



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENSURE A BRIGHTER FUTURE

YMCA OF
CENTRAL OHIO

Preschool
Parent
Handbook
Jerry L. Garver
YMCA



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FOR YOUTH DEVELOPMENT®
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Dear Families:

I 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 (insert program name). The (your YMCA) is 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.

Sincerely,

Jackie Arthur
Jerry L. Garver YMCA

Skill Builders Preschool

The YMCA Jarry L. Garver exists to meet the need of families to have an enriching, safe, consistent environment for their children in their kindergarten and preschool years. The program is designed to complement, not imitate, school and home. One of the main components of our programs is to help children to understand and appreciate diversity.

Through our programs, the YMCA seeks to help children:

- Grow personally
- Clarify personal values
- Get along with others
- Grow socially, cognitively, and emotionally
- Become better leaders
- Develop character development traits including honesty, respect, responsibility, and caring
- HAVE FUN

The program's activities are 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 and independence, cooperation, and self control
- Has flexible schedules that allow for choices which include, but is not limited to, play, social experiences, and cognitive learning work
- Permits freedom within set limits
- Respects cultural diversity

Parents' needs will be met through a program that:

- Offers safe, caring, affordable child care services and is sensitive to the needs of children and families
- Encourages communication among children, parents, and child care staff

The Community's needs will be met by a program that:

- Provides quality child care services
- Reflects current values and concerns

- Utilizes existing educational and recreational resources

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 OBJECTIVES

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.

YMCA Child Care Centers are based on Judeo-Christian concern for human life and are designed to help individuals and families meet the following goals:

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

DAYS AND HOURS OF SERVICE

The program opens at 8:45 am - 11:15 am and 12:00 pm - 2:30 pm Because of our licensing restrictions, our staff will not be responsible for the supervision of children brought to the program before 8:40. The program is closed on the days listed below (subject to revision):

November 23-25
 December 22, 23, 26-30
 January 2, 3, 16, 20
 February 20
 March 20-24
 April 13, 14, 17
 May 4,5

STAFF RATIOS AND MAXIMUM GROUP SIZE

The program will not exceed the following State required ratios:

- 1:12 3 year olds
- 1:14 4-5 year olds

The maximum group sizes are as follows:

- 24 3 year olds
- 28 4-5 year olds

PROGRAM ELEMENTS

The program elements reflect both the philosophy and goals of the YMCA Jerry L. Garver Preschool and more specifically describe the daily environment. These include some of the following:

1. Parent's and other significant adult's involvement is expected for a successful program.
2. Many environmental elements form the basis of the child-centered and evolving curriculum.

THESE ENVIRONMENTAL ELEMENTS ARE:

- a. Personal choice and accessibility of materials are used in an organized space, which fosters self-direction/skill acquisition. (For example: Time set aside to extend the activity, if child chooses).
- b. Safe, interactive experiences promote the sequence of development in all areas (social-emotional, physical, and cognitive). These include:
 - 1) Socialization activities which foster peaceful resolution of conflict and peer/adult respect through listening and helping.
 - 2) Discovery learning and problem solving opportunities which encourage many different approaches.
 - 3) Individual and group experiences which promote sensory exploration and large/small muscle development.

Transitions are considered important and positive experiences for handling children's routine tasks.

- a. Small group/individual time exists for reflecting and discussing the weekly/daily active learning experiences. These interactive opportunities with peers/adults foster respect for developmental differences/background diversity.
- b. Ongoing shared information from the family, child, and YMCA teachers is used for planning the center environment/curriculum and the family-child participation activities. Assessment of children's progress is to support and guide development.

CURRICULUM

Our programs utilize the nationally recognized Creative Curriculum. Weekly lesson plans and daily schedules are posted in each room//area. Our lesson plans are reviewed by our program coordinator prior to being posted. 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 Content Standards and Infant/Toddler Guidelines.

LICENSE

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 every 13 months.

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 your child soon will be.

