



CHILDCARE PROGRAMS

EARLY EDUCATION AND SCHOOL-AGE ENRICHMENT

Williams County Family YMCA

Ages 5-12

Address: 1 Faber Drive, Bryan Ohio 43506

Phone: 419-636-6185

HOURS: 6AM- 6PM M-F

Director: Olivia Stewart

Work Cell- 419-210-8373

Email: Oliviab@wcymca.org

PARENT MANUAL

WELCOME TO THE Y

Welcome to the Williams County YMCA School-Age Enrichment programs, promote a love for learnings, healthy choices, social and emotional development and creativity. Currently for school-age children, we offer before -and after-school care, school day out care as well as summer enrichment when school is not in session. *Paper copy of this handbook can be printed upon request. *

ABOUT US

- Williams County Family YMCA, Child Care Center
- 1 Faber Drive, Bryan, OH 43506
- Phone: 419-636-6185
- Director / Administrator: Olivia Stewart (oliviab@wcymca.org, cell 419-210-8373)
- Licensed by the Ohio Department of Children and Youth (DCY); license #501323
- Licensed capacity: 74 children, ages 3 to 12
- Our program is licensed by the Ohio Department of Children and Youth and meet or exceed state standards. A copy of our rules can be found at:

<https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>

- The Y is for everyone.
- Our staff members are nurturing, caring and trained professionals.
- We teach to the Ohio Department of Education Early Childhood Content standards.
- We promote the Y's Character Development Values of caring, honesty, respect, responsibility and inclusivity.
- Our center is safe and secure with locked doors.

YMCA MISSION

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

PROGRAM STATEMENT

We encourage children in our childcare program to explore new activities that are fun and help develop life skills. Programs like swimming lessons, ninja course, and sports are available year-round at your neighborhood Y. For a list of current programs, visit wcymca.org.

ENROLLMENT PROCESS

The enrollment process is a time not only to complete the required paperwork, but also a time to gain valuable information to meet the needs of your child and meet the center staff. All families

are recommended to have an in-person enrollment meeting before the child attends the program. **Prior to child's first day of attendance, all required paperwork and payment method must be completed and approved by the center director.**

PROGRAM DESCRIPTIONS

SCHOOL-AGE

Staff plan developmentally appropriate environments and activities which include: arts and crafts, board games, building, dramatic play, quiet area, reading, floor games, music, homework completion, outdoor play, and physical activities. Our summer Adventure Program includes additional STEAM activities, field trips, swimming, traditional camp activities and fun weekly themes.

PAYMENT POLICIES

1. All fees for services of YMCA child care are to be paid through automatic payments. NO CASH or Checks will be accepted at this center, credit card payments only. Only credit/debit card payments will be accepted. We do not allow families to carry a balance, care will be suspended until all payments are received. Additionally, if payments are repeatedly declined each week on the first attempt or constantly late, care could be terminated.
2. Drafts will occur on Mondays. Drafts pull 2 weeks before the week of care.
3. All modifications to care type, withdrawing from care and rate changes must be approved by the YMCA Child Care Director. All changes require a 14 day notice. NO EXCEPTIONS.
4. All paperwork must be completed and turned in to the site director before your child may attend program. Registration is not complete until all forms are processed, and all past balances are paid in full.
5. A two-week (14 day) notice is required by contacting the child care director to withdraw your child. Parents are responsible for the program fee if a two-week notice has not been provided. If your child has not attended the program for two consecutive weeks, without prior notice, it may result in the termination of your child's slot. If a balance remains on your account at the time of withdrawal from program, payments will continue until balance is paid in full.
6. Children enrolled are not formally assessed in this program at this time. The center does not report child-level data to DCY under Chapter 5180:2-17 of the Administrative Code.
7. If there is a change in the weekly rate for child(ren) due to a change in co-pay, change in membership status, adding snow days, adding vacation day/week, the YMCA will automatically deduct the amount owed. If you come afternoons only, you will be charged for 2-hour delays if you attend, and if you come mornings only you will be charged for early release if you attend.
8. Rates are subject to change at the discretion of the YMCA.

