FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ENSURE A BRIGHTER FUTURE

Child Care

YMCA OF CENTRAL OHIO

Y-CLUB PARENT HANDBOOK

Ashville Elementary Y-Club
90 Walnut St
Ashville, OH 43103
Site Phone: 614-809-2625

Scioto Elementary Y-Club
20 West Scioto St.
Commercial Point, OH 43116
Site Phone: 614-809-2618

Tara Reyer - Area Child Care Director
tara.breyer@ymcacolumbus.org

South Bloomfield Elementary Y-Club
194 Dowler Drive
South Bloomfield, OH 43103
Site Phone: 614-623-1353

Walnut Elementary Y-Club
7150 Ashville-Fairfield Rd.
Ashville, OH, OH 43103
Site Phone: 614-809-2622

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FOR YOUTH DEVELOPMENT®
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Dear Parent/Guardian,

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

On behalf of the YMCA of Central Ohio, I would like to take this opportunity to welcome both you and your child(ren) to the largest child care provider in Central Ohio, with over 50 licensed child care programs serving Franklin, Delaware, Fairfield, and Pickaway Counties. We are dedicated to building strong character in the youth we serve. Our programs are centered around the YMCA's four core values of Caring, Honesty, Respect, and Responsibility.

The YMCA Y-Club program has been structured to be as flexible as possible to meet your family's needs. This booklet has been prepared for your convenience to inform you of our policies and procedures. Please refer to this booklet if you have any additional questions regarding the Y-Club program. If you have concerns or suggestions, please feel free to contact me at the Pickaway County Family YMCA at 740-477-1661 ext. 8519.

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

Thank you,

Tara Breyer
Area Child Care Director
Pickaway County Family YMCA

THE Y-CLUB PROGRAM

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

The YMCA Y-Club program exists to meet the needs of families to have a safe, consistent, environment for their children before and/or after school. The program is designed to complement, not imitate, school and home. It serves as an important component in the continuum of services provided for school-age children.

Through the YMCA Y-Club program, the YMCA seeks to help children:
- Grow personally
- Clarify personal values
- Get along with others
- Appreciate diversity
- Become better leaders
- Develop specific skills
- HAVE FUN!

The Y-Club program is child centered and designed to promote self-esteem and meet the individual developmental needs of **CHILDREN.** The YMCA Y-Club program:
- Offers children a base of warmth, security, and continuity provided by caring, qualified staff
- Fosters initiative, independence, cooperation, and self control
- Has flexible schedules that allow for choices during (but not limited to) play, social experiences, and camp work
- Permits freedom within set limits
- Respects cultural diversity.
- Build strong character through programs centered around our core values of Caring, Honesty, Respect, and Responsibility.

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

The **COMMUNITIES** needs will be met by a program that:
- Provides quality child care services
- Reflects current values and concern
- Utilizes existing educational and recreational resources.
- Builds strong character values in children.

YMCA CHILD CARE MISSION

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

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

MISSION OF THE YMCA OF CENTRAL OHIO

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

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

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

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

PROGRAM GOALS

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

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

Physical Skills- The programs will meet children's physical needs by: providing space and scheduled times for activities (such as running, jumping, and playing ball both indoors and outdoors); providing

supervision to ensure safety (but without overprotection or over-direction); providing opportunities for rest; and providing food needed to restore energy.

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

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

Y CURRICULUM COMPONENTS

CHARACTER DEVELOPMENT

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

Y CURRICULUM COMPONENTS

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

Y curriculum components include but are not limited to:

- Arts & Humanities
- Service Learning
- Character Development
- Literacy
- Reading

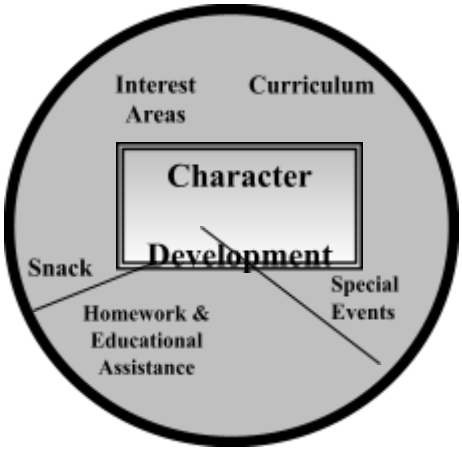
Interest Areas

- Games
- Science/Discovery
- Health, Wellness & Fitness
- Social Competence and Conflict Resolution

INTEREST AREAS

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

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



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

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

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

Communicating Children's Progress, transition plans and assessment information

Transition Plan

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

Children who graduate out of the program and are interested in staying with the YMCA programs are given an opportunity to visit the Pickaway YMCA, as a family and get a tour. They are also advised of our Leaders In Training (LIT) program for teens.

