



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Orrville YMCA Child Care Parent Handbook

March 2017

**ORRVILLE YMCA**  
1801 Smucker Road, Orrville, OH 44667  
P 330 683 2153 F 330 683 0068  
E a.davis@orrilledalton-ymca.org W www.orrilledalton-ymca.org



## Table of Contents

|   |    |
|---|----|
| Table of Contents.....  | 2  |
| Center Parent Information Required by Ohio Administrative Code Based on Appendix C to rule 5101:2-12-07 ..... | 3  |
| General Information .....   | 3  |
| Enrollment .....  | 5  |
| Tuition/Fees and Payment Policies.....  | 5  |
| Termination of Childcare Services .....   | 6  |
| Days and Times of Operation.....  | 6  |
| Daily Schedule.....   | 7  |
| Parent/Guardian Participation Policy.....   | 8  |
| Supervision & Safety .....  | 8  |
| Safety.....   | 9  |
| Children Arriving or Leaving the Center For and/or From Other Programs .....                                  | 9  |
| Release of Child.....   | 9  |
| Custody Issues .....  | 10 |
| Staff Ratio and Maximum Group Size .....  | 10 |
| Absence of Regularly Scheduled Child .....  | 11 |
| Permanent or Temporary Withdrawals .....  | 11 |
| Procedure for Emergencies and Accidents .....   | 11 |
| Fire & Weather Alert Plan.....  | 12 |
| School Delays/Early Release/Cancellations .....   | 12 |
| Child Guidance and Behavior Management .....  | 12 |
| Management of Illness .....   | 14 |
| Medication Procedures.....  | 15 |
| Meals & Snacks .....  | 15 |
| Insurance .....   | 16 |
| Transportation of Children .....  | 16 |
| Swimming Information.....   | 17 |
| Children with Special Needs .....   | 17 |
| Assessment of Children.....   | 17 |
| Transitioning.....  | 17 |
| Child Abuse Reporting .....   | 17 |
| Miscellaneous Policies.....   | 17 |
| Personal Belongings .....   | 17 |

## **Center Parent Information Required by Ohio Administrative Code**

Based on Appendix C to rule 5101:2-12-07

The Orrville YMCA is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). The license is posted at the welcome area across from the child care director's office.

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 facility 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 is 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 must notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in the entry hall to the child care wing.

The licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available upon written request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation with the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1201 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>.

### **General Information**

Welcome! We are pleased that you have decided to become part of the YMCA Childcare Program. We are committed to providing the best possible care for your family. It is our desire to guide and nurture each child by providing social, emotional, physical, intellectual, and spiritual learning experiences.

#### Mission Statement

The mission of the YMCA is to put Christian principles through programs that build a healthy spirit, mind, and body for all.

#### Our Promise

No one will be turned away from the YMCA due to inability to pay. We do not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, disability, ancestry or age.

#### Philosophies

The Orrville YMCA Childcare program exists to meet the needs of the families to provide a safe, consistent environment for their children. The program is designed to compliment, not imitate school and home. Through the childcare program, the Orrville YMCA seeks to help children:

- Grow personally.
- Clarify personal values.
- Get along with others.
- Appreciate diversity.
- Become better leaders.
- Have FUN!!!

The Childcare program is child-centered and designed to promote self-esteem and meet the individual developmental needs of your children. Since children learn through play, the classroom schedule provides blocks of uninterrupted time to allow the child to choose an activity, and complete the activity without interruption. Opportunities are provided for the child to grow and in the areas of both independence and interdependence with others, to develop a trust of adults and children, to develop self-control, to use appropriate social skills and to feel good about themselves. When conflicts arise, the staff will attempt to guide them through a problem solving process preparing them to solve problems throughout their life.

#### YMCA Values

The development of strong personal character is founded on a belief and commitment to traditional values that are translated into daily interaction with others.

- **Trustworthiness** – Be honest • Don't deceive, cheat or steal • Be reliable – do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal – stand by your family, friends and country
- **Respect** – Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements.
- **Responsibility** – Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act – consider the consequences • Be accountable for your choices
- **Fairness** – Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of other • Don't blame others carelessly
- **Caring** – Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need.
- **Citizenship** – Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment.