LATE PICK-UP

Our program closes at 6pm. If your child has not been picked up by 6pm and you have not contacted the staff, the following action will take place:

1. Staff will try to contact the parents to determine arrival time.
2. If contact can't be made, the staff will contact the alternate adults on the child's enrollment form to arrange pick-up.
3. After 30 minutes and above actions fail, staff will call the local police or children's services for assistance.
4. For every minute you are late to picking up your child, \$1.00 will be added to your invoice for that week.

FAMILY DISCOUNTS

Second child discounts are credited to the older child enrolled in an Before and/or After school programs.

HOLIDAY OBSERVANCES FOR CENTER

Williams County YMCA Childcare center will be closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day and New Years Day. The program may be closed early on New Year's Eve if attendance is low. The center holiday schedule is posted; however, it may change due to low enrollment.

FINANCIAL ASSISTANCE

Families who qualify may receive assistance through the department of Jobs and Family services. The Time, Attendance and Payment (TAP) system is used by Job and Family Services to record attendance for children receiving publicly funded child care (PFCC) services. As a condition of a caretaker's child care benefit, the TAP system must be used by the caretaker or the caretaker's designee to record children in and out of a provider's care each day. Failure to do so, will result in being charged the private pay rate, or termination of care. Training documents and videos for the TAP system are available for caretakers at ohiocctap.info

Public Funds Policies

1. All School Age Children who are authorized part time hours (10-32.59 hours) must attend at least 10 hours per week. If you do not attend at least 10 hours per week, we may be able to use an absent day. Once absent days have been exceeded you will be responsible for any additional absent days. For full weeks of vacation days or summer, if you are authorized for full time hours (over 33 hours) you must attend full time hours. If you do not attend 33 hours per week, we may be able to use an absent day. Once absent days have been exceeded, you will be responsible for any additional absent days. Absent Day Cost will be \$10 for PT Authorization, and \$15 for FT Authorizations once you exceed your allotted amount each 6 months period.

4. TAPS (enter attendance on the grey tablet) must still be completed daily, this is a requirement to continue to receive Public Funds for your children at our center. We have the right to end care for families who do not enter their attendance daily.

PROCEDURES

SUPERVISION

Supervision means the child care staff members have knowledge of a child's needs and accountability for his or her care at all times. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.

Children will be supervised at all times by YMCA staff. When in the restroom, children will have privacy in the restroom stall, but staff will be in or just outside the restroom area to assist if necessary. Maximum group size is the maximum number of children that may be cared for in one group at any time. Staff will be increased to meet ratio requirements at all times. School Age children may run errands or use restroom without adult supervision in program with exclusive use and are with in hearing distance and staff check in every 5 minutes until they return. Older School Age children will follow the same policy.

RATIOS AND GROUP SIZES AGE	STAFF/CHILD RATIOS	MAX GROUP SIZE
Preschool - 3 years	1 staff to 12 children	24
Preschool - 4-5 years	1 staff to 14 children	28
School age - 5-12 years	1 staff to 18 children	36

ARRIVAL AND DEPARTURE

Upon arrival, the parent/guardian must escort the child into the YMCA facility and sign child in on the tablet or sign in/out binder and escort the child to their group. When picking up the child, the parent/guardian must sign child out on tablet or sign in/out binder and escort the child out of the YMCA facility. Upon arrival and departure, a staff person will greet each child as he/she comes and goes.

ALTERNATIVE PICK-UP

Individuals listed on the enrollment form will be allowed to pick up the child/children. Occasionally, parents may wish to send someone to pick up the child who is not on the list. The center staff must have written or verbal authorization and this person must present a valid driver's license before the release of the child. For release permission, parents should make every attempt to put all possible adults and their phone numbers on the enrollment information.

CUSTODY AGREEMENTS

If there are any issues regarding custody or restraining orders issued against any primary guardian or immediate relative of the child enrolled, a copy of those arrangements must be on file at the center. If these orders are not on file, the center can release the child to either parent. The custodial parent and proper authorities will be notified in case any issues or concerns relating to the arrangements on file arise. Our job is to care for your children, not mediate your custody agreements. Please be considerate of this, and not place the YMCA in the middle of ongoing court proceedings unless necessary.