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

Communicating Children's Progress

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

Assessing School Age Children

-Children are formally assessed using the parent assessment and interest form.
-Staff will observe and reflect on the child's goals, interests and progress.
-Staff will keep track of individual goals for each child with dates and examples. This is an ongoing process and goals will be highlighted to parents once reached.

Sensitive Topics

It is our position as YMCA staff to recognize socially sensitive topics. These topics may surface during the duration of the program. It is important to recognize these issues and to be able to handle them in a tactful way. Some of these sensitive topics include smoking, drinking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost and horror stories, divorce, family structure, and personal lives of staff. If these topics arise, you as YMCA staff need to approach these conversations with caution. Participants may be discussing these topics looking for support, information, guidance, your opinion, or to simply shock you. Please remember the four core values and the policies of the YMCA. If a topic arises that you feel you should not discuss with a child, please refer their question to the Area Child Care Director. If disclosures of abuse arise, you can refer to the Child Abuse training section of your manual and notify your Area Child Care Director immediately.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, we include outdoor play in our programs. For full or half day programs, we go outside daily as weather permits. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop ***below 25 degrees*** or rise ***above 90 degrees***. School-age programs located in school buildings may choose to follow the school's temperature policy which may differ from our YMCA policy. If the situation requires it, we will also adjust the outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided, we will include a time for indoor large motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes jackets, hats, mittens and boots in the winter time

SPECIAL EVENTS

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

SNACKS

A nutritious snack will be served each afternoon in the Y program. Each of the snacks will contain food from 2 of the 4 basic food groups. Snacks such as milk, cereal, crackers, pretzels, granola bars and other nutritious foods will be served. Please note that these snacks are not a replacement for meals. A snack menu is posted in the Family Area. If your child has special dietary needs due to medical reasons or you prefer that your child eat something other than what is planned for snack-time, you are welcome to send food with your child. If you choose to send a snack with your child, the snack must contain 2 food groups. Please send utensils and other necessary items as the child care program will not have access to these items. There is no reimbursement of tuition if food is sent from home. **Please note any food allergies on the Child Enrollment and Health Information form and the Medical/Physical Care Plan form, and advise Y-Club staff.**

CHILDREN TO BE SERVED

The Y-Club program serves children who are in Kindergarten through 5th grade who attend Ashville, Scioto, South Bloomfield or Walnut Elementary school.

HOURS AND DAYS OF OPERATION

The Y-Club program operates Monday through Friday during days that school is in session. The program will close to observe the following holidays: Labor Day, Thanksgiving Day, Black Friday (Day after Thanksgiving), Christmas Eve/Day, New Year's Eve/Day and Memorial Day. Many YMCA branches provide full day programs during school breaks, conferences and snow days. Please check with your local YMCA.

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The Y-Club Program will not exceed the following State required ratios: 1 staff to 17 school-age children. Maximum group size for school-age children is 34. Maximum group size is defined by the number of children in one group that may be cared for at any time. Exceptions may include snack, outside play or special events.

Y ADMISSIONS

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

FEE POLICY INFORMATION

REGISTRATION FEE

$30.00 per child. The registration fee is an annual, **non-refundable fee**.

DATES OF SERVICE

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

PROGRAM FEES

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

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

Here are examples of fees for December:

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

WEEKLY FEE PAYMENT (DUE THE FRIDAY PRIOR TO THE NEXT WEEK) 2024-2025 SCHOOL YEAR

***Rates vary due to site start times**

AM Only	$60
PM Only	$61
Both	$109

ATTENDANCE

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

WITHDRAWAL FROM THE PROGRAM

Individuals intending to withdraw from the program must do so by contacting our office 740-477-1661 x 8519 or email: pickawayregistrar@ymcacolumbus.org and giving a **2-week written notice**. Parents/guardians are responsible for the program fee if a 2-week written notice has not been given. If your child has not attended the program for 2 consecutive weeks without notification, it may result in the termination of your child care slot.

RETURNED CHECK/CREDIT CARD FEE

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

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

LATE PICK-UP FEES

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

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

If a parent has not arrived by 6:15 PM, and has not contacted the Y-Club program, staff will call the adults listed as Emergency Contacts on the **Child Enrollment and Health** form to pick up the child. If those individuals cannot be reached, and the parent has not arrived by 7:00 PM, the child will be transported to the Pickaway YMCA to await the arrival of the parent or guardian. If parent or guardian, or emergency contact cannot be reached by 8:30 pm, Children's Services may be contacted. REPEATED LATE PICKUP MAY RESULT IN DISMISSAL FROM THE PROGRAM.

MAKING PAYMENTS

Automatic weekly drafting is required. You will be drafted the Friday prior to the week of care provided. Contact pickawayregistrar@ymcacolumbus.org with any billing questions.

