



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENSURE A BRIGHTER FUTURE

YMCA OF CENTRAL OHIO

PRESCHOOL PARENT HANDBOOK

YMCA COLUMBUS SCHOOL LOCATIONS

North Branch
1640 Sandalwood Pl
Columbus, OH 43229
(614) 885-4252

Valleyview Elementary
2989 Valleyview Dr
Columbus, OH 43204
614-276-8224

West Central
1481 W Town St
Columbus, OH 43223
614-276-8224

Hilltop Branch
2879 Valleyview Dr
Columbus, OH 43204
614-276-8224

Fairwood Elementary
726 Fairwood Avenue
Columbus, Oh 43205
614-276-8224



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FOR YOUTH DEVELOPMENT®
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We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in neighborhoods around the nation are taking more interest in learning and making smarter life choices. At the Y, kids learn their ABC's, learn to share, learn about sportsmanship and, most importantly, learn how to be themselves. That makes for confident kids today and contributing and engaged adults tomorrow.

I would like to take this opportunity to welcome both you and your child to our Preschool. The **YMCA COLUMBUS SCHOOL LOCATIONS** are very excited to be able to offer a fun-filled, safe, and enriching program for your child.

This booklet has been prepared for your convenience to inform you of our policies and procedures. Please keep and refer to this packet. If you have additional questions, concerns, or suggestions, please talk with our staff or set up a time with me to meet and go over any concerns you may have about the program.

In the spirit that forms this organization, we welcome, thank, and extend our promise to build a healthy spirit, mind, and body through our programs. We appreciate your interest, support, and cooperation.

Shannon Whitfield
Regional Child Care Director
YMCA of Central Ohio

YMCA CHILD CARE MISSION

Our mission is to provide a safe, nurturing environment for children to learn, grow and develop social skills. 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 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 the community.

MISSION OF THE YMCA OF CENTRAL OHIO

At the Y, no child, family or adult is turned away. We recognize that for communities to succeed, everyone must be given the opportunity to be healthy, confident, connected and secure. The YMCA makes every effort to ensure that families are not denied child care services because of their inability to pay. YMCA child care programs are contracted through the Department of Job and Family Services to provide Child Care Subsidies (Title XX) for families that qualify. YMCA Sponsorship may be available to families with financial need who meet our sliding fee scale guidelines, and who do not qualify for County Child Care Subsidies. This assistance is available by United Way funds. An application for YMCA sponsorship assistance must be submitted and approved.

To serve the whole community through programs expressing Judeo-Christian principles that build a healthy spirit, mind and body.

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

PROGRAM GOALS

The Y is in your community to give everyone an opportunity to learn, grow and thrive. 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.

At the program, we incorporate the values and philosophies of the YMCA and to meet the following goals:

- * Affirm and support individual styles and choices of children

- * Provide safe, interactive, on-going learning experiences, while strongly promoting diversity, leadership, and family enjoyment.
- * Encourage open communication and peaceful resolution of differences or conflicts, if they arise.
- * Develop children's skills for respect, warmth, and compassion through adult example and guidance.

YMCA PHILOSOPHY

We believe that all kids deserve the opportunity to discover who they are and what they can achieve. Our teachers support children in meeting the following goals:

- Grow personally
- Clarify values
- Improve personal and family relationships
- Appreciate diversity
- Become better leaders
- Develop specific skills
- Have Fun!

CURRICULUM

Our programs utilize the nationally recognized Creative Curriculum. Weekly lesson plans and daily schedules are available for families. Our curriculum meets the guidelines of [the National Association for the Education of Young Children \(NAEYC\)](#) and [Ohio's Step Up To Quality Initiative](#) and is aligned with the Ohio Department of Education's Early Learning Development and Content Standards.

Our staff uses knowledge of the progress of young children's thinking skills to guide our curriculum, which places attention on physical, social, emotional, and intellectual growth. Through carefully planned play activities, children master skills such as communicative and social interaction, while developing their creative and problem solving abilities. Classrooms are child-centered and arranged to provide learning areas where children are encouraged to choose their own activities. Teachers develop lesson plans that offer children many opportunities to experiment. The curriculum includes activities in art, math, music, dramatic play, large and small motor development, science, language, and social skills. The teacher facilitates the child's learning and curiosity by rotating classroom materials.

PROGRAM

The YMCA believes children grow individually through active learning. The philosophy is evident in our environment, teachers and curriculum.

The environment is inviting for all children to make choices and explore new ideas. Activity centers are evident in our classroom(s). The environment represents the children's interests. Their creativity, pictures and words are valued and displayed throughout the classroom. This also offers them the opportunity to reflect on their experiences and findings.

The teachers co-play with the children and act as a role model by facilitating positive problem solving skills. Teachers plan and provide a variety of activities each day to promote individual growth in the following areas of development: social/emotional, cognitive/intellectual and physical. The teacher makes observations of the group and also individually in their interactions with them. These observations assist teachers with weekly curriculum planning as well as individual assessments. Weekly lesson plans and daily schedules are posted in each room/area.