CHILD ABSENCE

If your child will be absent due to illness, doctor appointment etc; you must call or send a message the YMCA center and leave a message for the staff. These absences are not credited to your weekly payment fee.

ABSENT CHILD/"NO SHOW" PROCEDURE FOR CHILDREN AFTER SCHOOL

The staff will take attendance upon the children's arrival at the program. If a child who is expected to attend the center (from school or another program) does not arrive and the parent does not provide a verbal or written note, then the following procedure is followed:

1. A follow-up call to parent or guardian is made immediately.
2. If the parent is not accessible, the staff must make contact with emergency numbers for verification of the child's location.
3. The school office will be contacted for information.
4. If the child cannot be located with the help of the parent, school personnel or emergency contacts, the police and or children's services will be called for assistance.
5. In the event of a "no show", an incident report must be issued and Executive Director must be notified.

EARLY CHILDHOOD POLICIES AND PROCEDURES

MEDICAL STATEMENT/IMMUNIZATION POLICY

To be enrolled and remain enrolled in our program, each child must provide an immunization record within thirty days of the first day of attendance, updated as required by rule, showing the child has been immunized or is in the process of being immunized against the diseases listed in Section 5104.014(B) of the Ohio Revised Code. The center requires immunization unless a valid exemption is on file. Ohio law provides exemptions: a written statement from a licensed physician, physician assistant, or advanced practice registered nurse (for example, that the child is in the process of being immunized, or that immunization is medically contraindicated or not age-appropriate), or a written statement from the parent declining immunization for reasons of conscience, including religious convictions, as provided in Section 5104.014 of the Revised Code and rule 5180:2-12-15. A child with a valid exemption on file may attend.

FORMAL ASSESSMENTS

All children enrolled will not be formally assessed in this program at this time.

NAP/REST TIME

Please provide your child with a small pillow and blanket for nap/rest time. Each week these items will be sent home to be laundered. Children will rest no longer than 2 hours and are not required to sleep, but do need to remain quiet on their cot if they do not fall asleep. If a child does not fall asleep after 30 minutes, staff will provide quiet activities they can do on their cot.

SCHOOL-AGE INFORMATION

SCHOOL DELAYS AND CANCELLATION FOR SCHOOL-AGE CHILDREN

1. This center offers care for children during delays and cancellations. There is an additional \$5 charge for delays and \$14 charge for cancellations.
2. PLEASE NOTE: Space is limited. There is an additional fee for all day care. Your child will need a sack lunch and drink. Planned days off of school require advance registration, and care will not be provided if child is not registered.

ATTENDANCE FOR SCHOOL-AGE CHILDREN

If a child is suspended from school, they may not attend the YMCA before-or after-school program during that time period.

SCHOOL ARRIVAL FOR SCHOOL-AGE CHILDREN

Once a child enters the school district school bus or is dropped off at school at the appropriate location by the YMCA, and is dismissed from the morning YMCA program to go to their classroom, the YMCA is no longer responsible for the supervision of the child.

TRANSPORTATION OF CHILDREN

MEDICAL EMERGENCIES

The YMCA staff is instructed to contact 911 in the event of an emergency. If necessary, children will be transported by ambulance to receive medical treatment. All children enrolled in our center are required to grant the YMCA consent to call 9-1-1 for transportation of child for emergency treatment.

ROUTINE TRIPS The routine trips for this center include to Imagination station, to the Disk Golf course, and the pool on campus. These are all walking distance.

ROUTINE TRIP SAFETY

During routine trips, staff/child ratios will be maintained and children will be under the supervision of the staff. A staff member or driver trained in First Aid/CPR and the management of communicable diseases will be present on all routine trips. First aid kits are always on staff and located on the transportation.

FIELD TRIP

Transportation for children to and from field trips will be provided by YMCA vehicles. Written permission from parent or guardian is required for all field trips. All children will be required to wear appropriate identification tags that include the center's name, phone number and address

in the event the child becomes lost. Children will be under the supervision of their assigned staff at all times. Staff/child ratios will be maintained throughout the trip. All transportation authorizations and health records will be transported with the child and first-aid kits will be available in all vehicles. If a parent wants to opt out of a field trip the YMCA cannot guarantee care will be available at the center during the field trip duration. Parents will have to find alternative care until the group returns from the trip.