FINANCIAL ASSISTANCE

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

SCHOOL DAYS OFF (SDO) AND SCHOOL HOLIDAY BREAKS

Full day care will be provided (7:00 a.m. – 6:00 p.m.) at The Pickaway County Family YMCA on school holidays with enough interest. The SDO fee is $41 for members and $49 for non-members per child per day. This program requires a separate registration form. School Days Off Registration Forms may be picked up at your local YMCA Branch. The fee for this program is in addition to your regular child care fees. (I.e. for members in the month of December, you will pay your regular weekly payments plus $41 per day per child for Holiday vacation school-days-off program.)

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

Care will not be provided: on school days off without 10 children signed up.

SNOW EMERGENCY DAYS

Full day care (7:00 a.m. – 6:00 p.m.) will be provided at Pickaway Co Family YMCA on days when school has been cancelled due to weather conditions. There is no extra fee for current participants in the program. A non-Participating child there is a $30 fee that must be paid upon arrival of the program.

2 Hour Delays:

Based on Teays Valley Local Schools District Calendar- In event the school district calls for a 2 hour delay, the YMCA will provide AM Care 1 hour later until school begins (7:30am depending on the site's original start time) There is no additional cost to current Y Club participants.

Early Releases:

Based on Teays Valley Local School District Calendar- In the event of an early release, the YMCA will provide care at release until 6pm, unless the county/city has declared a certain level of weather/emergency. There is no additional cost to current Y Club participants.

TAX INFORMATION

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

DAILY ATTENDANCE

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

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

LICENSING

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

ADMINISTRATION

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

CHILDREN WITH SPECIAL NEEDS

It is the intent of the YMCA of Central Ohio to include children with special needs in activities to the greatest extent possible. Recognizing limitations due to a child's special need is important and, with this in mind, the YMCA will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation, unless the accommodation imposes hardship on the YMCA. If your child requires an accommodation, please discuss it with your Branch Child Care Director.

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

PERSONAL BELONGINGS

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

BREASTFEEDING PROMOTION AND SUPPORT

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

SUPERVISION POLICIES

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

ARRIVAL/DEPARTURE

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

SUPERVISION OF SCHOOL-AGE CHILDREN

1. No child will be left alone or unsupervised. A minimum of 2 staff shall always be in the building when there are children present (unless the program has prior approval from the Metropolitan Child Care Offices and has a 2nd Adult available on site.) Required staff/child ratios will be maintained at all times.
2. School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as all of the following conditions are met:
   - children are within hearing distance of a teacher
   - the teacher checks on the children regularly until they return
   - the restroom is for the exclusive use of the program

   One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical threat to their safety in a room without a child care staff member (area must remain in space approved for the child care programs use), as long as the teacher can see or hear the children at all times, and checks on the children periodically.
3. When children leave the program to participate in activities such as Scouts, tutoring, or clubs, parents must fill out a YMCA Form for Student Activities On/Off Program Premises designating the day, time of departure, time of return, destination, and mode of transportation (if applicable) that the child will use to get to the activity. When children assist school personnel in their classroom, parents will complete the YMCA Form for Students Assisting Camp Personnel on Program Premises.

RELEASE OF CHILD

The parent/ guardian must sign their child in and out each day by signing the dated attendance form available at the program. **The parent may designate another responsible adult to pick up or drop**

off the child if previous written authorization has been supplied to the program. **VALID PHOTO IDENTIFICATION must be presented before releasing the child to anyone.** Please let people know about this ahead of time so they bring a picture ID and are not offended. The children's safety is our top priority!

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

CUSTODY AGREEMENTS

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

CHILD ABUSE REPORTING

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

TRANSPORTATION

EMERGENCY TRANSPORTATION

Whenever there is a medical or dental emergency and a child needs to be transported, the emergency squad is called to transport the child to the hospital. If 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.

ROUTINE TRIPS

The program may provide transportation for school-age children going to/from school. This transportation will be done by vehicles owned by the YMCA or by school transportation. A child care staff member with first aid, child abuse, communicable diseases and CPR trainings will be present on YMCA owned vehicles. ***In the event of disaster while transporting children, EMS/911 will be called immediately.***

GUIDANCE POLICY

I. Philosophy

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

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

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

II. Guidelines

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

III. Behavior Management Practices

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

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

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

- Staff may hold a discussion with the child about the inappropriate behavior and its future consequences.
- Staff may inform the child of any disciplinary action to be taken if the behavior is repeated.
- Staff may redirect/provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- Staff may redirect/provide time away from activity, and notify parents of the child's behavior. If behavior continues, staff shall conduct a parent/guardian conference to discuss and provide support in managing child’s behavior at the program.

