

BUILDING BRIGHTER FUTURES



PROGRAM HANDBOOK

EARLY EDUCATION, SCHOOL-AGE ENRICHMENT
PROGRAMS AND SUMMER DAYCAMP

The YMCA of Greater Dayton
www.daytonymca.org



Dear Family,

Welcome to the YMCA of Greater Dayton Childcare Services Branch. We work with multiple partners across multiple counties in the greater Dayton area to offer Early Learning for Infants & Toddlers, Part Day and Full Day Preschool Programs, Before & After School Age Enrichment, as well as Summer Day Camp.

Our programs within the YMCA strive to reflect the needs of the communities we serve. It is our goal to serve our community through affordable, high quality early childhood education, school age enrichment, and summer day camp in a safe, warm, and nurturing environment.

The YMCA has a staff of creative, knowledgeable individuals from diverse backgrounds who care! We invest in our staff by providing benefit packages, which may include reduced childcare fees, paid retirement when eligible, free YMCA membership, 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.

It is our sincere hope that your YMCA experience will be as rewarding to you and your family as it has been for countless other families. Please take a few moments to review this handbook. Note that it contains a lot of helpful information including a frequently asked questions section.

If you have any concerns, we ask that you directly contact your childcare site administrator to give them the first opportunity to address your concerns.

Thank you again for choosing the YMCA for your child care and camp needs.

Sincerely,

YMCA of Greater Dayton Childcare Services

TABLE OF CONTENTS

ABOUT US

MISSION STATEMENT.....	5
PHILOSOPHY.....	5
GOALS.....	5
PROGRAM COMPONENTS.....	5
STEP UP TO QUALITY.....	6
RESPECT FOR INDIVIDUAL DIFFERENCES.....	6
CHARACTER DEVELOPMENT.....	6
CONTACT US.....	7

STAFF & TRAINING

SELECTION OF STAFF.....	8
TRAINING/DEVELOPMENT.....	8
RESOLVING CONCERNS.....	9
COMMUNICATING WITH THE STAFF.....	9

GENERAL INFORMATION

CHILDCARE HOURS OF OPERATION.....	10
CAMP OPERATION DAYS & HOURS.....	10
PERSONAL BELONGINGS.....	11
CLOTHING.....	11
BREASTFEEDING.....	11
FAMILY AND TEACHER CONFERENCES.....	11
PARENT VOLUNTEERS.....	11
PARENT PARTICIPATION & VISITATION.....	12
CHILDCARE PARENT ADVISORY COMMITTEE.....	12
NEWSLETTER.....	12
ELECTRONIC COMMUNICATIONS.....	12
OUTSIDE CONTACT.....	12

ENROLLMENT & TUITION

REGISTRATION & ENROLLMENT.....	13
SUMMER CAMP ENROLLMENT.....	13
TAX STATEMENTS.....	13
REGISTRATION FEE.....	14
DEPOSITS.....	14
WAITING LISTS.....	14
TRANSFER POLICY.....	14
LICENSING & POLICIES.....	14
SPECIAL ACCOMMODATIONS.....	15
INDIVIDUALIZED EDUCATION PLANS.....	15
MEDICAL TREATMENT.....	15
TUITION AND FEES.....	16
LATE PAYMENT FEE POLICY.....	16
RETURNED PAYMENTS.....	17
WITHDRAWAL AND REFUND POLICY.....	17
TUITION ASSISTANCE.....	17, 18
SCHOLARSHIPS.....	18
EXPULSION POLICY.....	18
AGE EXCEPTIONS.....	19
DAY CAMP FEES.....	19
ADD ON SERVICES.....	19

PROGRAM POLICIES

OPERATING POLICIES DURING SEVERE WEATHER.....	20
SCHOOL DELAYS.....	20
SCHOOL CLOSINGS.....	20
LATE PICK-UP.....	21
CHILD ABSENCE.....	21
CHILDRACKING POLICY.....	21
VIDEO RECORDING DEVICES.....	21
SOCIAL MEDIA POLICY.....	21
PARKING.....	21
RECORDS.....	21
VACATION.....	22

TABLE OF CONTENTS

PROGRAM POLICIES CONTINUED

BATHROOM PROCEDURES	22
SENSITIVE MATTERS	22
CUSTODY AGREEMENTS	22
TRANSITION OF CHILDREN	23
FORMAL ASSESSEMENTS	23
OUTDOOR PLAY	23

CODE OF CONDUCT

YMCA RULES	24
BEHAVIOR MANAGEMENT POLICY GUIDELINES	24
NON-VIOLENCE POLICY	25
ZERO TOLERANCE	25

ADULT CODE OF CONDUCT

ADULT CODE OF CONDUCT	26
CONSEQUENCES OF VIOLATION	26

PROGRAM SCHEDULES

CLASSROOM/CAMP SCHEDULES	27-29
--------------------------------	-------

ARRIVALS AND DEPARTURES

CHECK IN/CHECK OUT PROCEDURES	30
DAY CAMP – LATE CHECK IN	30
DAY CAMP – EARLY CHECK IN	30

TRANSPORTATION & FIELD TRIPS

TRIPS/ROUTINE TRIPS	31
FIELD TRIP POLICY	31
CAMP FIELD TRIPS	32

SAFETY & HEALTH

SAFETY, HEALTH, AND SUPERVISION	33
EMERGENCY DRILLS AND EVACUATION PROCEDURES	34
MEDICAL EMERGENCY PLAN	35
WAIVER	35
ACCIDENTS/EMERGENCIES	36
HEALTH POLICY	36
ILLNESSES	37
MONITORING OF ILLNESS AND CENTER POLICIES	37
ADDED SAFETY PROTOCOLS	38
IMMUNIZATION REQUIREMENTS	38
LICE/BED BUG POLICY	39
MEDICATION	39
BITING	40
CHILD PROTECTION	40
CHILDREN AT RISK	40

SWIMMING

SWIMMING & WATER SAFETY	41
SWIM TEST	41
WATER SAFETY RULES	41

NUTRITION

WHAT TO BRING TO CAMP

CHILDCARE & DAY CAMP FAQ'S

INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

PHOTO RELEASE

ACKNOWLEDGEMENT & WAIVER

CENTER POLICIES AGREEMENT

NOTE - THE TERMINOLOGY OF CENTER, CHILDCARE AND DAY CAMP ARE INTERCHANGEABLE THROUGHOUT THIS HANDBOOK

ABOUT US

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

Our cause is for youth development, healthy living, and social responsibility. YMCA Programs are designed to meet the developmental needs of children, to provide experiences that enhance and enrich each child's development of the following: cognitive abilities, language acquisition, social skills, emotional intelligence, creative thinking, and spiritual and physical wellbeing. Within the program's daily schedule, each child has opportunities to create, explore the environment, develop problem-solving and personal interaction skills which develop through experiences.

Children develop a positive self-concept through a balance of self-directed and teacher assisted activities. Opportunities for solitary play, as well as group activities, are provided. Well-trained staff act as catalysts for the development of your child and 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 wants to help children develop to their fullest potential; the program promotes children's growth and learning through these goals:

- 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 child's development
- Help children to develop healthy relationships with respectful and positive adults
- Involve children in some aspects of planning their own activities
- Believe in the value of all children
- Involve children in their community to develop their social and living skills
- Encourage expressions of feelings, whether sad, joyful, or otherwise and respond to those feelings
- Help support academic gains through homework assistance

ABOUT US

STEP UP TO QUALITY

YMCA childcare is licensed by the Ohio Department of Children and Youth (DCY). Our childcare programs have been awarded or are in the process of being awarded, Step Up to Quality recognition (SUTQ) which is a voluntary quality rating system administered by the Ohio Department of Children and Youth (DCY). The rating system recognizes and promotes learning and development programs that meet or exceed Ohio licensing standards.

RESPECT FOR INDIVIDUAL DIFFERENCES

Our programs aim to help children develop positive social skills, including learning to respect the individual strengths and differences of their peers. We encourage kindness, cooperation, and mutual understanding among all participants as part of a well-rounded early childhood experience.

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 – that includes staff, volunteers, members, participants, and parents – to accept and demonstrate the positive values of caring, honesty, respect, 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



CONTACT US

In order to register for childcare programs or for additional information, please visit our website www.daytonymca.org Please note that enrollments are subject to availability.

