



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# ENSURE A BRIGHTER FUTURE

**Buckeye Valley Y-Club & Delaware  
SDO Parent Handbook**

**YMCA OF CENTRAL OHIO**

**Parent Handbook**



**Delaware County Child Care**

**Delaware Community Center YMCA & Liberty Twp./Powell YMCA**

**740-203-3051 Ext 8018 or 614-839-9622 Ext 5218**

## Y Club Before & After School Program Sites:

### Buckeye Valley East School

522 East High Street

Ashley OH 43003

614-809-2565

[hnapier@ymcacolumbus.org](mailto:hnapier@ymcacolumbus.org)

### Buckeye Valley West School

61 North Third Street

Ostrander, OH 43061

614-809-2596

[kathryn.bowman@ymcacolumbus.org](mailto:kathryn.bowman@ymcacolumbus.org)

### School Days Out offered at Delaware Community Center

1121 S. Houk Rd

Delaware, OH 43015

740-203-3051 EXT 8018

[kathryn.bowman@ymcacolumbus.org](mailto:kathryn.bowman@ymcacolumbus.org)

### YMCA BRANCH CHILD CARE ASSISTANT DIRECTOR:

Name Katie Bowman Phone Number 740-203-3051 EXT 8018

LOCAL YMCA BRANCH Delaware Community Center YMCA

- billing questions
- registration Y Club, School Days Off (SDO), Snow Emergency Care
- YMCA sponsorship/Child Care Subsidies (Title XX/PFCC) information

### YMCA BRANCH CHILD CARE DIRECTOR:

Name Holley Napier Phone Number 614-839-9622 EXT 5218

LOCAL YMCA BRANCH Delaware Community Center YMCA

Cell Phone Number 614-783-1676

& Liberty Twp/ Powell YMCA Branch

(site staff, Site Director & Assistant Director Supervisor)

- compliments or concerns about program/staff
- receipts for donations and gifts
- comments/suggestions/questions

- Other YMCA Program Information

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**FOR YOUTH DEVELOPMENT®**  
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Dear Y-Club Parent/Guardian,

We would like to welcome you and your child(ren) to our Y Club Program. The Y believes 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 Buckeye Valley YMCA Y-Club program. The Delaware 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, Logan 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 Buckeye Valley 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 YMCA at 614-839-9622.

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,

**Holley Napier**  
Child Care Director  
Delaware Community Center YMCA  
& Liberty Township/Powell YMCA

**Katie Bowman**  
Assistant Child Care Director  
Delaware Community Center YMCA  
& Liberty Township/Powell YMCA

## THE YMCA Y-CLUB PROGRAM PHILOSOPHY

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 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 needs of the **COMMUNITIES** 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 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

## 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  
Game  
Social Competence and  
Conflict Resolution

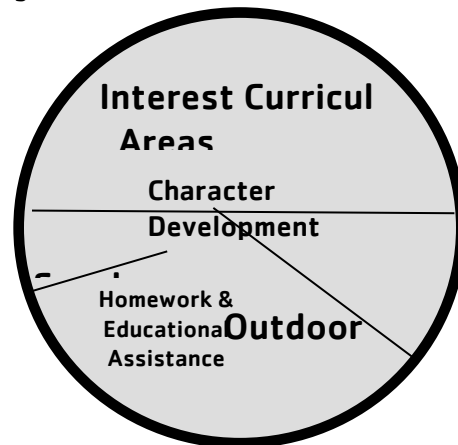
Service Learning  
Homework & Academic Support  
Science/Discovery

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



## 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.

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

## Y-CLUB ENROLLMENT/ADMISSIONS

A child is considered to be enrolled in the center only after the registration fee has been received, the registrar or director confirms the availability of space and all of the required paperwork is received. This includes the required 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.

## CHILDREN TO BE SERVED

The Y-Club program serves children in Kindergarten through fourth grade who attend the following elementary schools: Buckeye Valley East and West Elementary

## HOURS AND DAYS OF OPERATION

The Y-Club program operates from 6:30am-9am & 3:30pm-6pm Monday through Friday during days that school is in session. The program will close to observe the following holidays: Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, Christmas Eve & Christmas Day, New Year's Eve and New Year's Day, and Memorial Day. Many YMCA branches provide full day programs during school breaks, conferences, and snow days. Please check with the Delaware YMCA Branch for more information.

