotes healthy eye tissues for normal vision.

**Notes:**

- Each meal must include two or more vegetables and/or fruits to equal the total above amount.
- A source of Vitamin C needs to be served daily and a source of Vitamin A three times a week.
- Excellent and good sources of vitamin C and A are shown below. One excellent or two good sources equal one serving of vitamin C and A.

Vitamin C (daily)  
 Excellent Sources  
 15 mg. or more/serving  
 Broccoli, fresh or frozen, cooked - 1/4cup  
 Brussel sprouts, cooked - 1/4cup  
 Cauliflower, raw or cooked - 1/4cup  
 Green leafy vegetables, cooked - 1/4 cup  
 (Beef greens, collards, kale, mustard greens, chard, turnip greens)  
 Green peppers, sweet, raw, large - 1/8  
 Potato, boiled, 2 1/4" diameter - 1  
 Potato, baked 2 1/2" diameter (without skin) - 1  
 Tomato, fresh, small - 1  
 Cantaloupe - 5" melon - 1/8

Vitamin A (3 times/week)  
 Excellent Sources  
 660 IU or more/serving  
 Broccoli, fresh or frozen, cooked - 1/4cup  
 Carrots, cooked - 1/4 cup  
 Green leafy vegetables, cooked - 1/4 cup  
 (Beef greens, collards, kale, mustard greens, chard, turnip greens)  
 Pumpkin, cooked - 1/4cup  
 Spinach, cooked, fresh, canned or frozen - 1/4 cup  
 Squash, winter, fresh or frozen - 1/4 cup  
 Sweet potato, small - 1  
 Vegetable soup, canned - 1/2 cup

Grapefruit, canned - 1/4 cup  
 Grapefruit, fresh, 4" diameter - 1/2  
 Grapefruit juice, canned - 1/4 cup  
 Grapefruit-orange juice, canned - 1/4 cup  
 Honeydew melon, 5" diameter - 1/8  
 Orange, fresh, 2 1/2" diameter - 1/4  
 Orange juice, fresh, frozen, canned - 1/4 cup  
 Strawberries, fresh - 5  
 Tangerine, small - 1

**Good Sources - 8-14 mg./serving**  
 Asparagus, fresh or canned, med. spears - 3  
 Cabbage, shredded, cooked or raw - 1/4 cup  
 Okra, cooked - 4 pods  
 Spinach, cooked, fresh, canned, frozen - 1/4 cup  
 Sweet potato, canned, small - 1  
 Tomatoes, canned - 1/4 cup  
 Tomato juice, canned - 1/4 cup  
 Turnips, white root, diced, cooked - 1/4 cup  
 Pineapple, canned, slice - 1

Apricots, canned, half - 1  
 Cantaloupe - 5" melon - 1/8  
 Nectarine, fresh, medium - 1  
 Peach, fresh, medium - 1

**Good Sources - 300 - 600 IU/serving**  
 Asparagus, green, fresh, cooked - 1/4 cup  
 Tomatoes, canned - 1/4 cup  
 Tomato juice - 1/4 cup  
 Tomato puree - 2 Tbsp.  
 Tomato soup - 1/2 cup  
 Apricot Nectar - 1/4 cup  
 Cherries, red sour, fresh, canned or frozen - 1/4 cup  
 Grapefruit, pink, 4" diameter - 1/2  
 Peach, canned, half - 1  
 Plums, purple, canned - 1  
 Plums, prune, fresh - 3  
 Prunes, stewed, medium - 2  
 Watermelon balls or cubes - 1/2 cup