EMERGENCIES AND ACCIDENTS

Incident/injury report will be completed by the child care staff member in charge of the child when the following occur:

- An illness, accident, or injury which requires first aid treatment; or
- A bump or blow to the head; or
- Emergency transportation; or
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

EMERGENCY PROCEDURES

In case of severe emergency or accident a trained staff member will:

- Administer First-aid
- Contact the parent/guardian immediately and/or call emergency medical transportation if the situation warrants.
- Stay with the child until released to the parent or emergency medical transportation.
- Complete incident report and give to parent/guardian for signature.

EMERGENCY CLOSING OF THE YMCA CHILD CARE CENTER

If the site must close due to a building or snow emergency, the YMCA will make every attempt to share the information with you. Check our website or our Facebook page for the most up to date information.

FIRE/TORNADO DRILLS

Fire and tornado drills are held monthly to assure that fire emergency is understood and easily managed. A plan is posted in each room indicating staff responsibilities in case of fire emergency or weather alerts.

EMERGENCY EVACUATION/ALTERNATE SITE INFORMATION

In the event of an emergency evacuation, the group leader/teacher will take the children to the field across the parking lot

EMERGENCY MEDICAL DEVICES AND EMERGENCY MEDICATIONS

The center maintains emergency equipment and medications on site, including two automated external defibrillators (AEDs) and naloxone (a medication used to reverse a suspected opioid overdose). An AED is also available at Imagination Station for use during trips there. These are stored securely, checked regularly, and used only by staff trained in their use, in accordance with the manufacturer's instructions, the center's emergency plan, and applicable law. In an emergency, staff call 911 and provide care within their training until emergency responders arrive; parents or guardians are notified as soon as possible.

CENTER SECURITY

The center maintains a written security plan that ensures access to the center is limited to parents and guardians of children in care and other authorized persons. Access is controlled through secured, locked entry doors and staff monitoring of entry, and anyone entering the center must notify a staff member of their presence.

OUTDOOR PLAY WEATHER CONDITIONS

The YMCA believes that outdoor play is important for all children. Our weather policy for outdoor play is as follows: If the temperature is below 25F, children will not be out any longer than 10 minutes at a time. If the temperature is above 90F, children will not be outside without a water source for drinking and adequate shade and limited to 10 minutes. Real feel temperature and conditions will be taken into consideration when deciding if outdoor play is safe due to wind chill, humidity, pollen count, and precipitation limitations.

Alternative physical activity will be provided for children in case of extreme weather when outdoor play is not available

SNOW EMERGENCY INFORMATION

If a snow emergency is declared by the county where the program is located, the following plan will apply:

Level I- YMCA Programs will operate as usual. If schools are closed, the site will be open.

Level II- YMCA Programs remain open if Level II is called during operating hours and center is already open. If a Level II is called during the overnight hours, or the evening prior child care will operate on a 2 hour delay to give our staff safe travel time.

Level III- The YMCA Child Care programs will be closed. If a level III is called during the middle of the day, the center will close early. Parents will be called to come and pick up their children from the site. If a Level III is downgraded to a Level II in the middle of the day, the center will open the next morning.

MANAGEMENT OF ILLNESS

The symptoms for which a child shall be sent home:

1. Temperature of 101 degrees Fahrenheit, when in combination with any other sign or symptom of illness.
2. Diarrhea (3 or more abnormally loose stools within a 24 hour period).

3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or grey or white stools.
9. Stiff neck with elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestation.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by other sign or symptom of illness.
13. Lice
14. Any Covid-19 Symptoms

An ill child will be isolated, supervised by a staff member and the parents will be called to pick up their child. The child must be picked up one hour from the call. Upon departure from the center, parents and/or guardians will be notified verbally or by written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease. The child must be symptom free for 24 hours before returning to the center.

If the child has a communicable disease, a return note from the physician may be requested.

If a child is required to quarantine for any reason they may not attend.

