

BUILDING BRIGHTER FUTURES



PARENT HANDBOOK

EARLY EDUCATION AND SCHOOL-AGE ENRICHMENT PROGRAMS

YMCA of Greater Dayton
daytonymca.org



Welcome to our family,

Thank you for allowing the YMCA of Greater Dayton to care for your children. Our programs within the Y will always reflect the needs of the communities which we serve.

It is our goal to serve our community through affordable, high quality early childhood and school age education in a safe, warm, and nurturing environment. We know in these uncertain times it is important for us to be especially conscious of being flexible and striving to meet the ever changing ODJFS and CDC Safety guidelines.

The Y has a staff of creative, knowledgeable individuals from diverse backgrounds who care! We invest in our staff by providing benefit packages, competitive salaries, paid trainings, opportunities for professional growth and encouraging a healthy workplace environment.

Parents are always welcome as we are partners in caring for your children. We invite you to share ideas, give feedback and get involved through volunteerism and participation in school events. Family potlucks, community celebrations and fundraising involvement are just a few ways in which families can contribute. (once social distancing allows)

It is my sincere hope that your Y experience will be as rewarding to you and your family as it has been for countless other families. Please read this handbook and sign and return the Acknowledgement & Waiver and the Center Policies Agreement, both located at the back of the handbook.

If you have any concerns I ask that you directly contact your child's director and if needed I can also be a source of support.

Sincerely,

Vickie Dannals, Executive Director of Childcare Services
vdannals@daytonymca.org

TABLE OF CONTENTS

ABOUT US

MISSION STATEMENT	6
PHILOSOPHY	6
GOALS	6
PROGRAM COMPONENTS	6
STEP UP TO QUALITY	7
CONTACT US	8

STAFF

SELECTION OF STAFF	9
TRAINING/DEVELOPMENT	9
RESOLVING CONCERNS	10
COMMUNICATING WITH THE STAFF	10

GENERAL INFORMATION

HOURS OF OPERATION	11
PERSONAL BELONGINGS	11
CLOTHING	11
FAMILY AND TEACHER CONFERENCES	12
CONTACTING YOUR CHILD AT BEFORE & AFTER SCHOOL PROGRAMS	12
PARENT COMMUNICATION LOG	12
PARENT VOLUNTEERS	12
PARENT PARTICIPATION & VISITATION	12
PARENT ADVISORY COMMITTEE	13
NEWSLETTER	13
OUTSIDE CONTACT	13
BREASTFEEDING	13

ENROLLMENT & TUITION

REGISTRATION & ENROLLMENT	14
REGISTRATION FEE	14
DEPOSITS	15
LICENSING & POLICIES	15
FULLTIME VS PART TIME	15
WAITING LISTS	15
SPECIAL NEEDS	15
MEDICAL TREATMENT	15
TUITION AND FEES	16
TUITION ASSISTANCE	16
LATE PAYMENT FEE POLICY	17
RETURNED PAYMENTS	17
REFUND POLICY	17
EXPULSION POLICY	17

PROGRAM POLICIES

SEVERE WEATHER POLICY	18
LATE PICK-UP	18
CHILD ABSENCE	18
VACATION	18
CHILDTRACKING POLICY	18
RECORDS	18
BATHROOM PROCEDURES	18

TABLE OF CONTENTS

PROGRAM POLICIES -CON'T	
SENSITIVE MATTERS	19
CUSTODY AGREEMENTS	19
TRANSITION OF CHILDREN	19
INDIVIDUALIZED EDUCATION PLANS	19
FORMAL ASSESSMENTS	19
OUTDOOR PLAY	20
LEAVING THE CENTER	20
CODE OF CONDUCT	
YMCA RULES	21
BEHAVIOR MANAGEMENT POLICY GUIDELINES	21
NON-VIOLENCE POLICY	22
ZERO TOLERANCE	22
BEHAVIOR NOTIFICATION FORM	23
ADULT CODE OF CONDUCT	
ADULT CODE OF CONDUCT	24
CONSEQUENCES OF VIOLATION	24
PROGRAM SCHEDULES	
CLASSROOM SCHEDULES/VIRTUAL LEARNING	25-27
ARRIVALS AND DEPARTURES	28
TRANSPORTATION & FIELD TRIPS	
TRIPS	29
ROUTINE TRIPS	29
SAFETY & HEALTH	
SAFETY, HEALTH, COVID AND SUPERVISION	30
EMERGENCY DRILLS AND EVACUATION PROCEDURES	31
MEDICAL EMERGENCY PLAN	32
WAIVER	32
ACCIDENTS/EMERGENCIES	33
HEALTH POLICY	34
ILLNESSES	34
MONITORING OF ILLNESS AND CENTER POLICIES	34,35
IMMUNIZATION REQUIREMENTS	35
LICE/BED BUG POLICY	36
MEDICATION	36
BITING	37
CHILD PROTECTION	37
SWIMMING & WATER SAFETY	38
WATER SAFETY RULES	38
NUTRITION	39
FAQ'S	40
CONTACT INFORMATION	41
INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE	42,43
PHOTO RELEASE	44
ACKNOWLEDGEMENT & WAIVER	45
CENTER POLICIES AGREEMENT	46

ABOUT US

Welcome to the YMCA of Greater Dayton Childcare Services. Our Early Learning Centers, Preschool and School-Age Enrichment programs provide an environment that promotes learning, making healthy choices, expressing creativity, and age-appropriate social, emotional, and spiritual development.

MISSION STATEMENT

The YMCA of Greater Dayton, based on Christian principles, is a charitable organization with an inclusive environment driven to enrich the quality of family, spiritual, social, mental and physical well-being for all.

PHILOSOPHY

YMCA Programs are designed to meet the developmental needs of children, to provide experiences that enhance and enrich each child's cognitive, language, social, emotional, spiritual, physical and creative development. Within the program's daily schedule, each child has opportunities to create, to explore the environment, to develop problem-solving and personal interaction skills and to develop concepts through experiences. Children develop a positive self-concept through a balance of self-directed activities and teacher assisted activities. Opportunities for solitary play, as well as group activities, are provided. Staff serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's needs. Parents are welcome visitors in the classroom and are welcome to be participants in our day as volunteers. See Director for more information.

GOALS

The YMCA childcare program strives to support and strengthen families by:

- Improving communication among family members and YMCA care providers
- Increasing a family's ability to work and play together
- Help families learn and share YMCA character values with other families
- Increase their sense of community with other families through YMCA events and activities
- Helping families improve their economic stability

PROGRAM COMPONENTS

The YMCA also wants to help children develop to their fullest potential; the program promotes children's growth and learning through these goals:

- Help children develop healthy self-concepts;
- Allow children to learn through play and discovery;
- Offer developmentally appropriate activities to help children develop physically, emotionally, intellectually, socially and spiritually;
- Provide space, equipment and teachers that aid the children's development;
- Help children to develop healthy relationship with respectful and positive adults;
- Involve children in some aspect of planning their own activities;
- Believe in the value of all children, and help children appreciate the diversity and uniqueness of their peers;
- Involve children in their community to develop their social and living skills; and
- Encourage expressions of feelings, whether sad, joyful, or otherwise and respond to those feelings.
- Help support academic gains through homework assistance.

CHARACTER DEVELOPMENT

At the YMCA, character development and values are a part of who we are. At our YMCA that means more than just activities. We believe character development is an important challenge for all of us – staff, volunteers, members, participants and parents – to accept and demonstrate the positive values of caring, respect, honesty and responsibility.

The YMCA also adopts the practices of the Search Institute’s 40 Developmental Assets that help young people make wise decisions, choose positives paths, and grow up competent, caring, and responsible. The assets are grouped into eight categories:

1. Support
2. Empowerment
3. Boundaries and Expectations
4. Constructive Use of Time
5. Commitment to Learning
6. Positive Values
7. Social Competencies
8. Positive Identity



STEP UP TO QUALITY

YMCA childcare is licensed by the Ohio Department of Job and Family Services. Our childcare programs have been awarded or are in the process of being awarded, Step up to Quality recognition (SUTQ) which is a voluntary five–star quality rating system administered by the Ohio Department of Job and Family Services (ODJFS) and the Ohio Department of Education (ODE). The rating system recognizes and promotes learning and development programs that meet or exceed Ohio licensing standards.

CONTACT US

In order to register for childcare programs, please visit one of our branch locations or childcare sites. Enrollments are subject to availability.

PROGRAMS - vary by location

Coffman YMCA in Springboro

Springboro/Miamisburg Schools
88 Remick Blvd.
Springboro, OH 45066-9168
Tel: 937-886-9622

YMCA at St. Anthony

Early Learning (6 weeks-5yrs)
and School Age
830 Bowen Street
Dayton, OH 45410
Tel: 937-673-2935

YMCA at Grace-Childcare

Dayton Public Schools
Early Learning & School Age
(6 weeks-12yrs)
1001 Harvard Blvd
Dayton, OH 45406
Tel: 937-278-4636

Fairborn YMCA

Early Learning & School Age
(6 weeks-12yrs)
300 S. Central Ave
Fairborn, OH 45324
Tel: 937-754-9622

Kleptz YMCA in Englewood

Northmont Schools
Early Learning Centers – Stillwater and
Concord
1200 W. National Road
Englewood, OH 45315
Tel: 937-836-9622

Preble County YMCA in Eaton

Preble/New Lebanon Schools
450 Washington-Jackson Road
Eaton, Ohio 45320-8699
Tel: 937-472-2010

South YMCA in Kettering

Early Learning & School Age
(6 weeks-12yrs)
4545 Marshall Road
Kettering, OH 45429-5716
Tel: 937-434-1964

West Carrollton YMCA

West Carrollton Schools
900 S. Alex Road
West Carrollton, OH 45449-2108
Tel: 937-866-9622

Xenia YMCA

Xenia Schools, Wilmington Schools
336 Progress Drive
Xenia, OH 45385
Tel: 937-376-9622

Y at the Heights in Huber Heights

Huber Heights City Schools
Studebaker Early Learning (3-5yrs)
and School Age (K-12yrs)
7251 Shull Rd.
Huber Heights, OH 45424
Tel: 937-236-9622

**Program locations vary in all areas.
Please contact the YMCA Childcare
director at each location for sites
in your area.**

Childcare Staff Hours of Operations

Varies by location, Monday-Friday
8:00am-5:00pm
Emails and phone calls will be
responded to during childcare
business hours of operation.

Child Care Services main office:

937-610-9622



STAFF & TRAINING

SELECTION OF STAFF

The quality of a YMCA program is determined by the staff's approach to childcare and the effectiveness of the interaction with the children. Our staff members are selected on the basis of their training, experiences and their desire to work within our philosophy of childcare. We place high expectations on our teachers and encourage them to further their professional development through continuing education. Our staff is encouraged to discuss any questions or concerns with the Childcare Director or Branch Executive.

