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## **INTRODUCTION**

The Westminster YMCA Early Care and Education Center is licensed by the State of Ohio to legally operate a child care center. The Ohio Department of Job & Family Services (ODJFS) issues the license. The license is posted at your child's center. The Laws and Administrative Rules governing child care in Ohio are available for your review at the center upon request.

The child care center is owned and operated by the Akron Area YMCA. The Center is financed through program fees, government funds, and contributions.

All child care staff meet or exceed standards set forth by the State of Ohio for education and training. Background checks are done on each staff member and regularly scheduled volunteers. Three references are required for each employee. All of this occurs following a thorough interviewing process.

## **PHILOSOPHY AND GOALS**

The Y believes all children should have the opportunity to grow, learn and develop to their fullest potential. We recognize and accept each child as a unique individual with his/her own strengths and challenges and rate of growth and development.

Every child grows and develops physically, intellectually, emotionally and socially. A child grows physically through active participation in motor activities, develops emotionally and socially by becoming aware of his/her own feelings and those of others, and develops intellectually through problem solving experiences.

To assist all children in achieving their potential, our child care team is committed to knowing each child individually. Knowing how each child grows, feels, and interacts enables our staff to plan appropriate experiences and curriculum.

The goal of this center is to help your child (ren) learn to live comfortably with him/herself, as well as interact with others. Because children learn from what they see, hear, and experience, we aspire to provide them with positive role models in a safe, healthy, warm environment. Our qualified and caring staff members supervise age appropriate activities. Because we know the value of quality care and guidance during these impressionable years, the staff works to help each child:

- ✓ Expand his/her world by exploring and experimenting with the environment
- ✓ Respect the rights of others
- ✓ Recognize and solve problems
- ✓ Accept responsibility for his/her actions.
- ✓ Express feelings and emotions (through art, stories, music, etc.)
- ✓ Develop fine and gross motor skills through active play and manipulative activities
- ✓ Gain an appreciation for learning

The Y adheres to the belief that the family is the primary unit in the child's life, with child care being a secondary, supportive unit. We believe that becoming partners with parents in sharing ideas and in creating solutions to child rearing challenges is the best atmosphere for having a positive impact on a child's development. Such relationships give the child a feeling of security, which will add to the benefits s/he receives from experiences in the program.

## **ADMISSION**

A child is considered enrolled in the center only after the **\$40.00 Registration Fee is paid and/or auto draft enrollment is completed**, and **ALL** required paperwork (registration packet and health information) has been received. Parents and guardians are required to

disclose all medical, physical or behavioral issues at the time of the child's enrollment. For the safety of your child, and so current information is always on file, any changes to registration or medical information must be immediately communicated to the directors.

**FOR INFANT, TODDLER, AND PRESCHOOL CHILDREN:** A medical statement (ODJFS form #1305) signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.

We do not accept children whose parents refuse permission to transport in case of an emergency or evacuation. Refer to *Field Trips/Transportation and Accidents/Emergencies* for more detailed information.

### **PUBLICLY FUNDED CHILD CARE**

The Westminster YMCA Early Care and Education Center does accept publicly funded child care. In the event your authorization is stopped or expired, your child will be unable to attend until a new authorization has been submitted to the YMCA. If receiving assistance, a child may not be considered enrolled until the center has received the authorization from the Summit County Department of Job and Family Services. The parent or guardian must swipe their card at the time of service.

### **HOURS AND DAYS OF OPERATION**

Our center is in operation Monday through Friday, 7:30AM-5:30 PM. The center will close to observe the following holidays: Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Day, New Year's Day, Memorial Day and Fourth of July. Our center closes by 1pm on Christmas Eve and New Year's Eve. Full tuition is due for the weeks in which these holidays occur.