#### The YMCA Program:

- Offers children a base of warmth, security, and continuity provided by caring, qualified staff.
- Fosters initiative, independence, cooperation, and self-control.
- Has a flexible schedule that allows for choices during (but not limited to) play, social experiences, and school work. It also, permits freedom within set limits.
- Respects cultural diversity.
- Builds strong character through programs centered on our core values: Caring, Honesty, Respect, and Responsibility.

#### The Family's needs will be met through programs that:

- Offers quality, safe, affordable child care services.
- Is sensitive to the needs of children and families.
- Encourages communication among children, school representatives, families, and child care staff.
- Allows for ongoing family involvement and regular opportunities for feedback through family events and/or a regular family evaluation process.
- Assist families with building strong character values in their children.
- If you are a breastfeeding mother, a private room will be made available for your use upon request.

#### The Community's needs will be met by a program that:

- Provides quality child care services.
- Reflects current values and concerns.
- Utilizes existing educational and recreational resources.
- Builds strong character value in children.

## **Enrollment**

Each child who attends child care is required to have a completed Enrollment Packet turned in three days prior to the first day of attendance. This includes a Child Enrollment and Health Information Form, Additional Registration Information Form, Behavior Guidance/Management Policy, Tuition/Attendance Agreement, Administration of Medication Form (if applicable), Medical Care Plan (if applicable), and payment for the first week's fees. Children who swim during care must complete the swimming information/permission section of the Enrollment Packet. We reserve the right to deny care for any child who is not immunized.

We do not have access to public school Medical/Emergency records. Therefore, it is essential that you complete and return all required forms to us. Your child is not considered enrolled until the complete paperwork is received and the first week's fee is paid.

For toddlers and preschoolers, the medical form must be signed by a physician or certified nurse practitioner, and is required to be submitted within 30 days of admission. This medical statement must be updated every 13 months.

## **Tuition/Fees and Payment Policies**

Our child care programs offer affordable, quality year-round child care that is tailored to meet the wide variety of needs of today's families. Fees are listed on the Orrville YMCA web page and in the Enrollment Packet. Financial assistance is available through the Ohio Department of Jobs and Family Services or through the YMCA for those who qualify.

Tuition is due in advance and child(ren) will not be allowed to attend if the family has an outstanding balance. ODJFS co-pays are billed weekly. Payments can be made by check or money order at the site. Cash payments can be made at the Orrville YMCA front desk. Credit card payments can be made at the front desk or by calling the Orrville YMCA. Bank draft is also available.

Two week notice is required for withdrawal from the program, or the account will be charged as if the child is still in attendance.

### Payment:

We prefer to automatically withdraw payments from your checking, savings or credit card account. All checks can be made out to the Orrville YMCA. A \$30.00 NSF fee will be charged on all returned checks.

### Absent days:

If we have you on the schedule to be attending on a no school day, spring break, summer childcare, or winter break, you will be charged if you have signed up to attend and then did not show up. We put our staffing together based on number of children who signed up.

### Delinquent Accounts:

There is a \$5.00 late fee that is assessed weekly when payments for childcare are not received. If an account gets behind more than two months, it will be sent to collections and we reserve the right to terminate you from our childcare facility.

### Late Pick Up Fee:

Our child care program closes promptly at 6:30pm. If you cannot pick up your child prior to 6:30pm, please contact someone from your child's authorized pick up list to pick up your child. Should it be necessary to pick up your child after 6:30pm, a late fee will be assessed to your account at \$1.00 per child per minute. Please notify the YMCA if you will be late. Repeated lateness will prompt the child's disenrollment.

## **Termination of Childcare Services**

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

1. Failure to abide by any of the registration agreement conditions as itemized in the Parent Statement of Understanding or failure to fulfill any of the responsibilities or conditions included in the Parent Handbook.
2. Severe behavior by the child which disrupts the group, including repeated instance of failing to listen to his/her teacher, or refusal to follow program rules. Excessive use of physical force, including hitting, pushing, kicking or biting, and verbal abuse or excessive threat to use physical abuse.
3. Failure of parents/guardians to treat staff or other parents of children respectfully. Disrespect includes inappropriate or abusive language, behavior or threats.
4. The YMCA childcare programs follow zero-tolerance policy in regards to weapons or look alike weapons. Any participants, or parents/guardians or family authorized adult that uses or possesses or threatens to use or posses a weapon or a look-alike weapon at any time may be permanently expelled from the YMCA Child Care Program.
5. Balance overdue two weeks or more of child care fees.