TRAINING/DEVELOPMENT

All team members, within the first 30 days of hire, go through an orientation that reviews:

- Program Policies, Procedures & Job Responsibilities
- Licensing Rules and Staff Requirements
- Confidentiality
- Daily Schedule and Activities (lesson planning)
- Child Abuse Recognition and Reporting
- Health Observation Precautions & Medications
- Universal Precautions & Infectious Disease Control
- Communicable Disease Recognition
- Child Accountability and Attendance (ratio and supervision)
- Emergency Action Plan Training
- Child Guidance and Behavioral Techniques
- Information on Children with Special Accommodations and Plan for Care
- Transition Techniques



Our team members are experienced and caring, trained in working with children and program safety including; First Aid and CPR, Communicable Disease, Child abuse prevention and Developmentally Appropriate Practices. All team members must meet state of Ohio (ODE and ODJFS) licensing guidelines for continuing education and provide documentation at completion.

All staff members are required to attend 20 hours of ODJFS training annually.

In addition to learning all the policies and procedures of the YMCA child care program, they learn how important it is to apply sunscreen when needed, how to do head counts, how to check children in and out, and how the drop-off and pick-up procedures. They explore techniques of how to better interact with children, build other's self-esteem and confidence, and become experts in songs, games, skits, and arts & crafts projects. At the end of our training, they are ready to use their new skills and knowledge with students.

Monthly staff meetings are held to enhance our staff learning and communication.

In addition to Holidays, and alignment with partnering school district schedules, YMCA programs are closed two days per year for continuing education training for our staff. Please refer to the annual program schedule for dates. YMCA programs may be closed for Gap/Program Transition days, especially when deep cleaning is needed. These are days reserved for the program staff to clean and prep for transition that select classes would not be in session. Examples of this include: Day Camp and Program Wide Transitions (Preschool to Kindergarten)

COMMUNICATING WITH THE STAFF

Exchange of information between parents and staff provides insights for both parties. The format may be formal or informal. It is vital that you inform us of changes happening in your family. Changes at home include: moving, hospitalization of a sibling or parent, custodial issues in the parent's relationship, etc. These influence the way in which your child relates to others. Staff members can better provide for a child's needs if they are aware of the situation. We will treat this information in a confidential manner. Please also ensure the childcare director is informed.

RESOLVING CONCERNS

It is important that parents and staff familiarize themselves with the center and its programs. Parents and staff should discuss any concerns or suggestions about the childcare program with the Childcare Director. Concerns about program staff can be discussed with the Director at any time.



HOURS OF OPERATION

The centers are open Monday through Friday. YMCA Early Learning Centers are open from 6:30am-6:00pm with arrival of the preschool children between 6:30am and 8:30am to allow for breakfast, with arrival no later than 8:45 am as instructional time will begin by 9:00am. All of the ELC children will be in care by 9:45am. The School Age YMCA locations are open from 6:30am until school begins and school dismissal until 6:00pm. On School's Out Days children must arrive by 9am. Families with continued late arrivals will need to meet with the Director to discuss and may be removed from the program.

YMCA programs may be closed when the school is closed, but the families may be able to enroll their child at the center's School's Out location with advance reservations, when need exists. YMCA members and fulltime care registrants are given priority for care on School's Out days, holidays, delays, snow days and school cancellations. See the Director for more information. Spots are filled on a first come, first serve basis as space may be limited.

YMCA Centers are closed for the following holidays: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving (both Thursday and Friday), Christmas Eve, Christmas Day, and two days per year for Staff In-Service Training. If the holiday falls on a Saturday the recognized day will be the prior Friday and should it fall on a Sunday, the following Monday will be the recognized day.

Programs may be closed for Gap/Program Transition days. The majority of sites will have a minimum of a three to seven day period where care will not be provided between the last day of school and the first day of full-day care (summer camp) and the last day of summer camp and the first day of school. This break is utilized to facilitate a safe and smooth transition from the end of the school year. In addition, adequate time is required to properly train new and additional summer day camp staff and new school year staff once school is in session in the fall.

Schedules vary site-by-site depending upon the availability of the schools and their ability to open their doors before school so that we may prepare our site for the first day of school while meeting all ODJFS licensing requirements.

An annual program schedule is published and provided to families, and includes adjustments for holidays that occur on weekends, and announces the dates of the two teacher in-service days. *Enrollment fees have been annualized to reflect holidays and staff in-service days the center is closed. No further adjustments will be made for those weeks. Separate sign-ups for care may be available at some sites.

The YMCA reserves the right to limit slots and adjust fees due to state ratios and capacity. Fees are expected for weeks registered regardless of attendance to maintain slot.

PERSONAL BELONGINGS

The center provides an ample supply of toys, learning tools, developmental materials and food to meet your child's daily needs. Please leave all toys, food, gum, pets, and money at home. All children share the materials at the center as part of the learning experience. If it is necessary to bring items to the Y other than a change of clothes and bedding, please label items clearly. The YMCA will do our best to help manage labeled items however it is not responsible for lost or damaged items.

CLOTHING

Dress your child for action! Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waist bands, etc) and appropriate for "messy" activities such as arts and crafts and outdoor recreation. Sneakers or other soft-sole shoes are advised for the prevention of injuries.

Infants and toddlers need to have two changes of clothing on hand. Preschool and school age children need at least one change of clothing at the Y. Toddlers and preschoolers will also need a small pillow and blanket for naps. Please be sure that your child's name is clearly marked on all articles of clothing so that we can minimize the loss of personal belongings. In the event of missing items, please notify us promptly. Unclaimed items are donated to families in need. The Y is not responsible for lost or missing items.

FAMILY AND TEACHER CONFERENCES

Formal conferences are designed for our Early Learning participants to help families and teachers share child's progress, plan goals together, and to communicate any challenges or victories. A family may ask for a meeting with the Teacher at any time. The formal conference will be scheduled in the Fall and Spring so that you and other significant people in your child's life can participate.

CONTACTING YOUR CHILD AT BEFORE AND AFTER PROGRAMS

Please do not call to speak to your child unless it is an emergency. If your child is experiencing problems, we will call you immediately. If you have any questions or concerns, please contact the site director at any time.

Children are not allowed to have cell phones or any other electronic devices at any of our program sites. This is one of the few areas of a child's life where they can be free of these devices.

PARENT COMMUNICATION LOG

At each program, you will find a binder or notebook in which you can leave messages for the site director or your child's teacher. Please write all messages down in this book including, known absences, vacations, the need to conference, etc.

PARENT VOLUNTEERS

All parent volunteers must complete a YMCA volunteer form at least 2 weeks prior to the field trip.

- Once the application has been reviewed and a background check has been passed, the Child Care staff will notify you.
- Parent volunteers will be placed in a group of children along with YMCA staff members but not counted in ratio.
- Volunteers are not to be left alone with children at any time.

The YMCA may at its discretion fund the field trip for those parent volunteers who attend field trips and assist with a group of campers for the duration of the fieldtrip. The number of parent volunteers that the YMCA will fund is limited. When not volunteering, parents pay for their own fees and provide their own transportation. Parents and volunteers may accompany the children on field trips and offer assistance on special projects throughout the year. Please contact the program's Director if you or someone you know would like to be trained as a volunteer for any of our programs. Each potential volunteer must go through an interview process which includes a background and reference check even if you are only volunteering one time. No one will be permitted to volunteer until the interview process is complete.

PARENT PARTICIPATION & VISITATION

Parents are an important part of our program. We encourage you to share your talents, hobbies, and/or profession with your child's group. Please contact the office to volunteer your services.

Parents of enrolled children may make unannounced visits at any time. All custodial parents have the right to enter the center at any time. We request, however, that visits of a lengthy nature are scheduled with the Director ahead of time so that there is ample time to fill out the volunteer application, and gain approval. Visitors other than parents are welcome to visit with the parent's permission such as grandparents, but must make an appointment with the Director ahead of time. Visit length is at the sole discretion of the Director and may be limited. The well-being of all children in our care is our top priority and limiting program access helps us to ensure this standard. Parents may check children out of the program at any time.

We would also like to invite all the parents to attend special events and shows put on by the children each session.

PARENT ADVISORY COMMITTEE

The committee consists of at least one parent from each age group.

The purpose of the committee shall be:

- To initiate suggestions and ideas for development and improvement of the Childcare Department Programs;
- To function as a channel for communicating with parents and the Childcare Department and its programs;
- To assist in organizing activities for the parents;
- To serve as a channel for hearing concerns on the program;

Any parent interested in serving on the committee should contact the Director.

NEWSLETTER

The program publishes a monthly newsletter to keep you informed of our activities and provide you with classroom news. Please refer to our monthly calendar for events in which you would like to participate

YMCA personnel may utilize electronic communications such as (Tadpole@, Shutterfly, Signup Genius, Remind,etc.) therefore a parent's valid email address and phone number must be on file.



OUTSIDE CONTACT

In order to maintain professional boundaries, no outside contact between childcare staff and families may occur. This includes, but is not limited to, babysitting and birthday parties, as well as social media, such as Facebook, Instagram, Twitter, Snapchat, etc. Childcare staff members are not to accept babysitting opportunities, birthday party invites, or "friend/follow" requests on social media. Please inform the Child Care Executive Director if outside contact with your child has occurred.

BREASTFEEDING

In the event a mother wishes to nurse their child or pump milk, they are welcome to do so.

*See Director for locations if needed.



ENROLLMENT & TUITION

REGISTRATION & ENROLLMENT

The YMCA offers childcare for ages 6 weeks to 12 years, the availability or services varies by location. Some restrictions may apply. Special Accommodations are considered on an individual basis, licensing rules and classroom availability may hinder the ability to register all children. Pre-registration is strongly recommended. The YMCA reserves the right to determine eligibility in this program.

As we have a limited number of spaces, enrollment is taken on a first come, first serve basis. We are unable to accept phone, faxed or email registrations. The YMCA reserves the right to limit slots and adjust fees due to state ratios and capacity. Availability may be limited due to current state ratio guidelines and capacity requirements. Parents are encouraged to submit a packet to be contacted as state ratios increase or spaces become available. Participation in this program is limited to those who have chosen the in-school option for the 2020/2021 school year. Due to limited ODJFS ratios, shared spaces and school hours of operation, we hope to accommodate as many of the children as possible whose parents have chosen the in-school option. The YMCA reserves the right to determine eligibility in this program. Remote Learning option may be available at some locations to align with school district being served.

Enrollment must be completed by the first business day of August or there may be a two week delay in starting the program due to proper review of documents, including medical forms and payment processing (including Title XX).

No child will be refused admittance to the program due to race, religion, gender, or gender identity. **Financial assistance** is available for YMCA membership and programs. Due to generous contributions through our Annual Scholarship Campaign, no one is turned away from the YMCA due to the inability to pay as determined through our financial assistance process. Complete "Extra Hands" packet to determine eligibility. If your child has special accommodations, please contact the Childcare Director to discuss opportunities prior to registration. A meeting will be scheduled after all paperwork, including IEP's when applicable are returned and reviewed by director.