PROGRAMS - vary by location

Coffman YMCA in Springboro

Springboro/Miamisburg Schools,
Dayton Christian, Centerville Schools,
School Age (K-12), Day Camp
88 Remick Blvd.
Springboro, OH 45066
Tel: 937-886-9622

Downtown YMCA in Dayton

DECA, Kemp Elementary,
Eastmont Elementary, Rivers
Edge, Horace Mann School Age
(K-12) and Premier Health Day
Camp
316 N. Wilkinson Street
Dayton, OH 45402
Tel: 937-228-9622

Fairborn YMCA

Early Learning (3-5Yrs), Fairborn
Schools (K-12), and Day Camp
300 S. Central Ave
Fairborn, OH 45324
Tel: 937-754-9622

Kleptz YMCA in Englewood

Northmont Schools (K-12), ELCs
and DayCamp

Early Learning Center – Stillwater
937-454-9355-Part Day
preschool

Early Learning Center – Concord
937-668-2181 Full Day and Part
Time Preschool, Infant and
Toddler

1200 W. National Rd
Englewood, OH 45315
Tel: 937-836-9622

Preble County YMCA in Eaton

Preble/Valley View Schools
(K-12), and Day Camp
450 Washington-Jackson Road
Eaton, Ohio 45320
Tel: 937-472-2010

South YMCA in Kettering

Kettering City Schools, Dayton
Regional STEM Elementary School,
School Age (K-12) and Day Camp
3705 Far Hills Ave.
Kettering, OH 45429
Tel: 937-307-4627

ELC at Lifepointe, St Helen, Holy
Angels and Day Camp
Early Learning (6 weeks – 5 years)
School Age (K-12)
4559 Marshall Road
Kettering, OH 45429
Tel: 937-673-2935

West Carrollton YMCA

West Carrollton Schools School Age
(K-12) and Day Camp
900 S. Alex Road
West Carrollton, OH 45449
Tel: 937-866-9622
(camp held at ECC Elementary)

Xenia YMCA

Xenia Community Schools School Age
(K-12) and Day Camp
336 Progress Drive
Xenia, OH 45385
Tel: 937-376-9622

Y at the Heights in Huber Heights

Studebaker Early Learning (3-5yrs)
Huber Heights City Schools, Bethel
Schools, Mad River Schools (K-12) and
Day Camp
7251 Shull Road
Huber Heights, OH 45424
Tel: 937-236-9622

YMCA New Bremen

Early Learning and School Age
(6 weeks-12yrs), and Day Camp
714 E Monroe St
New Bremen, OH, OH 45869
Tel: 419-629-2507

YMCA Camp Kern

5291 State Route 350
Oregonia, OH 45054-1-
800-255-KERN
campkern.org

**Program options vary. Please contact the
YMCA Childcare Program Director at each
location for options in your area.**

Childcare Staff Office Hours:

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 Account Services:

For billing or registration
937-278-4600
childcareaccounts@daytonymca.org

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 based on 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 Program 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 and Job Responsibilities
- Licensing Rules and Staff Requirements
- Confidentiality
- Daily Schedule and Activities (lesson planning)
- Child Abuse Recognition and Reporting
- Health Observation Precautions and Medications
- Universal Precautions and 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 DCY licensing guidelines for continuing education and provide documentation at completion. All childcare staff members attend a minimum of 10-15 hours training annually in alignment with SUTQ and DCY requirements.

All childcare staff are trained to ensure music and media used when children are present is appropriate. Staff are also reminded to keep language appropriate in conversations around children. In the rare instance that a situation arises that may expose children to inappropriate language or behavior, staff are trained to act quickly to remove the children from the area or call for help to guide the individual away from the children.

All camp staff are required to attend 40 hours of training prior to the first day of Summer Camp. Our comprehensive training and development program includes behavior management, conflict resolution, planning age-appropriate activities, and risk management.

In addition to learning all the policies and procedures of the YMCA childcare 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 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 and campers.

Monthly childcare staff meetings are held to enhance our staff learning and communication. Weekly staff meetings are held during our Summer Camps.

In addition to Holiday closures, and in alignment with partnering school district's schedules, YMCA programs are closed two days per year and as needed for continuing education training for our staff. Please refer to the annual program schedule for dates.

COMMUNICATION

RESOLVING CONCERNS

It is important that parents familiarize themselves with the center and its programs. Parent orientations will be offered, and early learning families will be expected to attend and school age families will be encouraged to attend. Parents and staff should discuss any concerns or suggestions about the childcare program with the program staff and then if needed with the Childcare Program Director. Concerns about program staff can be discussed with the Childcare Program Director at any time.

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, changes in medications, even if not administered by staff, custodial issues, any communicable diseases such as COVID, Hand Foot and Mouth, Head Lice 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 Program Director is informed so they can help with the overall policies and next steps.



GENERAL INFORMATION

CHILDCARE 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 9:00 am. The School Age YMCA locations are open from 6:30am until school begins and school dismissal until 6:00pm. On School's Out Days, families may register, and children must arrive by 9:00am. Parents will need to provide drop off and pick-up times. The latest pick-up time for Early Learning Centers and School Age Childcare is 5:45pm. This ensures building closing times are met. Families with consistent uncommunicated late arrivals without courtesy notice will need to meet with the Childcare Program Director to discuss enrollment.

YMCA programs may be closed when the school is closed. Families already enrolled in childcare, may be able to enroll their child at the center's School's Out location with advance reservations, when need exists. YMCA members and enrolled 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. Days may be added as needed.

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. These are days reserved for the program staff to clean and prepare for transition. Examples of this include Day Camp and Program Wide Transitions (Preschool to Kindergarten). 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 DCY licensing requirements.

An annual program schedule is published and provided to families and announces the dates of the two teachers in- service days. *Enrollment fees have been annualized to reflect holidays and staff in-service days the center is closed to cover the enrollment slot your child holds. No adjustments will be made for weeks with closures. Families wishing to take vacation during the holidays must provide two weeks written notice.

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.

CAMP OPERATING DAYS & HOURS

Camp Hours Mon – Fri Camp Begins at 9:00am and ends at 4:00pm.

Mini Camp Hours (where applicable) Tues, Wed, Thurs: Camp Begins at 9:00am and ends at 4:00pm.

Extended Care Hours: 6:30am–9am & 4pm– 6:00pm (with last pick-up at 5:45pm)

Locations: See page 7 or visit daytonymca.org

Camp Runs: Dates vary by location. Please refer to weekly newsletter or visit daytonymca.org.

GENERAL INFORMATION

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, electronics, food, candy, 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 YMCA 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. Please no sandals, steel toe shoes, crocs, flipflops, or open toed shoes. Children may not wear tails, ears or other headband accessories to the program.

Infants and toddlers need to have at least two changes of clothing on hand including a pair of shoes.

Preschoolers who are at our ELC's and potty training may need additional clothes. Preschool and school age children need at least one change of clothing at the Y.

Toddlers and preschoolers will need a small pillow and blanket for naps. Additionally, they will need an extra set of clothing in case of accidents.

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 YMCA is not responsible for lost or missing items.

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.

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 (November and April) so that you and other significant people in your child's life can participate.

PARENT VOLUNTEERS

All parent volunteers must complete a YMCA volunteer form prior to volunteering at the site or a field trip.

- Once the application has been reviewed and a background check has been passed, the Child Care Program Director 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 field trip. 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 assist with special projects throughout the year. Please contact the Childcare Program 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.

GENERAL INFORMATION

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. If you are intending to visit for a long period of the day, please schedule this visit with the Director so that there is ample time to fill out the volunteer application and gain approval. Visitors other than the custodial parents are welcome to visit with the parents' permission such as non-custodial parent, grandparents and others but must make an appointment with the Director ahead of time. Parents must notify director if they are on site. 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.

CHILDCARE 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.

The Summer Camp publishes a weekly newsletter to keep you informed of our activities and provide you with camp news. Please refer to our Day camp main frame for upcoming events.

ELECTRONIC COMMUNICATIONS

YMCA of Greater Dayton uses the Brightwheel App as a tool to communicate with our families therefore a parent's valid email address and phone number must be on file. Brightwheel is also used to:

- 1) Engage parents/guardians in program activities
- 2) Share in program videos and pictures with parents
- 3) Send our Early Learning Center parents daily reports
- 4) Help communicate student absences, sick notices or pick up/drop off notes directly from the parent to their child's program
- 5) 2-way messaging between text and email between staff and parents

The YMCA of Greater Dayton will email additional information regarding the apps to the primary parent.



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.

ENROLLMENT & TUITION

REGISTRATION & ENROLLMENT

The YMCA offers childcare for ages 6 weeks to 12 years, the availability of 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. The YMCA reserves the right to determine eligibility in these programs.

As we have a limited number of spaces, enrollment is taken on a first come, first serve basis, as online registrations are completed. 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 visit daytonymca.org or contact Child Care Account services at 937-278-4600; childcareaccounts@daytonymca.org for more information regarding registration. Enrollment must be completed by the first business day of August for school age programs or there may be a delay in starting the program due to proper review of documents, including medical forms and payment processing (including PFCC).

No child will be refused admittance to the program due to race, religion, gender, or gender identity.