## **Days and Times of Operation**

The program meets the developmental needs of particular age groups and, more importantly, the individual needs of each child. The scheduling, pacing and rhythm of each activity is consistent with recognized principles of childhood education. These principles recognize that each child develops at a unique rate within the general needs of his or her age group. The curriculum is based on interests of the child and makes available the needs of his or her age group. Children are encouraged to make activity choices to aid in emotional, social and language development. Each child is encouraged to share his or her thoughts and feelings as an individual.

The children's daily routine may consist of arrival time, large group time, small group time, free choice, work time, clean-up time, snack and/or meal time and outside time. The specific daily routine may vary depending upon the age group. School age children are given an opportunity to do their homework.

The YMCA Childcare program is in operation Monday through Friday, 6:00am to 6:30 pm, all year round except for major holidays (including, but not limited to) New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

Toddlers: Monday through Friday 6:00am-6:30pm. This program is offered for children 1 1/2 years to 3 years old.

Preschool: Monday through Friday 9:00am-12:00pm. The program is offered for children 3 to 6 years old, and must be fully potty trained. The Orrville YMCA preschool follows the Orrville City Schools schedule. Preschool will NOT be in session on days that there is no school (snow days, teacher in service days, and Spring/Thanksgiving/Christmas Breaks). Extended Care for Preschool is available and those children participating in preschool classes.

Extended Care for Preschool: Monday through Friday 6:00am- 9:00am, and 12:00pm—6:30pm. The program is offered for children 3-6 years old and must be fully potty trained.

Summer Childcare (Preschool Age): Monday through Friday 6:00am-6:30pm. The program is offered for children 3 to 6 years old and must be fully potty trained. Kindergarten readiness will continue through the summer.

School Age: Monday through Friday 6:00am-8:30am, and 2:45pm-6:30pm. School age care is in session Monday through Friday 6:00am-6:30pm on days that there is no school (snow days, teacher in-service days, and spring, thanksgiving, and winter break). School age care welcomes students in kindergarten through 8<sup>th</sup> grade.

Summer Day Camp (School Age): Monday through Friday 6:00am-6:30pm. The program is offered for children kindergarten through 7th grade.

## **Daily Schedule**

### Toddlers:

|                 |   |
|-----------------|---|
| 6:00am-8:30am   | Supervised free choice time   |
| 8:30am-9:00am   | Diaper Checks and Toileting Older Children  |
| 9:00am-9:15am   | Breakfast snack, Learning Centers, and teacher assisted stations open               |
| 9:15am-10:00am  | Group Activities: Circle Time, Self Selected/Teacher Facilitated activities         |
| 10:00am-10:20am | Snack   |
| 10:20am-10:30am | Diaper Check and Toileting Older Children   |
| 10:30am-11:00am | Outdoor/Indoor Gross Motor Play   |
| 11:00-11:30     | Wash Hands and Lunch  |
| 11:30-12:00     | Clean Up, Diaper Checks and Toileting Older Children, Stories and Songs             |
| 12:00pm-2:30pm  | Nap Time  |
| 1:30pm-2:30pm   | Individual Activities as children awake, Diaper Checks and toileting Older Children |
| 2:30pm-3:30pm   | Individual/Group Activities and learning centers open                               |
| 2:30pm-3:00pm   | Snack   |
| 3:30pm-4:15pm   | Outdoor/ Indoor Gross Motor Play  |
| 4:15pm- 6:30pm  | Diaper Check, Toileting older children, self selected activities                    |

### Preschool

#### Morning Preschool Class

|                 |                        |
|-----------------|------------------------|
| 6:00am-9:15am   | Arrival/Free Play      |
| 9:15am-9:30am   | Circle Time            |
| 9:30am-10:30am  | Free Play/Snack Time   |
| 10:30am-11:00am | Large Motor Activities |
| 11:00am-12:00pm | Circle Time            |

#### Preschool Extended Care

|                 |                                 |
|-----------------|---------------------------------|
| 12:00pm-12:30pm | Lunch                           |
| 12:30pm-12:45pm | Bathroom                        |
| 12:45pm-3:00pm  | Nap (3/4 yr Old preschool only) |
| 2:30pm-3:30pm   | Wake up/ Free Play              |