For enrollment to be complete return the following items to the childcare program director:

- Enrollment Packet
- Registration Fee & Deposits (see below)
- EFT/automatic withdrawal form to authorize for weekly/monthly payments

Return these items as soon as possible to save your child a space as we do have limited class sizes. Please provide an up to date record of children's immunizations. We reserve the right to deny care for any child who is not immunized.



Parents and guardians are required to disclose all medical, physical or behavioral issues at the time of the child's enrollment. For the safety of your child, and so current information is always on file, any changes to registration or medical information must be immediately communicated to the director. Families are required to share timely in writing with YMCA personnel if their child has had any direct exposures so appropriate steps can be taken. Parents will be notified in accordance within appropriate guidelines of any direct exposures in the program.



REGISTRATION FEE

In order to reserve your child's space a \$35 for family and \$30 for a single child registration fee is required at time of sign up. If the registration fee is not paid at the time of registration, it will be drafted at the same time as the first week's fees. Registration fees are non-refundable.

Note: All payments must be made to authorized YMCA personnel at the program or branch membership staff. Authorized personnel include YMCA membership staff, billing specialists, or the childcare program director. No cash payments will be accepted. Teachers are not able to accept payments or enrollment paperwork.

DEPOSITS

For certain programs, a non-refundable deposit may be required. See enrollment forms for details.

LICENSING & POLICIES

The YMCA of Greater Dayton abides by all standards regulating child care centers and youth camps as prescribed by the State of Ohio Job and Family Services (ODJFS). Please refer to pages in the back of this handbook for a list of items required by the Ohio Administrative Code and ODJFS. Ratios are maintained at 1:18 for school age programs, 1:5 for infants, 1:7, for toddlers 1:12 or 1:14 for preschool programs depending on the age of the child



In order to obtain a full compliance with these standards, parents must complete each enrollment form in its entirety and as necessary update the information throughout the year. It is your responsibility to keep your child's records up to date. Failure to keep records current could result in exclusion from care.

FULL TIME VS PART TIME

Full time status is described as attending 3-5 days per week. Families are permitted to attend any days during operation. Part time is described as attending 1 to 2 days per week. Families with part time status must confirm these days upon registration according to ODJFS guidelines.

Enrollment will be prioritized for families needing full-time care. A family, who is attending at a full time status and also are members of the Y, are given priority when signing up for what is known as School's Out days.

WAITING LISTS

In the event that a program fills prior to your registration, you may place your child on our waiting list. You will be contacted if a spot becomes available 3-5 days prior to the session start date.

SPECIAL ACCOMODATIONS

The YMCA of Greater Dayton is committed to living out our value of inclusiveness which promotes non-discrimination and equal access in our programs, services, and activities. We strive to provide the best childcare experience for your child, and ask that prior to registration, you consult with the childcare director regarding any special accommodations of your child. We will work to provide reasonable accommodations upon request and based on information provided. Ratios must be maintained in all programs..



Inclusion information for children with special accommodations must be provided at the time of registration directly to the child's Site Director. After reviewing the information and a meeting with childcare director a decision will be determined if request is a reasonable accommodation. IEPs are especially helpful as they are useful in determining if the special accommodations fall in the typical scope of the program and how we might be able to accommodate the child.

MEDICAL TREATMENT

Due to the fact that there are some medical treatments and procedures that legally the YMCA staff is not trained, nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

TUITION AND FEES



A current tuition and fee schedule is included with the parent handbook. Tuition is due on Friday, in advance for weekly program fees OR due the first of the month for monthly programs. Fees are scheduled as automated withdrawals. The YMCA recommends a credit or debit card be used. Cash payments are not accepted. In the event you encounter a problem with your credit/debit card please notify the YMCA Program immediately or at minimum prior to the withdrawal schedule to avoid the return fees. Returns and unpaid balances are subject to late fees and may be turned over for further collection action. The legal parent/guardian who enrolls the child is responsible for tuition. If another party is assuming responsibility for payment, that individual will complete the EFT paperwork and submit a letter stating they understand they are responsible for the fees. Special Court Ordered arrangements or Dual custody situations will be handled discreetly as it is the YMCA's policy to remain neutral in all custody matters. Please see the Director if special arrangements need to be considered for your family.



The YMCA requires payment of full tuition even when children are absent as we do not pro rate fees. Full tuition is charged for weeks that include holidays. Permanent changes such as withdrawal must be made using a "no care form" two weeks prior to the EFT withdrawal date. If signing-up for School's Out days and break weeks; fees will be charged and payment is expected regardless of attendance. YMCA members and fulltime participants are given priority for care on School's Out days, delays, and district issued snow days and/or school cancellations.

YMCA members who enroll multiple children in the same household will receive a multi child discount at 10% to be applied to the oldest child.

Official Annual tax statements are prepared and made available to families by January 31st. The YMCA of Greater Dayton tax identification number is 31-053517. Tax statements are issued to the primary person listed on the YMCA account.

TUITION ASSISTANCE



The Y accepts payments made by third parties for tuition. Families are expected to maintain their TAPS info, authorization and attendance. Title XX co-pay is due every Friday via auto draft prior to care. When a family does not make their portion of the tuition payments in advance as required, the Y staff reports the fees due to the County. Changes in authorization status or copays must be communicated immediately. Should the third party, such as the County, not pay the tuition due, the unpaid tuition is moved to the family's account and is due immediately. Title XX attendance must be TAP daily. There is a two-day back TAP period if daily TAPS are missed. If the back TAP period is missed the family will be charged the difference between the co-pay and the weekly private rates. It is the parent's responsibility to know for which dates and times they need to back TAP

*Public funding (Title XX) accepted, with prior authorization required and be visible in KinderConnect, to start program and attendance requirements apply. (School Age-3 days or equivalent of 8 hours and Early Learning Center – 3 days or equivalent of 26 hours. Lack of attendance will require departure from program.

The Y provides childcare scholarships for families in need who are not eligible for other tuition assistance. Once you have received denial from the County for subsidy please see the Site Director for information about the YMCA "Extra Hands" Scholarships. Completed Scholarship Applications & documents must be turned in a minimum of 7 business days before care starts. Parent will be notified of approval and start date for child.



LATE PAYMENT FEE POLICY

A late charge will be assessed for any payment not received. Payments are due prior to services being rendered. Children will not be permitted to attend if the following occurs:

1. Any outstanding balance is owed to the YMCA of Greater Dayton this includes childcare, day camp, membership or any other program fees.
2. Title XX/Public Funds Authorization not confirmed, noncompliance with Title XX taps, nonpayment of copays or attendance as agreed
3. Account has been submitted to collections (R and D). Once an account has been sent to collections the YMCA is unable to register for any programming until balance is paid in full to the collection agency. Payments at this point will not be able to be paid at the YMCA.



RETURNED PAYMENTS

There will be a \$10 fee assessed for any and every returned payment.

REFUND POLICY

All withdrawals from a program session and/or refund requests must be done in writing through the YMCA. Refunds/credits will be issued as follows:

- A full refund (less the deposit) will be issued if a written cancellation is received at least 2 weeks prior to the start of program.

If you paid by check/cash or your payments were made through EFT draft from a checking or savings account, it takes 4-6 weeks from the date requested to receive a refund in the mail. If you paid by credit card or your childcare payments were made through EFT draft from a credit card account, it takes 1-2 weeks from the date requested to receive a refund on your credit card statement.



EXPULSION POLICY

The YMCA reserves the right to end your child's enrollment with or without refund if the staff deems in the best interest and/or safety of the child, other children, parents or staff. If a child's enrollment termination is deemed necessary by staff, parents will be informed of reasons for termination.

Examples include but are not limited to:

- Tuition not paid or Title XX taps not completed
- Violation of the Y Code of Conduct for members
- Criminal behavior
- Persistent lack of communication and/or collaboration between family and the Y.
- Safety concerns

PROGRAM POLICIES

SEVERE WEATHER POLICY

In the event of severe weather, the center will make every effort to remain open. If conditions are deemed hazardous and become dangerous to be out, closing announcements will be provided to local radio and television stations by the branch. If your local YMCA branch is closed then the corresponding childcare locations will also be closed. If power is out or there is a loss of water, site will be closed.

Weather policies and care locations changes vary by location. See director for specific site information.

LATE PICK-UP



When a child is not picked up by closing time, a late fee is charged to the family. At one minute after closing, a late arrival fee of \$10.00 is charged. Beginning at 15 minutes after closing each additional minute costs \$1.00. Late arrival fees are charged per child. Families with continued late pick-ups will need to meet with the Director to discuss and may be removed from the program.

If the YMCA has not been notified that the parent is running late, staff will begin to call parents and family members or other persons listed on the enrollment form by the family. In the event no one on the list is able to be reached, the local authorities will be notified.

CHILD ABSENCE

Please let the program know if your child will be absent, or if your child is absent from school and won't be attending an after school program. Although it is likely true that if a child doesn't go to school the other children will tell the Y staff that s/he was absent, Y staff need to have this information directly from you the family to the program staff. Please inform childcare staff if your child will be absent by either calling the Y or the site directly.

- We do not prorate based on attendance. Full tuition is required even when children are absent – this allows us to maintain enrollment and ensure a child's space won't go to the next family on the waiting list. If you have already paid for a week and your child was unable to attend that fee cannot be applied to a future week of care.

VACATION

As a courtesy to our long-term families, we're pleased to allow two weeks of vacation per year, without fee or penalties, after six months of enrollment in a full-time program. We require written notice at least two weeks prior to vacation (in order to properly credit your account) and your account must be current. For vacations extending beyond one week, we must charge 50% of the weekly tuition in order to maintain enrollment. This fee should be paid before the vacation begins. A No Care Form must be completed prior to your vacation, please see the Director to complete this form.

CHILDRACKING POLICY (SCHOOL AGE)

If a child does not show up at the YMCA program when expected, a childcare staff member will contact the child's school, teacher, parent or legal guardian to determine their attendance status

RECORDS

All student records are kept until two years passed the age of majority (18 years of age).

BATHROOM PROCEDURES

No child is unsupervised and no child is ever alone with a staff member. All children will take trips to the bathroom with the entire class and/or groups of children escorted by staff. All children over age 3 will be self sufficient in taking care of personal bathroom needs and changing when necessary. YMCA policy does not permit staff to touch children in "areas covered by a bathing suit". Children will only use bathrooms inspected for safety by staff.

SENSITIVE MATTERS

The YMCA is aware that many children and families encounter sensitive matters or events. Sensitive matters are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. Regular, open communication between parents and staff is vital.



CUSTODY AGREEMENTS

To ensure the YMCA childcare is in compliance with any court-order pertaining to the custody of your child, we require a certified copy of the custody order. We keep this information confidential and solely for the safety and well-being of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will also need certified copies of these on file. It is the policy of the YMCA childcare to remain neutral in all custody matters.