The curriculum is based on the group's interest. Based on their observations, classroom teachers plan together. The curriculum offers challenges and new experiences to emphasize concrete learning to achieve goals. School readiness skills are a part of children's every day activity according to the age group. Developmentally appropriate materials are provided for all age groups. The curriculum celebrates diversity and encourages creative expression, language/literacy development, and health and safety practices.

PROFESSIONAL STAFF

Our Directors have degrees in Early Childhood Education or a related field and several years of experience in childcare administration to provide leadership in program operation and development. Each classroom features a Lead Teacher with a degree in Early Childhood Education/Education related field, experience and extensive training in topics relating to curriculum and child development. Our Assistant Teachers have experience and specific training in child development or early childhood education. All staff participate in continued professional growth through education workshops and conferences. There is always staff members on-site trained in First Aid, CPR, Communicable Disease and Child Abuse Prevention and Recognition.

Our staff members are warm and nurturing and understand child development. Our staff meets regularly and works as a team to provide a safe, educational, and nurturing environment for young children. They are committed to maintaining the highest level of quality programming for you and your child.

NON-DISCRIMINATION POLICY

The YMCA does not discriminate in the hiring of staff or in the enrollment of children upon the basis of race, color, religion, sex, or national origin. Children are enrolled as space becomes available.

LICENSING

We are licensed by the Ohio Department of Job & Family Services. Copies of our licensing reports can be found in our Parent Resource Area for your review. 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.

ADMISSIONS

A child is considered to be enrolled in the program only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the director immediately so that current information is always on file. This is for the safety of your child. **A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission.** This medical must be updated annually. **Children must be immunized according to the State of Ohio's recommended immunization schedule, or following a physicians recommended guidelines.**

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 the 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.

DAYS AND HOURS OF SERVICE

Please contact our registrar for times of operation at elizabeth.patterson@ymcacolumbus.org.

Because of our licensing restrictions, our staff will not be responsible for the supervision of children brought to the program before **program hours listed on our ymca website by location**.

Our programs schedule follows the **Columbus School District** calendar. The program is closed on the days listed below:

New Years Day	Labor Day
Martin Luther King Day	Memorial Day
Thanksgiving Day and the Friday after	Christmas Day
Independence Day	

If a power outage occurs, waterlines are shut down, or sewage lines back up, the program may be forced to cancel child care services until power and/or water is restored. This is for the safety and well-being of the children. Parents would be notified by phone for power outages, waterline shut downs or sewage line backups.

We will not operate on days that school has been dismissed early due to severe weather OR if the **Columbus School District** cancels due to severe weather. Please contact the Regional Child Care Director for information on Level 2 Snow Emergencies. No programs will be offered during Level 3 Snow Emergencies.

STAFF RATIOS AND MAXIMUM GROUP SIZE

The program will not exceed the following State required ratios:

1:10 3 year olds
1:10 4-5 year olds

The maximum group sizes are as follows:

20 3 year olds
20 4-5 year olds

DAILY SCHEDULE

The daily activities of the center vary according to the age of the child. Each schedule provides for quiet and active times, as well as individual and group experiences. The schedules below are examples of typical schedule and can vary by site. For more information on specific locations, please reach out to the Regional Child Care Director. Outdoor and large muscle play is planned daily. Routines are developed to provide children with a consistent and secure environment.

AM Daily Schedule

9:00 – 9:30 Free Play in Learning Area

9:30 – 10:00 Circle Time, Music

10:00 – 10:30 Free Play in Learning Areas/Small Group Work

10:30 – 11:00 Bathroom Break/Snack

11:00 – 11:30 Large Motor Activity (Mon – Thurs, Gym or Outside, Fri – Sp. Sport)

PM Daily Schedule

12:30 – 12:45 Free Play in Learning Area

12:45 – 1:15 Circle Time, Music

1:15 – 2:00 Small Group Work/Free Play in Learning Areas

2:00 – 2:30 Bathroom Break/Snack

2:30 – 3:00 Large Motor Activity (Mon – Thurs, Gym or Outside, Fri – Sp. Sport)

TUITION/PAYMENT POLICIES

You will be provided with a fee sheet and enrollment agreement. The information includes weekly fees, late payment or pick up fees and registration charges. Tuition fees for all enrollees are due for each day your child is enrolled, whether or not the child attends. Payments are due weekly unless prior arrangements are made with the Director.

A one-time annual-nonrefundable registration fee is due upon enrollment. Checks should be made payable to YMCA. There is a fee of \$30.00 on all returned checks.

For Income Tax purposes, the YMCA of Central Ohio's Tax ID Number is 31-4379594.

ARRIVAL AND DEPARTURE

Parents/guardians must come into the center upon arrival, accompanying their child without exception. They must also sign in on the parent sign-in sheet, and help their child put away his/her belongings in their cubby. At the time of pick-up, parents/guardians are asked to make contact with staff so they are aware that the child is leaving. They must also sign the child out on the parent sign-in sheet.