ADMINISTRATION OF MEDICATION, MEDICAL FOOD AND SPECIAL SERVICES

We will administer prescription medication only. In order to administer the medication we must have the following:

1. Parent/guardian must complete the Health Care Plan(DCY 01236)
2. The medication must have a prescription label that includes the child's name, current date, and exact dose, specific number of dosages and route of administration.
3. School-age children may carry an labeled inhaler or labeled EPI pen in their pocket as long as the proper paperwork has been completed, all other medication or medical food must be stored upon arrival and out of reach of children.
4. Parents may be asked to train staff in the administration of medication when applicable.

YMCA staff apply sunscreen if the parent completes proper paperwork.

AMERICANS WITH DISABILITY ACT

Our organization is committed to providing equal educational opportunities to qualified individuals with disabilities. This may include providing reasonable accommodations where appropriate for an otherwise qualified individual to participate in the program.

It is the parent's responsibility to notify the center director of the need for accommodation, which includes administering medication or caring for children with disabilities. Upon doing so the center director will meet with the parents to discuss reasonable accommodations they believe may be necessary or the functional limitations caused by the disability. If a child is suspected of having a disability the center will run screenings, and give referrals to outside agencies. Parents are expected to follow up on these referrals in order to ensure their child's success, assist in setting the accommodations and to maintain ongoing enrollment in the center. Also, when appropriate, or as required by Ohio law, we may need parent permissions to obtain additional information from your physician or other medical professional in regards to providing care or medication.

The center will not exclude children with disabilities from the program unless their presence would pose a direct threat to the health or safety of others, or themselves, or required accommodations are not deemed reasonable. We do not provide 1-1 care for students, and if necessary care for that student would require that for the child to be successful the YMCA may deem that accommodation not reasonable for enrollment.

YMCA INFORMATION

SWIMMING POLICY

1. Written permission with parent or guardian's signature is required for swimming and water activities when the water is over 18 inches in depth.
2. For other swimming, children are required to pass a swim test or be tall enough to touch the bottom of the pool with their heads clearing the top of the water, before being allowed to participate in recreational swim activities. Staff/child ratios will be maintained at all times. A certified lifeguard will be available during swim time. Staff will review swimming and water safety rules each time children participate in water activity.
3. It is recommended your child wears a one-piece bathing suit.

NEIGHBORHOOD SAFETY

The center will be notified by the local sheriff's department of a sexual predator that has moved into the neighborhood. Should the center receive this information, we will place a red flag on the parent information board that contains the local sheriff's department telephone number. Please contact the sheriff department for more information.

POSSESSION OF A WEAPON

The YMCA Child Care center has a zero-tolerance policy for possession of a weapon in our programs. A weapon includes guns, pellet guns, knives, pocket knives or club type implements.

It may also include a toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another person.

TOYS, PHONES AND ELECTRONICS FROM HOME

We ask that children do not bring toys, phones, or any form of electronics to the YMCA Child Care center. The YMCA cannot be held responsible for any lost or stolen item. We will have special show n' share days, or electronic days. You will be notified by your child's teacher for that special day.

EMPLOYEE FAMILY RELATIONSHIPS

The YMCA has a policy that prohibits staff relating to children who participate in YMCA programs outside of scheduled YMCA activities. This includes, but is not limited to, babysitting, social media, social outings and phone conversations.

STAFF CONDUCT

Center employees are prohibited from exposing children to inappropriate language, media, or behavior. Staff model respectful, age-appropriate communication and content at all times, and any concern about staff conduct may be raised with the director.

SAFETY AND INSURANCE

While in our program, every precaution is taken to assure your child has a safe and fun experience. If an accident should occur while your child is in the program, please note that the YMCA does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

PARENTAL & STAFF CONCERNS

We want our families and staff to feel that they can share their concerns. If you have any questions, please talk with the director of the program. If you feel your questions have not been answered or your problem is not resolved please contact the CEO Daniel Tinch at 419-636-6185

If you have additional questions or concerns, please contact Olivia Stewart 419-210-8373 or oliviab@wcymca.org

Praesidium Accreditation and Child Abuse Policies

The Williams County YMCA is working on achieving Praesidium Accreditation® by Praesidium, the leader in abuse risk management. Praesidium Accreditation® is a prestigious honor that publicly demonstrates the organization has worked to achieve the highest industry standards in abuse prevention.