### **Inclement Weather (for year-round programs)**

On rare occasions, it may be necessary to close/delay opening the center due to extreme weather conditions. We will make every effort to open our doors at the normal time. If a snow day or other weather related closing is declared by Akron Public Schools, call the center to determine if staff is present and the center is open per the Fun/Snow Day schedule. We strive to keep our centers open to provide the care you need regardless of the weather. However, there may be times when we elect to delay opening to allow staff to arrive safely. When closing is necessary, regular payment is expected. To find out the status of our center, please refer to the following options:

1. Log on to [www.wkyc.com](http://www.wkyc.com). Click on i-Alert. Scroll to Summit County.
2. Turn on your TV to Channel 3.
3. Go to <http://www.wkyc.com/about/text-alerts/> to sign up for free text alerts that will send i-Alert notifications directly to your mobile device for your chosen schools.

### **STAFF / CHILD RATIOS AND MAXIMUM GROUP SIZE**

The license capacity for Hope Early Care and Education is limited to 144 enrollees. Please take the time to read the attachment about licensing and other valuable information at the end of the handbook (refer to OAC on p.16).

The center meets or exceeds the staff: child ratios set forth by the State of Ohio.

1:6	Young Toddlers (18 months – 30 months)
1:6	Older Toddlers (30 months – 36 months)
1:9	Young Preschoolers (at least 3 years and less than 4 years)
1:9	Older Preschools (at least 4 years and not eligible for Kindergarten)
1:9	Young School-agers (eligible for Kindergarten or above and less than 11 years)

1:9

Older school-agers (at least 11 years and less than 15 years)

A group is defined as a given number of children assigned to a specific child care staff member. The maximum combined group size shall not exceed twice the maximum number of children allowed per staff member. Limitations do not include naptime, meal time, field trips, or outdoor play.

Absent staff are covered by substitutes on call. The program may also have ECE or other vocational education students on staff. Please take the time to get acquainted with all child care personnel.

## **DAILY SCHEDULES**

The children's' daily schedule is flexible enough to provide adaptability when appropriate, but structured enough to provide predictability. We want them to view their school/center as a safe and comforting place, where they know what to expect and when to expect it.

The following are examples of what a typical day includes:

### Toddler Daily Schedule

6:15a.m. -8:15 a.m.	Arrival / Learning Centers
8:15 a.m. – 8:30 a.m	Restroom/hands washed
8:30 a.m. – 9:00 a.m.	Breakfast
9:00 a.m. – 9:30 a.m.	Circle Time
9:30 a.m.-10:15 a.m.	Music/Art
10:15 a.m.-10:30 a.m.	Restroom/hands washed
10:30 a.m. – 11:00 a.m.	Gross Motor Activities
11:00 a.m.-11:30 a.m.	Story Time
11:30 a.m. – 12:30 p.m.	Restroom/hands washed/Lunch
12:30 p.m. – 2:30 p.m.	Nap
2:30 p.m. – 3:00 p.m.	Wake up/restrooms/hands washed
3:00 p.m.-3:30 p.m.	Snack
3:30 p.m.-4:00 p.m.	Gross Motor Activities
4:00 p.m.-5:00 p.m.	Music/Art
5:00 p.m-6:30 p.m.	Departure/ Learning Centers

### Preschool/Pre K

6:15 a.m.-8:00 a. m.	Arrival/Learning Centers
8:00 a.m.-8:30 a.m.	Clean Up/Restrooms/hands washed
8:30 a.m.-9:00 a.m.	Breakfast
9:00 a.m. – 9:30 a.m.	Circle Time
9:30 a.m. – 10:00 a.m.	Music/Art
10:00 a.m. – 10:30 a.m.	Restrooms/hands washed
10:30 a.m. – 11:30 a.m.	Gross Motor Activities
11:30 a.m.-12:00 p.m.	Clean up/restrooms/hands washed
12:00 p.m. – 12:30 p.m.	Lunch
12:30 p.m. – 2:30 p.m.	Nap
2:30 p.m. – 3:00 p.m.	Restrooms/hands washed
3:00 p.m. – 3:30 p.m.	Snack
3:30 p.m.-4:30 p.m.	Gross Motor Activities
4:30 p.m. – 5:00 p.m.	Music/Art
5:00 p.m.-6:30 p.m.	Departure/Learning Centers