SUMMER CAMP ENROLLMENT

On-line registration is required through our registration portal. As we have a limited number of spaces, enrollment is taken on a first come, first serve basis for ages 5-12 (must have completed Kindergarten). We are unable to accept phone, faxed or email registrations. There is a minimum of 10 business days to process registration. Same day registration and attendance is not allowed as we must have time to properly process your paperwork and ensure enrollment procedures and compliances are met. As childcare programs run on annual schedules, each new program requires a completely new enrollment.



For enrollment to be complete the following in our online registration portal.

- Enrollment packet with any necessary medical paperwork
- Registration Fee
- EFT/automatic withdrawal authorization

Submit these as soon as possible to ensure there is a space for your child as we do have limited class sizes during the school year and openings for Summer Camp. Please provide an up-to-date record of children's immunizations if your child is attending an Early Learning Center (Infant, Toddler or Preschool). For those children attending School Age Care and/or Day Camp the date of the child's last tetanus shot must be provided. We reserve the right to deny care for any child who is not immunized.

Please contact: Child Care Account services 937-278-4600;
childcareaccounts@daytonymca.org

Official Annual tax statements are prepared and made available to families by January 31st. Tax statements are issued to the primary person listed on the YMCA account.

ENROLLMENT & TUITION



Parents and guardians are required to disclose all medical, physical, or behavioral issues at the time of the child's enrollment prior to child's acceptance in program. Parents or guardians are required to inform the YMCA in writing, prior to a child's acceptance in a YMCA program, of any special circumstances which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. Upon being informed of such circumstances, the Child Care Director or other Child Care staff may require a conference with the parent/guardian to discuss accommodations 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.

REGISTRATION FEE

In order to reserve your child's space a, \$40 for a single child and \$50 for a family, registration fee is required at time of registration. 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 in SmartRec via your Amilia.com Account. No cash payments will be accepted. Teachers are not able to accept payments.

DEPOSITS

For certain programs, a non-refundable deposit may be required. Summer Camp may apply additional fees for some field trips, YMCA classes, lessons, and t-shirts. See enrollment forms for details.

*YMCA Day Camps are accredited by the American Camping Association. www.acacamps.org and follow these guidelines in addition to DCY licensing rules.

WAIT 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 7 days prior to the session start date. There will be no mid-week starts for any child entering the program.

TRANSFER POLICY

Transfers from one site to another will only be made if space is available. Transfer requests must be made in writing.

LICENSING & POLICIES

The YMCA of Greater Dayton abides by all standards regulating childcare centers and youth camps as prescribed by the DCY and the American Camping Association. Please refer to pages in the back of this handbook for a list of items required by the Ohio Administrative Code and DCY. 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. Camper ratios are often maintained lower than 1:18 in order to accommodate for activities and field trips.



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.

ENROLLMENT & TUITION

SPECIAL ACCOMODATIONS

The YMCA of Greater Dayton is committed to providing equal access to its programs, services, and activities for all children and families. We do not discriminate on the basis of race, color, national origin, sex, age, disability, or any other characteristic protected by law. All children are welcome and will be treated with dignity and respect in a safe, supportive environment. We strive to provide the best childcare experience for your child, and ask that prior to registration, you consult with the Childcare Program Director regarding any special accommodations of your child. Parents and guardians are required to inform the YMCA in writing prior to acceptance in a YMCA program of any special circumstance which may affect the child's ability to participate fully and within the guidelines of acceptable behavior, including but not limited to any serious behavioral problems or special circumstances regarding psychological, medical or physical conditions. We will work to provide reasonable accommodations upon request and based on information provided. Ratios must be maintained in all programs. Upon being informed of such circumstances the childcare director may require a conference to discuss the accommodation. If your child has special accommodations, please contact the Director to discuss opportunities prior to registration. A meeting will be scheduled after all paperwork, including IEP's and 504's when applicable are returned and reviewed by director.

It is 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. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.



Inclusion information for children with special accommodation must be provided at the time of registration directly to the child's Site Director. After reviewing the information and having a meeting with the Childcare Program Director a decision will be determined if request is reasonable accommodation. IEPs and 504's 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.

INDIVIDUALIZED EDUCATION PLANS

Prior to children with an IEP beginning our program we must have a copy of the IEP and an DCY Medical Physical 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.

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.

ENROLLMENT & TUITION

TUITION AND FEES



Tuition is due on Friday, in advance for weekly program fees OR due the first of the month for monthly programs. For hourly programs, fees will be calculated on the Monday after and will be charged to the account on file. There is a 2-hour minimum fee charged weekly to ensure your child's spot in the hourly program. 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 Childcare Account Services 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 YMCA is a not-for-profit institution. We base our operating costs on annual registration projections. Payments will not be pro-rated due to absences, illness, holidays, or inclement weather. 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 contact our Childcare Account Services 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 "Withdrawal Form" four 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. Military and First Responders will receive a 10% discount. Discounts are applied at a maximum of 20% off non-member rate. Day Camp Before & After Care Fees are not eligible for discounts beyond the member discounted rate. Discounts may not apply to all programs.

Teachers at eligible school districts with partnerships with the YMCA of Greater Dayton are eligible for discounts up to 20% off childcare. Discounts do not apply to hourly or daily programs. Discounts cannot exceed 20%.



LATE PAYMENT FEE POLICY

A late charge will be assessed for any payment not received. Payments are due prior to services being rendered. Payments will be considered late on Monday at noon and will be assessed a \$25 late fee.

Please note that if payment is not made by Monday, your spot in care may be forfeited and you must re-register. Children will not be permitted to attend and a pause in care notice is issued 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. Public Funds (PFCC) Authorization not confirmed, noncompliance with PFCC taps, nonpayment of copays or attendance as agreed.
3. Account has been submitted to collections (R & 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

ENROLLMENT & TUITION



RETURNED PAYMENTS

There will be a \$25 fee assessed for any and every returned payment.



WITHDRAWAL AND REFUND POLICY

When planning to VOLUNTARILY withdraw your child(ren) from the program please notify the center as far in advance as you are able to. A Voluntary withdrawal form is required at least 2 weeks prior. This allows us to process the paperwork to stop automatic drafts for fees. Normal program fees continue to accrue until written notification of withdrawal is provided to Childcare Account Services.

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 fees being charged. Day camp registration canceled after May 15 will be charged a \$25 per week activity fee.

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 4-6 weeks from the date requested to receive a refund on your credit card statement.



TUITION ASSISTANCE

The YMCA accepts payments made by third parties for tuition. Families are expected to maintain their TAP info, authorization, and attendance. PFCC 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 YMCA 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. PFCC attendance must TAP daily. If TAPs are not completed and accurate daily, your child may be disenrolled. You will receive a written notice via email or Brightwheel indicating that your child has been issued a pause in care or disenrolled and will not be permitted to attend care. Furthermore, you will receive an invoice for any weeks TAPs were not completed correctly. You will be responsible for the weekly private pay rate. It is the parent's responsibility to know for which dates and times they need to back TAP.

Public funding (PFCC) accepted, with prior authorization required and be visible in Kinder Connect, to start program and attendance requirements apply. School Age-3 days or equivalent of 10 hours and Early Learning Center – 3 days or equivalent of 33 hours. Lack of attendance will require departure from program. If your child does not attend an absent day will be charged. You receive 10 days between January and June and 10 days between July and December. If you exceed these days, you are responsible for the weekly private pay fee. It is the parents responsibility to renew their PFCC authorization prior to end date. Be advised that if your child's case is not approved for care at his/her school at least 5 days prior to the authorization end date, your child will be issued a Pause in Care or disenrolled.



ENROLLMENT & TUITION

TUITION ASSISTANCE (CONTINUED)

TAPS must be completed in and out each day. This can be done from your phone using the KinderSmart App. Missed Tap's must be completed within 24 hours. Failure to complete the missed Tap's in this time period may result in the full weekly private pay rate being charged. Consistent failure to TAP may result in being unable to attend. Please make sure that your Tap was approved after each transaction.

You must provide your site director with the phone numbers for anyone that will be able to TAP your child in and out each day. Anyone authorized to pick up your child is able to have a TAP login and complete this task upon drop off and pick up. If you would like to add or change someone's ability to Tap your child in and out you must submit this in writing to the site director.

SCHOLARSHIPS

The YMCA 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. 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 Completed Scholarship Applications & documents must be turned in for review 7 days prior to Scholarship Committee meeting. Scholarship Committee meets monthly. Parent will be notified of approval and start date for child after scholarship award, if applicable, has been communicated.



EXPULSION POLICY

The YMCA reserves the right to end your child's enrollment with, or without, a refund if the staff deems it 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. (See the Zero Tolerance Section in the Code of Conduct)

Examples include but are not limited to:

- Tuition not paid or PFCC taps not completed.
- Violation of the YMCA Code of Conduct (Parent or Child)
- Criminal behavior
- Persistent lack of communication and/or collaboration between family and the YMCA
- Safety concerns

Students assigned to in-school suspension are not eligible to attend the before- or after-school care program on the day(s) they are serving in-school suspension.

