

Clippard Family YMCA

Y'S KIDS
SCHOOL AGE CHILD CARE
PARENT INFORMATION HANDBOOK

CLIPPARD YMCA
8920 Cheviot Road
Cincinnati, Ohio 45251
(513) 923-4466

MISSION STATEMENT

We are the Y for youth development, for healthy living, and for social responsibility.

SCHOOL AGE CHILD CARE
PARENT INFORMATION HANDBOOK

Effective 4/1/2013

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PHILOSOPHY OF THE Y'S KIDS PROGRAM

The purpose of our Child Care program is to meet the developmental needs of school-aged children and to serve family needs for quality care before and after school hours. The program focuses on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, which encourages initiative, and supports growth of self-direction and free choice under the guidance of nurturing and caring staff. Our goal is to complement the school (not duplicate it), and to emulate a warm home setting with intellectual stimulation, supportive of the school age child's emotional, social, cognitive, and physical developmental needs. Our program assists children in developing positive attitudes of caring, respect, honesty, and responsibility for themselves and others.

PROGRAM GOALS

In the context of a home-like environment, the program provides:

- ❖ Safe environment
- ❖ Emotional support and warmth
- ❖ Responsive adults who serve as good adult role models and especially good listeners
- ❖ Opportunities to work with real tools for play and/or for purposeful real world work as well as learning confidence in dealing with the physical world through games, hobbies, and exercise
- ❖ Freedom of choice in a facility full of age appropriate materials
- ❖ Freedom to work and play individually or with peers
- ❖ Encouragement to be creative and imaginative
- ❖ Options to be active in extracurricular school activities
- ❖ Ample time and space to engage in reading, computing and problem -solving through self-selected tasks
- ❖ Time and space to study
- ❖ Time and appropriate space for rest or quiet time
- ❖ Opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships, and using community resources responsibly
- ❖ Learning to accept one's own personal abilities
- ❖ Opportunities to learn about nutrition and other components of a healthy, safe life

FAMILY INVOLVEMENT

(The term "parent" is meant to include parents or legal guardians in all cases). Family involvement and input is essential to our program. Family input will be received through the use of suggestion boxes and surveys. We appreciate any suggestions or criticisms that families may have. In providing an open relationship with all family members, we believe that we provide better care for their children. We encourage families to visit our program at any time. Any family member with a special interest or skill to share should notify the Site Administrator. Conferences are available upon request.

Rule 5101:2-17-40 of the Ohio Administrative Code requires that we provide a roster of names and telephone numbers of parents, custodians or guardians of children attending the center. This roster is available upon request. Parents have the right to deny inclusion of their names on the roster.

The Department of Human Services provides a toll-free number for persons to report suspected violation by the center. The number is 1-800-686-1581.

Any parent needing assistance of any kind may contact the Site Administrator or call the Clippard YMCA Family Life Director at 923-4466.

CODE OF CONDUCT

The YMCA of Greater Cincinnati, Clippard Branch, has a clear responsibility to protect the children in the Y's Kids School Age Child Care programs and to promote the YMCA mission that includes practicing programs based on Christian principles that build healthy spirit, mind, and body. We therefore teach children to resolve conflicts by peaceful and non-violent means. In support of this responsibility, this Code of Conduct governs the behavior of all adults at the YMCA Y's Kids programs. Staff, parents, school personnel, and visitors are to treat each other professionally, with respect, and act as role models for the children.

The Code of Conduct identifies unacceptable behaviors by any adult while in any space designated as YMCA program areas. Misconduct includes, but is not limited to, the following:

- ❖ Profanity
- ❖ Threats, intimidation, or harassment
- ❖ Mental or bodily harm
- ❖ Disruption or obstruction
- ❖ Disturbing the peace
- ❖ Dishonesty or misrepresentation
- ❖ Violation of criminal law
- ❖ Possession of weapons

Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, or criminal charges.