### School Age Full Day

6:15 a.m.-8:00 a.m.	Arrival/Learning Centers
8:00 a. m.-9:00 a.m.	Restrooms/hands washed/Breakfast

9:00 a.m.- 10:00 a.m.	Gross Motor Activities
10:00 a.m.-11:00 a.m.	Large Group Activities/Art/Music
11:00 a.m.-12:00 p.m.	Restrooms/hands washed/Lunch
12:00 p.m.-1:00 p.m.	Small group activities/quiet reading/puzzles
1:00 p.m.-2:30 p.m.	Large Group Activities/Music/Art
2:30 p.m.-3:30 p.m.	Restrooms/hands washed/Snack
3:30 p.m.-4:30 p.m.	Gross Motor Activities
4:30 p.m.-5:30 p.m.	Small Group Activities
5:30 p.m.-6:30 p.m.	Departure/Learning Centers

\* The daily schedule is subject to change based on the dynamics of the group. All children will participate in these activities, but the order is subject to change.

### **TUITION/FEES AND PAYMENT POLICY**

All weekly tuition is due the **Friday** prior to the week of service via auto draft (EFT or credit/debit card draft) or check or cash. The Akron Area YMCA defines a full week of child care as four (4) or more days and corresponding weekly fees will be charged accordingly.

**Registration Fee:** An annual, non-refundable registration fee of \$40.00 is charged. This fee is charged for each child enrolled and is renewable per school year and summer day camp program. A child is not considered enrolled until the registration fee is received.

Our tax ID number is 34-0714727. Year-end child care summaries are prepared upon request.

The rates are as follows:

- Toddlers: \$205 per week; \$60 per day
- Preschool: \$180 per week; \$50 per day
- School Age: \$180 per week (Summer and full week breaks only); \$48 per day
- Before and After School Age: \$90 per week
- Before or After School Age: \$65 per week

### **Fun Days**

Fun Days are offered on days Akron Public Schools are off due to a holiday, conference, teacher in-service, etc. A child is not considered registered until all paperwork is complete and all fees are paid (registration fee and tuition). If a child is signed up for a Fun Day by the given deadline, they will be considered "pre-registered" and the cost will be \$48/day for school-agers and \$50/day for preschoolers.

### **Cancelation Policy/Withdrawal Policy**

The center Director must be notified in writing of vacation/cancelation dates no less than 7 days in advance. Without proper notice, you will be responsible for paying your weekly/monthly fee. In the event of illness, weather related, or unforeseen events, please contact the Director. All fees are non-refundable and non-transferable.

### **Delinquent Accounts/Returned Payments**

1. Outstanding balances of \$100.00 or more or that are 30 days in arrears may be turned over to collections.
2. A \$15 service charge is assessed to cover our direct costs of processing any NSF payments.
3. If your child care payments fall one week behind, your child may not attend until the balance is paid or a payment plan is worked out between you and the billing agent.

4. Parents with any outstanding balance at any facility within the Akron Area YMCA Association will be unable to register for any programs or memberships until the balance is paid.

### **Late Pick-Up Charges**

If a parent realizes circumstances beyond his/her control are going to delay pick-up, a phone call is requested. A late pick-up fee in the amount of \$1 for every 1 minute increment per child will be imposed if children are picked up after the closing time. **If a child is picked up late more than twice, the director may request a conference to discuss alternate arrangements for the child's transportation.**

### **ARRIVAL/DEPARTURE**

Parents are required to bring their child/children to their child's designated age group area inside the building. Parents need to sign in their child on the appropriate sheets. The signature must include their full name. Any special messages, such as special pick-up notes, etc. are to be given to the staff person on duty to the attention of the Child Care Director. **Children may not be dropped off at the entrance to the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs.** At the time of pick up, parents will go to their child's designated area and sign their child out on the appropriate sheets. The signature must include their full name. Parents are responsible for the supervision of their child before and after sign in/out.

### **SUPERVISION POLICY**

#### **Supervision of Infant, Toddler and Preschool Age Children**

At no time will a child be left unattended. Staff will supervise children at all times, including naptime. If a child becomes ill, s/he may be isolated in a section of the room not in use, but within the sight and hearing of a child care staff member.