#### Afternoon Preschool

|               |             |
|---------------|-------------|
| 3:00pm-3:15pm | Bathroom    |
| 3:15pm-3:30pm | Snack       |
| 3:30pm-4:00pm | Gross Motor |
| 4:00pm-5:00pm | Circle Time |
| 5:00pm-6:30pm | Free Play   |

## School Age

### Before School

|               |                        |
|---------------|------------------------|
| 6:00am        | Open                   |
| 6:30am-7:45am | Breakfast/Free Play    |
| 7:00am        | Middle School Bus      |
| 7:45am-8:00am | Gross Motor Activities |
| 8:00am        | Prepare for Buses      |

\*Bus times vary by school and weather

### After School

\*Buses arrive various times

|               |                      |
|---------------|----------------------|
| 3:45pm-4:15pm | Snack/Group Time     |
| 4:15pm-4:45pm | Centers/Homework     |
| 4:45pm-5:15pm | Activity/Gross Motor |
| 5:15pm-6:30pm | Free Play            |

### Summer Day Camp (School Age)

|                 |                              |
|-----------------|------------------------------|
| 6:00am-9:00am   | Pre-Camp/Breakfast           |
| 9:00am-11:30am  | Camp (Activities vary daily) |
| 11:30am-12:30pm | Lunch                        |
| 12:30pm-3:30pm  | Camp (Activities vary daily) |
| 3:30pm-4:00pm   | Snack                        |
| 4:00pm-6:30pm   | Post-Camp                    |

## **Parent/Guardian Participation Policy**

We have an open door policy at our center and parents are welcome at any time. Parents/Guardians have access to the childcare program at all times to interact with their child(ren) and observe the program. When visiting the childcare program, parents should inform the director of their presence. Family participation includes: Family events, volunteering in the program, party days, and swim days. Throughout the year, there will be open houses, parties, and special programs for entertainment and educational purposes.

The YMCA staff is available to discuss your child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with the staff when it is necessary to engage in any lengthy conversations. Conferences may be requested anytime throughout the year.

Parents/Guardians who need assistance with concerns related to childcare are encouraged to discuss any complaints or suggestions with the child care director. If a parent feels that their concerns have not been addressed by the child care director, the parent/guardian may discuss their concerns with the executive director.

A roster of names and telephone numbers of the parents/guardians of the children attending the center is available upon request. The roster does not include names of any parent/guardian who requested that their information be omitted.

## **Supervision & Safety**

A major responsibility of staff is to ensure the health and safety of each child entrusted to our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary measures.

Parents are required to bring their children into the building and to sign them out on each day's attendance chart. They will take their children to their assigned classroom. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. Children MAY NOT be dropped off at the entrance to the building or be sent outside



alone. Staff must be made aware of each child's presence before the parent departs. At the time of pick up, parents are asked to make contact with their child's supervising staff member to ensure that staff is aware that the child has been picked up before signing out. No child is permitted to be passed over the playground fence for pick up or drop off.

### Supervision of Toddlers/Preschoolers

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

### Supervision of School Age Children

School Age children may run errands inside the building and use the restroom 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 their teacher.
- The teacher checks on them every five minutes until their return.
- The restroom is for the exclusive use of the center.

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to the safety in the room without a childcare staff member as long as the teacher can see or hear the children at all times and checks on the children periodically.

## **Safety**

No child is to be left unsupervised by staff or parent. There is to be no rough playing or running in the building except for directed physical activity. Emergency telephone numbers and names of persons trained in first aid and CPR are posted in the classroom. The center staff has access to a working telephone at all times. The YMCA is equipped with AEDs.

The fire emergencies and weather alert plans are posted in the classroom. Fire and storm drills are held monthly and the record is kept in each classroom.

## **Children Arriving or Leaving the Center For and/or From Other Programs**

At times it may be necessary for a child to arrive at the center from another program (example: a school age child arrives at the center from school). If a child is scheduled to arrive and does not, we will first contact the school to see if the child attended that day. We will contact the parent to confirm that the child is scheduled to be at the center that day. For that reason, it is very important that the parents contact the center when their child is not going to be attending.

Written permission is required for all children to leave the center for specific activities and to participate in other activities within the building, for example: Karate, Swimming Lessons, Dance.