Parents are required to notify the center in advance if anyone other than a parent (or person on the authorization list) comes to pick up the child, and that person must show picture identification.

LATE PICK-UP

All parents arriving after **the locations pick up time** will be charged a late fee as stated below. If a parent is late the staff on duty will do the following:

- 1.) Try to Contact the Parents/Guardians.
- 2.) If Parent/Guardians cannot be reached, begin contacting people on the child's emergency contacts.
- 3.) After one hour if no one on the child's emergency contacts is reached or the parent(s) has not arrived, the staff will contact the director and local police for assistance (police may decide to transport a child if needed to Franklin County Children's Services).

LATE PICK-UP FEES

A late fee of \$1.00 per child per minute late will be assessed for parents who arrive after the Center closes at **the scheduled locations closing time**.

Because it is our policy to have two staff on site at all times, it is important all children are picked up by closing to avoid overtime pay as well as liability issues. After **the scheduled locations closing time** it is the staff's time to complete closing duties and go home. **Please respect their time and commitments by arriving on time. Continual disregard for program closing time can result in dismissal from the program.**

ABSENCE/VACATION POLICY

Please let the program know in advance if your child will not be attending the program for any reason. There is no credit given for sick days or vacation days

WITHDRAWAL

We ask Parents/ Guardians to give a two-week written notice prior to withdrawing a child.

DISCONTINUATION OF CHILD CARE SERVICES

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

- a. Failure to abide by any of the terms of the enrollment agreement or to fulfill any of the responsibilities or conditions included herein.
- b. Sever behavior by the child, which disrupts the group by severe actions requiring one-on-one supervision or is at risk of hurting themselves or others.
- c. Failure of parent(s) to treat staff, other children or other parents respectfully. Disrespect includes, but is not limited to, abusive/threatening language/behavior or failure to follow program policies.
- d. Failure of parent(s) to pay weekly tuition and/or monthly fees in a timely manner.
- e. Continual disregard for program closing time.

The YMCA reserves the right to discontinue childcare services with no notice upon the occurrence of any of the above conditions.

SUPERVISION AND SAFETY POLICIES

SUPERVISION OF CHILDREN

1. No child shall ever be left alone or unattended. The staff member in charge of a child or group is responsible for their safety. Staff will supervise children at all times, including while outdoors. If a child becomes ill, they may be isolated in a section of a room, but within sight and hearing of a staff member. Two staff will be on site at all times.

RELEASE OF A CHILD/PICK UP PROCEDURES

2. The person bringing the child to the program must sign in/out on the Parent Sign-In Sheet and bring the child to the room/area designated. The parent must acknowledge to the teacher that they are arriving/departing.
3. The only people who may pick up a child are those listed by the custodial parent in the child's file. Staff will not release a child to a person who is not listed. **Parents must update the information at least annually.** Staff will ask to see the ID of persons they do not recognize. The staff members responsible must see the child and adult leave together.

NON-CUSTODIAL PARENTS

4. Non-custodial parents must have written permission from the custodial parent to pick up a child. Legal documentation must also be on file. We are unable to withhold a child from a parent without legal custodial documentation

EMERGENCY PLANS

5. Fire drills are coordinated monthly either by the Director or the Fire Department. A record of these is maintained in the program.

6. Fire emergency and weather alert plans are posted in each classroom. These include a diagram showing evacuation and shelters.
7. The staff has immediate access to a working telephone that can make outgoing and take incoming calls at all times.

AEROSOLS/CHEMICALS

8. Spray aerosols shall not be used at any time when children are present in the program. All bleach/cleaning containers are labeled and placed away from the reach of small children.

REPORTING PROCEDURES

9. An incident report will be completed when an accident or injury occurs. A copy of the completed report will be given to the parent/guardian.

CUSTODY AGREEMENTS

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

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff has 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 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. 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 form.

FIELD TRIPS:

The program arranges transportation for all field trips. Transportation may be provided by parent/guardian chaperones or YMCA vans. Field trips are limited to appropriate age groups. Whenever children are transported away from the program, a transportation permission slip will be on file at the center. The children's emergency medical forms and emergency release forms will

be taken on the trip, as well as a First Aid kit. A staff member trained in first aid and CPR will accompany the children. Children will wear identification tags with the center's name, address, and phone number on the field trip. Head counts and attendance will be taken before leaving the program, at the destination and before returning to the program. During the trip, each staff member will be responsible for specific children.

SWIMMING INFORMATION

Whenever swimming is a part of our program, a lifeguard will be supervising the pool. The YMCA will have the written permission of the parents on file, before a child is allowed to swim as part of the childcare program. (Parent/Guardian will specify if their child is a swimmer or non-swimmer). The permission slip will also include the staff/child ratio that will be followed while we are at the pool and specify if additional adults will be in attendance. The children will be supervised by child care staff at all times, including the changing of clothes in the locker room and their transition from the classroom to the pool.