DISCIPLINE

In our childcare we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits or guidelines within which a member can function. When that set boundary becomes broken, it is also essential to provide some form of understanding. Our policy follows these steps:

1. Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, non-punitive, and appropriate to the situation and to each child's individual development. Verbalization of

feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.

2. No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
3. No child is ever isolated from the center, placed in a locked room, or confined in an enclosed area as a form of discipline.
4. In case of physical fighting among children, restraint by the teacher may be used for the safety of the children involved but no form of physical punishment or physical restraint is ever used.
5. Discipline is never imposed for failure to eat or toileting accidents nor is food, rest, or toilet use ever withheld as a means of discipline.
6. No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the center.
7. No child is ever shamed, humiliated, or frightened by any form of discipline.
8. No discipline technique is ever delegated to another child.
9. "No" is used only if followed by an explanation.

ADDITIONAL DISCIPLINE POLICY

Unfortunately, there are times when our usual guidance techniques are not effective and despite working with parents, inappropriate behavior continues. When this happens the YMCA staff have the option, after consulting their supervisor, to suspend a child from the program for a period of one to three days. The purpose of the suspension is to emphasize to the family the seriousness of the child's actions and behaviors. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to dismissal from the program.

Serious behavior problems may include:

- ❖ Verbal or physical aggression toward staff or other adults
- ❖ Repeated incidents of physical aggression toward other children
- ❖ Exhibiting behavior that endangers the safety of the children
- ❖ Leaving the center without staff permission
- ❖ Consistently disregarding the rules and authority of the staff
- ❖ Possession of weapons

If a child is affected by this policy the parent will be notified in writing prior to any action taken by the staff. As we state in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others". We strive to help each child reach his or her full potential as a productive, responsible human being. The specification of these policies applies to all employees on the premises.

SAFETY

1. All efforts to ensure safety are made at all times.
2. Emergencies and accidents will be handled as requested by the parent(s) on the emergency forms. Minor accidents (cuts, bruises, etc.) are treated by the approved and first aid trained staff member. If a child is injured at the

center, in the event of the transportation of a child to the source of emergency medical/dental care, the staff will complete an accident report. One copy will be given to the parent and one copy will be retained in the child's file.

3. Children will be supervised at all times by staff.
4. The center has a telephone available for emergencies as well as for communication with parents. The phone number for this program is located in the "Medical and Dental Emergency Plan" section and on the cover of this handbook.
5. Fire, tornado, and lockdown drills are held monthly. The staff will follow the St. John Harrison plan for the action to be taken in case of fire emergency, weather alerts, lockdown, and other emergency situations.
6. The center serves a before and after school snack. Each serving must consist of at least 2 out of the 4 food groups. We use wholesome and natural foods. We request that children do not bring food from home. While attending the center, children are allowed to eat only food provided by the YMCA. We hope to encourage good eating habits that are healthy and nutritious. If your child has some special dietary needs, please speak with the Site Administrator. We will work with you to accommodate your child's needs.
7. The center will protect the children from abuse or neglect. The Site Administrator and each employee of our center are required by law to report any suspicion of child abuse or neglect.
8. Spray aerosols and pesticides are prohibited when children are in attendance at the center.

EMERGENCY TRANSPORTATION AUTHORIZATION FORM

We are unable to accept enrollment for families who refuse to grant permission for their child(ren) to be transported for emergency medical or dental treatment. (Part II of the Emergency Transportation Authorization Form).

In the event of an emergency where a child needs to be transported to an emergency facility, the injured child will be transported by the Life Squad after a call to 911. Staff will never transport a child in their personal vehicles.

TRANSPORTATION OF CHILDREN

Clippard YMCA or their staff will not transport children in their vehicles under any situation.