## **Release of Child**

Our staff will only release children to persons on the release form provided by the parent. If an emergency arises, the parent may either provide a note or call giving the person permission to pick up their child(ren). Staff will check IDs for anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. Your children's safety is our priority. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contact will be called to transport the child home. Police will be notified immediately.

## **Custody Issues**

To ensure the YMCA childcare is in compliance with any court-order pertaining to the custody of your child, we required 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.

## **Staff Ratio and Maximum Group Size**

The state mandated minimums for staff to children ratios and group sizes are:

### Staff-Children

- 1:7 Toddlers (18months-30months)
- 1:8 Toddlers (30months-36months)
- 1:12 Preschoolers (3 years-4 years)
- 1:14 Preschoolers (4 years- K Eligible)
- 1:18 School agers (Eligible for School)

### Maximum Group Size

- 2:14 Toddlers (18months-30Months)
- 2:16 Toddlers (30Months-36Months)
- 2:24 Preschoolers (3 years-4 Years)
- 2:28 Preschoolers (4 years- K Eligible)
- 2:36 School agers (Eligible for School)

Because we desire to provide a higher level of quality of care, we strive to maintain teacher to children ratios set by Step Up To Quality.

### Staff-Children

- 1:6 or 2:12 Toddlers (18Months-36Months)
- 1:10 or 2:20 Preschoolers (3 years to 4 years)
- 1:10 or 2:20 Preschoolers (4 years to K Eligible)
- 1:15 or 2:30 School Agers (5 years to 15 years)
- 1:4 or 2:10 or 3:10 Family or Mixed Age Groups (0-35 Months)
- 1:4 or 2:10 or 3:10 Family or Mixed Age Groups (36 Months-60 Months)

### Max Group Size

- 2:12 Toddlers (18 Months-36 Months)
- 2:20 Preschoolers (36 Months- 48 Months)
- 2:20 Preschoolers (48 Months-60 Months)
- 2:30 School Agers (5 years- 15 years)
- 2:10 or 3:10 Family or Mixed Age Groups (0-35 Months)
- 2:10 or 3:10 Family or Mixed Age Groups (36 Months-60 Months)

Ratios for toddlers and preschoolers may be doubled for two hours at naptime as long as all children are resting on their cots, and there are enough staff members in the building to meet the regular required staff to child ratio should an emergency occur. Staff to child ratio notices are posted in each classroom area.

## **Absence of Regularly Scheduled Child**

In order to ensure your child's safety, parents must call the Orrville YMCA at (330) 683-2153 when the following situations apply:

- If your child is going to be absent from the program on your child's regularly contracted day.
- If your child goes home early from school and will not be coming to the YMCA Child Care Program in the afternoon.

If a regularly scheduled child does not come into the program, the child care staff will follow these steps:

1. Contact the child's school of origin or bus garage/driver (if applicable)
2. Contact the child's home.
3. Contact the child's parent's work number.
4. Contact emergency phone numbers listed on the enrollment form.

Failure to locate a child after following these steps will necessitate contacting proper authorities. If your child is absent for five consecutive days for unknown reasons, we will assume you no longer need our services. Your child will then be withdrawn.

## **Permanent or Temporary Withdrawals**

A two week written notice is required when withdrawing your child from our program. Without this notification, we will continue to hold your child's spot and you will be responsible for paying the weekly fee.

## **Procedure for Emergencies and Accidents**

### General 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 follows the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children to evacuate, the center conducts monthly fire drills. Our emergency destination is the Wayne College gymnasium. If the immediate area must be evacuated, we will evacuate to the Orrville Public Library, located 230 North Main Street, Orrville, OH 44667. A sign will be posted on the doors of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come and pick up your child. If a parent cannot be reached, we will contact the emergency contacts listed on your child's enrollment information. All situations mentioned above will be handled in accordance with the Ohio Department of Job and Family Services.

### Serious Incident, Injury or Illness

An incident report will be completed and given to the person picking up the child on the day the incident, if any of the following occurs: the child has an illness, accident, or injury which requires first aid. If 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 will be available within twenty-four hours after the incident occurs. The center will also verbally contact licensing personnel from the appropriate ODJFS office within twenty-four hours when there is a general emergency of serious incident, injury or illness. The report will be provided to licensing staff within three business days of the incident.