Water play opportunities, including wading pools and sprinklers, may be offered (less than 18 inches deep). Parents will sign written permission slips prior to the activity. We may ask you to send bathing suits, towels, sandals and sunscreen.

GUIDANCE POLICY

I. Philosophy:

When a child needs guidance, the staff begins by redirecting the child into more constructive activities. In addition, staff who model courtesy and respectfulness encourages appropriate behavior. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution. 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 individual who make their own choices and who take responsibility for their actions. The premiere 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 for the YMCA: honesty, respect, responsibility, and caring. All program staff follow these guidelines and practices.

II. Guidelines:

Limits are set positively and are developmentally appropriate. Specific policies are listed below. Additional techniques are available if you request them.

1. The child will respect the rights and feelings of others and will 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 will not be tolerated.

2. The child will follow all directions given by the staff regarding safety procedures and will stay with the group for all scheduled activities.
3. The program strictly prohibits the use of tobacco, alcohol, and drugs, except prescribed medications or over the counter medication with parental written consent.
4. The child will respect the private property of others and understand that stealing or vandalizing the property of others will not be allowed.

III. Behavior Management Practices:

When a child engages in inappropriate behavior that threatens the health or safety of herself/himself or others, 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. In all other situations where other children are not directly jeopardized, YMCA staff will discuss the behavioral problem with the child but will take no disciplinary action unless the child repeats the behavior. This process assists the child in learning to take responsibility for her/his own behavior. In these cases, any one of the following disciplinary procedures will be used:
 - Hold a discussion with the child about the inappropriate behavior and its consequences.
 - Inform the child of any disciplinary action to be taken, if the behavior is repeated.
 - 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 inappropriate behavior continues.
 - Redirecting/time away from an activity, and notifying the parent/guardian of the child's behavior. If the behavior continues, conduct a parent/guardian conference to discuss and to provide support in managing the child's behavior.

When a child's persistent inappropriate behavior takes energy and attention away from the needs, safety and well-being of other children, or causes disruption of program objective, the possibility

of suspending and/or expelling the child from the program will be considered. The decision to send a child home is an important and difficult one to make and will be carefully considered and discussed before the action is taken. (See also Discontinuation of Child Care Services on page 11).

HEALTHY KIDS POLICIES

As part of the Y's commitment to being one of the healthiest providers of early childhood education, our policies reflect the Y's national **HEPA (Healthy Eating and Physical Activity)** standards and **Ohio's *Healthy Children, Healthy Weight*** recommendations.

PHYSICAL ACTIVITY POLICIES

Physical Activity Policy for Infants:

Caregivers shall place infants in safe settings that facilitate physical activity and do not restrict movement for prolonged periods of time, promote the development of movement skills, and allow infants to perform small and large muscle activities. Infants will not be placed in movement restricting apparatus such as swings and infant seats for periods of longer than 30 minutes. Infants less than 6 months will be provided daily "tummy time".

Physical Activity Policy for Toddlers & Preschoolers:

Children in full day programs are provided with 60 minutes of developmentally appropriate physical activity each day, including a combination of both teacher-led and free play. (Preschoolers in half day programs receive 30 minutes of activity.)

Outdoor Play Policy:

Play will take place outdoors daily, weather permitting.

When outdoor opportunities are not possible due to adverse weather conditions, similar activities will be provided inside.

Because outdoor time is part of their daily schedule, it is important that children have appropriate clothing and footwear at the center according to the season.

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.

SCREEN TIME POLICIES

Screen-time Policy for Children under 2 years old:

Television, video, computers and other visual recordings shall not be used with children under two years of age.

Screen-time Policy for Children over 2 years old:

Computer time is limited to not more than 30 minutes a day. Television and videos are used sparingly and only used for educational purposes.

NUTRITION POLICIES

Breastfeeding Promotion and Support:

Our center is committed to providing ongoing support for breastfeeding mothers, including feeding expressed breast milk when mom is away and providing a location for mothers to breastfeed their baby at the center. Infant staff are trained in proper storage and handling of breast milk.

MENUS AND FOODS SERVED:

Our menus provide age appropriate servings of whole grains, vegetables, fruits, meat, dairy and beans and avoid saturated fats. Fried foods are not on our menus and are not allowed to be brought from home.

We ask that families interested in bringing in foods to choose healthy food items. We are happy to help families and parents identify great food choices to bring. All foods brought into the center must meet our national YMCA Healthy Eating guidelines and Ohio Healthy Program guidelines.

Snacks served will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage.

We ensure that safe drinking water will be available and accessible to Toddlers and Preschoolers at all times. We do not serve fruit juice. We do not serve beverages with added sugars and do not allow them to be brought from home.

CELEBRATIONS:

We provide and enforce written guidelines for healthy food brought in and served for holidays and celebrations.

MEALS AND SNACKS

Nutritious snacks are served each day during the program. Children will be served an item from two different food groups, usually the grains group and the fruit/vegetable group. Water will be available each day for the children as needed. Our menus will be posted in each classroom.