#### **Supervision of School Age Children**

School age children may run errands inside the building, use the restroom, or engage in a short term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- ✓ Children are within hearing distance of a staff member.
- ✓ The staff member checks on the children in kindergarten through third grade at least every 5 minutes.
- ✓ The staff member checks on the children in fourth grade or higher at least every 10 minutes.
- ✓ The center has exclusive use of the child care space being used by the children.

#### **Children Arriving to the Center**

At times it may be necessary for a child to arrive at the center from another program. (Example: Child arrives after part-time Head Start or a school-ager arrives at the center after school.) If a child is scheduled for after-school care and is not at the school for pick-up (nor has not been dropped off to center when expected), staff will first confirm child's attendance in the preceding program. Then staff, in consultation with parent, will determine further action. **For this reason, it is very important that parents contact the center when their child is not going to be attending prior to expected arrival time.** Further action could entail contacting the police. If the parent(s) is not available, staff will immediately contact the police.

#### **School Delays/Cancelations**

Our program will operate a full day program for school agers when school is closed for vacations, or holidays (refer to Fun Day/holiday break schedule). Due to staffing issues, we may be unable to accommodate *emergency* school closings (ex. power outage), but will accommodate most Snow Days. Delays or late start may apply (refer to Inclement Weather policy).

### **Release of a Child**

An "Authorized Persons to Pick up Child" form is included in the parent registration packet. Children will only be released to those listed on that form. If someone not listed on the form is needed to pick up the child, the parent/guardian must call the Child Care Director/Day Camp Director with the name and description of the adult they are designating for child pick-up. Staff will require identification before releasing the child. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority!

The following policy pertains to authorized persons arriving to pick up a child in our care who appear to be under the influence of alcohol or other substances.

- ✓ A custodial parent **cannot** be barred from taking their child home. If it is a person other than the custodial parent, staff will contact the custodial parent before releasing the child.
- ✓ Staff may consider counseling the custodial parent, who appears impaired, to call another person to drive the family home. Staff will emphasize the Y's values and commitment to the safety of the children.
- ✓ If this is a recurrent problem, staff will consult with the director (s), who may involve authorities.
- ✓ Please be sensitive to staff and not put them in a position where they may need to take these actions.

### **Stranded Child Policy**

If we haven't been notified that a child will be picked up late, staff will first attempt to reach parents/guardians, followed by those persons authorized to pick up the child if the child remains at the center more than 10 minutes after closing. If we are unable to contact a parent/guardian or authorized person within one hour of closing, we will contact the Summit County Children Services.

### **Custody Agreements**

If there is/are custody issue(s) involved with your child(ren), you must provide the center with full court papers indicating who has permission to pick up the child. The center may not deny a parent access to his/her child without proper documentation.

### **Child Abuse Reporting**

All staff members are mandated reporters of child abuse. If staff suspects a child is being abused or neglected, they **MUST** make a report to Children's Services Bureau (CSB). The safety of the children is always our first concern.

### **Transition Into the program**

When children transition into our program the parents/guardians can schedule a tour of the center and an opportunity to meet with their child's teacher as well as let the child have at least 30 minutes playing/participating in the classroom. Each child is provided a cubby space for personal items as well as a crib/cot.

### **Transition Within the program**

Within the center children will transition from age group to age group. They will transition when they meet the age requirement for a classroom and/or appropriate age development standards such as being potty trained. Prior to the child transition, the teacher has a conversation about transitioning with the parent. Once a transition start date has been

confirmed with the parent, the center has a form both parent/guardian and director sign that states which room the child is moving to, the transition dates and times and the projected day the child will be starting full time in the new classroom. Infant/Toddlers transitions can take up to one month. The center will extend the transition period if child is having trouble with the change.

When the child is moving into a new classroom we will bring the child into the new room for a couple hours each day for up to a month. The child will get a cubby and coat hook as well as cot/crib assigned to them in new classroom during the transition period. If the child is happy and wants to stay in the classroom, he or she may do so. If the child is having trouble with the change in classrooms the transition will be extended or put on hold until a future date.