ARRIVAL AND DEPARTURE

1. The YMCA Child Care Center does not assume responsibility for children who walk to school or ride the bus until they enter the center. A permission statement signed by the parent or guardian of these children will be on file at the center stating that they understand this policy.
2. Upon arrival at the before school program, parents MUST escort their children into the center, notify the staff of their presence, and sign in on the appropriate form. THE YMCA IS NOT RESPONSIBLE FOR CHILDREN

DROPPED OFF AND NOT SIGNED IN. At the close of the AM session, the children are dismissed and proceed to their regular school day.

3. As the children arrive at the center for the after school program, the staff takes attendance immediately and checks the school absentee list to verify absences. Parents will be contacted if child cannot be accounted for. Children arriving by bus from other schools are met at the bus by the staff and the above procedure is followed.
4. Children must be picked up by 6:00 PM. **Any child pick up after 6:00 PM will be accessed a fee of \$1.00 for each minute until they are signed out.** This is a per child fee and will be added to your next weeks payment. Parents must enter the center and notify staff that they are removing their child from the center and sign their child out on the appropriate form.
5. If the closing teacher has not heard from the parent or has not been able to reach the parent or an emergency contact and has waited a reasonable amount of time after 6:00 PM, he/she will call 241-KIDS (Hamilton County Department of Human Resources) to care for the child until the parents can be contacted.
6. No child will be released from the center to anyone other than the parents, legal guardians, or other persons specifically indicated on the Enrollment Applications. WE REQUIRE THAT YOU GIVE ADVANCE, WRITTEN NOTICE TO THE CENTER WHEN CHANGES OCCUR. STAFF CAN AND WILL ASK FOR VERIFICATION OF IDENTITY BEFORE RELEASING A CHILD.
7. Parents must notify the center when children are absent or leaving the school day early by calling the center directly or leaving a message at the school office. If a child does not arrive at the center as expected in the afternoon and the center has not heard from the parent(s) the Site Administrator will immediately call the parent(s).
8. Children who wish to participate in activities outside of the program and in the school building, during the program hours of operation may do so **ONLY** upon the center's receipt of a completed "Activities Permission Form" signed by the parent or legal guardian. This form can be obtained from the Site Administrator. **PRIOR TO ATTENDING THE ACTIVITY, THE CHILDREN MUST FIRST REPORT TO THE CENTER TO BE SIGNED IN BY A STAFF MEMBER.**

STAFF

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as a quality recreational program. We plan relaxing, age appropriate activities for children in a structured and safe environment. Each site has a Site Administrator who is responsible for program plans and staff supervision.

RATIOS

At no time does the YMCA exceed the State of Ohio Licensing Regulations that requires a 1:18 ratio be maintained. In keeping with NSACA guidelines, those programs that are accredited or applying for accreditation maintain the following. The ratio between 1:10 and 1:15 for groups of children age six and older. The ratio is between 1:8 and 1:12 for groups that include

children under age six. Staff/child ratios and group sizes may vary according to the group type and complexity of the activity, but the group size does not exceed 30.

PARENT/STAFF COMMUNICATION

The YMCA believes that activities to involve parents in their child's development should be included in a childcare program. Activities and weekly lesson plans will be posted on the parent table and/or bulletin board for everyone's information. A monthly newsletter will be provided to keep you informed of special events and informing you of what the children are doing at the center. There is also a parent notebook kept on the parent table for notes from parents to the staff.

Any problems your child may be having at school or home will probably affect the child's behavior at Y's Kids. 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 school and family to provide the best environment for your child's growth and development. It is very important that parents take the time to talk with the staff and the staff will try to keep parents informed as well.

Any parent/guardian must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pickup the child/children. The staff will ask for proper identification of the person picking up the child that is listed on the authorization form.

SPECIAL NEEDS CHILDREN

Special Needs children who have a physical or mental impairment such as asthma, allergies, ADD/ADHD, autism, seizures, etc. will need to complete a Care of Children With Special Needs or Conditions form. This plan must be reviewed by the parent, at least annually.

