

YCHILD CARE™

We build strong kids, strong families, strong communities.

Parent Handbook

YMCA of Darke County
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YMCA of Darke County Mission Statement

To develop the whole person – spirit, mind and body – through character development programs that reinforce Christian principals and that build strong kids, strong families and strong communities.

Statement of Purpose

The basic purpose of the YMCA of Darke County Child Care Center is to encourage development of Christian values, conduct, and life purpose. The YMCA believes in promoting a balanced lifestyle through programs that develop physical, mental, and spiritual growth for individuals and families.

Goals and Objectives

The YMCA of Darke County Child Care Center provides full and part time daycare in a setting that is safe, secure, and offers children a warm and loving environment in which to grow mentally, physically, socially, and spiritually. We believe every child is a unique creation with special talents and capabilities. The YMCA program supports and strengthens family relationships and provides a sense of community with other families.

The objectives of the program are as follows:

- To provide a program that will help children grow physically, mentally, socially, and spiritually.
- To provide a planned program of learning, recreation, and fun.
- To develop friendships among children and adults.
- To provide an environment in which children will have the opportunity to express themselves creatively.
- To provide an environment that is conducive to learning.
- To develop respect for individuals, accepting each other and ourselves.
- To help children in their understanding of manners, health, and nutrition.
- To provide new experiences and the opportunity to learn different skills.
- To support and strengthen the family unit.
- To provide a variety of activities so that children will experience success.

Licensing Information

The YMCA of Darke County Child Care Center is licensed by the Ohio Department of Job and Family Services. Licensing information, along with compliance reports, and the Child Care license are posted in the entry of the Child Care Center. Please see the attachment to this handbook for further licensing information. *Child Care Licensing Section, Columbus District Office: 1-866-886-3537.*

Registration Fees, Admissions, and Withdrawals

Children may be enrolled in the YMCA Child Care Center on either a full time or part time basis, depending on program availability. A child is considered enrolled in the center only after the following steps are taken:

1. Contact must be made with the child care director, or designated person, for an interview to determine the availability of space, discuss policies and procedures, and review the required paperwork.
2. The required paperwork is received, which includes a medical form signed by a physician or certified nurse practitioner. The medical form must be updated yearly, and a written reminder will be given out one month in advance of the due date. An emergency transportation form must also be filled out. This will include all vital information pertaining to your child's well being, such as phone numbers of where parent(s)/guardian(s) can be reached throughout the day, people to contact if the parent(s)/guardian(s) can not be reached, and permission or refusal to transport a child to a hospital if medical care is necessary. All forms will be updated yearly. If there would be any changes to the information listed on these forms, the child care director should be notified immediately so that all files can be kept current.
3. The deposit or required fees have been paid.

A \$100.00 deposit is required for each family that enrolls in the center. This deposit is refundable if all fees are paid in full, and a two-week written notice is given upon withdrawing from the program.

Hours and Days of Operation

The center operates Monday through Friday from 6:30 A.M. to 6:00 P.M. We will close to observe the following holidays:

New Years Day	Memorial Day	Labor Day
Independence Day	Thanksgiving Day	Christmas Day

The center will close early on Christmas Eve (at 4:00 P.M.). Full tuition is due for the weeks in which these holidays fall.

The YMCA, including the Child Care Center, is also closed for fair week in August for its annual maintenance. A notice will be given as soon as the week is determined. You will not have to pay your child care fees for that week.

School Delays and Cancellations

In the event of a school cancellation due to weather or other emergencies, the YMCA will provide full day care for all School Age children. If a delay is issued, the YMCA will provide care until the delay is over and the school day begins.

Weather Related Closings

When a level III road emergency (this means that weather conditions are such that roads are closed to non-emergency vehicles) is declared for Darke County, the YMCA will close. We feel that this is necessary for the safety of our staff and members, and program participants.

If an emergency situation occurs during operating hours, for example, a Level II is upgraded to a level III, the YMCA will close as soon as all the children in the center can be picked up. If this happens, and you are unable to pick up your child in a timely manner, please make arrangements to have your child picked up by an emergency contact person.

Staff/Child Ratios and Maximum Group Size

The YMCA of Darke County Child Care Center will not exceed the following state required ratios and maximum group sizes:

	Staff/Child Ratio	Maximum Group Size
Infants (6 weeks-18 months)	1:5	12
Toddlers (18 months-3 years)	1:7	14
Daycare I (preschool/3-4 years)	1:12	24
Daycare II (preschool/4-5 years)	1:14	28
School Age (Kindergarten-4 th grade)	1:18	36

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include naptime, lunch time, outdoor play or special activities.

Ratios for toddlers and preschoolers may be doubled for one and a half hours at naptime as long as all children are resting quietly on their cots and enough staff are in the building to meet the regular required staff/child ratio if there is an emergency.

Daily Schedules

Each classroom's daily schedule is flexible enough to provide adaptability when necessary but is structured enough to provide predictability for the children.

Infants (6 weeks-18 months)

The infants will be cared for according to each child's own needs. Feedings, napping, and diaper changes are individual considerations. The Infant Room is equipped with many age appropriate activities and toys. Lesson plans are designed to provide a variety of art projects, finger plays and rhymes, large and small motor skilled activities, and many other developmentally appropriate stimuli on a daily basis.