PROGRAM POLICIES

AGE EXCEPTIONS – DAY CAMP

Campers must be the age indicated in the camp brochure by camper's start date. Many of our camps are divided into groups by age and/or ability. Due to our licensing requirements, there will be no age exceptions. Camps are designed with curriculum and programming for campers of a certain age. Our guidelines require that the children must have completed kindergarten and are accepted up to age 12.

SAMPLE DAY CAMP FEES (PRICES ARE SUBJECT TO CHANGE ANNUALLY)

- \$40 Registration fee for one child or \$50 for two or more children (non-refundable)
- \$25.00 per week activity fee will be charged for any cancellations after May 15
- Most Field Trip fees are included for families that sign up and attend the full week.

ADD ON SERVICES

The following are Add On Services that YMCA School Aged Child Care offers:

- Early Release Fee: As a courtesy for families with children in afternoon care or the before and after care flat rate option, early release participation is included at no additional charge. Families with children enrolled in the **hourly care option will be charged at the normal hourly rates for any portion of an hour.
- Delays: School delays up to 2 hours will be a courtesy for families already enrolled in morning care or the before and after care flat fee rate option. Families with children enrolled in the hourly care option will be charged at the normal hourly rates for any portion of an hour. Should the school move from delay status to closed status, all families should have alternative transportation and pick up options. *See Calamity Care Options
- Calamity Days Out-Of-School: Additional fee will be charged, minimum \$50 Per Day (Calamity Days are unplanned School District days - Ex: Snow closure, Weather related Emergency, etc.) participation is available for families already enrolled in morning care, afternoon care or the before and after care option.

For delays that turn into a closure; families who have not signed up for calamity care will pick up their children within one hour. Families who signed up for calamity care will pick up your child and transport them to the assigned calamity care location for the remainder of the day. Please speak with your Program Director for more details. Assigned location is communicated in parent orientation or upon registration and may have a slight delay as staff move from the school to the alternative location.

- Break Week Rate: Additional fees will be charged per week (Break Weeks refer to full weeks (4-5 days out of school. Ex: Winter Break, Spring Break, etc.)
- Daily Rate: Additional fee will be charged, minimum \$50 Per Day for Daily Rate participation registration takes place in August and January with your childcare director. Any additional daily rate participation outside of those months would require a minimum of 10 business or school days written notice to your childcare director. Your childcare director or billing specialist will confirm receipt of funds, receipt of all required paperwork and confirm your planned attendance. Daily rate fees are not refundable. Some families may use this option when available for planned School District All-Day-Outs or families with rotating work schedules.

*Discounts are not available for daily rate fees.

PROGRAM POLICIES

OPERATING POLICIES DURING SEVERE WEATHER

Closings and delays will be communicated on the YMCA of Greater Dayton Website, through the childcare team or they will be listed on the local TV channels - WHIO and WDTN.

SCHOOL DELAYS

All school age childcare locations are open at their regular time and care will be provided through the start of the school day. The part-time preschool program follows the local school district calendar. When public school is not in session, there will be no part-time preschool.

DELAYS THAT TURN INTO A CLOSING (after we are already open and some children are on site)

- **SCHOOL AGE SITES** Parents pick up their children from their school childcare location within 1-hour of notification and take home or to the pre-arranged YMCA all day out calamity care site. Only children with the required paperwork and arrangements are permitted to attend all day out care & confirmed as registered for calamity care parents know in advance in case of inclement weather to be proactive and pack a lunch. Please note that transportation will not be provided by the YMCA in the event of weather-related closures. School sites cannot remain open after the schools have closed and due to school guidelines and agreements, we have a limited window of time to get children picked up. If inclement weather is anticipated all school age children should pack a nonperishable lunch.
- **EARLY LEARNING CENTERS** – Early Learning Centers will operate as normal unless following county guidelines for weather related emergencies. Early or full day closure may be determined based on current and forecasted weather conditions. Closures will be communicated with as much advanced notice as possible.

SCHOOL CLOSINGS – In the event of severe weather, the branches/childcare centers/Before and after care sites will make every effort to remain open. ELC locations are open regular scheduled hours for the children who attend the all-day program. SCHOOL AGE children can attend the all-day program at the all-day site from 6:30am – 6:00pm, with last pick-up at 5:45pm. Parents who have signed up their children for calamity care can attend all day care at YMCA specified location. All children need to be registered, and parents should pack a healthy nut free, peanut free, tree nut free sack lunch, bottled water and clothes for a day of fun. A minimum of one snack and possibly two snacks will be provided by the YMCA depending on the amount of time in care. Fees will be charged based on enrollment regardless of attendance. We are open and available to serve children whose parents have made previous snow day or inclement weather reservations and have an updated DCY enrollment packet. Due to licensing procedures, we do not have a drop-in program and due to travel conditions, there may be limited spots available.

In the event of a Snow emergency the below listed plan based on Emergency Levels would be in effect for opening times.

We follow County Guidelines on weather emergency decisions.

Level 1 Emergency: YMCA Childcare will be open as normal unless other conditions occur. Changes will be communicated.

Level 2 Emergency: YMCA Childcare will delay opening for up to 1 hour.

Level 3 Emergency: YMCA Childcare will be **CLOSED**

In the event of severe weather opening may be delayed further. All outlined guidelines are subject to change at the discretion of the CEO, COO or Executive Director of Childcare Services. Parents should have alternative care arrangements and pick up arrangements in case of notification of early closure or closure due to deteriorating weather conditions. If the local YMCA branch is closed, all corresponding YMCA childcare locations will also close.

It is the intention of the YMCA of Greater Dayton to offer safe, affordable and reliable childcare while keeping our staff safe. We will make every effort to remain open. In the event of a YMCA childcare closure due to unforeseen circumstances such as weather or other related circumstances; fees will not be refunded or prorated.

PROGRAM POLICIES



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 you are running late, please notify the center.

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 will not be attending an after-school program. YMCA 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 YMCA 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 will not 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.

CHILDTACKING 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.

VIDEO RECORDING DEVICES

Using cell phones or other devices to record and/or photograph on YMCA property or within the childcare programs without the approval of the Branch Executive is prohibited and may result in removal of participant from program.

SOCIAL MEDIA POLICY

Encompasses websites and all internet activity related to both staff, programs and family's social media sites such as personal Facebook pages, Instagram, Snapchat, Twitter and others. Do not post pictures of anyone enrolled in YMCA programs or participating in activities at the YMCA, especially those of children. Doing so may result in removal of participant and/or family from program.

PARKING

During early morning/afternoon pickup, please remember to drive slowly. Parking is limited, so please plan accordingly.

RECORDS

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

PROGRAM POLICIES

VACATION

As a courtesy to our long-term families, we are pleased to allow two weeks of vacation per calendar 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 Vacation Request Form must be completed prior to your vacation and submitted to Childcare Account Services.

BATHROOM PROCEDURES

No child is unsupervised, and no child is ever alone with a staff member. All children will take trips to the restroom with the entire class and/or groups of children escorted by staff. Staff will enter the restroom when needed for supervision but depending on the location set-up they typically will stand in the doorway where they can hear and monitor what is happening in the restroom. 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.

In accordance with Ohio Revised Code 2950.034, any person convicted of a sex crime and/or listed on the Sex Offender registry will not be permitted on site for any reason, including pick-up or drop off. In order to ensure compliance with Ohio Revised Code 2950 the YMCA reserves the right to run a background check on parents/guardians and anyone listed on the authorized pick up for a child.

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. Both parents must follow the visitor guidelines of the program. 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. Registration and payment information is only available to parent/guardian who completed registration paperwork.

PROGRAM POLICIES

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, everyday transitions from home to childcare 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.

FORMAL ASSESSMENTS/PROGRAM EVALUATION

The school age program utilizes the Cincy Afterschool Curriculum and Hello Insight Survey in conjunction with the YMCA of the USA Youth Development modules and conducts formal assessments on children enrolled in the outcomes-based programs. This allows us to survey your child's social-emotional well-being. The Hello Insight Survey is a series of questions to find out how your child sees themselves and others. This helps us identify areas where your child needs more support. We hold this information to be an important part of service we provide and your child's privacy will be protected. Information will be shared between our staff and the school as deemed necessary.

The Early Learning Programs utilizes Experience Curriculum which includes formal assessments. Child level data is reported to DCY for participants enrolled in outcomes-based programs pursuant to the Ohio Revised code.

OUTDOOR PLAY

Ohio licensing 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 and 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 lightning 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.