If a parent does not want to include one of the food groups such as Fruit/Vegetable group, the program needs a physician's verification that states a child should eliminate this food from his/her diet. Please inform that staff if your child has any food allergies or dietary restrictions, and note it on a "Special Health Condition" form. This is required by ODJFS and important for communication among teachers.

Our program has a contract with the Child and Adult Food Program (CACFP). The Child and Adult Care Food Program is available to all eligible person regardless of race, color, national origin, age, sex or disability. Any person who believes he or she has been treated unfairly in any USDA program should write immediately to the Secretary of Agriculture, Washington, DC, 20250.

Parents may be asked to bring in a food item for a class celebration during the course of the school year. We ask that items brought into the class follow our written guidelines for healthy celebrations, be **pre-packaged and peanut -and tree nut- free** in order to avoid any allergic reactions.

FOOD SUPPLEMENTS OR MODIFIED DIETS

If your child requires a food supplement or modified diet, you must secure written information from your physician regarding this. Families are responsible for providing food supplements for modified diets. Supplements required for a child with a special health condition require a doctor's signature. See the Medicine Policy section of this handbook.

ACCIDENTS/EMERGENCIES

The YMCA 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 program area, 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 primary and secondary emergency destinations are listed on the General Emergency Plan posted in each room. A sign may 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 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. Staff may not transport children in their own vehicles. Only parents/guardians or EMS will transport.

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 receives and are trained to follow our YMCA of Central Ohio's Child Care Crisis Management Plan. Included within the Crisis Management 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 kind 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 is listed on our posted General Emergency Plan. 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-a-like weapon at any time may be permanently expelled from the program.

ILLNESS POLICY

The YMCA strives to maintain a safe and healthy atmosphere where all children receive the best possible care. We ask your support in minimizing the spread of illness among children in the program.

As a general rule, children will receive individual care and support for their immediate and ongoing needs. However, if after a reasonable amount of time the child is unable to participate in normal daily center activities, the parents will be notified that the additional care detracts from other children in the program and their child's health.

Because it is sometimes difficult for parents/staff to determine the wellness of a child early in the day, the program will use the following guidelines to assist parents with this determination.

1. Children will receive a daily health check upon entering the classroom.
2. All supervisory staff are trained to recognize the general signs and symptoms of communicable/contagious illnesses. When they are unsure of the seriousness of a child's illness, the staff will consult with the director.
3. An ill child (experiencing mild discomfort but not exhibiting any communicable disease symptoms) may be cared for in the child's group and observed. **CHILDREN WITH SEVERE SYMPTOMS WHICH ARE CONTAGIOUS AND POSSIBLE COMMUNICABLE DISEASE**

SYMPTOMS WILL BE ISOLATED FROM THE GROUP. (An ODJ&FS Communicable Disease Chart is also posted in the program area).

- A. The staff shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
 - B. A child with any of the following signs or symptoms shall be immediately isolated and discharged to his/her parent/guardian. Parents/guardians must make arrangements to pick up the child immediately. While waiting for parent/guardian, the child will be isolated and made comfortable in the area, provided with a cot, and constantly supervised by an adult. All linens and blankets used by an ill child will be laundered before being used again. The cot will be cleaned and disinfected with bleach and water.
4. The following common symptoms will require a child to be sent home and to remain home at least 24 hours after symptoms are gone
- A. Diarrhea (two or more times in a 24 hour period)
 - B. Severe coughing
 - C. Difficult or rapid breathing
 - D. Yellowish skin or eyes
 - E. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
 - F. Temperature of 100 F, taken by axillary (underneath arm)
 - G. Unusually dark urine and/or gray or white stool
 - H. A stiff neck with an elevated temperature
 - I. Unusual spots or rashes
 - J. A sore throat or difficulty swallowing
 - K. Evidence of lice infestation, scabies, or other parasitic infestation
 - L. The beginnings of a cold with an excessively runny nose (different from an allergy)
 - M. Had a throat culture taken and you are waiting for results. The child must not attend school until the results are known and the doctor approves the return
 - N. Vomiting more than once or when accompanied by any other sign of illness
 - O. Untreated/infected skin patches or rashes
5. After the parent/guardian has picked up an ill child, a phone call to a physician is always the next recommended step to determine a course of action for the child. Because it's important that children have time to recover from an illness, a child who is sent home ill from the program needs to remain home, recuperating for 24 hours. This will minimize the spread of illness in the program and allow your child to fully recover from illness.
6. All parents will be notified if a communicable disease is present in the program. A note will be posted on the program door. Parents will be told what symptoms to look for in a communicable disease. The affected child's identity will not be revealed.

7. **When the child has been ill the night before, parents are asked to consult the enclosed list and to be considerate of all children/staff when making their decision to bring in their child. Please assist the program in avoiding the spread of illness through the program's children.**
8. If a child is placed on an antibiotic prescription, he/she should not return to the program until 24 hours after the treatment has been started. Exceptions are made for children who have conditions or symptoms that are not contagious.
9. A physician can provide written documentation that a child is not contagious and the child may return to the center with symptoms. Examples would be a rash that is diagnosed as an allergic reaction or diarrhea that has been cultured and not determined to be caused by bacteria or virus. Don't hesitate to ask your doctor about your child's contagious state and his/her return date to the program.