YMCA PARENT/GUARDIAN PARTICIPATION POLICY

1. Parents/guardians shall have access to child care programs at all times to interact with their child and observe the program. When visiting the Y-Club program, parents should inform the Site Director of their presence.
2. Parents/guardians as well as program staff members should discuss any complaints or suggestions 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.
3. Family participation opportunities include: Family events, field trips, volunteering in the program, Family Advisory Committees and donations.
4. YMCA staff are available to discuss your child's progress or needs at 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.
5. 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.
6. Parents have the opportunity to give input and evaluate the program at least annually.

VISITATION

We have an open door policy. Parents may visit their child at any time. We encourage lunch or snack breaks together – of course you will be sitting in a child size chair! Taking your child “out” to lunch is another special time together.

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.

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.

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.

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.

LATE PICK-UP FEES

Late fee's are as follows:

\$1 per minute 15 minutes after the program has ended

DISCONTINUATION OF CHILD CARE SERVICES

The program 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. Severe behavior by the child which disrupts the group including repeated instances of failure to listen to his/her teacher, failure to follow classroom rules, consistently disruptive behaviors, excessive biting, and other actions requiring one on one supervision.
- c. Social or emotional needs of the child which prohibit him/her from adapting to classroom activities.

- d. Failure of parent(s) to treat staff or other parents respectfully. Disrespect includes abusive language or behavior.
- e. Failure of parent(s) to pay weekly tuition and fees in a timely manner.

The program reserves the right to discontinue childcare services with ONLY ONE-WEEK NOTICE upon the occurrence of any of the above conditions.

DAILY SCHEDULE

(subject to change)

The daily activities of the center vary according to the age of the child. Each schedule provides for quiet and active, as well as individual and group experiences. Also, outdoor and large muscle play are planned daily. Lesson plans are posted on the parent information areas in each classroom and routines are developed to provide children with a consistent and secure environment.

While you are not here, you want to know that you child is learning, growing, and enjoying his/her day. 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.

Morning Class

8:45-9:00 Fine motor activity
 9:00-9:45 Centers
 9:45-10:15 Outside
 10:15- 10:30 Snack
 10:30-11:00 Circle
 11:00-11:15 Small/Large group activity

Afternoon Class

12:00-12:15 Fine motor activity
 12:15-12:45 Outside
 12:45-1:00 Snack
 1:00-1:45 Centers
 1:45-2:15 Circle
 2:15-2:30 Small/Large group activity

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the

temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 32 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes jackets, hats, mittens, and boots in the winter time.

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.

PROGRAM

Weekly lesson plans and daily schedules are posted in each room/area. Families will receive a copy of the activities planned for that week from the teacher. A supervisor prior to posting reviews our lesson plans.

VOLUNTEERS

The staff welcomes 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.

ILLNESS POLICY

We strive 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.

NON-PRESCRIPTION MEDICINE POLICY

We ask that parents schedule dosages of over the counter medication before or after the program. Over the counter medication will not be administered without physician's orders. Staff can administer non-prescription fever-reducing medications that do not contain aspirin, or non-prescription cough or cold medication that do not contain codeine (e.g. Robitussin, Triaminic, Benadryl, Tylenol, etc.) as long as the age and dosages comply with the manufacturer's label and for only 3 consecutive days. A doctor's prescription or a statement from the doctor must be on file at the center in order to continue the OVER THE COUNTER medical treatment more than 3 days.

On the first day the medication is to be given, it is to be checked in at the Parent Sign-in counter. The parent must complete a “Parent/Guardian Request for Administration of Medication Form” to indicate when the medication should be given to the child. Expired medications need to be removed from the center by the parent.

ALL OVER THE COUNTER medicines must be in the original containers, removed from the diaper bags, placed in a Ziploc bag and placed in either the refrigerator or the medicine box or given to a staff member.

WHEN OVER THE COUNTER medicine package say to consult a physician when the child is under a certain age, parents need to comply and submit the “Parent/Guardian Request for Administration of Medication Form” signed by the physician, or they could decide to return to the center during the day to administer the medicine themselves. Physicians must sign for any different dosages than those, which the manufacturer recommends.

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

PRESCRIPTION MEDICINE POLICY

All prescription medications given to a child must have a physician’s written instructions which must be updated every 12 months or have a recent prescription label.