During our Summer Camp our license requires us to operate activities at least 60% outdoor. Plan to provide sunscreen lotion, proper footwear, and raincoats etc. Also, during Camp hours, we do not use playgrounds to allow children to explore a broader range of activities and learning opportunities. Please take this into account when enrolling your camper in our program

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 YMCA 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 YMCA 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 on rare occasions 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 with clear expectations set.

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. 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 required to pick up the child for their dismissal from the program within 60 minutes to maintain the safety of all within the facility. A conference will need to be conducted in order for the child to return.

The YMCA strives to develop an environment where all children can thrive. Our goal is that our children will be safe, make new friends, learn new skills and of course have fun. We understand that children grow through the different ages and stages of development and that there are some behaviors that can be perceived as bullying. We will work with the children through these stages and follow our action steps as needed.

Action Steps: We will discuss the behaviors that are identified as bullying with the children. We will ask them to help us identify examples of what bullying looks like to them. We will ask them to commit to having a program where these types of actions do not exist. We will provide reminders and guidance to encourage positive behaviors. Please know we will follow our behavior management policy and children who continue these behaviors below will be removed from the program.

Common types of bullying include:

- **Physical bullying** such as hitting, kicking, and tripping, etc.
- **Verbal bullying** including consistent name-calling and teasing
- **Relational/social** such as spreading rumors and intentionally excluding others
- **Damage to property of the victim**
- Bullying can also occur through technology, which is called **electronic bullying or cyberbullying**. A young person can be a perpetrator, a victim, or both (also known as “bully/victim”).

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 childcare centers. All YMCA staff and volunteers are knowledgeable of these standards, policies, and procedures.

- Communicate with the site director or staff daily.
- Give detailed written 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 program must not be present.
 - Confronting any child or parent in a threatening manner.
 - Confronting parents or children from other families.
 - Using profanity within YMCA programs is prohibited.
 - Report concerns to the Childcare Program Director.
 - In the event of verbal or physically threatening behavior in our program towards a YMCA staff member, volunteer, other adults including parents, 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.
 - 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.
 - In accordance with Ohio Revised Code 2950.034, any person convicted of a sex crime and/or listed on the Sex Offender Registry will not be permitted on site for any reason, including pick-up or drop off. In order to ensure compliance with Ohio Revised Code 2950 the YMCA reserves the right to run a background check on parents/guardians and anyone listed on the authorized pick up for a child.

CONSEQUENCES OF VIOLATION

In regard to the "Adult Code of Conduct" listed above, any parent misconduct will result in the Childcare Program Director's decision ranging from a verbal warning to the maximum penalty being parent's removal from the building and/or the child's removal from our program. The length of the time of removal will be determined by YMCA leadership.

Please be aware, if adult misconduct occurs or 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) (additional feedings and nap times added to meet child's individual 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 - 5:45pm.....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 * Infants nap wherever needed throughout the schedule

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 - 5:15pmActivity Time – creative activity, small manipulative
5:15 - 5:30pmClean-Up
5:30 - 5:45pm.....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

PROGRAM SCHEDULES

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 - 5:45pm 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 Time
11:30 - Noon Lunch
12:00 - 12:30pm Brushing Teeth/Toileting/Book Time
12:30 - 2:30pm Rest Time
2:00pm Early Risers to Gross Motor Room
2:30 - 3:00pm Wake up/Toileting/Wash Hands
3:00 - 3:30pm Self-Serve Snack/Family Style
3:30 - 4:00pm Outside Play
4:00 - 5:15pm Individual & Group Activities
5:15 - 5:30pm Clean Up
5:30 - 5:45pm Quiet Activities and Departures

*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.



PROGRAM SCHEDULES

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 if applicable/dismissal to school

-----SCHOOL DAY-----

3:45 – 4:00pm..student arrival
3:45 – 4:15pm.....Snack
4:15 – 4:45pm.....Quiet Activities/Homework
4:45 – 5:30pm.....Free Choice Activities, Games
5:30 – 5:45pm.....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 – 5:45pm.....Books, Games, Puzzles/Departure

CAMP SCHEDULE

Each camp is unique but follows similar schedules. Swim times may vary depending on what camp your child is attending. The following is a sample schedule:

6:30-9:00am.....AM Pre-Camp /Extended Care (board games, playground, balls, jump rope, etc.)
9:00-9:15am.....Opening Rally/ceremony (songs, skits, and contests/challenges)
9:15-3:00pm.....Camp Activities (attendance, field trips, group games, arts & crafts, water breaks, lunch, fun activities, camp songs, cleanup)
3:00-3:30pm.....Snack/Parents begin to pick up unless signed up for post camp.
3:30-5:45pm.....PM Post Camp/Extended Care (board games, group games, reading/storytelling, etc.)

Campers participate in a variety of activities each day that have been designed to fit the theme. The activities can be camp wide activities, personally selected activities, and age group activities. Each camp will offer a different set of activity choices designed to optimize the child's camp experience. Activities may include Ice Breakers, Arts & Crafts, Sports, Games & Fitness for Kids, Hands on Science, Songs, Music & Drama, Character Development, Transitional Activities, Special Events, and Swimming. Playgrounds are generally not used during camp hours. Camp participants are encouraged to take part in the scheduled enrichment activities that are designed to provide engaging, age-appropriate experiences throughout the camp day.

The children in the extended hours: Before or After Care School year and during Summer Day Camp will be given a variety of structured and non-structured activities to choose from each day. Activities may include science, nature, puzzles & games, arts & crafts, hiking, sports, group games, and special events.

ARRIVALS & DEPARTURES

CHECK IN/CHECK OUT PROCEDURES



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. Parents are expected to sign children in and out, as appropriate, at arrival and/or departure. The YMCA does not and will not assume responsibility for children that arrive before the start time at any location, especially if they are not signed in or signed up for the designated program.

YMCA Program policy – All children must arrive by 9:00am to participate in that day's activities and events. In the case that there may be a previous scheduled appointment please notify the Site Director of this variation in your arrival or departure time. Please make sure you review the site schedule as we may participate in activities away from the classroom or site that may result in your child being unable to attend depending on arrival/departure time. Last pick up of the day is 5:45pm.



All children must be accompanied in and out of the program. A parent or guardian may designate another responsible adult, age 16 or older, who must have ID, to pick up or drop off the child. Children will be released only to those authorized by the parent on the Authorized pick up form filled out in the Registration Paperwork Portal. Any changes must be made in writing and updated in the registration Paperwork Portal in advance of pick-up. Anyone listed must be free from any criminal background that prohibits them from being around children. YMCA will conduct random background checks. It is the parent's responsibility to notify the center of any changes in authorization. Staff are expected to ask to see positive picture identification for any person picking up a child that they personally have not met.

Following these measures, along with the secured program entrances, helps ensure that access to the program is limited to the parents or guardians of children enrolled in the program and other individuals who have been authorized to enter.

DAY CAMP - LATE CHECK IN

When dropping off your child after pre-camp hours, please take your child to the front desk or day camp location as assigned and check him/her in. Depending on the location of your child's group, staff will either ask you to bring your child to their group or escort your child to their group. Campers must arrive by 9:00am to participate for the day. Due to safety if the group has already departed the home base location parents are not able to drop off to alternate locations such as field trips or aquatic locations. The YMCA is not able to return to the home base location to pick up late participants as we must follow staff-to-children ratios.

DAY CAMP - EARLY CHECK OUT

When picking up your child during camp hours (After 9:00am and before 4:00pm), please sign your child out with the onsite director. Depending on the location of your child's group, staff will either ask you to pick up your child at a given location or escort your child to the front desk. This requires a prior written arranged agreement.



TRANSPORTATION & FIELD TRIPS

YMCA staff members are prohibited from transporting YMCA 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 YMCA 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 YMCA 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.

FIELD TRIP POLICY

On site Behavior Management policy will be followed on all field trips. Any child who leaves his/her groups will not be allowed to go on future field trips. Any child who cannot follow field trip guidelines is subject to suspension from all future field trips. If a child's behavior poses a threat to the safety of themselves or others, that child will lose field trip privileges and may be permanently removed from the program. If your child is suspended from a field trip because of behavior, you will not receive a refund for that field trip or fees for the week.

TRANSPORTATION & FIELD TRIPS

CAMP FIELD TRIPS

During each week of camp, field trip/program activities are planned to various local attractions or on-site locations. On field trip days, children will be required to be at camp by 9:00am. The cost of all field trips/program activities is included in the weekly fee. Sack lunches are required to be brought on field trip days.

All children in attendance are expected to participate in field trips as there is no alternative care available for those who wish not to attend.

A change of clothing is recommended.

Field trips are age appropriate, and we encourage parents to volunteer. (See volunteer procedures)

All YMCA campers will be provided a YMCA Day Camp t-shirt. Children must wear the current Day Camp shirts on field trip days. If your camper forgets his/her t-shirt on a field trip day, you will be required to purchase another t-shirt for \$10.