### Emergency Transportation of Children

Whenever there is a medical or dental emergency and a child needs to be transported, an emergency squad is called to transport the child to the hospital. If a child is transported to an emergency facility, parents/guardians are notified immediately. The Child Enrollment and Health Information Form which includes the emergency transportation information and the child's health conditions information accompanies the child to the emergency facility along with the child. If parents have indicated they do not want emergency transportation for their child, the emergency squad will be called, and the child will be kept comfortable until a parent arrives.

### Environmental Threat

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the child in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report will also be provided to the parents. There is always one staff member present that has received training in the First AID/Communicable Disease and CPR. In the case of minor accident or injury, staff will administer basic first aid. If the injury or 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 any injury or illness is life threatening, EMS will be contacted, parents will be notified and the staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parents or EMS will transport.

### **Outdoor Policy**

Research has shown that 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, weather permitting. 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 temperatures drop below 25° or rise above 90° (wind chill and heat index will be factored in).

If the situation requires, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to weather conditions, we will include time for indoor gross motor activities such as hula hoops, obstacle courses, dancing and exercising in the multipurpose room (MPR) or Karate studio. Please send your child with proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots in the winter time.

### **Fire & Weather Alert Plan**

- Fire Drills – Fire Drills are held monthly. Emergency evacuation procedures are posted in the classrooms.
- Tornado Watch – Conditions are right for tornadoes to develop. Continue normal activities, but be aware there is a possibility of a tornado.
- Tornado Warning – A tornado has actually been sighted or detected by radar. This may or may not be near our building. We will keep someone on alert for outdoor warning signals and monitor the radio. Participants will be moved to the inner part of the building for safety.

### **School Delays/Early Release/Cancellations**

Our program will operate a full day program when school is closed for vacations, delays or cancellations. For scheduled school days off, participants must register for school age care prior to the day off.

When school is delayed or cancelled due to emergencies, we will offer care from 6:00am to 6:30pm, unless we are advised to close by the state highway patrol. Snow Day registration is required prior to your child attending.

Please make sure that you have a breakfast and or lunch for your child. We will provide a morning and afternoon snack as usual. To check for closing, call ahead to make sure the YMCA is open or listen to WQKT.

### **Child Guidance and Behavior Management**

In keeping with the policies established by the Orrville YMCA, child care staff are responsible for the discipline of children. Child training and discipline will be handled with kindness, consistency, and understanding of children in accordance with the individual needs of each group and child. The staff will discuss the rules thoroughly with the children and explain why it is necessary to have them. We do not want children hurting themselves or others. We want them to learn to respect other people and their property.

Discerning right from wrong is a continual process. When a student needs a behavioral discussion, we speak with the child when the unacceptable behavior occurs. Staff removes the child from the situation to have a behavioral

discussion. Child and staff will discuss what happened, why it happened, and what can be done the next time. Also, students will gain a firm understanding in why rules are created and implemented.

If the unacceptable behavior continues, the child care staff uses developmentally appropriate techniques suited to the child's age and circumstances. We use "time outs" for inappropriate behavior and we reward for positive behavior.

Preschoolers will sit in a better choice chair (chair facing away from the wall) to have their discussion with their teacher. Students will sit for no more than one minute per one year of age (i.e. four minutes for a four year old child). Preschoolers earn rewards by collecting marbles in a jar. Once they have enough marbles, they will receive a treat of their choosing.

School agers are removed from the situation to sit at a table to write sentence apologies to better understand their feelings. School agers are given enough time to cool down so they are able to discuss with staff the situation that occurred.

All teachers will communicate with the parent/guardian to implement any specific behavior management plan. It is hoped that this will encourage the child to understand the importance of acceptable behavior.

In cases where the staff member and child cannot come to a satisfactory solution, the administrator and parent/guardian will be made aware of the situation. The administrator, parent and teachers will meet to discuss possible behavior solutions. It might be necessary to remove a child from our center if they continue to injure themselves or others, or destroy property.

There is no form of corporal punishment administered in the center. No cruel, harsh, unusual, or extreme techniques shall be used.

Use of abusive language or attacks on the child's self-worth is not used to shame a child into conforming to the rules of behavior. Any instances of such practice are to be reported to the administrator.