To achieve Accreditation, the YMCA will undergo a rigorous process to implement Praesidium's Accreditation Standards focusing on eight primary operational areas within their business: policies, screening and selection, training, monitoring and supervision, consumer participation, internal feedback systems, responding, and administrative practices. Praesidium will then verify

the YMCA's successful implementation of these standards. The YMCA will be accredited for three years, and during this time will commit to uphold fundamental organizational values and stringent safety practices that demonstrate their commitment to protecting those in their care from abuse. To learn more, visit our website.

PARENT PARTICIPATION

PARENT CONFERENCES

Conferences may be scheduled to discuss your child's progress, social, behavior and physical needs, or any other pertinent matter. Parents are free to request a conference with the child's teacher or group leader at any time.

FAMILY AND SPECIAL EVENTS

Family events will be held at least two times during the school year. These events are designed for family fun and an opportunity to meet other families from the YMCA.

PARENT VISITATION

Any custodial parent or guardian of a child enrolled in our program shall be permitted unlimited access to the center during its 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 custodial parent or guardian shall notify the center director of his/her presence.

REGISTERED SEX OFFENDER OF A CHILD ENROLLED IN THE CENTER

If the Williams County YMCA is made aware that a parent/guardian of a child is listed on a registered sex offender database, the center director will be notified and the director will inform the center staff of the situation. Parents who are registered sex offenders are able to enter YMCA childcare program for the purpose of enrollment, conferences and to drop-off and pick-up their children from the center. For the protection of the parent and the children, the parent/guardian must be under the direct supervision of a YMCA staff at all times when they are in the facility. The Williams County YMCA reserves the right to refuse admittance to the center to any registered sex offenders if they do not follow our policy for staff supervision.

PROGRAM EVALUATIONS

Evaluations are distributed periodically. Please take a few minutes when these are distributed to give the YMCA feedback on its program. Most times this is a digital survey, with a link.

BEHAVIOR MANAGEMENT POLICY

BEHAVIOR GUIDANCE PLAN FOR PARENTS

YMCA believes that all children should experience success. We strive for a classroom setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits; in such an atmosphere, most behavioral issues are prevented. However, if behavioral issues occur, our philosophy is to help children learn human values, problem solving skills and to take responsibility for their own choices. By using the following progressive

guidance techniques, we strive to minimize inappropriate behavior while creating a positive environment for all of our children:

I. Classroom Management

Our teachers will manage individual classrooms by:

- Modeling and reinforcing appropriate behavior and Maintaining consistent supervision
- Setting reasonable expectations for children's behavior based on their developmental level and individual differences
- Becoming familiar with an individual child's special needs
- Providing interesting, challenging, age-appropriate activities to do in a timely manner

II. Ignoring Negative Behavior

Some negative behavior is exhibited by a child to seek attention; however, it can be stopped when it does not get the attention desired. We will utilize this technique unless a safety issue is involved.

III. Redirection / Distraction

We will offer alternatives to children engaged in undesirable behavior by offering a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or by suggesting independent play.

IV. Verbal Intervention

The teacher explains to the child the inappropriate behavior, and shows him/her the appropriate way to handle the situation. For example, a teacher might say, instead of hitting Sarah, say, 'I am angry because you took my truck'.

V. Logical Consequences

Here, the teacher helps the child understand the logical consequences of his/her actions by removing an object, activity, etc. that is causing the problem. For example, if a child uses blocks to hit other children, the consequence is to remove the blocks from the child.

VI. Take A Break

The child is separated from the group, to allow him/her to relax and calm down, and to enable him/her to not be influenced by peers. The process used for "Take A Break" is:

- The child is assisted to an area in the room where he/she can be supervised at all times.
- The child will have access to activities and materials while in "Take A Break".
- If "Take A Break" occurs two or more time in one day, parents will be notified when the child is picked up at the end of the day.