EMERGENCY SCHOOL CLOSING

During bad weather our staff makes every effort to open the center on time. We will close the center when the Southwest Local Schools close for inclement weather or other emergencies. If the Southwest Local Schools are dismissed early due to weather conditions or other unforeseen emergencies, our After School Program will close. Parents are advised to listen to the local radio stations for announcements.

If the Southwest Local Schools are **delayed** because of bad weather, the YMCA School Age Child Care programs **WILL OPERATE ON NORMAL SCHEDULE** and will provide care until school begins. If Southwest Local Schools would go from delayed to closed; parents will be contacted to pick up their children as soon as possible from the center. Because some staff have other work and school commitments after our program is scheduled to close, our normal 1:12 ratio may also change to the state ratio of 1:18 during these delays.

If the emergency occurs during program hours and we need to relocate the children, we will move them to a designated space. Parents will be contacted at this time to come pick up their child.

MANAGEMENT OF COMMUNICABLE DISEASES

1. All staff persons are trained to recognize the signs of communicable diseases and other illnesses and hand washing and disinfection procedures through first aid and "childhood diseases" training by Red Cross, a registered nurse, or licensed physician. A staff person trained as explained above observes each child as he or she enters the center.
2. The "Day Care Center Communicable Disease Chart" furnished by the Ohio Department of Health is posted in the center on the wall by the cabinet.
3. A copy of these policies will be given to each parent during the pre-enrollment process.
4. Employees will abide by these same communicable disease policies as the children.

POLICIES FOR SICK CHILDREN

1. In a case of doubt about the severity of a communicable disease, the Department of Health will be contacted for suggestions. Parents of other children ill are notified through written communication if a communicable disease is discovered.
2. Any child who develops the following symptoms while in our center will be isolated immediately on a cot in a portion of the room not being used for child care and discharged to his/her parent or guardian:
 - a. A temperature of at least 100 degree Fahrenheit when in combination with any other sign or symptom of illness.
 - b. Diarrhea (three or more abnormally loose stools within a twenty four hour period.)
 - c. Severe coughing, causing the child to become red or blue in the face to make a whooping sound.
 - d. Difficult or rapid breathing.
 - e. Yellowish skin or eyes.
 - f. Redness of the eye, or thick purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
 - g. Untreated dark urine and/or gray or white stool.
 - h. Stiff neck with an elevated temperature.
 - i. Evidence of untreated lice, scabies, or other parasitic infestation.
 - j. Sore throat or difficulty in swallowing.
 - k. Vomiting more than one time or when accompanied with any other sign of illness.
3. The YMCA Child Care Center does not accept "mildly ill" children. "Mildly Ill Child" is defined as one of the following:
 - a. A child who is experiencing minor common cold symptoms but who is not exhibiting any of the symptoms specified in Policies For Sick Children, Rule #2.
 - b. A child who does not feel well enough to participate in activities but who is not exhibiting any of the symptoms specified in Policies For Sick Children, Rule #2.

If your child cannot participate in the regularly scheduled programs, he/she should remain at home.

4. A child who becomes ill during our program shall be discharged to the care of his/her parent as promptly as possible. If the parent is unable to come to the center to take charge of an ill child, the center will discharge an ill child to the person who has been designated by the parent to take the child.

ADMINISTRATION OF MEDICATION

Administration of medication or special diets will be undertaken by the center only after the receipt of a completed "ODHS 1217 Request for the Administration of Medication by Child Care Personnel" form signed by a physician and by a parent/legal guardian, **an orientation with Administrator is completed**, and the following conditions are met:

1. Prescription medication must have a prescription label containing the child's name, a current date (not over 6 mos.), the exact dosages to be given daily & the route of administration.
2. If a prescription medication is to be given for longer than 6 consecutive months, the parent must complete a new Administration of Medication form.

We do not administer non-prescription medication to children enrolled in the program except in the case of severe allergic reaction.