Under the laws of the State of Ohio, both parents may have the right to pick up their child unless a court document restricts that right. Nonresidential parents of an enrolled child shall be permitted unlimited access to the center and be afforded the same rights as the residential parents unless there is court documentation limiting access and conditions of the nonresidential parent. This court documentation must be on file at the Center. The parent or guardian shall notify the administrator of their presence on site. Parent or guardian will notify the YMCA of any changes in writing. Any further legal documents or requests for information must go through our corporate office.

TRANSITION OF CHILDREN

We feel transitioning takes time, preparation, planning and patience. Adults can help a child by supporting them before, during and after transitions occur. These transitions occur when starting at a new environment, every day transitions from home to daycare setting, transitioning into a new age group and classroom, with a new provider, and transitioning to school. We are committed to assisting our families and children in making these transitions as seamless and comfortable as possible. The Director and Teacher, with parent, input will make the final determination on transitioning the child.

INDIVIDUALIZED EDUCATION PLANS

Prior to children with an IEP beginning our program we must have a copy of the IEP and an ODJFS Medical Care Plan (Form 01236). Parents will be contacted to set up a meeting to ensure that the specific needs are understood and will provide those details in a letter to the Director. The parents and Director will agree on the accommodations that can be made based on the information provided, should the information change the YMCA reserves the right to request a secondary meeting to review and update the changes to ensure the child's success in the program.

Parents and guardians are required to disclose all medical, physical or behavioral issues at the time of the child's enrollment. For the safety of your child, and so current information is always on file, any change must be immediately communicated to the director.

FORMAL ASSESSMENTS

The school age program utilizes the Cincy Afterschool Curriculum in conjunction with the YMCA of the USA Youth Development modules and conducts formal assessments on children enrolled in the outcomes based programs. The Early Learning Programs utilizes Creative Curriculum which includes formal assessments. Child level data is reported to ODJFS for participants enrolled in outcomes based programs pursuant to the Ohio Revised code 5101:2-17-02.

OUTDOOR PLAY

Ohio requires that the program shall provide outdoor play each day in suitable weather for children in attendance for four or more consecutive daylight hours. We know that vigorous physical activity and the ability to be loud boisterous are important for children. Children who spend time outdoors on a regular basis are healthier and less likely to have health related problems. When a child moves from house to garage to car to short walk to the program door, it is sometimes challenging to remember that they need to be dressed to be outdoors every day. Hats, mittens, and boots will be needed and will be used. Sunscreen should be applied at home in the morning whenever the weather is expected to be sunny. Footwear for warm weather needs to be safe and comfortable on pavement, pedaling a tricycle, and on loose wood chips.

During the winter months, children over 12 months of age will play outside provided the temperature with wind chill is not lower than 25° F. Low temperatures, precipitation, wind, amount of sunshine, temperatures not exceeding 90° F with humidity will all be considered and outdoor time may be shortened in response. In the summer, children will remain indoors whenever there is an ozone alert day or a heat warning. Shade is available on all playgrounds and water is provided. Children will not go or stay outside when lightening is seen. Children will not go outside if there is precipitation. Parents should make sure that children are dressed for the weather.

When outside play is not available it is required that children will have the opportunity for gross motor activities indoors.

LEAVING THE CENTER

FAMILY DEPARTURES



When planning to VOLUNTARILY withdraw your child(ren) from the program please notify the center as far in advance as you are able to, but at least 2 weeks ahead of the departure date. This allows us to process the paperwork to stop automatic drafts for fees and to enroll another child who is waiting for the empty space. In addition to the notice, a Voluntary Withdrawal form will need to be completed to conclude the process within 14 days to deem your status as Officially Withdrawn. Normal program fees continue to accrue until written notification of withdrawal is provided to the Director.

PROGRAM REQUIRED DEPARTURES

The Y reserves the right to terminate care to anyone at any time and for any reason. Please know that Y staff will work with every family to ensure that children thrive. On rare occasions, issues arise that the family and the Y have not been able to resolve.

Examples include but are not limited to:

- Tuition not paid or Title XX taps not completed
- Violation of the Y Code of Conduct for members
- Criminal behavior
- Persistent lack of communication and/or collaboration between family and the Y.
- Safety concerns

PARKING

Please remember to drive slowly and carefully. During early morning/afternoon pickup, please note parking is limited, so please plan accordingly.

CODE OF CONDUCT

Our programs strive to meet the needs of all children without ignoring the demands of any one individual within the boundaries of set guidelines and rules. The YMCA Child Development programs have established rules, consequences and a zero tolerance policy on specific behaviors. The YMCA reserves the right to suspend or expel a child from the program at any time based on the severity of the actions of the child.

YMCA RULES

- Keep hands, feet, body and objects to yourself
- Show respect to staff, others and self
- Speak for yourself, not others
- Do not willfully destroy YMCA property
- Do not go anywhere without a YMCA staff person
- Always clean up after activities
- Have fun

BEHAVIOR MANAGEMENT POLICY GUIDELINES

The Y provides a safe environment for children to develop spirit, mind and body. The overriding principles of the Y's behavior management policy are to help children become individuals who make their own choices and who take responsibility for their actions. One goal of the Y is to engage children in meaningful and stimulating activities, focusing on positive role models, and promoting the core values of the Y, including caring, honesty, respect and responsibility.

The YMCA promotes positive reinforcement and behavior guidance, rather than a negative consequences disciplinary policy. We encourage children to practice self-direction and conflict resolution. One technique staff may use to help children regain self-control is a staff member may hold a child for a short period of time, such as in a protective hug. Considering each child's age, developmental stage, and personality, we establish fair and reasonable expectations of behavior.

When a child's behavior needs guidance the following steps will be taken:

- Verbal warning.
- Re-direction to another activity. In addition, appropriate behavior is encouraged by staff that model courtesy and respectfulness. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution.
- Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, staff shall review the reason for the separation and discuss the expected behavior with the child. Our goal is to help each child develop positive feelings of self-esteem while fostering growth towards self-direction.
- Parent notification at pick up time.
- Meeting with parent and behavior contract created.
- Notice of Suspension (1 Day), next day of care/without refund.
- Notice of suspension (2 Days), next 2 days of care/without refund
- Notice of suspension (3 Days), next 3 days of care/without refund.
- Behavior Management Plan

In the event a Behavior Management Plan would need to be implemented the program will communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and shall be consistent with the above rule requirement. The specifics of these Child Behavior and Management Guidelines (Rule 5101:2-12-22 OAC) applies to all employees of the Center. The director and staff will protect children and remove them from any person or situation that is determined unsafe while on the Center premises.

CODE OF CONDUCT

- **Behavior Notification:** In the event that a parent needs to be notified, a Behavior Notification Form will be completed (See next page). In addition to the form, we may call home, as well as a Parent conference will need to be scheduled. These conferences are used as an opportunity to identify ongoing concerns and provide support in the form of community resources. An agreed upon plan will be developed to determine strategies for successful learning.
- Conference with Program Director/Parent/Child
- Removal from program.

***The YMCA may deviate from these steps when the seriousness of the behavior deems necessary.**

NON-VIOLENCE POLICY

The program strives to be a fun place that meets the needs of all children. However, “play” – action or words – that includes violence, aggressive behavior towards another person, or weapons play or talk, is not allowed.

ZERO TOLERANCE

The following behaviors will not be tolerated:

- Inflicting physical harm on another individual (including biting, kicking, spitting, and hitting)
- Verbal threats or activity that may cause physical harm to another individual
- Physical action or verbal outbursts that may destroy property or negatively impact another
- Possession of a weapon, controlled substance or alcohol
- Use of foul language
- Inappropriate touching of another individual
- Child does not stay within the boundaries of the program (runs out of the program)



The YMCA reserves the right to suspend or expel a child immediately for violation of the Zero Tolerance guideline without refund.

If after redirecting the child’s activities, the child continues to speak or act violently or aggressively towards other people, a parent/director conference will be requested. Following the behavior, be advised that at the discretion of the staff a parent will be notified by phone and be requested to pick up the child for their dismissal from the program to maintain the safety of all within the facility. A conference will need to be conducted in order for the child to return.



YMCA of Greater Dayton

Behavior Notification

Name of Child(print): _____ Male Female Date of Birth: _____
Date of incident: _____ Time of incident: _____ AM PM Site/Branch Name: _____
Child's supervisor at time of incident: _____ Person Reporting Incident: _____
Location of the Incident/Room incident occurred: _____

This notice is to inform you of a situation in need of your immediate attention. The following behavior occurred today:

- Repeated swearing, teasing or other improper language or gesture
- Disruption of YMCA activities/talking back to or failing to pay attention to group leader or teacher
- Provoking or fighting with others or other inappropriate physical contact
- Failing to follow safety rules
- Leaving the premises without permission
- Possessing a dangerous item or controlled substance
- Misusing YMCA equipment or facilities
- Endangering others or self
- Engaging in improper behavior in a YMCA transport vehicle
- Theft/Tampering with someone else's belongings

Comments: _____

The supervising personnel have taken the following action:

- Redirected the child to another activity
- Discussed the behavior with the child
- Parent called to talk to the child
- Removed the child from the current activity to a quiet space
- Parent was called & ____ child sent home
- Other _____

Follow up determined by assigned leadership:

- None needed at this time
- Parent conference needed
- 1 Day Suspension
- 2 Day Suspension
- 3 Day Suspension
- Can return after intervention (TBD case by case)

Please talk to your child about the following YMCA rules: _____

PARENT/GUARDIAN SIGNATURE: _____ Date: _____

SITE DIRECTOR or EXECUTIVE DIRECTOR: _____ Date: _____

●YMCA will retain the ORIGINAL

●Provide COPY to Parent /Guardian

ADULT CODE OF CONDUCT

ADULT CODE OF CONDUCT

The following guidelines have been created to meet the standards, policies and procedures of the YMCA, and minimum standards for child care centers. All YMCA staff and volunteers are knowledgeable of these standards, policies and procedures.

- Communicate with the site director or staff daily.
- Give detailed information to the Program Director if custody situations arise.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the child must not be present when children are in care.
 - Do not confront any child in a threatening manner.
 - Do not confront children from other families.
 - Using profanity in the presence of a child is prohibited.
 - Report concerns to the Childcare Director.
 - In the event of threatening behavior towards a YMCA staff member or child, 911 will be called.
- Consumption and/or possession of alcohol in any form are strictly prohibited by the YMCA. Controlled substances/medications must be accompanied by a written doctor's prescription when used during childcare, during transportation, or on field trips. People must not be under the influence of or impaired by alcohol, illegal drugs or controlled substances in the presence of children and staff.
- Childcare program, during transportation on fieldtrips:
 - Children will not be released to parents, guardians, or other authorized adults if the YMCA staff feels as though the individual is consuming, under the influence of or impaired by alcohol, drugs or a controlled substance.
- People must not smoke, use tobacco products, E Cigs, or Vape Pens or any similar product at the YMCA, on the premises, on the playground, in transportation vehicles or during fieldtrips.