- Vegetables and fruits such as, green beans, peas, corn, bananas, grapes, etc. are not good sources of Vitamins A or C. However, they are sources of other nutrients and can still be served.
- Vitamin C is a water-soluble nutrient which means amounts in excess of the body's daily needs are excreted in the urine. Therefore, Vitamin C must be supplied daily. Vitamin C is also readily destroyed by high temperature or long exposure to heat or air (oxygen). Therefore, cook these foods in a small amount of water or steam them and cook only the minimum time needed.
- Vitamin A is fat-soluble which means it is carried through the body attached to fat it is stored in the body primarily in the liver. The body can draw on these stores when Vitamin A is needed. Therefore, a good source eaten every other day generally meets needs.
- Fried and processed potatoes (e.g. frozen fries, hash browns, tater tots, and instant potatoes) are not a good source of Vitamin C. However, instant potatoes are fortified with Vitamin C and may be used as a Vitamin C source.
- 100% full strength vegetable or fruit juice may not be counted to meet more than one-half of the amounts required.
- The following tomato products equal 1/4 cup vegetable:  
 1 tablespoon paste  
 2 tablespoons puree  
 1/4 cup sauce

III.	GRAIN GROUP	AMOUNT	
		1-6 years	6 years and up
	Bread	1/2 slice	1 slice
	BREAD ALTERNATIVES		
	Cooked pastas, rice, corn, grits	1/4 cup	1/2 cup
	Crackers	2 to 3 small	4 to 6 small
	Biscuit, roll, muffin	1/2 regular size	1 regular size
	Pancake, 4" diameter	1	2
	Waffle, 7" diameter	1/4	1/2
	Bun, bagel, English muffin	1/2 regular size	1 regular size

**Functions:** Provides the nutrients carbohydrate, B vitamins (thiamine, niacin), and iron as well as, roughage from whole grains. These nutrients give energy; aid in normal digestion and utilization of food; promote normal appetite, healthy skin and nerves; and help form hemoglobin in the red blood cells.

**Notes:**

- Only whole grain, fortified, or enriched grain products can be used as food sources for this food group.
- Cookies, cakes, donuts and pastries are not included in this food group.
- Cooked or ready-to-eat breakfast cereals are not included in this group for the noon meal.

MILK GROUP	Amount		
	1-3years	3-6 years	6 years & up
Milk	1/2 cup(4oz.)	3/4 cup(6oz.)	1 cup (8oz.)
Calcium equivalents			
Cheese	1/2 oz.	3/4 oz.	1 oz.

**Functions:** Provides the nutrients calcium, riboflavin (B2), and protein which are needed for forming strong bones and teeth; assisting in blood clotting; normal functioning of muscles and nerves; promoting healthy skin and eyes.

**Notes:**

Each meal must include one serving of fluid of milk or cheese  
 Whole milk and two percent milk are the beverages of choice.  
 Fresh fluid skim milk must *not* be used as a beverage; however, it may be used in cooking.  
 Natural cheese may be used as a calcium equivalent or as a meat substitute but not in both groups in the same meal.  
 Regular fluid milk must be Vitamin D fortified while fresh and dry skim milk should be fortified with Vitamins A and D.  
 Read the label.  
 Although ice cream and cottage cheese contain calcium, the quantities needed to satisfy the RDA are too large to be practical for these age groups.  
 Although pudding made with milk is a good source of calcium, it is not included in the milk group because of its high sugar content .

**V. Other Foods (“Extra” Foods)**

**Functions:** Foods in this group provide energy, enhance flavor, and help satisfy the appetite. Fats supply the essential fatty acids, carry fat-soluble vitamins (A,D,E, and K) and make up part of cell structure.

**Notes:**

This group contains foods which do not belong in one of the four food groups. Examples of these foods are as follows: table sugar (sucrose), honey, jelly, jams, syrups, sweet toppings; pies, cakes, pastries, soft drinks, fruit flavored drinks; butter, margarine, shortening, salad oil, salad dressing, mayonnaise.  
 These foods supplement but cannot substitute for foods in the four food groups. With few exceptions, they are “empty calorie” foods i.e., they provide mainly calories but little in the way of nutrients.

Prepared by the Ohio Department of Health, Nutrition Division, in cooperation with the Ohio

Department of Human Services.

ODHS 1239 (Rev. 2/87)

Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION**  
**INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violating of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

\*This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code. JFS 01237 (Rev. 9/2006)