MEDICINE POLICY

All medication is to be checked in with a teacher and/or Director. The location of the First Aid Kit and medication is listed on the General Emergency Plan. Parents or guardians must complete a "Parent/Guardian Request for Administration of Medication Form" for all medication.

All prescription medications given to a child must have a recent prescription label that includes instructions for dosages, times to be administered as well as any other precautions. All prescription medications must be updated every 12 months and have a recent prescription label dated within 12 months.

The licensing law states that prescription labels which contain the instructions "to be given as needed" shall be accompanied by written instructions from the parent, if it is to be administered by the center.

ALL MEDICINE that is approved and prescribed for administering during program hours must be in original containers, removed from the child's belongings, labeled with the child's name and date, and given to staff. **TRANSFERRING PRESCRIPTION MEDICINE TO AN UNMARKED BOTTLE IS AGAINST THE STATE OF OHIO LICENSING LAWS.** Expired medications need to be removed from the center by the parent.

If more clarification is required regarding medicines and their administration, please contact the Director.

NON-PRESCRIPTION MEDICINE POLICY

The YMCA does not administer over-the-counter, non-prescription medicine except for the following:

- Supplements or medicines required for a child with a special health condition – (A doctor must sign and complete the ODJFS Medication Request Form in addition to the parent).
- Over-the-counter creams/ointments – (A doctor must sign and complete the ODJFS Medication Request Form in addition to the parent)

LICE POLICY

Any child can get lice, and unfortunately, many do. To limit the spread of lice within our child care programs, we take the following action:

- We follow a lice-free policy. Please note this may differ from your child's school policy.

If a child is discovered to have 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 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 lice, may not return until they have been treated and are found by YMCA staff to be lice free.

FAMILY PARTICIPATION

A key element of our program is family involvement. Families are strongly encouraged to volunteer their time and services in a wide variety of ways. Examples of involvement may be participation in field trips, fundraising, serving on the Parent Advisory Board and its numerous committees, typing or writing columns in the newsletter, carpentry, repairs, and so forth. Families are encouraged to participate in all facets of the program to make our program the best possible place for their children. Through combined efforts, the family, the child, and the program all benefit.

Parents should discuss any complaints or suggestions about the child care program with the director. When a parent feels the director has not addressed their concerns, the parent may discuss their concerns with the Executive Director of the YMCA branch. Parents may also discuss their concerns with the Child Care Leadership Team, at 1907 Leonard Ave, Suite 100 Columbus OH 43219, (614)389-2786.

Parents are invited to visit at any time. Please come visit your child or to evaluate the program whenever you choose. We only ask when you observe or visit that you do not disrupt the routine. If you will be taking your child out for a brief time, please do this at completion of an activity. Please write what time you will be coming over to pick up your child on their daily sheet. Please contact the Director if your observations will be frequent to discuss our policies.

Talk to your teacher daily because he/she can give you the most accurate information. Teachers are available to discuss your child at any time. However, due to staff responsibilities and schedules, parents/guardians are asked to make appointments for lengthy conversations. Formal parent conferences are held twice a year. At this time, results of your child's formal assessments will be shared.

Parents **must** always let their child's teacher and the director know when they are taking a child out for a short time, and sign in/out accordingly.

VOLUNTEERS

We welcome volunteers. The director works to recruit and train volunteers who contribute to the quality of the program. Reference checks, background checks, and medical statements are required for all volunteers who interact with the children. Classroom volunteers are to support the staff and are never left in charge of a group of children.

GENERAL POLICIES

1. At certain times, teacher may allow children to bring toys from home. Staff is not responsible for the loss or damage to any toy. If a toy is very valuable or breakable, it is best left at home. We ask that any toy that encourages violent play such as guns, war toys, etc., not be brought into the center.
2. Your child is more than welcome to celebrate their birthday at the program. Please see your child's teacher **in advance** of the big day so they can make arrangements with you. Celebrations must follow our Healthy Celebrations Policy.
3. Please **CHECK YOUR CHILD'S CUBBY DAILY**. It will contain school work and communication. Please read all communication from our program.
4. Send appropriate clothing to the center for your child. We go outside throughout the year. **Always keep a jacket, shirt, extra pants, underwear, shoes, and socks at the program in case your child needs them.**

GETTING USED TO THE NEW ROUTINE

It's normal for your child to have some fears and misgivings about being away from you. Children, like adults need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Talk about some of the new people your child will meet and the new things your child will do. If your schedule allows, it may be helpful to visit and play in the classroom with your child. This will help your child become familiar with his/her new routines and teachers.