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

MANAGEMENT OF ILLNESSES

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

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

When it is determined that the child is sick, staff will:
• Isolate the sick child away from other children, but within sight or hearing at all times.
• Provide the sick child with a cot or mat
• Notify the child's parent(s) immediately if the child's condition worsens.
• Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.
• Sanitize the thermometer after each use.

Parents will be notified in writing if children have been exposed to a communicable illness. Children will be readmitted to the program after at least 24 hours of being free of a fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

MEDICATION POLICY

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

Prescription Medication

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

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

Over The Counter Medication

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

IMMUNIZATION POLICY

The YMCA of Central Ohio does not enroll based on Immunization status. If a child meets our enrollment requirements and is a current student in a public or private school/charter school, they may participate in our program.

LICE POLICY

The YMCA of Central Ohio is very aware of the lice problem in many schools today. Any child can get lice, and unfortunately, many do. To limit the spread of lice within our Y programs, we follow a nit-free policy. (Please note this may differ from your child's school policy.)

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

ACCIDENTS/EMERGENCIES

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

There is always one staff member present that has received training in First Aid/CPR, Child Abuse and Communicable Disease as well as an onsite First Aid Kit. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury is serious, first aid would be administered and the parents/guardians would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents/guardians will be notified, and a staff member will accompany the child to the hospital with all available health records. Only parents/guardians or EMS will transport children.

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

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

ENVIRONMENTAL THREATS

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

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

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

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

TERMINATION OF CHILD CARE SERVICES

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

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

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 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. Parents may also discuss their concerns with the YMCA Child Care Leadership Team at Leonard Avenue.
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.

GIFTS TO THE Y-CLUB PROGRAM

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

IMPORTANT NAMES AND PHONE NUMBERS

SITE: Pickaway Y Club 740-477-1661 x8519

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

AREA CHILD CARE DIRECTOR:
Tara Breyer
Phone Number: 740-477-1661 ext. 8519
Email: tara.breyer@ymcacolumbus.org

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

Child Care Registrar:
Phone Number: 740-477-1661 ext. 8519
Email: pickawayregistrar@ymcacolumbus.org

- billing questions and registration
- other YMCA Program Information
- YMCA sponsorship/Child Care Subsidies information

YMCA REGIONAL CHILD CARE DIRECTOR:
Name: Elana Lenihan 614-389-4565 (x5033)
Area Child Care Directors' Supervisor

- compliments or concerns
- assistance resolving problems related to center
- receipts for donations and gifts

Executive Director of School Age Child Care
Mandy Bealer
Phone Number: 614-389-6410
Email: mbealer@ymcacolumbus.org

YMCA BRANCH EXECUTIVE DIRECTOR:
Wayne Linthicum
Phone Number: 740-477-1661 ext. 8510
Email: wayne.linthicum@ymcacolumbus.org

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

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

DAILY SCHEDULES

Our program's daily schedule is flexible when necessary but structured to provide routine. We include indoor and outdoor learning activities which incorporate structured and child choice time. Our schedule allows opportunities for individual, small group, and large group activities.

AM

6:30 – 7:15	Centers Open/Interest Area Time
7:15 – 8:00	Group Activity/Group Reading
8:00 – 8:45	Clean Up and Y Kids R Fit

PM

3:15 - 4:00	Arrival, Snack & Homework/Reading Time
4:00 – 4:30	Y Kids R Fit
4:30 – 5:00	Group Activity
5:00 – 6:00	Centers Open/Interest Area Time

Appendix I.

Ohio Department Of Job And Family Services Center Parent Information Required By Ohio Administrative Code

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

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center 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.

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

Appendix II.

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

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

Center Hours of Operation Meals and Snacks Available

4 to 8 hours per day One of the following:
- 1 meal and 1 snack
- 1 meal and breakfast

More than 8 hours and fewer than 14 hours per
day
One of the following:
- 1 meal and 2 snacks
- 1 meal and breakfast
- 1 meal and 1 snack
- 2 meals and 1 snack

More than 14 hours or overnight breakfast, 2 meals and 2 snacks
After school for school children 1 snack
Note: No child shall go longer than 4 hours without being served a snack or meal, except when sleeping.
The content of meals, snacks and breakfast shall be selected from the following four basic food
groups:
1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Milk (fluid cow's milk) and dairy

a) 100% whole homogenized vitamin D fortified for children 12 to 24 months
b) 1% or skim homogenized vitamin A and D fortified for children over 24 months
Meal, snack and breakfast food group requirements:
Type of Feeding Food Group
Meal- (must provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA)
All of the following:
- 1 serving of fluid milk
- 1 serving of meat or meat alternative
- 2 servings of fruits and/or vegetables
- 1 serving of bread and grains

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

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