You will be notified in advance of any schedule changes. If any changes are made, please realize that they are for the benefit of the participants at the discretion of the YMCA, including any unforeseen delays or inclement weather.

A qualified staff person will be in charge of a specific group of children during each field trip. Each group will not exceed the state ratio for field trips. Each staff will have a written list of the children in their group with them at all times. The Day Camp Director or other licensed director is required to go on all field trips and will ensure all policies and procedures are followed. The Camp Director will be responsible for bringing the children's necessary documents on the field trip as well as ensuring medicine is brought along.



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 ELC children will be supervised at all times within sight and hearing of childcare staff.
- All School Age children will be supervised at all times within sight or hearing of childcare staff
- 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 EPRP at the center.
- When an accident or injury occurs, the center shall complete an incident report.
- A school age 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 director. 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 other quality initiatives, 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	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 are determined by State of Ohio guidelines and may change at any time determined by the state.

SAFETY & HEALTH

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 the roster, secure the classroom, exit the building with the children to the 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 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 all clear is sounded.

Emergency Evacuations:

- Staff will take the 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 and are required to immediately report to location to pick up child.

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.

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 provided to parents. DCY 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. Parents will be contacted as soon as possible, and children may be required to be picked up.

SAFETY & HEALTH

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 contact the appropriate emergency number. If the parents cannot be reached, the Emergency Contact adults will be notified and must be available to pick-up the child when contacted. If necessary, the child will be transported by the EMS 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. Children are required to be picked up within 60 minutes.

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 or YMCA transportation to the YMCA or the 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. YMCA staff will notify parents as soon as possible via text, email and sign postings 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 child's physical condition or resulting from my child's physical condition 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 child's 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 my child may suffer as a result of my child's participation in these activities.

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.

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.

SAFETY & HEALTH

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 childcare 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 DCY 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. Emergency meds and devices may be used by trained staff as deemed necessary and with guidance from emergency personnel.
- 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 (DCY & Insurance Carrier).

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.

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. Emergency Contacts must be available to pick-up your child when necessary.**

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.

HEALTH POLICY

The Child Development Centers and Day Camp Health and Accident Policy abides by 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.

SAFETY & HEALTH

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. As a licensed childcare, we follow the Ohio Communicable Disease chart when determining any additional steps that may be needed. 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 were 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 with 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.

If needed and 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.

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). We will follow the Ohio Communicable Disease chart when determining any additional steps that may be needed. Cot, crib, or mat will be provided for comfort of child. Child 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. Thermometer is used with disposable cover.
- Diarrhea (more than one abnormally loose stools, unexpected, unexplained, 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 -child must be nit free
- 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. If a child has pink eye, they can return to the program 24 hours after they have started medication that has been prescribed by a physician. 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.

SAFETY & HEALTH

In the case that your child becomes ill or injured 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. Parents are required to arrange for the child to be picked up from the center within 60 minutes. 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. 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 assess all administrators, employees, childcare staff, and children for disease 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. Bluish lips or face.
- Persistent pain or pressure in chest.
- Fatigue, inability to wake or stay awake
- 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 to a communicable disease should follow quarantine and other recommendations from local public health officials. We will follow YMCA procedures in alignment with DCY 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. Staff members receive a TB screening prior to employment. There are no changes in care for children who are not immunized. We reserve the right to deny care for any child who is not immunized.

SAFETY & HEALTH

LICE/BED BUG POLICY

To limit the spread of lice within our YMCA 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 on 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 checked 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 complete a Medical Physical Care Plan DCY 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 Medical Physical Care Plan form
- Medications will be secure with a staff member and only administered by trained staff.
- Not expired
- Neither the form nor the medication can be older than 12 months
- The "Request to Administer Medication Form DCY 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
- School age children who require the use of a life-saving medication, including but not limited to epi-pen or inhaler may not carry and monitor their own medication.
- When a child has chronic or longer-term health conditions such as a significant allergy, asthma or eczema that requires ongoing treatment, a Medical Physical Care Plan DCY 01236 must be completed. Please see the Site Administrator to complete this process.
- YMCA will ensure compliance with ADA regarding medication and care of children with disabilities,

The YMCA may administer nonprescription medications under the following conditions and with proper paperwork completed:

- 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 YMCA may administer nonprescription topical products or lotions (sunscreen (lotion only), diaper rash cream, protection on 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

SAFETY & HEALTH

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 of Greater Dayton is committed to the safety of all children in the YMCA. 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.

If you see staff, volunteers, participants, or members behaving inappropriately towards children, you can report this behavior in several ways. In general, the best person to initially bring concerns to is the Site Administrator. If the concerns involve the Site Administrator or if your concern was not fully addressed please contact the Executive Director of Childcare Services at 937-223-5201. For additional resources or to file an anonymous report visit www.daytonymca.org/child-sexual-abuse-prevention

County Abuse Hotline: Montgomery 937-224-5437, Preble 937-456-1135, Greene 937-562-6600, Clinton 937-382-2449, Miami 855-642-4453, Auglaize 855-642-4453, Warren 513-695-1546 during business hours or 513-695-1600 during evening or weekends in Warren County. For any other county in the state of Ohio, you can call 855-642-4453 to reach an Automated Child Abuse Reporting Hotline to be connected with the appropriate county.

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/guardian
- Call a taxi/Uber
- Call another person on the child's emergency contact list
- 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

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, 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 YMCA 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 by the YMCA.

When children participate in swimming activities in bodies of water over 18 inches there shall be a certified lifeguard on duty. A lifeguard will be on duty during all swim times for every 25 children. Swimming will take place at Dayton YMCA and/or Aquatic Center Location, Monday-Friday varying between 9:00am-4:00pm. Children under the age of three will only use wading pools. The child/staff ratio during water activities will be 1 adult to 18 children. During Summer Camp please send your child to camp with a swimsuit and towel EVERYDAY, along with a plastic bag for their wet suits. Although you will be provided with a schedule that indicates your camper's swim schedule, sending your camper with his/her swim gear each day will allow them to participate in any activities in case of a schedule change.

SWIM TEST

Children will be swim tested daily and grouped accordingly. The swim test will consist of: * swimming 25 yards with face in water starting in shallow end * exit pool without help, no ladder can be used * jump into deep water, return to surface * tread water for 60 seconds * exit pool without help, no ladder can be used. The procedure is required to ensure to safety in the pool. Successful completion of this test will allow the children to swim without a life vest.

Those campers that do not pass the required swim test will be restricted to designated areas of the pool. No exceptions! All campers will be marked as swimmers (with a green wristband) or non- swimmers (with a red wristband) at the completion of the swim test. YMCA Staff will work with children through our Safety around Water Program to help teach them to have basic skills and help to grow in their skills throughout the summer.

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 rough housing in the water. Do not dunk other swimmers.
4. Do not hold anyone underwater or play games in which children hold their breath as this can be dangerous.
5. Do not accept dares.
6. Always walk. No running in the pool areas.
7. Get dressed quickly. Changing rooms are not play areas. Show courtesy to others in changing rooms.
8. No diving or jumping from the sides of the pool.
9. Lifeguards are there to keep you safe; listen to their guidance at all times.

NUTRITION

Good nutrition is an essential part of the YMCA 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 partial reimbursed meal program provided by the Child and Adult Food Program (CACFP). Each meal/snack is planned to meet a child's nutritional requirements and is in alignment with current rules. 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. Infants will have a specific meal plan completed which includes breast milk or formula, frequency, and any other types of food to be provided.

Packing a healthy, low sugar, nut free, peanut free, tree nut free 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 or candy 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, PEANUT FREE, TREE 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.