No discipline or behavior management techniques are delegated to any other child. When a child's behavior is unacceptable, the childcare staff member does not restrain a child by any means, other than holding the child for a short period of time, such as a protective hug, so that the child can regain control.

No child will be placed in a locked room or any confined area. Discipline is not imposed on a child for failure to eat, sleep, or for toileting accidents. Also, at no time will food, rest or toilet use be withheld as a form of behavior management.

Techniques of discipline or child management do not humiliate, threaten, or frighten children.

The staff do not subject children to profane language or verbal abuse. Making derogatory or sarcastic remarks about a child or their families is unacceptable and will not be tolerated. It is our goal to provide a positive and safe environment for each child.

The child care staff members do not punish an entire group of children due to the unacceptable behavior of just one or a few. No child will be isolated or restricted from all activities for an extended period of time.

Parents of children in our center are not permitted to discipline other children at the center. Please express your concerns to the staff. We want to approach discipline with positive actions that reinforce acceptable behavior and encourage the learning process taking place as a natural part of a child's growth and development.

All YMCA childcare staff members adhere to the child guidance and behavior management guidelines listed above.

## **Management of Illness**

The Orrville YMCA provides children with clean and healthy environment. However, we realize that children become ill from time to time. If this your child's first group child care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We ask that you do not bring sick children to the center. They will be sent home! Please plan ahead and have a back up care plan in place if you are not able to take time off work/school.

Staff are trained in the recognition of common childhood illness by attending a communicable disease course. This course also teaches the staff proper hand washing and disinfecting techniques. A child with any of the following symptoms will be immediately isolated and discharged to the parent emergency contact.

- Temperature of 101° F, when in combination with any signs of illness.
- Diarrhea (three or more abnormally loose stools 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 or eyelid, thick and purulent (plus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated skin patches, unusual spots or rashes.
- Unusual dark urine and/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 or 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 called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before used again. Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be re-admitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

### Lice Policy

The Orrville YMCA is very aware of the lice problem in many schools today. Any child can get lice and unfortunately, many do. To limit the spread of lice with our childcare facility, we take the following actions (Please note this may differ from school policy):

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

## **Medication Procedures**

The center will administer medications to children only after the parent completes a request for medication form. All proper sections must be completed and the medication handed to the teacher each day. Medication will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for school age only will be permitted to maintain control of their own inhalers, medications and ointments. The child must keep the inhaler, medication or ointment in his possession 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, medication or ointment it must be handed directly to the staff member responsible for the child.

### Prescription Medication

Must be in their original containers and administered to the instruction on the label. Over the counter medications must also be administered in accordance to the label. If parents request any different dosages or uses, a physician must provide written instructions on the request for medication form. Over the counter medications will not be administered more than three days without instructions from the physicians.

### Food Supplements or Modified Diets

If your child requires a food supplement or modified diet, you must secure written information from your physician. Please speak with the director for more details regarding this.

## **Meals & Snacks**

The Orrville YMCA will serve nutritional morning and afternoon snacks to all children who are in attendance. Breakfast and lunch will be served to children in attendance, but must be provided by parents. The YMCA will provide milk. Each meal constitutes one third of the child's dietary allowance as most recently specified by the USDA child and adult care food program child care component.

### Toddlers

Parents are required to provide breakfast and lunch. We will provide morning and afternoon snacks. By state licensing rules, children under two years old must be offered milk as part of each meal and snack. If a child cannot have milk, a Request for Administration of Medication (JFS 01217) must be completed and signed by the child's physician stating instructions for a suitable substitute.

### Preschool

Parents are required to provide breakfast and lunch. We will provide morning and afternoon snacks. The preschool teacher may assign dates for each child to bring in their favorite snack items. By state licensing rules, children over two years old must be offered milk as part of each meal and snack. If a child cannot have or does not like milk, parents must indicate this on the child's enrollment paperwork.

### School Age (School Year)

Parents are required to provide breakfast if their child will be eating in the center before school. Lunches will need to be provided for all no school days (vacations, snow days, spring break, etc).

### School Age (Summer Day Camp)

Parents are required to provide their child with breakfast (if eating on site) and lunch.

- Lunches must include one food from the meat (or meat alternative), dairy, and grain group, as well as two foods from the fruit/vegetable group.
- A fee of \$1.00 per supplement is charged if the child does not have the required items in his/her lunch.
- Snacks include a minimum of two out of the four basic food groups.