Staff keeps inhalers in medical box, if needed staff will give inhaler to child and then staff will sign off that medicine is given. Children may maintain possession of their own inhaler. A signed Administration of Medication Form must be on file if a child is able to administer his/her own inhaler.

If food supplements or modified diets are required an administration of medication form must be completed and kept on file.

Administration of Medication forms can be obtained from the Site Administrator.

REGISTRATION/ORIENTATION

All participants in our program are school age children. We do not discriminate in enrollment on the basis of race, color, religion, sex, or national origin. Before attending the YMCA Child Care Center, all children must be registered. Parents must submit a completed application. A \$30.00 non-refundable registration fee per child/\$50 maximum per family must be paid upon enrollment. Orientation will be held at the beginning of the school year in conjunction with the school open house. Families that start after the beginning of school, or who are unable to attend the open house, will receive an orientation by the staff, before your child starts the program.

Prior to the child's first day of attendance, parents must notify the Site Administrator in writing as to when the child will be attending the YMCA School Age Child Care Program. If at anytime this schedule changes, the Site Director must be informed of the changes. statements of Health and all Enrollment forms must be completed and on file at the staff PRIOR to the 1st day of attendance.

PERMANENT WITHDRAWALS

If you plan to withdraw your child from our program, please notify the center in writing one week in advance stating the reason for withdrawal. Upon the receipt of your written withdrawal notice, you will be asked to complete an exit interview by the Site Administrator.

The center reserves the right to deny admittance or terminate enrollment of any child if the Site Administrator and YMCA determine it is in the best interest of the center to do so.

TUITION/FEES

Registration Fee:\$30 per child/ family

School: St. John Harrison

Full-Time Rates: 4 or more days/week

<u>AM</u>	<u>PM</u>	<u>BOTH</u>
\$32/week	\$45/week	\$60/week

Part-Time Rates: 3 days or less/week

<u>AM</u>	<u>PM</u>	<u>BOTH</u>
\$22/week	\$35/week	\$45/week

****10% Discount on each child additional child.**

Fees are due no later than 6:00 PM on Friday for the following week.

Children will not be admitted to the program if they are not paid in full prior to attendance. A \$10 late fee may be assessed for any late payment. If the center is closed on Friday, tuition payments are due on Thursday. Each family is required to pay weekly. If tuition has not been paid as scheduled, those children may be automatically withdrawn from the program until tuition has been paid.

WE CANNOT DEDUCT DAYS MISSED/ABSENT FROM YOUR FEE. Your fee pays for direct operating costs, staff, snacks, and materials. All of these things must be available for your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends. In cases of hospitalization or extended illness verified by a physician a credit may be issued after discussing the situation with your Site Administrator.

FINANCIAL AID

The YMCA welcomes everyone. Financial assistance is available through the Ohio Department of Job and Family Services or via YMCA Sustaining Scholarships. Enrollment and financial funds are limited and as a result we encourage you to apply early.

RETURNED CHECKS

A \$20.00 handling charge will be assessed for all checks returned for insufficient funds.

TAX INFORMATION

The YMCA School Age Child Care Program can provide year-end statements regarding your child care account. Please let us know how we may be of assistance. **OUR TAX IDENTIFICATION NUMBER IS 31-0537178.**

HOURS OF OPERATION

St. John Harrison 6:30-8:45 a.m., 3:30-6:00 p.m.

PROGRAM OPERATION

The program operates Monday through Friday every day school is open. When school is closed due to holiday, in-service, inclement weather, or other emergencies, the YMCA Child Care program will be closed.

TYPICAL DAILY SCHEDULE

6:30-8:45 AM Staff welcomes children for an early morning activity period until school begins. This period includes activities in several different areas. For example: Arts & Crafts, Science, Music, Blocks, Creative Drama, Homework, Individual and Group Games, Large Muscle Skills in Gym or Outdoors. The program offers selection encouraging the children to make choices that will satisfy their needs. A nutritious morning snack following USDA Guidelines is offered to the children.