- The child may return to the group as soon as the negative behavior stops or is significantly reduced.
- "Take A Break" will not be used for children under the age of 18 months; instead, redirection or distraction techniques will be used.
- If "Take A Break" is not working effectively, the Persistent Inappropriate Behavior Procedure will be instituted.

GUIDELINES FOR PERSISTENT INAPPROPRIATE BEHAVIOR (Suspension and Expulsion)

Persistent inappropriate behavior is any inappropriate behavior which continues after the progressive guidance steps have been used; any behavior which threatens the health or safety of themselves, other children or staff; or a continuous inability to follow the rules and guidelines of our program.

YMCA will use the following progressive procedures:

1. We will observe and record the child's inappropriate behavior.
2. We will document what we have done to try to change the behavior.
3. Child will be referred to the Behavioral Support Specialist.
4. The Center Director/Behavioral Support Specialist may suggest outside resources to parents and we will work with any outside resource for further guidance in responding to the child's behavior.
5. If inappropriate behavior continues a specific action plan will be developed to address the behavior. The action plan will outline all steps the staff will take to change the behavior, all steps the parents will take within a 30 day probationary period. All expectations of the child's behavior moving forward will be outlined on a probationary letter.
6. If the inappropriate behavior persists during the probationary period, and all attempts within reason to redirect the behavior have occurred the YMCA will dis-enroll the child.

GUIDELINES FOR IMMEDIATE DISENROLLMENT

Certain behavior may cause a significant risk of harm to the health and safety of themselves, other children or staff. (For Example, a physical assault which results in serious bodily injury, an attempted physical assault which if completed, would result in serious bodily injury, setting or attempting to set fires, bringing weapons to the Center, substantial damage to real or personal property, etc.)

YMCA will dis-enroll any child whose behavior creates a significant risk of harm to the health and safety of themselves, other children or staff, without following the guidance steps outlined above.

The YMCA expects all adults to conduct themselves in a polite and respectful manner while present in our facility. We reserve the right to remove adults from YMCA premises if the adult is

causing a disruption, is inappropriate in their language or actions, or is a threat to the safety of staff, children or other families. We also hold the right to dis-enroll any child from the program if their parents, guardians or any other adult connected to them are exhibiting inappropriate or threatening behavior to any of the YMCA staff, property, children, and families. We will contact the appropriate authorities if we feel there is an immediate threat to the safety of our center by an adult whose child/children are enrolled in our center.

FORMS OF UNACCEPTABLE DISCIPLINE

Our policy does not permit the use of the following forms of discipline: Corporal punishment Emotional punishment, including ridicule, embarrassment, or humiliation Punishing a child for lapses in toilet training habits Withholding food, light, warmth, clothing or medical care Physical restraint, other than the restraint necessary to protect a child or others from harm.

The staff has received a copy of the Behavior Guidance plan and understand its' role in behavior management with children. This is reviewed yearly with staff and upon orientation process.

SAMPLE SCHEDULES

Preschool

6:00 AM	Arrival, greeting, health check, hand washing
8:00 AM	Restroom and hand washing, breakfast or snack
9:00 AM	Breakfast snack
9:15 AM	Circle time (songs, finger plays and stories)
9:45 AM	Outdoor play and/or gross motor/indoor large muscle activities
10:15 AM	Restroom and hand washing
10:30 AM	Learning centers, science, reading, music, math, dramatic play, fine motor, art, multicultural activities
11:15 AM	Prep for lunch/hand washing
11:45 AM	Lunch
12:15 PM	Restroom, hand washing and transition to nap time
12:30 PM	Rest time
2:30 PM	Wake-up, restroom and hand washing
2:45 PM	Snack
3 PM	Outdoor play and/or gross motor/indoor large muscle activities
3:45 PM	Learning centers-science, art, music, books, dramatic play

4:30 PM Restroom and hand washing
4:45-6:00 PM Free choice, songs, finger plays, departures

School-Age

6:00 AM Greeting, health check, hand washing
6:30 AM Snack
7:00-7:45AM Prepare for departure to school
----- Children are in school
2:45-3:00 PM Arrival, attendance, restroom and hand washing
3:30 PM Snack and homework
4:00 PM Outdoor play or gym time
4:30 PM Interest centers
5:30-6:00 PM Clean-up, quiet activities and departure

FOOD

SNACKS AND MEALS

The center serves an am snack and a pm snack every day.