### **Transition Meeting**

Parents/Guardians are given the phone number to the office and are encourage set up a meeting with director and new teacher. In this meeting, the administration and parent will fill out the transition meeting form, documenting expectations, concerns, child's strengths and goals the family would like us to work on with their child. During this time the transition activities will be reviewed to help support parents during transitions. If a meeting is not scheduled, the parent will be asked to complete the form by face-to face, email and/or phone communication. The new teacher will also meet parents and ask for input on making the transition easier.

### **Transition out of the program**

When a child is transitioning out of our program to attend Kindergarten we provide the children with a Transition Skills Summary assessment in which the results are sent to the Kindergarten of the parent/guardians choice as well as a copy to parent/guardian. The Center also has an End of Preschool party for the children attending Kindergarten in the fall as a way to say goodbye to their preschool friends and teachers.

Other transitions out of our program can include a celebration in which the children will get to say goodbye to their friends and teachers. Teachers will also give families children's files and/or portfolios. When a child is aging out of the program, the center will also provide a Home Alone brochure to parents.

### **Records Transfer Policy**

When children transfer out of our program to attend a different program/center, the Childcare Records Transfer Request Form must be completed by parent/guardian within a year of disenrollment. This form can be obtained by contacting the Child Care Director.

## **FIELD TRIPS/TRANSPORTATION OF CHILDREN**

The center will not transport children in medical emergency situations. If a child requires transportation, the parent or the emergency squad will transport.

### **School Age Children Transportation**

The center will be providing transportation for routine or scheduled field trips and to and from school using vehicles operated by the center. A staff member with First Aid, Communicable Disease and CPR trainings will be present in the vehicle. Before departing the center, a count will be taken of all of the children, and each will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of



field trips, each staff member will be responsible for supervising specific children. **Before any child participates in either a routine trip or field trip, the center will obtain written permission from the parent or guardian.**

### **Swimming Information**

Swimming may consist of trips to pools. Swimming in lakes, rivers, ponds, creeks, or other similar bodies of water is prohibited. A lifeguard will be present at all times and child care staff will also be actively supervising children. Parents will be provided with permission slips ahead of time. **Permission slips must be signed for a child to participate in any swimming activity.** The permission slip will also include the staff/child ratio that will be followed while the children are at the pool or lake and will specify if additional adults will be in attendance. Please remember to send bathing suits and towels for your child. Sunscreen must be accompanied by a medication form (JFS form #1217). Please consider providing a lightweight, long sleeve shirt and a hat for additional sun protection.



FOR YOUTH DEVELOPMENT®  
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# YOUTH WATER SAFETY POLICIES AND PROCEDURES

## SWIM TEST POLICY

All swimmers under the age of 13 will be required to pass a swim test before being allowed access to the deep area of the pool.

The swim test consists of a 25-yard swim during which youth are asked to:

- Swim 1 length of the pool front crawl with overarm pull and keeping their body horizontal in the water.
- Roll onto their back and float for 20 seconds.
- Jump into the pool, fully submerge and return to the surface and treadwater for 30 seconds.

Passing is ultimately at the discretion of the lifeguard administering the test.



## SWIM BAND POLICIES

### ● Red Band - Unable to pass swim test.

- Must stay in Red Band area. (Children under 6 years of age must have an adult in the water within an arm's reach at all times.)
- An adult who has more than 1 child in a red band, additional children must be in a lifejacket.
- Lifejacket required when water reaches armpit and no adult is within arms reach. Deep water area is prohibited.

### ● Yellow Band - Unable to pass swim test.

- Must remain in the yellow section of pool.

### ● Green Band - Can pass swim test and may swim anywhere.

- Under Age 11: Adult guardian must remain on site and within clear visible distance.



## **GUIDANCE POLICY**

Akron Area YMCA child care staff believes helping children learn self-control is very important. Our hope is each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving him/her an appropriate activity) will be used.