3:30-4:00 PM Staff meet the children in the cafeteria and take attendance. This time is offered for children to be with their peers and adults who are listeners. Children have time to discuss their days activities and talk about plans for the rest of the day.

4:00-5:30 PM The children have a choice of activities throughout this period. For example, Arts and Crafts, Science, Music, Blocks, Creative Drama, Homework, Individual and Group Games, Large Muscle Skills in Gym or Outdoor Areas. A nutritious afternoon snack following USDA guidelines is offered to the children.

5:30-6:00 PM Clean up and maintenance of environment which is viewed as an integral part of the total program. Children and adults will share in maintenance of the space so all have a vested interest in the beauty, neatness and cleanliness of the space they share daily.

Activities are examples and schedules are flexible.

Field trips are done at the center by bringing in community resources to enhance the curriculum.

OUTDOOR PLAY POLICY

The center shall provide outdoor play each day in suitable weather for children in attendance for four or more consecutive day light hours.

When the children cannot play outdoors do to inclement weather conditions, such as precipitation, severe storms, strong winds, smog alert , extreme heat/cold or tornado; the center will provide indoor large muscle play. This will be in the gymnasium and or back of cafeteria which will include but not be limited to kickball, basketball, tag, dancing, indoor golf or bowling, and or organized games.

Any outdoor equipment that is out of compliance with ODJFS standards will cordoned off with cones and children will not be permitted to play on these pieces of equipment.

MEDICAL AND DENTAL EMERGENCY PLAN

Each site has a first aid kit and an emergency action plan.

IMPORTANT PHONE NUMBERS

Emergency Squad.....911
Fire Department.....911
Children’s Hospital.....559-4200
Poison Control Center.....872-5111
Police Department.....911
Children’s Protective Services.....241-KIDS

Y’S KIDS SITES CONTACT INORMATION:

Site	Phone	Address
St. John	513-923-4466 (Clippard YMCA)	508 Park Ave.

EVACUATION SITES

All sites will evacuate to a safe area that is across the parking lot.

ACCIDENT POLICY

In case of an emergency, the Site Administrator is to be notified immediately. If the Site Administrator is not available the next senior staff member must be notified. The Site Administrator will then immediately notify the parent(s) and make contact with the appropriate emergency number. If necessary, the child will be transported by an emergency vehicle to the hospital of the parent(s) choice.

An Accident/Injury report shall be completed by the child care staff member in charge of the child when the following occur: Illness, accident or injury occurs which requires first aid treatment, a bump or blow to the head, emergency transporting, or unusual event which jeopardizes the safety of children or staff such as, a child leaving the site unattended.

The other children in the class will be removed to another part of the center and will be supervised by the second responsible adult until the emergency situation is concluded.

In the case of illness of a child, he/she will be removed from other children and will be cared for by either the Site Administrator or another staff member. He/she will be kept in an area away from the other children while the parent(s) or designated adult is notified and is en route to the center.

In case of dental emergency, the staff will follow the procedures as indicated on the Dental Emergency Chart posted on the center storage cabinet.

SNACK/FOOD POLICY

Due to licensing requirements the YMCA Y's Kids program will provide am and pm snack. Although we will offer two food groups this snack is not to be considered a full breakfast. Licensing does not allow for children to bring food of any kind into the program, this includes breakfast items, candy and gum.

EMPLOYEE CONCERN POLICY

Employee questions or concerns should first be reported the Site Administrator. If further action is necessary or if employee is not comfortable reporting the question or concern to the Site Administrator, concerns/questions should be referred to the Family Life Director or to the Executive Director of the Clippard Family YMCA. Concerns and Questions may also be referred to the Human Recourses Director of the YMCA of Greater Cincinnati.