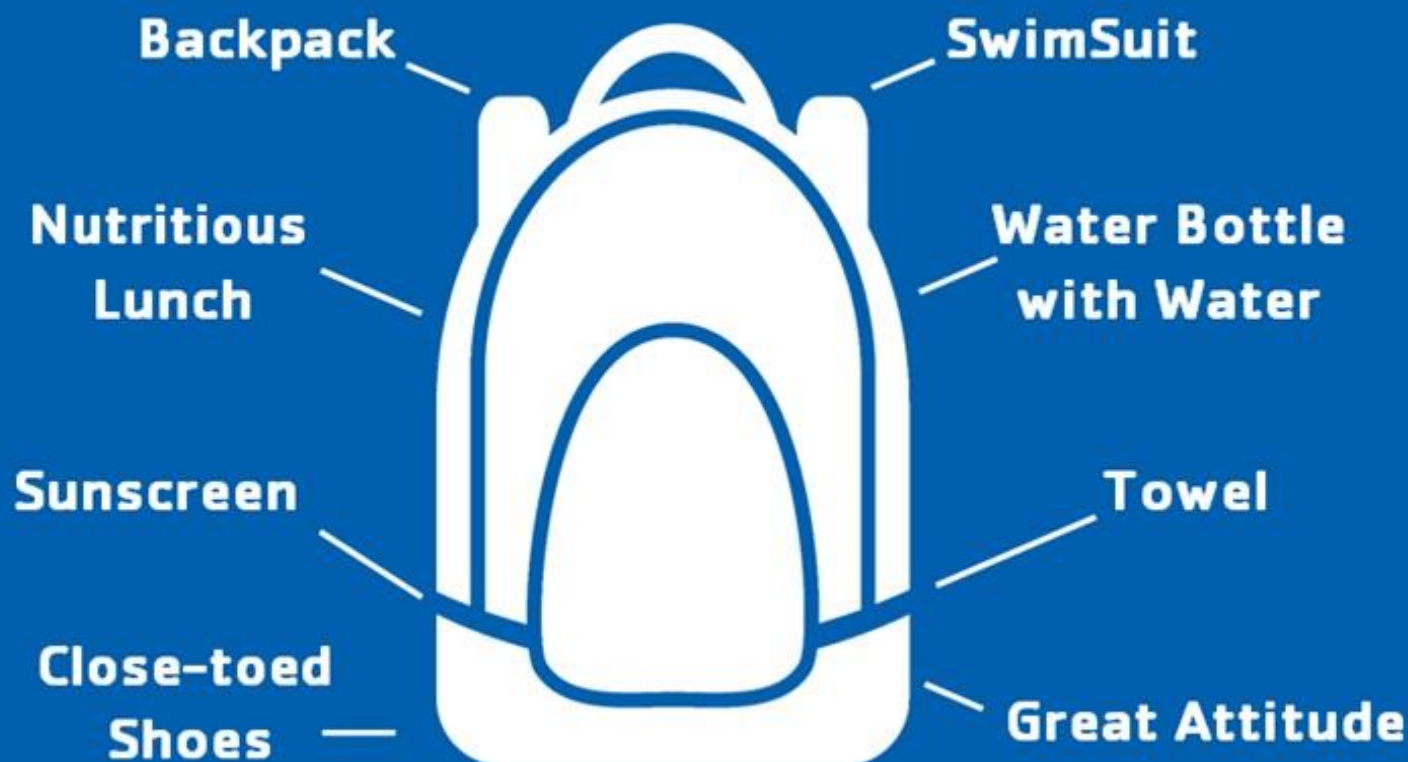
Please let us know ahead of time if your child is not permitted to have any type of foods due to allergies or religious beliefs. Additional paperwork will be required.

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, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. 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 State or local Agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination 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, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

WHAT TO BRING TO CAMP

WHAT TO BRING TO CAMP

Please add your child's name on everything they bring to camp.



What to leave at home: All electronics: including iPods, iPads & Cell Phones, soda, and of course Pets. The YMCA is not responsible for lost or broken items.

SUNSCREEN (LOTION ONLY)

Since it is likely that your child will need sunscreen lotion while participating in the camp day, the following procedures **MUST** be followed in accordance with YMCA policies.

- All families are required to provide their own sunscreen for their child.
- Keep the sunscreen (lotion only - aerosol spray not permitted at camp) in the original container, labeled with your camper's name
- Camp staff will remind campers to apply sunscreen lotion multiple times per day.
- Camp staff may assist with applying sunscreen to campers under the age of 9 years old. All campers that are older than 9 years old will be permitted to apply their own sunscreen.
- The YMCA will have on hand paraben free non allergenic sunscreen in the event of an emergency. By signing the handbook, you are granting permission for this sunscreen to be applied.

WHAT TO BRING TO CAMP

INSECT REPELLANT

Should your camper be required to use insect repellant (non-aerosol) while participating in the camp day, the following procedures will be followed in accordance with YMCA policies.

- All families are required to provide their own insect repellant for their child.
- Keep the insect repellent in the original container, labeled with your camper's name.
- Camp staff will remind campers to apply insect repellant as needed throughout the day.
- The YMCA will have on hand deet free Bug Spray for Kids in the event of an emergency. By signing the handbook you are granting permission for this insect repellant to be applied.

SCREEN-FREE CAMP

Camp is a screen free and cell phone free zone. Cell phones, video games, iPods, iPads, smartwatches, etc., become disruptive to camp life and detract from the camp experience. Camp and childcare are one of the few areas of a child's life where they can be free of these devices. If any electronics come to camp, it will be collected and placed at the front desk until pick up. Please contact the YMCA if there is an emergency in which you need to contact your child. The YMCA is not responsible for lost electronics

PERSONAL BELONGINGS

When it's necessary to bring items such, as a change of clothes, please label items clearly. The YMCA will do our best to help manage labeled items; however, the YMCA is not responsible for lost or damaged items.

CLOTHING

The YMCA operates our Day Camp in a mostly outdoor environment. Please help us to keep your children safe by reminding them to drink plenty of water while they are at camp. All children need to bring a water bottle every day. Wear closed toed shoes and plan for rainy and cool days as well. No sandals, crocs, flip flops or steel toed shoes. Children should be dressed for active outdoor and often messy play. YMCA is not responsible for clothing that may be stained or damaged at camp. Children who have the right gear will greatly enjoy their time outdoors. 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, running in grassy areas, walking on trails and on loose wood chips. Children cannot wear crocs, flipflops or open toed sandals. On Red Ozone action days & Rainy Days, YMCA professional staff will take the appropriate measures to ensure the children are protected from the elements. Shade is available on all outside play areas and water is available. Children will not go or stay outside when lightening is seen. Parents should make sure that children are dressed for the weather. It is recommended that child has a change of clothing at camp.



FAQ'S

FREQUENTLY ASKED QUESTIONS

Day Camp, School Age and Preschool Programs

WHAT SHOULD MY CHILD BRING ON NON-SCHOOL DAYS/DAY CAMP?

All campers must bring a healthy and nut free, peanut free, tree nut free, and soda free lunch with cold packs, plenty to drink, Please send only non-perishable foods because refrigeration is not possible. Food must be ready served. Microwaves are not available. Campers should also bring their own refillable water bottle to stay hydrated during the day. Send your child to camp with a backpack to keep all of their belongings together. Please have your camper bring a swimsuit, towel, insect repellent, a hat for sun protection, and sunscreen lotion to help prevent sunburn. It is recommended that parents or guardians apply sunscreen to campers' arms, legs and back prior to arriving at camp.

* Other items may be requested depending on location.

CAN MY CHILD BUY LUNCH?

No. Children are not to bring any money to camp. They will not have access to vending machines. No DoorDash or delivery of food is allowed.

WHAT IF MY CHILD FORGETS HIS/HER LUNCH?

Every so often, a lunch doesn't make it from the car to non school day/camp. The staff will contact you to let you know that they do not have a lunch. You may choose to bring them their lunch or we will make sure that your child gets something to eat, or a lunch will be purchased, and parents will need to reimburse camp at pick-up.

DOES THE PROGRAM PROVIDE A SNACK?

Varies by location – see site specific information.

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

- Cell phones/smartwatches, ear buds
- Videogames
- Personal music devices (ALL ELECTRONICS)
- Jewelry /watches
- Glass containers
- Money/credit cards
- Toys and card games
- Weapons
- Alcohol and drugs
- Personal sports equipment (unless otherwise specified)
- Motorized bikes
- Animals/Pets
- Trading cards or collectibles

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 your child's belongings with first and last name. The best way to prevent the loss of valuable 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.

FAQ'S CONTINUED

HOW CAN I GET A CAMP SCHEDULE?

Camp schedules/Newsletters will be passed out to campers on the first day of the session. The camp schedule provides you with information on what your child will be doing during his/her time at camp. Please note that these schedules are subject to change. We do our best to provide you with information early so you can plan ahead, but summer camp is full of surprises, and we are often forced to make changes. This schedule also gives you information on what to bring.

WHAT TO BRING FOR FIELD TRIPS?

Please label all items with name and phone number. Plenty of water in a refillable water bottle. Children do not need and should not bring money. Trips are subject to change. Children should bring a backpack with swimsuit, towel, and sunscreen each day, regardless of the schedule. All campers should wear comfortable and appropriate attire, Day Camp T-shirt, shorts, and tennis shoes. Please do not wear crocs, sandals or flip flops.

WHAT SHOULD MY CHILD WEAR TO CAMP?

Children should wear clothing suitable for an active outdoor day at camp. Appropriate items would include shorts, t-shirts, light jackets (for chilly mornings), and athletic shoes. Children cannot wear crocs, sandals or flip flops. Please label all items sent to camp with the child's first and last name. Our camps use discovery and play as a major part of our camp program; thus, we encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials in the course of your child engaging in a fun activity.

WHAT SHOULDN'T MY CHILD WEAR?