A child may be asked to sit for a short period of time to give the child a chance to regain control if he/she is having a difficult time. Time-outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or toileting accidents. **This discipline policy applies to all staff and parents while at the center.**

If a situation arises where a child is consistently endangering him/herself, peers or staff, it may become necessary to terminate care. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The director would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan in conjunction with the parents/guardians consistent with Rule 5101:2-12-19 of OAC.

The Y does reserve the right to terminate a child's enrollment for disciplinary or other reasons at any time.

## **BEHAVIOR MANAGEMENT POLICY**

Akron Area YMCA child care staff believes helping children learn self-control is very important. Our hope is each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. When possible, methods such as positive reinforcement (commenting on children doing the "right" thing) and positively redirecting the child to an appropriate activity will be used. It is our policy to teach children to be successful in the child care environment.

If the child receives more than three minor behavior reports within a semester/summer the YMCA may put into place a behavior management plan in conjunction with the parents/guardians. A behavior plan can be implemented immediately if a child exhibits behavior that is classified as a major behavior.

Because there are such a wide variety of behaviors that children display, the YMCA reserves the right to make the decision to suspend or expel a child at any time based on the physical or emotional safety of the child, other children in the program, and the staff. In such a situation, parents may be called to come pick-up their child immediately or the child may be separated from the group for the remainder of the day.

Minor Behaviors – Minor behaviors are classified as behaviors that may cause disruption but can be redirected by staff. Possible behaviors include but are not limited to: Horseplay, defiance, biting, disrespect to peers, and disrespect to staff, verbal confrontation, and profanity.

Major Behaviors – A major behavior is any behavior that infringes on the health and safety of any child or staff. These behaviors will result in an automatic behavior report and a

minimum 24 hour suspension of child care services. Possible major behaviors include but are not limited to: Physical Aggression, harassment, and threats of physical violence, bullying. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. The final classification of a major vs. minor behavior lies with the director.

### **CONFIDENTIALITY POLICY**

The YMCA will only discuss a child's behavior/consequences with the parent or guardian of that child. The YMCA considers personal information to be confidential and has policies and procedures in place to protect it against unlawful use and disclosure. By "personal information," we mean information that relates to your child and family. All children and family personal information will remain confidential and the YMCA is not sharing any of that information with anyone without parent/guardian permission. Any information of a confidential nature will be shared only with those who need to know.

### **IMMUNIZATION POLICY**

To ensure the health and safety of all the children we serve, all children must be immunized or in the process of being immunized against all of the diseases required by Ohio statute within 30 days of the program entry. All children enrolled in the program must provide a medical statement verifying immunization within 30 days of entering the program and every thirteen months thereafter while enrolled in the program. Effective June 1, 2018, children without immunizations will not be eligible to attend or enroll in our program unless the child is exempt from immunization for one of the reasons identified by Ohio statute.

### **MEALS AND SNACKS**

Our center provides breakfast at 8:30 am, lunch at 12:00 pm and an afternoon snack at 3:00 pm. Each of the snacks will contain at least two nutritional foods. The breakfasts and lunches will meet all child care licensing and USDA requirements. All meals and snacks provided by the center are nut free. Please let the Director know ahead of time if your child is not permitted to have any types of food due to allergies or religious beliefs. See **Food Supplements or Modified Diets** for additional information.

### **ACCIDENTS/EMERGENCIES**

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff will follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to follow to assure children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center conducts monthly fire drills, monthly tornado drills during tornado season (March-Sept), and quarterly lockdown drills. Should we need to evacuate the grounds due to fire or weather conditions, or the loss of power, heat, or water to the center, our emergency destination is Kohl Family YMCA. In the unlikely event that there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities. Parents will be contacted as soon as possible to come to pick up their child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

There is always one staff member present that has received training in First Aid, CPR, Communicable Diseases, and Child Abuse. In the case of a minor injury/illness staff will

administer basic first aid and TLC. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding an appropriate course of action. If the injury/illness is very serious, staff will contact 911 and then the parents. A staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury or illness." The follow up report will be provided to licensing staff within 3 days of the incident.

The Y does not accept children whose parents refuse permission to transport the child in case of an emergency (refer to page 3 of ODJFS form #1234 in the registration packet).