## 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.

Sample daily schedule:

AM

6:30AM	Program Opens
6:30 – 7:15	Interest Area Time
7:15 – 7:45	Gym time
7:45 – 8:15	Thematic Activities (Group Projects, Science, Art, Interest Area Time, etc.)
8:15 – 8:30	Open free play
8:40 – 8:50	morning snack or school breakfast
8:50 – 9:00	clean up, Announcements, Roll Call

PM

3:30 – 4:00	Arrival/Attendance/Group Time/Bathroom Break
4:00 – 4:15	Snack
4:15 – 4:30	Homework/Quiet Activities
4:30 – 4:45	Thematic Activities (Group Projects, Science, Art, Interest Area Time, etc.)
4:45 – 5:10	Outdoor/Gym Play (weather permitting)
5:10 – 5:45	Interest Areas
5:45 – 6:00	Clean-Up



## **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.

## **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 cereal, crackers, pretzels, granola bars and other nutritious foods will be served. Children are offered water at snack time each day as well. 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.

## **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 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 25 degrees or rise above 90 degrees Fahrenheit. 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 in the gymnasium or cafeteria. 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

## **YMCA PARENT/GUARDIAN PARTICIPATION POLICY**

- 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.
- Family participation opportunities include but are not limited to; family events/nights and field trips. Volunteer opportunities in the program include, but are not limited to; Family Advisory Committees, annual giving campaign/fundraising, guest speaking.
- Parents/guardians as well as program staff members should discuss any suggestions or complaints about the child care program or program staff members with the Site Director. If a parent or staff feels that their concerns have not been addressed by the Site Director, the parent/guardian or staff member may discuss their concern with the YMCA Branch 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. Parents may also discuss their concerns with the YMCA Youth Development Leadership Team at Leonard Avenue.
- YMCA staff are available to discuss your child's progress or needs at any time. 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.
- Upon request, parents/guardians will be provided with a list of contact information for other parents/guardians of the children attending the program. Only those parents/guardians who indicate on the enrollment forms that they want their contact information made available will be included on the list. The list will only be given to parents/guardians of a child who attends the center and individuals associated with the center who request it for center-related business.
- Parents have the opportunity to give input and evaluate the program at least annually.

## FEE POLICY INFORMATION

### REGISTRATION FEE:

\$25.00 for one child or \$50.00 for two or more children. The registration fee is a one time annual, non-refundable fee.

### DATES OF SERVICE:

We will provide child care starting on the first day of the school year 8/16/18, and ending on the last day of the school year 5/23/19.

### PROGRAM FEES:

- There is a separate fee for our School Days Off and Snow Day 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.

Please see our Fee Sheet for the weekly fee

### ATTENDANCE:

YMCA Before and After Care registration is set up as a Full time weekly enrollment. To help accommodate the needs of the community, we will offer a Drop In Rate for families who do not need regular weekly care.

**Drop In Care is only available if you are a registered Y-Club member meaning you have registered; paid the registration fee, completed the online health forms, and received confirmation from the registrar/director of your enrollment.**

**\*Drop In Rate is a daily fee charged per session per day based on the schedule submitted in advance, not based on the days attended. Prior Permission is needed for your child to attend from the registrar/director to make sure we have ample space. We will not be able to guarantee space will be available.** A drop in schedule is required and you will need to reserve a space and the registrar or director will need to confirm space available and confirm the attendance is allowed prior to the child attending. You will be billed based on the schedule submitted not the days attended.

You may permanently change your slot (i.e. add afternoons or mornings) if program space is available. A request to change slots must be given to the YMCA child care registrar **in writing**. This request can be emailed or mailed to the Delaware Community Center YMCA ATTN: Katie Bowman, Assistant Child Care Director. We will notify you if there is room to accommodate your request

**MAKING PAYMENTS:**

School Age Care is billed weekly based on type of care selected. The weekly fee represents one week's tuition. The weekly fee may vary some weeks due to scheduled days off. Payments are due each Friday for the following week of care. Advance payments may be made for future weeks of care.

We prefer families pay by automatic EFT with debit card or banking account, or an automatic credit card payment. This ensures worry-free, on-time payment and no late payment fees. When paying your registration fee, you may provide your credit card to be applied to weekly payments as well.

In circumstances where families do not prefer automatic electronic payment, you can:

- Pay on your online account
- Make weekly payments at YMCA or send payment by mail prior to the due date.

Child Care administrative offices  
Attn: Katie Bowman/Holley Napier  
Delaware Community Center YMCA  
1121 S. Houk Rd  
Delaware, Ohio 43015

Checks should be made out to the YMCA. **Payments will not be accepted at the Y-Club program.**

**Automatic Payments are drafted on Friday mornings for the following week of care. You may occasionally have an EFT charge on Friday for past sessions if a previous payment was not processed successfully.**

**Part Time Daily Per Session Fee (added to your invoice based on the days you reserve a spot, due 2 weeks in advance) \$15.00 Per Day Per session**

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.

**WITHDRAWAL FROM THE PROGRAM:**

Individuals intending to withdraw from the program must do so by notifying the Child Care office and emailing [Kathryn.bowman@ymcacolumbus.org](mailto:Kathryn.bowman@ymcacolumbus.org), 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 prior notice, this may result in the termination of your childcare 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.