Baggy pants, short shorts, halter, and spaghetti strap tops are not permitted. One-piece swimsuits are preferred. No bikinis. No sandals, crocs or flip flops. No jewelry.

WHAT IF MY CHILD CAN'T SWIM?

Parents of non-swimmers should indicate their child's swimming ability on the registration form. Non swimmers will be marked and required to remain in the shallow end of the pool and will wear life vests. The YMCA will give children opportunities to learn water safety. Children are not required to swim, although encouraged to do so. The YMCA also offers both group and private swim lessons throughout the summer as a separate program for ages 6 months – Adult.

HOW OFTEN DO CHILDREN TAKE THE SWIM TEST?

To keep your child safe, children wanting to swim take the swim test daily before swimming. Each YMCA site will have the opportunity to swim one day per week with additional days dependent of availability.

ANY QUESTIONS?

CHILDCARE AND DAY CAMP QUESTIONS & CONCERNS

Questions or concerns about the policies and procedures of the YMCA program or Day Camp 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 or Day Camp, you may contact the Childcare Program Director of the site your child is enrolled in. See locations list/contact list at the front of this handbook.

For questions regarding registration information and billing concerns please contact our Childcare Account Services 937-278-4600 or by email childcareaccounts@daytonymca.org

Thank you for choosing the YMCA!



GENERAL INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

OHIO DEPARTMENT OF CHILDREN AND YOUTH (DCY) ITEMS

Center Parent Information

- The center is licensed to operate legally by the Ohio Department of Children and Youth (DCY).
- 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 online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.
- The administrator, employees, and child care staff members of the center are 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. In accordance with Ohio Revised Code 2950.034, any person convicted of a sex crime and/or listed on the Sex Offender registry will not be permitted on site for any reason, including pick-up or drop off. In order to ensure compliance with Ohio Revised Code 2950 the YMCA reserves the right to run a background check on parents/guardians and anyone listed on the authorized pick up for a child.
- 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.
- Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.
- It is inconsistent with the YMCA 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.
- To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call:
OCC/ACF/HHS
Southwest Region
1301 Young Street, Suite 958
Dallas, TX 75202
214-767-3849

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 30th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961
bcr-fax@jfs.ohio.gov (e-fax)
Civil_Rights@jfs.ohio.gov (e-mail)

For more information about child care licensing requirements as well as how to apply for child care assistance, please visit <https://childrenandyouth.ohio.gov/for-families>.

For more information on Medicaid health screenings and early intervention services for your child, please visit <https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthcheck/> and <https://ohioearlyintervention.org>.

For information on cash food assistance, please visit <https://jfs.ohio.gov/cash-food-assistance>.

Note: A copy of this document is required to be given to the parent upon enrollment of their child in the licensed child care center.

Parent/ Guardian review and receive center policies and procedures. Documentation is placed in each child's file. This acknowledgement is obtained upon electronic registration for the program. -

GENERAL INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

Written Information for Parents and Employees Note: Provide each parent of enrolled children with a copy of the legally required information for parents (Center Parent Information) found in Appendix C to this rule in addition to the following information, policies and procedures. Written information is to be developed and provided to parents and employees that include policies and procedures of the center containing, at a minimum, the following and all of this information is included in this handbook.

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. Policy on changes to hours of operations: closing due to weather, school delays or closings, and any other factors.
- 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 or administrators regarding their child. Problem or issue resolution for parents or employees to follow when needing assistance in resolving problems related to the child care center.
- Payment schedule, overtime charges and registration fees as applicable.
- Programs are to 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
- Written security plan that ensures that access to the center is limited to parents and guardians of children in care and authorized persons
- Attendance policy, including procedures for arrival and departure, 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 of children, including a separate supervision policy for school-age children, if applicable.
- Care of children without immunizations.
- Child guidance.
- Policy to prohibit center employees from exposing children to inappropriate language, media, or behavior.
- Suspension and expulsion.
- Ensure compliance with the Americans with Disabilities Act (ADA), including: • Administering medication to children with disabilities. • Administering care procedures to children with disabilities.
- Food and dietary policy.
- Management of illness policy.
- Summary of procedures taken in the event of an emergency, serious illness or injury.
- Administration of medication and topical products policy. If the program is not administering medication and topical products, parents need to be informed. If applicable, a policy permitting school-age children to carry their own medication and topical products.
- Transportation policy for trips and emergencies, if applicable. 1
- Water activities/swimming, if applicable.
- Infant care, if applicable.
- Sleeping, napping and resting, if applicable
- Non-traditional care (evening care, overnight care, and/or mobile preschool), if applicable Not applicable.
- Legally required information for parents and employees found in appendix C to this rule must be included with the parent/employee handbook.
- Formal screenings and assessments on enrolled children and if the program reports child level data to DCY pursuant to Chapter 5180:2-17 of the Administrative Code.
- Social media policy including, but not limited to, addressing publication of child photos or other identifying information, if applicable.
- Usage of emergency medical devices and emergency medications, including but not limited to Automated External Defibrillators (AED) and Naloxone, if applicable.



YMCA OF GREATER DAYTON

YMCA PHOTO/AUDIO VISUAL/NARATIVE 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 compensations 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 the 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, soundtrack 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.

PRIMARY MEMBER'S SIGNATURE

DATE

PRIMARY MEMBER'S FIRST & LAST NAME

AGE

PRIMARY MEMBER'S ADDRESS

CITY, STATE, ZIP CODE

SECOND ADULT'S SIGNATURE

DATE

SECOND ADULT'S FIRST & LAST NAME

AGE

☐

Check here if no minors are associated with this membership

ACKNOWLEDGEMENT & WAIVER

Ohio Childcare Licensing Rules require, this paper signed by the family and placed in the child(s) file.

I have received a copy of the YMCA Childcare Services Handbook and have acknowledged that I am responsible for abiding by the practices outlined in the handbook. This information has been acknowledged within the online registration portal. 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 child's physical condition or resulting from my child's physical condition 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 child's 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 my child may suffer as a result of my child's participation in these activities.

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.

(electronic signature obtained within enrollment paperwork)

YMCA OF GREATER DAYTON - CHILD CARE POLICIES

Policies

I understand there is a \$40 (\$50 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 that if I have any outstanding balance at any facility within the YMCA of Greater Dayton, I am unable to register for any programs or memberships until balance is paid.

I understand that my child's enrollment is not considered complete until the enrollment packet has been entirely completed through the online registration portal and reviewed by a YMCA staff member, I have paid any required fees for that program and have received an enrollment approval notice.

I understand that state licensing requires that all forms in the online registration portal must be completely filled out and turned in prior to the child's admission to the program.

PFCC - I understand **the YMCA will not start care without authorization**. If my PFCC authorization is not current and/or for the correct location, I will be responsible for non-refundable private pay rates. I understand it is my responsibility to know when my case is expiring and to renew prior to expiration. I understand that I must TAP daily and if TAPs are not completed within 24 hours, child may be disenrolled and will not be permitted to attend care. Invoice will be sent with private pay rates for any weeks TAPs that were not completed correctly. I understand it is my responsibility to know for which dates and times I need to back TAP. I understand that my child must attend a required minimum of hours per week in order to keep their spot in care. I understand that my PFCC co-pay payment is due every Friday via auto draft prior to care.

I understand outstanding balances will be handled by a collection agency and non-payment will result in not being able to participate in any YMCA programs. I understand weekly tuition is due the Friday prior to the week of service and the YMCA does not prorate fees. Late fee will be charged if payment not made on due date.

I understand that there will be a \$25.00 fee assessed for any and every returned payment. I understand that if my childcare payments fall behind, my child will be administratively withdrawn. I understand that Written notification must be given no later than 14 days in advance coupled with a Voluntary Withdrawal Form or Vacation Request Form to the Childcare Program Director. Otherwise, I understand that I will be responsible to pay that week's tuition in-full, regardless of attendance.

I understand that staff will contact the appropriate county's Children Service Agency 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 also understand the YMCA personnel are mandated reporters.

I understand that I am required to disclose all medical, allergies, illnesses in compliance with all state and federal guidelines, physical, or behavioral issues including but not limited to IEPs, 504's, 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 my child may not be released to anyone without prior written documentation and presentation of photo identification. I understand that any change to the pick-up list must be made in writing with site staff and the childcare director in advance of pick up. Updates will need to be made to authorized pick up in registration portal. In an emergency, contact the site staff immediately to authorize a pick-up person. The designated person must have photo ID at time of pick up. I understand that the YMCA cannot withhold a child from a biological parent without legal documentation. (Equal access to the program and child will be granted to each parent in the absence of a Court order specifying otherwise).



**This Parent Handbook, in its entirety, is property of the YMCA of Greater Dayton.
It cannot be copied or reproduced without written consent.**