TRANSFERRING PRESCRIPTION MEDICINE TO AN UNMARKED BOTTLE IS AGAINST THE STATE OF OHIO LICENSING LAWS. Our staff will ask parents to give the medicine, in order to comply with the law.

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.

On the first day the medication is to be given, it is to be checked in at the Parent Sign-in counter. The parent must complete a form to indicate when the medicine should be given to the child.

Parents/Guardians must have a complete “**Parent/Guardian Request for Administration of Medication Form**” on file for all prescription drugs. Prescription medicine can be given as specified by the physician until the medication is gone. Prescription dosages can not be altered. Expired medications need to be removed from the center by the parents.

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.

GENERAL POLICIES

1. Children may bring toys from home on **certain days**, but the program 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.
3. We ask that any toy that encourages violent play such as guns, war toys, etc., not be brought into the center.
4. 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.
5. Please CHECK YOUR CHILD'S CUBBY DAILY. It will contain artwork, soiled clothes that need to be taken home, parent literature, field trip permission slips, which need your signature, incident reports, etc. It is very important that that you make time to read all newsletters, flyers, door signs, and permission slip forms. These contain dates and events that are important to know.
6. 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.**

NON-DISCRIMINATION POLICY

Jerry L. Garver 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.

FEES AND CHARGES

2 day preschool

Members: \$110/ month

Non-members \$130/month

4 day preschool

Members: \$195/month

Non-members: \$225/month

5 day preschool

* ODE funded, fees are based on income.

There is a one time \$30 registration fee.

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

All parents arriving after 2:45 will be charged a late fee. Ten minutes after the end of the program, the staff on duty will do the following:

- 1.) Try to contact the Parents/Guardians.
- 2.) If Parents/Guardians cannot be reached, begin contacting people on the child's emergency contacts.

- 3.) After one hour if no one on the emergency card 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).

WITHDRAWAL

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

LUNCH AND SNACKS

Snack will be served daily, and a menu will be posted in the classroom weekly.

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

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 emergency destination is Children's Hospital. 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 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.

TRANSPORTATION

EMERGENCY TRANSPORTATION

Whenever there is a medical or dental emergency and a child needs to be transported, the emergency squad is called to transport the child to the hospital if parental permission is granted. If parental permission is not granted for the program to call the emergency squad for transportation, then the parent/guardian is called to transport the child. If a child is transported to an emergency facility, parents/guardians are notified immediately. The Child Enrollment and Health Information form which includes the emergency transportation information and the child's health condition information accompanies the child to the emergency facility along with a child care staff member if the parent/guardian is unavailable.

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.

SAFETY POLICIES

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. If a child becomes ill, they may be isolated in a section of a room, but within sight and hearing of a staff member.
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.

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
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 non-coin operated telephone at all times.
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.
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.

SWIMMING INFORMATION

A lifeguard will be supervising the pool, whenever swimming is a part of our program. 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 24 inches deep). Parents will sign written permission slips prior to the activity. Please remember to send bathing suits, towels, sandals and sunscreen. Sunscreen also requires a "Request for Medication Form" to be completed with it.

GUIDANCE POLICY

I. Philosophy:

We think of a 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.

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.

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.

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

Preschool Coordinator

Name Jackie Arthur Phone Number (614) 834-9622

- To contact/leave message for program staff
- To cancel child care for the day
- Donations and gifts to the program

YMCA Branch Child Care Director

Name Shalaina Slark Phone Number (614) 834-9622

- Compliments or concerns about the program/staff
- School days off
- Snow emergency days

- Receipts for donations and gifts

YMCA Branch Executive Director

Name Marcy Hasty Phone Number (614) 834-9622

(Child Care Director's Supervisor)

Your Branch Phone Number (614) 834-9622

- Billing questions
- Registration
- Other YMCA program information
- YMCA Sponsorship/Child Care (Title XX) information

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

- Becky Ciminillo, Metropolitan Child Care Director, extension 120
- Nancy Brody, Metropolitan Child Care Curriculum Coordinator, extension 166
- Bobbi Westenheffer, Metropolitan Child Care Coordinator, extension 167

Thank you for choosing the YMCA of Central Ohio

Ohio Department of Job and Family Services
CENTER PARENT 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, 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.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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 violation 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.