If this is the first time your child has been separated from you, it is natural for the child to be hesitant. Please do not sneak out when your child is not looking. A cheerful goodbye kiss from you, a smile, and a reassuring word that you will be back to pick them up is all that you need to do. Our caring staff will take it from there. Usually the child settles down shortly after the parent leaves. Feel free to call the center at any time to find out how your child is doing. Chances are that your child will be busy playing and you can relax.

Depending on their ages, some children will "act out" their feelings by:

1. Clinging to you and refusing to let go
2. Having tantrums
3. Forgetting their toilet training
4. Not eating
5. Waking at night or having bad dreams
6. Thumb sucking
7. Bedwetting
8. Expressing desire to stay home

Usually these problems are temporary. If you are enthusiastic about the child care center, chances are you child soon will be.

GIFTS TO THE 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

Program Registrar

Beth Patterson (614) 885-4252 ext 3026 elizabeth.patterson@ymcacolumbus.org

- Compliments or concerns about the program/staff
- Snow emergency days
- Receipts for donations and gifts
- Billing questions
- Registration
- Other YMCA program information
- YMCA Sponsorship/Child Care (Title XX) information

Associate Regional Director of Early Learning

Shannon Whitfield (614) 885-4252 Ext. 3019 swhitfield@ymcacolumbus.org

Regional Coordinator of Early Learning

Ed Thomas (614) 276-8224 ed.thomas@ymcacolumbus.org

YMCA of Central Ohio Child Care Leadership Team (614) 389-2786:

- Becky Ciminillo, Vice President of Youth Development, extension 9843
- Nancy Brody, Executive Director of School Achievement, extension 9844
- Bobbi Shannon, Executive Director of Early Learning, extension 9845

Thank you for choosing the
YMCA of Central Ohio!

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)

Building For the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care. Each day more than 2.6 million children participate in CACFP at child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating

Facilities Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed or approved private homes.
- **After School Care Programs:** Centers in low-income areas provide free snacks to School-age children and youth.
- **Emergency Shelters:** Programs providing meals to homeless children.

Eligibility State agencies reimburse facilities that offer non-residential day care to the following children:

- Children age 12 and under,
- Migrant children age 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

Contact

Information If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

YMCA of Central Ohio
1907 Leonard Ave, Suite 101
Columbus, OH 43219
(614)389-2786

Ohio Department of Education

CACFP Consultant
25 S. Front Street, MS 303
Columbus, OH 43215-4183
614-466-2945
Toll Free: 1-800-808-6235

Nondiscrimination

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

YMCA HEALTHY CELEBRATIONS POLICY

Traditionally, celebrations, birthdays and holidays encompassed lots of cakes, candies, and unhealthy food. The goal of the Healthy Celebrations policy is to help promote a healthier lifestyle and show children that there are more to holidays than just cakes and cookies. The YMCA utilizes the HEPA (Healthy Eating and Physical Activity) guidelines at their centers to ensure a healthful environment for every child to celebrate birthdays and holidays.

CELEBRATION BEVERAGES

- Offer water first for thirst or non-fat milk or dairy alternatives as celebration beverages.
- Sugar-sweetened beverages are not allowed in the center.

CELEBRATION PHYSICAL ACTIVITY

- Make being active a regular part of any healthy celebration by incorporating a group physical activity such as a dance party, group walk or game, scavenger hunt or organize a classroom craft with music in the background.
- One physical activity or craft should be provided at every celebration.
- Children should engage in celebration activities outside when weather permitting, when the temperature is above 25 degrees or below 90 degrees Fahrenheit.
- If weather is not permitting, the celebration activity will take place indoors.

CELEBRATION HEALTHY EATING

- Celebration food items will always include fruit and vegetable options.
- Any foods with grains must contain whole grains.
- Include at least two food groups in your celebration treat to keep the meal/snack balanced.
- Foods should be served family-style so that children can practice serving themselves.
- Fried foods are not permitted in the center.
- Foods containing saturated fats or trans fats (listed as "hydrogenated oils" on the food label) will not be allowed to be served at a celebration.

NON-FOOD CELEBRATION OPTIONS

- A non-food treat should be available at every celebration as an alternative to the celebration food items to accommodate children with allergies or dietary restrictions.
- Provide stickers, a small toy or game as an alternative to sugary treats.

PARENT RESOURCES

- A celebration food and activity sheet with healthier options listed for parent volunteers will be offered upon request.
- Check the YMCA monthly newsletter for seasonal tips, healthy treats, and fun activities for every holiday celebration.