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 6:15 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 Delaware YMCA branch 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.

## **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

## **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.

## **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.)

## **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, the Y-Program will operate unless conditions are worsening and the Snow Emergency Level reaches level 2.

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.

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

Full day care will be provided (6:30 a.m. – 6:00 p.m.) at the Delaware Community Center YMCA on school holidays. The SDO fee is \$35.00 per child per day for Program Members and 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.

Care will be provided at the Delaware YMCA Community Center on 8/13/18, 8/14/18, 8/15/18, 9/17/18, 9/18/18, 10/12/18, 11/21/18, 12/21/18, 12/26/18, 12/27/18, 12/28/18, 1/21/19, 2/18/19, 3/8/2019, 3/25/19, 3/26/19, 3/27/19, 3/28/19, 3/29/19, 5/24/19,

Care will not be provided: Labor Day, Thanksgiving Day and the Friday following Thanksgiving, Christmas Eve & Christmas Day, New Year's Eve and New Year's Day, and Memorial Day

## **SNOW EMERGENCY DAYS**

Full day care (6:30 a.m. – 6:00 p.m.) will be provided at the Delaware Community Center on days when school has been cancelled due to weather conditions. The fee for this program is \$35.00 per child/per day. Payments must be made upon arrival on Snow Emergency Days.

## **TAX INFORMATION**

Please keep a copy of your receipts for your tax records. Upon request, the YMCA will provide annual tax information. Please contact your YMCA branch Registrar. The tax identification number for the YMCA is 31-4379594.

## **LICENSING**

Our Y-Club Program is licensed according to the Ohio Department of Job & Family Services. **In the Appendix section 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 the needs with Holley Napier, Child Care Director, [hnapier@ymcacolumbus.org](mailto:hnapier@ymcacolumbus.org) or at 614-839-9622

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.

## **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. At the time of pick up, parents/guardians are asked to make contact with staff so they are aware that the child is leaving.

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.

## **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 preventive 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.
3. The Program staff has immediate access to a telephone at all times.

### **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.

### **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. 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.

## **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.

### **FIELD TRIPS for SDO programs**

We may take periodic field trips for Our School Days Out (SDO) Program only. 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. The program will follow all field trip staff to child ratio requirements.

Before any child participates 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 for SDO programs**

Swimming activities may be provided as a regular activity for our SDO programs. 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 lightweight 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 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**

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 is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained loose stools within a twenty-four hour period).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When it is determined that the child is sick, staff will:

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot or mat
- 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.
- The cot/mat and any linens used will be washed and disinfected before being used again.
- Sanitize the thermometer after each use.

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.

## **ADMINISTRATION OF 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 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. School-Age are permitted to carry and use their inhalers.

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.

## **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 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 at varying times, monthly tornado drills between March & September and quarterly emergency lockdown drills. All written records of these drills are kept on file at the program. 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 far parking lot. 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; 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 Emergency Response Plan. Included within the Plan 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. Weapons, firearms and ammunition materials shall not be on the premises. 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 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 like weapons. Weapons, firearms and ammunition materials shall not be on the premises. 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 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.

## **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**

**SITE: Buckeye Valley East**

**SITE: Buckeye Valley West**

**Phone number 614-809-2565**

**Phone number 614-809-2596**

- to contact/leave message for program staff
- to notify staff your child will be absent for the day

### **YMCA BRANCH CHILD CARE ASSISTANT DIRECTOR:**

**Name Katie Bowman Phone Number 740-203-3051**

- billing questions
- registration Y Club, School Days Off (SDO), Snow Emergency Care
- YMCA sponsorship/Child Care Subsidies (Title XX/PFCC) information

### **YMCA BRANCH CHILD CARE DIRECTOR:**

**Name Holley Napier Phone Number 614-839-9622**

**LIBERTY TWP./POWELL YMCA  
Delaware Community Center YMCA  
1121 S. Houk Rd Delaware OH 4301**

(site staff, Site Director & Assistant Director Supervisor)

- compliments or concerns about program/staff
- receipts for donations and gifts
- comments/suggestions/questions
- Other YMCA Program Information

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

Becky Ciminillo, VP of Youth Development, Extension 9843, bciminillo@ymcacolumbus.org  
Nancy Brody, Executive Director of School Achievement, Extension 9845  
Bobbi Shannon, Executive Director of Early Learning, Extension 9844  
Mandy Bealer Executive Director of School Age Child Care Extension 9855 mbealer@ymcacolumbus.org

**Thank you for choosing the YMCA!**

**Have a great year!**

**Holley Napier**

Delaware County Child Care Director

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