CONSEQUENCES OF VIOLATION

In regards to the "Adult Code of Conduct" listed above, any parent misbehavior will result in the Childcare Director's decision ranging from a verbal warning to the maximum penalty being parent's removal from the building or the child's removal from our program.

Please be aware, if adult behavior is a concern Child Protective Services may be contacted since the YMCA is a mandated reporter under Ohio law.

PROGRAM SCHEDULES

SAMPLE CLASSROOM SCHEDULES (see site specific handouts)

INFANT INFORMATION (Based on individual child needs)

6:30am	Center Opens
7:00 - 8:30am	Breakfast, Individual Activities – Exploration of Materials
8:00 - 9:00am	Music and Movement
9:00 - 10:00am	Sensory Activities and Fine Motor Experiences
10:00 - 10:30am	Outdoor Time (weather permitting)/Gross Motor Activity
10:30 - 10:45am	Early Literacy Concepts (stories and book exploration)
10:45 - 11:00am	Prepare for Lunch
11:00 - 11:45am	Lunch
11:45 - 12:00pm	Clean-Up
12:00 - 2:00pm	Quiet/Rest time
2:00 - 2:30pm	Snack
2:30 - 3:00pm	Prepare for Outdoor Time
3:00 - 3:45pm	Outdoor Time (weather permitting)/Music and movement
3:45 - 5:00pm	Environment Exploration (language, fine motor, nature, sensory)
5:00 - 5:30pm	Clean-Up
5:30 - 6:00pm	Quiet Activities/Departure

*All infant's and toddler's diapers are checked at a minimum every two hours in addition to being changed as needed.

*No glass bottles

TODDLER INFORMATION

6:30am	Center Opens
7:00 - 8:30am	Breakfast
8:00 - 8:30am	Activity Time – creative activity, small manipulative
8:30 - 8:45am	Clean-Up and Prepare for Outdoor time
8:45 - 9:30am	Outdoor Time (weather permitting)/Music and movement
9:30 - 10:00am	Snack Time
10:00 - 10:30am	Sensory Activities and Fine Motor Experiences
10:30 - 10:50am	Music & Movement
10:50 - 11:05am	Early Literacy Concepts (stories and songs)
11:05 - 11:15am	Prepare for Lunch
11:15 - 11:45am	Lunch
11:45 - 12:00pm	Clean-Up and Prepare for Rest Time
12:00 - 2:00pm	Quiet/Rest time
2:00 - 2:30pm	Snack
2:30 - 3:30pm	Free Choice (language, fine motor, nature, sensory)
3:30 - 3:45pm	Clean-Up and Prepare for Outdoor Time
3:45 - 4:30pm	Outdoor Time (weather permitting)/Music and movement
4:30 - 5:15pm	Activity Time – creative activity, small manipulative
5:15 - 5:30pm	Clean-Up
5:30 - 6:00pm	Quiet Activities/Departure

*All infant's and toddler's diapers are checked at a minimum every two hours in addition to being changed as needed.

*No glass bottles

PRESCHOOL INFORMATION (Sample Schedules)

Morning Preschool Class

- 9:00 - 9:20am Parent Drop Off/Teacher Guided Table Activity
- 9:20 - 9:30am Restroom Break
- 9:30 - 9:45am Circle Time
- 9:45 - 10:15am Daily Activities/Table Work
- 10:15 - 10:30am Restroom/Handwashing
- 10:30 - 11:00am Snack
- 11:00 - 11:30am Work Time
- 11:30 - 11:45am Outside/Large Motor Activities
- 11:45 - 12:00pm Closing Circle/Parent Pick Up

Preschool Extended Care

- 11:15 - 11:30am Group Time/Reflection & Prepare for Lunch
- 11:30 - 12:00pm Lunch
- 12:00 - 2:00pm Nap Time
- 2:00 - 2:45pm Restrooms, Snack Time

Afternoon Preschool

- 2:45 - 3:30pm Outdoor Time (weather permitting)/Music and Movement
- 3:30 - 3:45pm Group Time (story, songs, and plan for choice time)
- 3:45 - 4:45pm Choice Time (all areas)
- 4:45 - 5:00pm Clean-Up
- 5:00 - 6:00pm Quiet Activities (library, writing center, computer)/Departure

All-Day Preschool Class

- 6:30 - 9:00am Flexible Arrival
- 8:00 - 8:30am Self-Serve Breakfast
- 8:30 - 11:00am Individual & Group Activities (Self-Selected/Teacher Facilitated)
 - 9:30 - 11:00am Outside Play (small groups)
- 11:00 - 11:30am Circle
- 11:30 - Noon Lunch
- 12:00 - 12:20pm Brushing Teeth/Toileting/Book Time
- 12:20 - 3:00pm Rest Time
 - 2:00pm Early Risers to Gross Motor Room
- 3:00 - 3:30pm Self-Serve Snack
- 3:30 - 4:00pm Outside Play
- 4:00 - 5:15pm Individual & Group Activities



*Naptime/Resting - Children may not be dropped off during nap time. All children will be asked to rest/sit quietly on their cots for 15 minutes. Teachers will provide developmentally appropriate opportunities for quiet activities during the remainder of the nap period as needed.

SCHOOL-AGE INFORMATION (Sample Schedule)

When School Is In Session

6:30am	Center Opens
7:00 - 8:15am	Quiet Activities/Center Activities
8:15am	Bus Departures
3:45 - 4:00pm	Bus Arrives
3:45 - 4:15pm	Snack
4:15 - 4:45pm	Quiet Activities/Homework
4:45 - 5:30pm	Free Choice Activities, Games
5:30 - 6:00pm	Quiet Activities/Departure

When School Is Not In Session

6:30am	Center Opens
7:00 - 8:15am	Quiet Activities/Center Activities
8:00 - 9:00am	Choice Time – dramatic play, construction, art, games
9:00 - 9:10am	Clean-Up
9:10 - 10:15am	Outdoor Time (weather permitting)/Music and movement
10:15 - 11:15am	Group Activity (art, construction, etc.)
11:15 - 12:45pm	Lunch (Packed)
12:45 - 1:30pm	Quiet Activities (books, computers, puzzles, etc.)
1:30 - 2:00pm	Choice Time – dramatic play, construction, art, games
2:00 - 2:15pm	Clean-Up
2:15 - 3:00pm	Group Activity
3:00 - 3:30pm	Snack Time
3:30 - 3:45pm	Quiet Activities
3:45 - 5:00pm	Outdoor Time (weather permitting)/Music and movement
5:00 - 6:00pm	Books, Games, Puzzles/Departure

VIRTUAL LEARNING/REMOTE LEARNING

Due to school district needs to be closed during Pandemic or other times the YMCA may operate a Virtual Learning Program to meet the needs of the school district. This will only operate when schools are not in person.

- The YMCA will provide a Virtual Learning Space. The State of Ohio defines care for school-age children during the school day to mean time that a school-age child is participating in remote learning or the remote portion of a hybrid school model. In other words, time at a safe and clean space where the children will be given portions of the day to work on virtual learning. Under these guidelines the YMCA should only be providing support of the curriculum that is prepared and delivered by the school district. We cannot provide direct instruction and/or educational services. The other portion of the day will consist of enrichment activities such as arts & crafts, brain breaks, outdoor play, swimming when available or other active activities. Staff will remind students to be responsible however parents understand that the YMCA is not responsible for technology items supplied by the parent or school district. Students will take Chromebooks, headphones, chargers, and school supplies home daily. Storage space is not available to charge and keep supplies safely overnight.

- Students must arrive 30 minutes before their required start time. Due to the number of students in each room from different grades and schools, we are attempting to keep distractions limited. If your student(s) is not in attendance by the designated time, we will not be able to allow them to stay as timely attendance is important for the districts virtual classroom. During virtual classroom time YMCA classrooms will be divided as much as possible by age and by grade levels to assist students in relevant and meaningful groupings. All students must have their own fully charged technology and headphones with them every day. Students will need to bring with them their class schedule and expectations for time on-line. Please provide a copy to the YMCA program.
- Virtual Learning classroom behavior expectations will align with typical school district expectations as well as YMCA behavior expectations. In an effort to maintain a strong learning environment, repeated distractions to self and other students may result in redirection, behavior notifications, a behavior plan, possible meeting with and up to possible removal from the program. ODJFS school age ratios will be maintained.
- The YMCA staff is not responsible for homework completion, zoom meeting attendance, or full day virtual participation as each school district and buildings have different times children are required to be on-line. We are here to guide the students through their virtual learning and provide homework assistance in a safe learning environment to supplement the parent's time. We will provide homework assistance similar to what we do in the standard After Care program with an emphasis on helping them to navigate the resources.

ARRIVALS AND DEPARTURES



Attendance will be taken each day for safety and security. If your child is ill or will not be attending the program for any reason, please notify us. All children, staff, and parents are required to have a daily temperature check upon arriving. If children or staff have any COVID-19 symptoms, they must stay at home. Parents are expected to sign children in and out, as appropriate, at arrival and/or departure. Parent and guardians must wear a face covering at all times during drop off and pick up times.

All children must be accompanied in and out of the program. A parent or guardian may designate another responsible adult, age 16 or older to pick up or drop off the child. Staff are expected to ask to see positive picture identification for any person picking up a child that they personally have not met. Children are only released to those designated by the parent/guardian at enrollment and not to anyone else

TRANSPORTATION & FIELD TRIPS

YMCA staff members are prohibited from transporting Y participants in their personal vehicle at any time. When a trip is planned, the information provided to you will always include the means of travel, including walking, taking public transportation, riding in a Y owned bus, or riding in a school bus. Ohio rules for child restraints will be followed, based on the children's age, weight, and vehicle type. On all trips a person trained in First Aid, Management of Communicable Disease, Child Abuse Prevention and CPR shall be present. The following will be available for all trips: first aid supplies, a completed Child Enrollment and Health Information form (except for routine walks), a completed Child/Medical Physical Care Plan, any emergency medications, a written record of which vehicle each child is being transported in and the cellular phone number of the adult in that vehicle who could be contacted in an emergency. The center will ensure that means of communication are available. Each child will have identification attached to them which states the center's name, address, and a contact telephone number in the event the child becomes lost.

TRIPS

Families will be asked to grant permission for the trip. The permission slip will include:

- Date of trip
- Destination
- Time of departure and of return
- Means of transportation (walking, bus)
- Child's Name
- Parent/Guardian Signature
- Date of Signature

During all trips, at a minimum a second adult will be present for every five or more children to meet required ratios.