### **MANAGEMENT OF ILLNESSES**

We provide the children with a clean and healthy environment. However, we realize children become ill from time to time. If this is your child's first group care experience, it is possible he/she may experience more frequent illnesses at the beginning before his/her immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. **We ask that you please not bring a sick child to the center.** We will be contacting you to take your child home, as we are unable to accommodate mildly ill or sick children. We encourage you to plan ahead for these times and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be isolated and discharged to the parent or emergency contact:

- ✓ Temperature of at least 101 degrees F (100 degrees if taken axillary) when in combination with any other signs of illness
- ✓ Diarrhea (more than three abnormally loose stool within a 24 hour period)
- ✓ Severe coughing (causing the child to become red in the face or to make a whooping sound)
- ✓ Difficult or rapid breathing
- ✓ Yellowish skin or eyes
- ✓ Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- ✓ Untreated skin patches, unusual spots or rashes
- ✓ Unusually dark urine or grey or white stools
- ✓ Stiff neck with an elevated temperature
- ✓ Evidence of untreated lice, scabies or other parasitic infestation
- ✓ Vomiting more than once or when accompanied by any other sign of illness
- ✓ Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick up the child. Anytime a child is isolated he/she will be within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

**Please notify the center if your child has a communicable disease.** Parents will be notified by letter, email, posted notice or telephone of any communicable diseases at the center.

**Please notify the center by 9:00AM if your child will be absent due to illness.**

Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. This includes head lice and nits. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

## **MEDICATIONS**

The center will administer medications to a child only after the **Request for Administration of Medication** form (JFS 1217) is completed. All proper sections must be completed and the medication handed to the staff person. The prescription must be in the original container with the prescription label attached to the medication. The label must contain the child's full name, dated within the last twelve months and the exact dosage to be given and the means of administration. Medications will be stored in a designated area inaccessible to children and either returned to parent or disposed of when no longer needed or it has expired. **After each program, it is the parent's responsibility to pick up any medication stored at the facility. Any medication not picked up at the conclusion of the program will be disposed of within one week.**

Medications may **NOT** be stored in a child's cubby or book bag. The only exception to this is for school age children who require the immediate use of an inhaler or diabetic equipment and medication for a medical condition. School age children will be permitted to maintain control of their inhalers and diabetic equipment and medication. Parents must sign a release form stating that they are permitting their child to have access at all times to the inhaler and/or diabetic equipment and medication. The child must keep the inhaler, diabetic equipment, and/or medication on his/her person at all times; it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler, diabetic equipment, and/or medication, it must be handed directly to the staff member responsible for the child.

Over the counter medications are only administered with current written permission from the child's physician along with instructions for administering. In addition, over the counter medications will not be administered for more than three days without instructions from a licensed physician. Administration or application of medication must be documented on the prescribed form.

For the topical application of over-the-counter products including **sun screen, bug repellent, lip balm, and hand sanitizer** a completed "Request for Administration of Medication" form must be signed by parent/guardian.

### **Food Supplements or Modified Diets**

If your child requires a food supplement or a modified diet, you must secure written information from your physician. This information must be completed on a "Request for Administration of Medication" form (JFS 1217).

## **OUTDOOR PLAY**

Research has shown children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill factored in) drops below 25 degrees and when the temperature exceeds 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, etc. On days

outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities.

**Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.** Staff will be actively engaged with the children during outdoor and large muscle activities. Children well enough to attend the center are considered well enough to engage in outdoor activities.

## **PARENT PARTICIPATION**

We welcome parent participation whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during our hours of operation. We do ask that upon entering the center, you let the director or a staff person know of your presence. We also encourage participation in conferences, fundraisers, lunch visits, and special events.

Staff is available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments when it is necessary to engage in any lengthy conversations. Staff wants to be able to focus on you and your child at these times.

If parents have any concerns or questions at any time it is recommended they first discuss it with the child's staff. If further discussion is necessary, the child care director would be the next contact person. The next person to assist with a resolution would be the branch director.

We encourage parents to bring concerns up when they occur. Often they can be addressed when they are little problems. We realize that you trust us with your little ones, and we want our relationship to be a good one.