- Should you child require vitamins or a special diet, you must have a written prescription or statement signed by a licensed physician.
- Portion sizes for meals served at childcare center are posted.

Parents should note that government nutrition recommendations are precisely that, recommendations. If your child has a medical, religious or cultural dietary need that necessitates deviation from this policy, it should be documented in the child's registration information. The Child Medical/Physical Care Plan (JFS 01236) forms are to be kept as part of the child's file. Substitute snacks will be offered by the site for medical, religious or cultural reasons.

The current menus are posted in each classroom, and copies are available to parents upon request. The U.S. Department of Agriculture prohibits discrimination against its customers, employees and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, by fax (202) 690-7442 or e-mail [program.intake@usda.gov](mailto:program.intake@usda.gov).

## **Insurance**

YMCA Child Care programs are covered by liability insurance. It is the responsibility of every individual or his/her parent or legal guardian to provide accident and health coverage while participating in all YMCA activities. The Orrville YMCA does not provide any medical, accident or health coverage for its participants.

## **Transportation of Children**

### Field trips (School Age)

When we take field trips, children will be transported on the bus owned by the center, driven by a bus driver that is licensed to operate a school bus. Before departing the center, a count will be taken to assure that all of the children are present, and they will be marked on a separate attendance sheet specially created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have arrived safely. The process will be repeated upon leaving the destination, and returning to the center. Staff/child ratios are always maintained while on the trips. During the course of the field trip each staff member will have specific children that they are responsible for supervising.

Before any child participates in a field trip, the center will obtain written permission from the parent/guardian. The following will accompany the children on all field trips:

- A first aid kit and a person trained in first aid/communicable disease and CPR.
- Identification wrist bands.
- Each child's enrollment and health information form (JFS 01234).
- Children's medical and physical care plan for any child who had health conditions which require special procedures.

Bus evacuation drills are conducted monthly during Summer Day Camp to comply with rule 5101:2-12-18.1.



## **Swimming Information**

Before a child can participate in water or swimming programs where water is more than two feet deep, a signed and dated permission slip is required indicating whether the child is a swimmer or a non-swimmer. Staff to child ratio will be followed while children are at the pool. YMCA staff will be actively supervising the children, as well as a certified lifeguard or water safety instructors in compliance with the rules of the American Red Cross. Please remember to send bathing suit, sunscreen and towels with your child. Sunscreens must also have a medication form completed to be able to be dispensed to the children. If your child burns easily, please include a lightweight t-shirt that may be worn over a swimsuit. The required staff/child ratios required by Licensing are maintained during all swimming and water games.

During the school year, preschool and school age children may swim as part of the child care program. If your child does not have a suit, one will not be provided. However, we do have extra towels that are available for the children to use if they forgot their towel.

## **Children with Special Needs**

It is the intent of the Orrville YMCA to include children with special needs in activities to the greatest extent possible. Recognizing limitations due to child's special need is important and, with this in mind, the YMCA will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodations. Please discuss any restrictions with the childcare director.

## **Assessment of Children**

As part of our participation in the Step Up to Quality (SUTQ) program, all preschool and toddler children will be assessed on regular basis so that individual development plans can be made. As part of the center's audit for SUTQ, sample individual assessments may be shared with ODJFS, and center-wide program reports will be shared with ODJFS.

## **Transitioning**

You will be notified when your child is ready to move up to the next classroom or age group. As part of the procedure, the staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and indicate a transition schedule. The plan will be signed by the parent/guardian. Parents/guardians may also request to have their child transitioned. This request will be accommodated if it is in the best interest of the child and space available in the next room/age group.

## **Child Abuse Reporting**

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

## **Miscellaneous Policies**

Please dress your child comfortably as possible to enable him/her to participate in the different activities of the day. We cannot be responsible for lost or damaged clothing. Shoes that are comfortable with non-skid soles are preferred. Children must wear shoes at all times. A lost and found box is located in the family locker room area and in the large child care room. If your child has misplaced an item, please check in the box.

## **Personal Belongings**

Personal belongings are the responsibility of the child. The YMCA will provide a designated place for your child's belongings during programs. The YMCA is not responsible for the lost or stolen items. No outside toys or electronics are to be brought to the YMCA to prevent issues from occurring.