ROUTINE TRIPS

If children regularly go on a routine trip, such as back and forth to school, to a nearby park, or for a walk around the block the Y will ask parents to give permission for the trip. The permission slip will be labeled as permission for a routine trip and will include:

- Date of trip and destination
- Time of departure and of return
- Means of transportation (walking, bus)
- Child's Name
- Parent/Guardian Signature
- Date of Signature

Written permission shall be valid for the routine trip for one year or until withdrawn by parent. Please see the Director if you have questions.



SAFETY & HEALTH

SAFETY, HEALTH AND SUPERVISION

- All common and reasonable efforts to ensure safety must be made at all times.
- When going up and down stairs, handrails must be used.
- When walking near the parking lot, extreme caution must be taken.
- Emergencies and accidents will be handled as requested by the parent(s) per emergency forms. Minor accidents (cuts, etc.) will be treated by staff trained in first aid.
- All children will be supervised at all times.
- There is a Fire Emergency and Weather Alert plan posted in each classroom which explains actions to be taken in case of fire emergency or weather alerts. The plan shall include a diagram showing evacuation routes. There is an emergency action plan at the center.
- When an accident or injury occurs, the center shall complete an incident report.
- A child may be granted permission to walk home or to specific activities from the YMCA when there is a mutual agreement from the parent or legal guardian and the site administrator. There also must be written permission from the parent or legal guardian.

The center, at a minimum, observes Ohio required staff to child ratios.

Y's that participate in Ohio's voluntary tiered licensing programs, Step Up To Quality or Head Start, have smaller groups and fewer children per staff member.

Ages of Children	Childcare staff member/child ratio	Maximum Group size
Young Infants (birth to less than 12 months)	1:5 or 2:12 in same room	12
Older Infants (at least 12 months and less than 18 months)	1:6 or 2:12	12
Young Toddlers (at least 18 months and less than 2 1/2 years)	1:7	14
Older Toddlers (at least 2 1/2 years and less than 3 years)	1:8	16
Young Preschoolers (at least 3 years and less than 4 years)	1:12	24
Older Preschoolers (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
Young Schoolagers (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
Older Schoolagers (at least 11 years and less than 15 years)	1:20	40

*ratio and capacity is determined by State of Ohio guidelines and may change at any time determined by the state

EMERGENCY DRILLS AND EVACUATION PROCEDURES

The YMCA has devised procedures to follow in the event of an emergency that would occur while children are in the programs care. In the event of a fire or tornado; staff follows the instructions that are posted in each classroom, describing emergency evacuation routes.

In accordance with Ohio State Law and in order to prepare the students for emergency evacuation, the program conducts monthly fire and severe weather drills as well as quarterly safety drills. All drills are documented when they occur and are posted on parent information board. Parents will be notified if children are moved to another location.

Procedures for emergency situations:

Fire evacuation:

- Staff will take roster, secure the classroom, exit the building with the children designated meeting place, account for all children, and notify administration in charge whether all children are present. Staff and children are not to return to the classrooms until the all clear is sounded.

Weather Alert:

- Staff will take roster and any emergency medication/supplies, secure the classroom, lead children to the designated "safe place, account for all children, have children assume the safe position-covering head and neck, if blankets or protective covering is available, cover children. Notify administrator in charge if all children are present. Staff and children will stay in designated "safe place" until the all clear is sounded.

Emergency Evacuations:

- Staff will take roster and any emergency medication/supplies, first aid kit, emergency contact information for children, account for all children, exit building to the designated evacuation spot, account for all children with a name to face check off. Parents will be notified as soon as possible.

Threat of Violence:

In the unlikely event of a threat of violence near the center, upon notification by emergency, school district or YMCA personnel, the staff will secure the children in the safest location possible. Lockdown procedures are in place for the security and safety of the children and staff. All doors and windows will be locked. No one (including parents) will be allowed to enter or exit the building. The center will remain in lockdown until the proper authorities have resolved the issue. In a lockdown situation, parents will be contacted as soon as possible. If a parent cannot be reached, we will contact the emergency contacts listed on the forms. Incident report completed and provide to parents. ODJFS will be notified within 24 hours.

Loss of Power, Water, Heat:

- Director will contact utilities company and corporate office to notify of outage and assess expected time of outage, evaluate factors, including safety, temperature, daylight, refrigeration requirements, ability to follow sanitary hygiene practices. Executive Director will make the determination whether the center needs to be closed or not.

During inclement weather, staff may stop the evacuation at the door to minimize exposure. Evacuation plans that include emergency evacuation routes and the procedures to be followed to assure the children have arrived at the designated area are posted in each classroom. A phone, attendance sheets, first aid kits, emergency records and medication will be taken to the evacuation site. If necessary, parents will be contacted as soon as possible. If a parent cannot be reached, we will contact the emergency contacts listed on the forms.

MEDICAL EMERGENCY PLAN

Emergency Phone Numbers: 911

In case of emergency the site administrator is to be notified immediately. If the administrator is not available, the next senior staff member must notify the parent(s) and make contact with the appropriate emergency number. If the parents cannot be reached, the requested adults will be notified. If necessary, the child will be transported by the life squad to the hospital of their choice.

In case of illness of a child, he/she will be removed from the activity area (clothing changed if necessary) and will be cared for by the center Director or another staff member in an area away from the activity area while the parent or requested adult is notified and is in route to the center.

In case of a dental emergency, staff will follow procedures indicated in the Dental First Aid posted in each classroom. Responsible staff will be the same as in the case of other medical emergencies.

All other emergencies will be evaluated on an individual basis and a decision to remain open or closed will be made based on the information received.

In the unlikely event that the center is severely damaged or declared unsafe, the staff will evacuate all children by public transportation to the YMCA or your alternate designated area to await the arrival of their parents or guardian. Should such an emergency occur, the director would notify each child's parent. Y staff will notify parents as soon as possible should something like this occur—and it is likely that there would be an announcement on the radio or television news. During emergency situations all children will be supervised and appropriate ratios will be maintained for each group.

WAIVER

I understand that the YMCA of Greater Dayton assumes no responsibility for injuries or illness which I or my family members sustain as a result of my physical condition or resulting from my participation in any athletic activities, sports programs, the use of any equipment, exercise, or other activities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illness which may result from my participation in these activities. I hereby release and discharge the YMCA of Greater Dayton, its agents, servants, and employees from any and all claims from injury, illness, death, epidemics, pandemics or quarantines, loss or damage which I may suffer as a result of my participation in these activities.

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history/registration form what type of health insurance you carry. It is a requirement of the program that a family carry their own health insurance that covers the child enrolled in the program.

I understand that to maintain the new COVID-19 requirements all children and the family member dropping off will be required to have a temperature check prior to entering facility. If temperature is recorded at 100.0 degrees Fahrenheit or higher they will not be permitted on premises. Each patron will be required to answer questions in regards to COVID-19 symptoms. Example - Have you been in close contact with a confirmed case of COVID-19? Are you experiencing a cough, shortness of breath, or sore throat? Have you had a fever in the last 48 hours?

I understand my children will be required to wash hands after every activity and upon arrival and departure for their safety. (Where necessary and age appropriate hand sanitizer may be used)

ACCIDENTS/EMERGENCIES

All precautions will be taken to prevent serious health risks to all children. In the event that a minor injury occurs, first aid will be administered at the child care location by the staff. The following procedures will be followed:

- First Aid will be provided and the incident recorded in the Center logs on an ODJFS form and with the Y's insurance carrier.
- The child will periodically be observed after First Aid has been applied.

In case of illness of a child, he/she will be removed from the activity area (clothing changed if necessary) and will be cared for by the center Director or another staff member in an area away from the activity area while the parent or requested adult is notified and is in route to the center.

In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken: (may not be in this order)

- Immediate First Aid will be administered by the staff person until professional services arrive.
- You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- 911 will be called.
- A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- The incident will be described in writing on the YMCA incident report (ODJFS & Insurance Carrier).

In case of a dental emergency, staff will follow procedures indicated in the Dental First Aid posted in each classroom or area that children are routinely using during program. Responsible staff will be the same as in the case of other medical emergencies.

Emergency information is very important for us to provide the safest possible environment for your children. *** Please notify us right away when there is a new work or home phone number, or if you have moved and have a new address, if your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times. Also, please notify us if your child has started or is on a medication that has not been indicated on initial paperwork.

Additionally, in order to ensure the safety of our participants and staff, each child record must indicate permission to grant consent for transportation to the source of emergency treatment. Transportation will be through emergency service vehicles. Staff will not transport a child. During emergency situations all children will be supervised and appropriate ratios will be maintained for each group.

The YMCA does not incur the cost of medical treatment and it is imperative that you indicate on your child's health history/registration form what type of health insurance you carry. It is a requirement of the program that a family carry their own health insurance that covers the child enrolled in the program.

Added Safety Protocols of the YMCA

- Continuous handwashing
- Stricter cleaning procedures in place
- Staff using PPE
- Keeping classrooms from mixing
- Temperature checks upon arrival and in the afternoon
- Limiting staff and visitors entering into buildings

HEALTH POLICY

The Child Development Center's Health and Accident Policy abides by Chapter 5104 of the Ohio Revised Code. A Communicable Disease chart is located in the Center which will assist you in determining whether or not a child should be excluded from the Center. When in doubt, the child will be brought to the office and the Director will assist with the decision.

Program staff who are ill are asked to leave the Center and a substitute is called.

ILLNESSES

Preventing illness and excluding children who may be contagious is important. Please recognize that most children experience illnesses throughout the year. Should your child become exposed to an infectious disease at the center, we will notify you within 24 hours. Parents should immediately inform the center of any diagnosed contagious condition so we can monitor any children who may have been exposed and inform parents appropriately. Please note that the YMCA will work closely with the Local Health Department in determining any program exclusions and parents would not be charged if their child was placed on a mandatory quarantine. Families are required to share timely in writing with YMCA personnel if their child has had any direct exposures so appropriate steps can be taken. Parents will be notified in accordance within appropriate guidelines of any direct exposures in the program. The center will help to manage and prevent illnesses through proper handwashing techniques of both staff and children. Staff will wash their hands with children and will supervise children's handwashing after they use the toilet and before they eat, keep a stool by the sink so children can reach it easily, and use a means of timing to ensure the proper length of handwashing. All employees shall wash their hands upon entering a classroom and prior to leaving for the day. All children shall wash their hands upon arrival and prior to leaving for the day. Centers may use non-permanent sinks to meet the hand washing requirements.

With communication and extra protocols such as social distancing, added cleaning, washing of hands and wearing of masks (when able) we hope to minimize any closures or interruption of services. Mask requirements for children will follow the school district policy while YMCA staff will follow added guidance from the YMCA. The YMCA will not provide masks. Masks should be provided by the family to ensure proper fit and comfortability.

MONITORING OF ILLNESS AND CENTER PRACTICES

The program will notify parents or guardians when a child has been observed with signs or symptoms of illness described below, and ask that an authorized adult come to the program to pick the child up within one hour of notification. In case of illness of a child, he/she will be removed from the activity area (clothing changed if necessary) and will be cared for by the center Director or another staff member away from the activity area while the parent or requested adult is notified and is in route to the center

- Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness
- Diarrhea (more than one abnormally loose stools within 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 eye or eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patch(es), unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an 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.