YMCA Parent/Guardian Statement of Understanding

- I have received the Parent Handbook from the YMCA staff, and I acknowledge that the YMCA has met its obligation to inform me of its policies and procedures by providing me with the Handbook.
- I understand that if I have a question regarding a specific area of content in the Handbook, a YMCA staff member will clarify the area for me.
- I agree to follow all program policies as stated in the YMCA Parent Handbook, with special attention to the following areas: Guidance Policy, Fees and Collection Policies, and Supervision/Safety Policy.
- I understand that my child may not be released to anyone without prior written documentation and presentation of valid photo identification.
- I understand that the YMCA staff cannot withhold a child from a biological or custodial parent without legal documentation (i.e. court orders, custody papers, etc.)
- I understand and will follow the YMCA of Central Ohio's Fee Policy as outlined in the Parent handbook
- I understand that if my child is ill, or will not be attending the program for any reason; the YMCA program must be notified prior to my child's scheduled attendance.
- I understand that credits will not be issued for any absences. Credits will only be issued for program closings due to severe weather or other facility closings where other arrangements have not or could not be made by the YMCA.
- I understand that if my child does not attend the program for 2 consecutive weeks, without notification, my child's slot may be forfeited. In the event that I would lose my slot, the YMCA will notify me.
- I understand that the YMCA is not responsible for and discourages employees from providing paid care and custody for a YMCA participant under the age of 18 outside of a YMCA Program (i.e. babysitting).
- I have reviewed the YMCA Employee Code of Conduct Review for Parents. The information given in the registration and *medical information paperwork is correct and complete to the best of my knowledge and the person herein described has permission to engage in all activities in the program, except as noted. (*all necessary and important medical information regarding my child has been documented on the medical forms provided in the registration paperwork.)
- I agree to hold harmless the YMCA, its agents and employees for all incidents alleging bodily injury or property damage or loss occurring while the person herein described is a participant at a YMCA sponsored activity on or off the YMCA premises. I will not hold harmless the YMCA from any liability arising out of negligence of the YMCA.

Parent/Guardian Signature _____ Date: _____

Parents- For Your Review

YMCA of Central Ohio's Employee Code of Conduct

Related to the Interactions Between YMCA Staff and Program Participants, Members and Volunteers

The YMCA of Central Ohio is committed to keeping its program participants, members, volunteers, staff and the community safe. We feel that it is important to share with you the expectations that we have of our staff regarding their interactions with program participants, members, volunteers, fellow staff, and the community.

The following information is important for you to know about our staff:

- By Ohio law, all of our employees are MANDATED REPORTERS of any suspected abuse or neglect of a child to the proper authorities i.e., Franklin / Delaware / Pickaway / Logan County Children's Services.
- During YMCA programs, staff should never be left alone with a single child, out of sight or unobserved by other YMCA staff or persons.
- When working in, or utilizing a YMCA facility or program, staff are expected to portray a positive role model by maintaining an attitude of caring, honesty, respect and responsibility.
- Staff are to refrain from the use of language, physical conduct or behavior which is sexually suggestive, harassing, intimidating or offensive to program participants, members, fellow employees, volunteers or other participants in YMCA programs or activities. Examples include sexual innuendoes, put downs or phrases that could be construed as profane.
- Staff are expected to treat persons of all races, religions, and cultures with respect and consideration.
- When working with children, the following, under appropriate conditions, may be permissible forms of non-verbal communication:

Children Over Age Six:

- Hand to shoulder contact
- Side by side hugs
- Rustling of hair and pats on the head
- "High Fives"
- "Slap me Fives"
- Handshakes
- Eye Contact
- Smiles

Children Under Age Six

- Same as children over age six
- A child may be hugged or permitted to sit on an employee's lap only to meet the children's needs for comfort and security, necessary for healthy emotional growth

- The YMCA is not responsible for, and discourages staff from providing paid care and custody for a YMCA participant, under 18, outside of a YMCA program.

- Physical restraint (staff confining a child by holding the child appropriately) is only to be used in situations where a child puts himself/herself or others in danger and must be documented in writing.
- Staff should use positive techniques of child guidance, including redirection, anticipation and elimination of potential problems, and encouragement, rather than competition, comparison or criticism.
- Staff may not touch children on areas of their bodies that would be covered by a swimming suit except when diapering, changing clothes, giving medical treatment or washing a child off as appropriate to their job function, or in programs requiring appropriate spotting or manual instructional support (such as gymnastics and swim instruction.)
- Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Staff should not accept gratuities from participants; if staff are given a gift from a member/participant/volunteer, staff should notify their supervisor so that s/he can help you determine if it is of substantial value. Gifts that are considered to be of substantial value cannot be accepted.
- Parental permission must be given to take photos of YMCA participants. The use of personal cell phones to photograph YMCA participants is prohibited. Staff may not use photographs taken at YMCA programs and/or of YMCA participants for purposes other than those directly related to the program or to the YMCA.
- If staff chooses to post a personal website, or to participate in web-groups, chat rooms or blogs, the following guidelines must be followed:

The use of photos, logos or images of the YMCA or its programs is prohibited. If staff use the YMCA's name (including names of camps or other programs) in any such communication, staff should be especially careful to support and certainly not to harm or ridicule the YMCA's image or mission.

Personal website should be marked "private," so that only people that staff have invited may access your page. Staff are prohibited from inviting YMCA youth (campers, program participants, members, etc. under the age of 18) to access their website.

If you observe any inappropriate behavior, or violations of the Code of Conduct, you should report it to YMCA personnel immediately.