LUNCH WILL NOT BE PROVIDED

NUTRITIONAL INFORMATION

MEATS: Meat, poultry, fish-1oz (1-3yrs), 1½oz (3-6yrs), 2oz. (6yrs and up)

EQUIVALENTS: Cheese-1oz (1-3yrs), 1½oz (3-6yrs), 2oz. (6yrs and up), Eggs-1 medium or 1 large (1-3yrs.), 1 ½ medium or 1 large (3-6yrs.) 2 medium (6yrs and up) Peanut Butter-2 tbsp (1-3yrs.), 3 tbsp (3-6yrs), 4 tbsp (6 yrs. and up) Cottage Cheese-2oz (1-3yrs), 3 oz (3-6yrs), 4oz.(6yrs and up)

DAIRY: Milk-4oz (1-3yrs), 6oz (3-6yrs), 8oz.(6yrs and up), cheese-1/2oz (1-3yrs), 3/4oz (3-6yrs), 1oz. (6yrs and up)

VEGETABLE OR FRUIT: 2oz (1-3yrs), 4oz (3-6yrs), 6oz.(6yrs and up)-2 servings required: oranges, peaches, carrots, tangerines, apricots, tomato juice, prunes, pumpkin, green leafy vegetables, cantaloupe, strawberries, mixed vegetables. Juice that is 100% Juice and 100% Vitamin C meets 1 requirement

GRAINS: Bread-1/2 slice (1-6yrs), 1 slice (6yrs. and up), Crackers-2 to 3 small (1-6yrs.), 4-6 small (6yrs and up), Bun or Bagel-1/2 regular size (1-6yrs), 1 regular size (6yrs and up)

FOOD STORAGE PLANS

For pack lunches, please pack your child a lunch with all required components of a well-balanced, healthy lunch. If lunches do not meet requirements we will notify parents and may require you to bring in items to meet the requirements.

These are minimum requirements; you may send additional foods with your child. Children with food allergies must have a signed Doctor's slip or health form on file at the center to excuse them from being offered certain foods.

We will administer food supplements, fluoride supplements or modified diets as long as a licensed physician or dentist has completed the Request for Administration of Medication form. These forms are available at the center.

SNACKS

A nutritional snack, which includes two foods from the four basic food groups, will be provided by the center. School-age children will be served a nutritional snack twice a day during full day programs and one snack before and after school during the school year.

MENUS

A weekly or monthly menu is posted on the parent board at the center.

CELEBRATIONS AND BIRTHDAYS

We understand there are special days for your child. In sharing these special days, we ask a healthy treat be provided for each child. Examples of healthy treats include: whole grain, fresh fruits, vegetables and dips, etc. Please check with your child's teacher for allergies and appropriate snacks and treats. Sweet treats must be store bought.

Food Delivery Services/Fast Food

We do not have staff dedicated to meet food delivery services at our center. Please refrain from ordering your child food to be delivered to our location. Please send your child with a lunch daily.

Social Media Policy

All families will sign off on a photo/marketing policy for their child at time of enrollment. The YMCA does have social media pages and channels, but prior parent approval will be needed for any use of photos and dependent on parent preference which is noted on registration paperwork. No names or other identifying information will ever be shared. Child Care staff may share photos with families. We do ask families to not share any of those photos on their personal pages if other children are included in the photo.

Center Parent Information

The child care center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). This license is posted in a noticeable place for review.

A toll-free phone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review online at <https://codes.ohio.gov/ohio-administrative-code/chapter-5180:2-12>.

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

Any parent of a child enrolled in the center 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 shall is to notify the Administrator of their presence.

Licensing records, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from DCY. Early care and education program information and inspections are also online using the Child Care Search Tool on the DCY website at <https://childrenandyouth.ohio.gov/for-families/early-care-education/child-care-search>.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or DCY. HHS and DCY are equal opportunity providers and employers.

Write or Call: OCC/ACF/HHS30 Southwest Region 1301 Young Street, Suite 958 Dallas, TX 75202214-767-3849

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

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

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

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