Children may return to the program once they have been symptom free for 48 hours, without the use of medications that may reduce fever or other symptoms of illnesses. In some cases, it is necessary for the family to have a medical professional state in writing that the child can safely return to a group program. YMCA reserves the right based on each individual's situation and the severity of the symptoms to determine best protocol.

In the case that your child becomes ill during the program, you will be contacted as soon as possible. If the parent or guardian is unable to be reached, the child's emergency contacts will be notified. It is the responsibility of the parents to arrange for the child to be picked up from the center as soon as possible. It is important for parents to maintain up to date contact information.

A child with any of the following signs or symptoms of illness will immediately be isolated from other children, but the program director will decide whether the child should be discharged immediately or later in the day:

- Unusual spots or rashes
- Sore throat or difficulty in breathing
- Elevated temperature
- Vomiting

*Additional screening and precautions when exposure to disease, including but not limited to COVID-19

Staff will assess all administrators, employees, child care staff and children for disease/COVID-19 related symptoms listed below prior to or as soon as they arrive each day.

- A temperature of at least 100 degrees Fahrenheit
- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
 - Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
 - Nausea or vomiting
- Diarrhea

Anyone with a fever of at least 100 degrees Fahrenheit must stay home or be sent home.

Individuals who potentially have been exposed should follow quarantine and other recommendations from local public health officials. We will follow YMCA procedures in alignment with ODJFS and CDC guidelines.

IMMUNIZATION REQUIREMENTS

In accordance with state licensing requirements, the program requires that each staff member and parent submit immunization records upon hire or enrollment. These records are kept on permanent file at the center. Please bring a new record, in any format your medical care provider gives to you, when your child has been given another immunization. School age children are required to provide statement/records that indicate they are current with school district policies and the date of their last tetanus shot. A medical statement (ODJFS form #1305) signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical statement must be updated every 13 months. We reserve the right to deny care for any child who is not immunized.

LICE/BED BUG POLICY

To limit the spread of lice within our Y programs, we take the following action:

We follow a nit-free policy. *(Please note this may differ from your child's school policy.)*

If a child is discovered to have nits or lice, program staff will handle the situation in a discreet manner. 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 that may be affected. An exposure notification will be available in the appropriate communication board for families. 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.

If a bed bug has been discovered at the site or on a participant or staff member, families will be notified. Similar procedures will be conducted as in the above mentioned policy.

MEDICATION

If a child needs to be given medication, and it must be given during the time the child is in the YMCA program, please know that there are a number of rules to be followed and forms to be completed. The program will not administer medication, food supplement, medical food or topical lotion until after the child has received the first dose or application, in case of an allergic reaction. **MEDICATION MUST BE PROVIDED PRIOR TO CHILD BEGINNING PROGRAM.** Any medication that you wish to have us give to your child must:

- Be in the original container, with intact label, and labeled with prescription label and the child's first and last name, instructions that state exactly how much medication should be given, how the medication should be given, and under what circumstances. "As needed" is not an acceptable instruction. Please see the Director/Site Administrator to complete a Medical Care Plan JFS 01236. If the medication contains non-specific directions, you can explain how staff would recognize the "as needed" conditions and it can be documented on the Health Care Plan form.
- Not expired
- Neither the form nor the medication can be older than 12 months.
- The "Request to Administer Medication Form JFS 01217", must be fully completed by the parent/guardian and signed by a physician as specified.
- The form and the medication must be given directly to Director or Site Administration. At this program the forms can be found at the YMCA front desk.
- School age children who require the use of a life-saving medication, including but not limited to epi-pen or inhaler may carry and monitor their own medication provided that the parent/guardian reviews the procedure with the staff and child, and signs an agreement to allow the child to monitor his/her own use.
- When a child has chronic or longer term health conditions such a significant allergy, asthma or eczema that requires ongoing treatment, a Medical Care Plan JFS 01236 must be completed. Please see the Site Administrator to complete this process.

The Y may administer nonprescription medications under the following conditions:

- Fever reducing medications that do not contain aspirin
- Cough and cold medications that do not contain codeine
- The manufacturers label includes the specific dosage for the child's current age and/or weight.
- The instructions on the completed "Medication Authorization Form" are consistent with the label.

The Y may administer nonprescription topical products or lotions (sunscreen, diaper rash cream, protection or treatment of chapped lips or cheeks, etc.) under the following conditions:

- The substance's label does not indicate that it is expired
- The manufacturers label includes the specific directions for the child's current age and/or weight.
- The instructions given by the parent must be consistent with the manufacturer's guidelines.

BITING

Biting and chewing are very natural behaviors for infants and toddlers, both as a way to explore their environment and as a means of expressing strong emotion. Staff realize the potential for biting when very young children interact with one another, and they take continual, careful action to prevent biting incidents before they can occur. Specific preventive actions might include stressing the importance of gentle and respectful play, providing distractions and safe objects to bite or chew, and encouraging other forms of expression. When a biting incident does occur, staff members take steps to address the problem immediately, document the incident, and provide a full report to parents of the children involved.

CHILD PROTECTION

The YMCA is mandated by state law to report any suspected cases of child abuse, sexual abuse, or neglect to the appropriate local authorities (local law enforcement, Child Protective Services, or The Department of State and Health Services Abuse Exploitation division) for investigation. The staff is trained each year on Child Abuse Prevention, Sexual Abuse Prevention, and Neglect Prevention. If abuse is reported to staff, or probable cause for abuse is discerned, staff will immediately notify the appropriate administrator. The YMCA will not conduct the investigation; it will be handled by the appropriate authorities. Ohio law mandates each teacher/coach or childcare provider to report information they have learned regarding suspected child abuse. The YMCA will file a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.

County Abuse hotline: Montgomery 937-223-5437, Preble 937-456-1135, Greene 937-562-6600, Clinton 937-282-2449, Warren 513-695-1600

CHILDREN AT RISK

Parents who arrive at the YMCA in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home.

Some options that may be exercised are:

- Call the other parent
- Call another person on the child's emergency contact list
- Call a taxi/Uber
- Call a nearby neighbor /friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

SWIMMING & WATER SAFETY

Children will be permitted to swim or otherwise participate in water activities ONLY after the center has written permission from the parent or guardian of a child that includes:

- The date or dates that the swimming permission slip refers to, or the date of the excursion where water is present.
- The current date
- the child's name and date of birth
- the parent's description of the child as a non-swimmer or a swimmer
- location of the water activities or swimming site in water eighteen or more inches in depth
- The parent/guardian gives permission for the child to swim or otherwise participate in water activities.

As always, the Y will provide enough childcare members to meet or exceed the staff/child ratio requirements, and the staff will actively participate and supervise children.

If swimming or other water activities will occur during a field trip, additional information giving permission for the field trip with specific details will also be secured by the staff of the Y.

When children participate in swimming activities in bodies of water over 18 inches there shall be a certified lifeguard on duty.

WATER SAFETY RULES

1. Swimming safety is based on common sense. Keep rules in mind at all times.
2. Stay in assigned section of the pool.
3. No roughhousing in the water.
4. Do not dunk other swimmers.
5. Do not hold anyone underwater or play games in which children hold their breath as this can be dangerous.
6. Do not accept dares.
7. Always walk. No running in the pool areas.
8. Get dressed quickly. Changing rooms are not play areas. Show courtesy to others in changing rooms.
9. No diving or jumping from the sides of the pool.
10. Lifeguards are there to keep you safe; listen to their guidance at all times.

Nutrition

Good nutrition is an essential part of the Y program. Food habits for a lifetime are usually formed in childhood so we stress a positive approach to eating. Some of our programs will participate in a free meal program provided by the CACFP food program. Each meal/snack is planned to meet a child's nutritional requirements and is in alignment with rule 5101:2-12-22 – Appendix A and B. A menu will be provided and parents are asked to check it daily to ensure that your child has no allergies. For the sites that do not qualify for this program or children with specific food allergies a sack lunch must be provided daily for your child. (Questions: clarify with your Program Director) By state licensing rules, all lunches shall meet 1/3 USDA guidelines. This includes lunches provided by the parents. The lunch must include all four food groups and two foods from the fruit/vegetable group. Lunch should be developmentally appropriate for child.

Packing a healthy, low sugar and balanced meal will help your child through the day. (Sample menus of lunches that meet nutritional requirements and nutritional information can be provided.) No soda please! Do not send food or drinks in glass containers. Cold packs you provide can help, since lunches will not be refrigerated. We ask that you do not send lunches with mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and juice the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the child's first and last name and the date. If a child is sent to the program without a lunch, the staff will call the parent and ask the parent to bring the child a lunch.

Refrigeration for lunches and snacks is not available. Please do not provide your child with food that will need heating or to be microwaved. Staff are not responsible for food preparation or pre-heating meals. *Children are NOT permitted to use the soda or vending machines. All food and drinks should come from home. **Our goal is to be a NUT FREE ZONE.** We ask that you do not provide lunch or snacks that contain peanuts, peanut butter or other nuts at site to ensure the safety of all children. Please note that if your child brings a lunch or snack that contains nuts or nut products, YMCA staff will provide a nutritious alternative and the item will be returned to you at the end of the day.

Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider

FAQ'S

FREQUENTLY ASKED QUESTIONS

WHAT SHOULD MY CHILD BRING ON NON-SCHOOL DAYS?

All children must bring a healthy, nut-free lunch, plenty to drink, refillable water bottle and two snacks daily. Please send only non-perishable foods because refrigeration is not possible. Food must be ready served. Microwaves are not available.

* other items may be requested depending on location, site will provide specific items needed. ie swim items

WHAT SHOULD MY CHILD BRING DURING VIRTUAL LEARNING?

All students must bring their own fully charged technology and headphones with them every day. Students will need to bring with them their class schedule, planners, passwords, log in information and expectations for time on-line.

DOES THE PROGRAM PROVIDE A SNACK?

Varies by location - see site information

WHAT SHOULDN'T MY CHILD BRING TO THE Y PROGRAM?

- Cell phones
- Videogames
- Personal CD players / stereos /iPods (ALL ELECTRONICS)
- Expensive jewelry /watches
- New or expensive clothes
- Money
- Toys and card games
- Weapons
- Alcohol and drugs
- Personal sports equipment (unless otherwise specified)
- Vehicles
- Animals

The YMCA is not responsible for any items that are lost or stolen, and under NO CIRCUMSTANCES will reimburse for lost, stolen or broken items.

WHAT IF MY CHILD LOSES SOMETHING?

We know that sometimes things just get lost. Please label all of your child's belongings. The best way to prevent the loss of property is to leave it at home! There will be a designated Lost and Found at each location. Please check for your child's items. Lost and found items are kept at the YMCA for two full weeks and then donated to charity. The YMCA is not responsible for child's possessions that are lost or stolen.