## **CENTER POLICIES & PROCEDURES**

### **TOY POLICY**

The Y Preschool, Before and After School Enrichment, Day Camp and Teen Leaders programs do not permit toys or other outside items to be brought into the program, unless staff has set aside a specific day to do so. In keeping with the Christian principles of the Y, toy guns, swords or other weapons or toys with sharp edges are not permitted. Electronic devices such as iPods, iPads, tablets, Game boys, and cell phones are not permitted. Please guide your children in their choices of what to bring to the center. Staff may request that a particular toy not come to the center if such toy is causing problems among the children. Delicate toys or those that could lose pieces or be easily broken or lost should not be brought to the center. **For the safety of all persons in the Center, the Y reserves the right to examine the contents of backpacks, totes, etc. to determine that no weapons, either toy or real, are brought to the center.** The Y is not responsible for lost or broken toys.

### **CLOTHING AND SHOES**

For full participation in our child care programs, we ask that parents adhere to the following guidelines when dressing their children each day:

- ✓ Tennis shoes (non-marking soles) must be worn daily.
- ✓ Children's shoes must cover the entire foot and be secured with ties or Velcro, unless it is a scheduled beachfront or swimming activity. Beach shoes will then be permitted.
- ✓ Pants/shorts should fit properly at the waist.
- ✓ Shirts with spaghetti straps or ill-fitting shirts are not permitted.

- ✓ Play clothes (clothing easier to care for) are preferred for both boys and girls as they are less restrictive and allow the child to fully participate in activities without worry of ruining their clothes during some of our messier activities.
- ✓ Proper swimwear must be worn for swimming activities. Girls **MUST** wear a one piece suit.

A complete set of clothes, clearly marked with the child's first and last name, may be left at the center. Please check this change of clothes seasonally to be sure it is appropriate and still fits your child.

## **RESTING AND NAPPING**

Children will nap in their classroom on an assigned cot/crib labeled with his/her name. Children over 12 months should bring in a special blanket to use during rest/nap time. Items will be sent home on Friday to be washed. Sleep sacks are provided for children under 12 months. Infants are placed to sleep on their backs without blankets, stuffed animals or pillows. Children who do not nap are required to rest and/or do quiet activities on their cots.

## **INFANT CARE**

### **Diapers for Infants/Toddlers**

Parents/Guardians must provide diapers and/or pull ups. Diapers/pull-ups are checked regularly. Diapers are checked, at least, every two hours and are changed immediately when wet or soiled. If you would like the diapers changed at a different time, you must request it in writing to the Director.

### **Infant Feeding**

Parents will need to complete an Infant Preference form. Member's Mark formula will be provided by the center, but the parent/guardian may supply its own formula to the center. Breast milk is encouraged and must be labeled with the infant's name, date of milk expiration and will be refrigerated immediately upon receipt at the center.

### **Breastfeeding location**

Our center provides a couple of locations for mothers to breastfeed and/or pump breast milk. They are located Infant 1, Infant 2 and the LRC room.

## **DEVELOPMENTAL SCREENINGS AND ASSESSMENTS**

Assessments and screening are conducted within 60 days of entry into the classroom. Assessment results are not shared with ODJFS pursuant to 5101:2-17-02 of the Administrative Code. All results are shared with parents. When results are of concern, parents and the appropriate service provider are connected to support early intervention. Developmental Assessment/Screening tools used are: 1) Devereux Early Childhood Assessment (DECA) 2) Teaching Strategies GOLD 3) Ages and Stages Questionnaire (ASQ).

## **BIRTHDAY & HOLIDAY CELEBRATIONS**

See your center director or administrator for the policy on celebrating birthdays and holidays.

**All food brought to the center must be pre-packaged, store bought, nut-free and must have all ingredients listed.**

## **BITING POLICY**

Biting among preschool and school age children is not acceptable behavior and will be considered an aggressive act. Suspension may be implemented with the recommendation that the parent seek medical advice from the child's physician.





### Center Parent Information

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

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

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

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

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

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

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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