ANY QUESTIONS?

CHILDCARE QUESTIONS & CONCERNS

Questions or concerns about the policies and procedures of the YMCA program can be directed to any of the professional childcare staff at the YMCA. All questions will be answered in a timely manner. For questions or concerns of the day to day operation of the Program, you may contact the Childcare director. See locations list/contact list at the front of this handbook.

Thank you for choosing the YMCA!



INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

OHIO DEPARTMENT OF JOB AND FAMILY SERVICES (ODJFS) ITEMS

- The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS).
- 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 to meet with parents 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 inconsistent with the Y's mission as well as unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, 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 childcare licensing requirements as well as how to apply for childcare assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-07 of the Ohio Administrative code.

Parent/ Guardian review and receipt of center policies and procedures (5101:2-12-07) documentation is placed in each child's file. The form is located in the front of this handbook behind the cover page.

The following list is what Ohio rules require childcare centers to provide to families and employees in writing. All of this information is included in this handbook.

INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

General Information

- Center name, address, email address and telephone number.
- Description of the center's program philosophy.
- Days and hours of operation, scheduled closings and basic daily schedule.
- Staff/child ratios and group size
- Meals and snacks provided.
- Outdoor play, including limitations placed on outdoor play due to weather or safety issues. Considerations may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain or ice.
- Opportunities for parent involvement in center activities.
- Opportunities for parents to meet with teachers regarding their child.
- Payment schedule, overtime charges and registration fees as applicable.
- Programs shall have a policy in place describing supports for onsite breastfeeding or pumping for mothers who wish to do so (if the program serves infants or toddlers).

Center Policies and Procedures

- Enrollment including required enrollment information.
- Care of children without immunizations. 3
- Attendance including procedures for arrival and departure, the program's absent day policy, releasing child to people other than the parent, releasing a child according to a custody agreement and follow up when a child scheduled to arrive from another program or activity does not arrive.
- Supervision and child guidance.
- Parent provided food and center-wide dietary policy, if applicable. If all of the food is parent provided, the policy shall also include if the center supplements food when the parent does not provide sufficient food for the day.
- Management of illness including isolation precautions, symptoms for discharge and return and notification of parent of ill child.
- Summary of procedures taken in the event of an emergency, serious illness or injury.
- Administration of medication including food supplements, modified diets and whether school age children are permitted to carry their own medication and ointments.
- Transportation for trips and emergencies.
- Water activities/swimming.
- Infant care, if applicable, including frequency of diaper checks.
- Napping and Resting.
- Evening and overnight care, if applicable.
- Policy on operation and/or closing due to weather, school delays or closings and any other factors.
- Policy on when the center will require disenrollment of a child.
- Procedure for parents or employees to follow when needing assistance in resolving problems related to the child care center.
- Policy on whether or not the center will provide child care services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.
- Policy on whether the program conducts formal assessments on enrolled children and if the program reports child level data to ODJFS pursuant to Chapter 5101:2-17 of the Administrative Code.



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA PHOTO/AUDIO VISUAL/NARRATIVE RELEASE

I am 18 years of age or older and, if not, my parent or legal guardian has also provided their consent by signing below.

Consent & License. For my participation in activities to be conducted by the National Council of Young Men’s Christian Associations of the United States of America (“YMCA of the USA”) or any of its chartered member associations in the United States (collectively “the Y”), and collaborating third parties, I consent, now and for all time, to the making, reproduction, editing, broadcasting or rebroadcasting of:

- video film or footage of me,
- sound track recordings of me
- photo reproductions of me
- any narrative account of my experience

My consent includes a perpetual license to the Y and collaborating third-parties for the use of the above materials for publication, display, sale or exhibition in promotions, advertising, education and commercial uses. Use includes reproductions in any form and media currently existing or later conceived, adaptations and/or revisions, throughout the world in perpetuity.

I understand and agree there may be no additional compensation for this license, and I will not make any claim for payment of any kind from the Y or collaborating third-parties. I may, or may not be, identified in such licensed uses; however, my name will not be used to endorse any particular products or services.

Ownership, Confidentiality, and Shared Use. With respect to any of the above uses, I further agree:

- All works shall belong to YMCA of the USA;
- The Y has no duty of confidentiality regarding any licensed uses;
- YMCA of the USA shall exclusively own all known or later existing rights to the uses throughout the world;
- The Y and collaborating third-parties may use any video film, footage, sound track recordings and photo reproductions of me and/or my narrative account for any purpose without additional compensation to me.

Release from Liability. I agree that my consent is irrevocable. I hereby release and discharge The Y and collaborating third-parties, from any and all claims, actions, lawsuits or demands of any kind arising out of my consent, license grants, uses, or the shared uses of any works or materials referenced herein.

Signature: _____ Date: _____

Printed Name: _____ Age: _____

Address: _____

I am the parent or legal guardian of (child’s name). I hereby consent and grant the licenses detailed in the foregoing on behalf of my minor child.

Signature of parent or legal guardian: _____

Printed name: _____

YMCA OF THE USA
101 N Wacker Drive, Chicago IL 60606
P 800 872 9622 F 312 977 9063 ymca.net

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ACKNOWLEDGEMENT & WAIVER

Ohio Childcare Licensing Rules require, and we seek, this paper signed by the family and placed in the child(s) file. Please sign and return this form to the Director.

I have received a copy of the YMCA Childcare Services Handbook and acknowledge that I am responsible for abiding by the practices outlined in the handbook. If I have any questions or concerns, I will speak with the Director to resolve them.

I understand that the YMCA of Greater Dayton assumes no responsibility for injuries or illness which I or my family members sustain as a result of my physical condition or resulting from my participation in any athletic activities, sports programs, the use of any equipment, exercise, or other activities. I expressly acknowledge on behalf of myself and my heirs that I assume the risk for any and all injuries and illness which may result from my participation in these activities. I hereby release and discharge the YMCA of Greater Dayton, its agents, servants, and employees from any and all claims from injury, illness, death, epidemics, pandemics or quarantines, loss or damage which I may suffer as a result of my participation in these activities.

I understand that to maintain the new COVID-19 requirements all children and the family member dropping off will be required to have a temperature check prior to entering facility. If temperature is recorded at 100.0 degrees Fahrenheit or higher they will not be permitted on premises. Each patron will be required to answer questions in regards to COVID-19 symptoms. Example - Have you been in close contact with a confirmed case of COVID-19? Are you experiencing a cough, shortness of breath, or sore throat? Have you had a fever in the last 48 hours?

I understand children will be required to wash hands after every activity and upon arrival and departure for their safety. (Where necessary and age appropriate hand sanitizer may be used)

I understand that the YMCA of Greater Dayton is not responsible for personal property lost or stolen while members and/or program participants are using YMCA facilities, on YMCA premises, or participation in YMCA programs.

Child(ren's) Name: _____

Parent/Guardian Signature _____

Date _____

Child's Name _____

Childcare Policies Agreement

Please read the policies carefully and **initial** in each line, then sign on the bottom line and return to the program.

- _____ I understand there is a \$30 (\$35 family max) non-refundable annual registration fee per child. If the registration fee is not paid at the time of registration, I understand it will be drafted at the same time as the first week's fees.
- _____ I understand Weekly tuition is due Fridays prior to the week of service (Monday after service ONLY if you are in hourly program) and that YMCA does not prorate tuition. Late fee will be charged if payment not made by Wednesday.
- _____ I understand that if my childcare payments fall behind, my child will be administratively withdrawn.
- _____ I understand outstanding balances will be handled by collections.
- _____ I understand that if I have any outstanding balance at any facility within the YMCA of Greater Dayton Association I am unable to register for any programs or memberships until balance is paid.
- _____ I understand that there will be a \$10.00 fee assessed for any and every returned payment.
- _____ CANCELLATION POLICY: Written notification must be given no later than 14 days in advance coupled with a Voluntary Withdraw Form. Otherwise, I understand that I will be responsible to pay that week's tuition in-full, regardless of attendance.
- _____ I understand that a late pick up fee in the amount of \$10.00 will be charged at 1- minute past closing. Then, beginning at 15 minutes after closing each additional minute costs \$1.00. Charges are per child. Consistent late pick up will result in child being disenrolled.
- _____ I understand that staff will contact the appropriate county's Children Services if my child remains at the center longer than one hour after closing and all attempts to reach me, the child's other parent, and authorized persons have been made, without success.
- _____ I understand that state licensing requires that all forms in this registration packet must be completely filled out and turned in prior to the child's admission to the program.
- _____ I understand that I am required to disclose all medical, allergies, illnesses (such as COVID 19 exposure) in compliance with all state and federal guidelines, physical, or behavioral issues including but not limited to IEPs, that pertain to my child at the time of enrollment and supplement that information on an ongoing basis as needed to ensure proper care can be provided.
- _____ I understand that should my child(ren) behavior become safety concern to themselves and/or staff immediate dismissal or suspension from the program may occur and the child will need to be removed by parent, in a timely manner.
- _____ I understand when participating in Virtual Learning it is my responsibility to ensure my child has completed all required work and that ultimately the responsibility for my child's education is between child, parent and their virtual school/teachers.
- _____ I have read the YMCA Childcare Parent Handbook and agree to all terms therein for my child(ren) to receive childcare. I understand that the most recent handbook is available on-line and revised as needed to reflect licensing or state policy revisions and it is my responsibility to review and acknowledge these changes. I also understand that I forfeit my child (s) participation in YMCA childcare if all policies are not followed
- _____ I understand that I must provide proof of insurance for my child.
- _____ I understand that my child may not be released to anyone without prior written documentation and presentation of photo identification.
- _____ I understand that the YMCA cannot withhold a child from a biological parent without legal documentation (i.e. court orders, custody papers, etc.)
- _____ I understand that the YMCA does not allow its employees to provide care for a YMCA participant outside of a YMCA program (i.e. Babysitting)
- _____ I understand that my child's enrollment is not considered complete until the enrollment packet has been entirely completed and reviewed by a YMCA staff member and I have paid the registration fee for the school year. Minimum of 10 business days for processing.

FOR TITLE XX RECIPIENTS ONLY

- _____ I understand that my Title XX co-pay is due every Friday via auto draft prior to care.
- _____ I understand that if my Title XX authorization is not current and/or for the correct location, I will be responsible for private pay rates. I understand it is my responsibility to know when and to renew in a timely manner.
- _____ I understand that I must TAP daily. I understand there is a two-day back TAP period if daily TAPS are missed. If I miss the back TAP period, I understand that I will be charged the difference between my co-pay and the weekly private-pay rates. I understand it is my responsibility to know for which dates and times I need to back TAP.
- _____ I understand my child must attend a minimum of 8 hours per week if school age and 26 hours per week if Early Learning Center to maintain spot or difference of fees may be charged

Parent/Guardian Signature _____ Date _____