Diapers, wet wipes, baby food, pre-made bottles, baby cereal, any medications, pacifiers, and blankets need to be supplied by the parent(s)/guardian(s). The YMCA does keep stock of many extra baby supplies for emergencies.

Each child's day will be recorded on a daily sheet that will be sent home each evening. This will include, feedings, nap schedules, diaper changes, activities, general behavior, and any other additional comments. Parent(s)/guardian(s) are strongly encouraged to read their infant's daily sheet every day.

Infant Room Schedule (subject to change)

6:30-8:00	Arrival/individual Activities/Free Play
8:00-8:30	Breakfast
8:30-9:00	Diaper Checks/Changes
9:00-9:30	Quiet Time* (Individual activities for those awake)
9:30-10:15	Small Group Activity (i.e. art project)

10:15-10:30	Clean Up
10:30-11:00	Diaper Checks/Changes*
11:00-11:45	Lunch/Clean Up*
11:45-12:30	Individual Activities/Outside/Buggy Ride
12:30-1:00	Diaper Checks/Changes
1:00-3:00	Quiet Time (Quiet activities for those awake)*
3:00-3:30	Diaper Checks/Changes
3:30-4:00	Snack*
4:00-5:15	Individual Activities/Outside/Buggy Ride
5:15-6:00	Clean Up/Departure

*Individual schedules are followed throughout the day.

Toddlers (18 months-3 years)

The Toddler daily schedule consists of a variety of group exercises, large and small muscle activities, outdoor/gym play, circle time and many other activities to help develop beginning readiness skills by building basic concepts and skills.

Toilet training is a major issue that varies with each individual toddler. Teachers will assist the parent(s)/guardian(s) with toilet training by following through with the training at the center also. Communication between parent(s)/guardian(s) and staff is very important during this period. It is also very important to keep extra clothes at the center for use as necessary.

At the end of the day, a daily sheet will be sent home with each toddler. This will entail all toileting/diapering notes, eating schedules, activities, special notes, and general behavior.

Toddler Room Schedule (subject to change)

6:30-8:00	Arrival/Individual Activities/Free Play/Clean Up
8:15-8:30	Breakfast
8:30-9:00	Diaper Checks/Changes/Bathroom
9:00-9:30	Circle Time (calendar, weather, art, songs, sharing)
9:30-10:15	Gross Motor Movement (outside/gym)
10:15-10:45	Bathroom/Clean Up
10:45-11:30	Lunch
11:30-12:30	Outdoor/Individual Play
12:30-1:00	Bathroom/Clean Up
1:00-3:00	Quiet Time/Quiet Activities

3:00-3:30	Bathroom/Snack
3:30-4:30	Learning Centers/Individual Activities
4:30-5:15	Table and Group Activities/Games/Puzzles
5:15-6:00	Departure/Individual Activities

Daycare I (3 years-4 years)

The Daycare I program is both enjoyable and educational. We provide opportunity for movement, motor skill development, as well as social development and learning experiences. Shapes, numbers, alphabet, colors, songs, arts and crafts, and food experience are just a few examples of what is incorporated into daily lesson plans. Exposing the children to these concepts and skills through fascinating daily activities builds a foundation for early learning success.

At this age, some educational and fun field trips are also planned throughout the year with parent(s)/guardian(s) receiving advance notice for permission. They also swim once a week in the YMCA swimming pool. Children wear individual floatation devices for all swimming activities in the YMCA pool. Permission must be granted by the parent(s)/guardian(s) before any water activity takes place.

Daycare I Schedule (subject to change)

6:30-8:00	Arrival/Individual Activities/Bathroom
8:00-8:30	Breakfast
8:30-9:00	Bathroom/Individual Activities
9:00-9:30	Circle Time (calendar, weather, share, pledge)
9:30-10:00	Learning Centers (crafts, language arts, math, science)
10:00-10:30	Gross Motor Activities (outside/gym)
10:30-10:45	Clean Up/Bathroom
10:45-11:30	Lunch
11:30-12:30	Group Time (stories, rhymes, outside)
12:30-1:00	Clean Up/Bathroom
1:00-3:00	Quiet Time/Quiet Activities
3:00-3:30	Bathroom/Snack
3:30-4:30	Individual Activities/Outside
4:30-5:00	Group Time/Individual Activities
5:00-5:15	Clean Up/Bathroom
5:15-6:00	Departure/Individual Activities

Daycare II (4 years-5 years)

In the Daycare II classroom, children will be provided with an assortment of opportunities that will help them develop socially, mentally and physically. The children will be actively involved with a balance of child-initiated and teacher-facilitated activities that build a strong foundation of school readiness skills. The curriculum that is used in this classroom not only focuses on the alphabet, writing, and basic math, but also language, science, problem solving, and patterning, just to name a few.

At this age, some educational and fun field trips are also planned throughout the year with parent(s)/guardian(s) receiving advance notice for permission. Daycare II will go swimming once a week in the YMCA swimming pool. Children wear individual flotation devices for all swimming activities in the YMCA pool. Permission must be granted by the parent(s)/guardian(s) before any water activity takes place.

Daycare II Schedule (subject to change)

6:30-8:00	Arrival/Individual Activities
8:00-8:30	Clean Up/Bathroom
8:30-9:00	Breakfast
9:00-9:45	Circle Time (calendar, weather, pledge, share)
9:45-10:15	Learning Centers (manipulatives, crafts, fine motor)
10:15-11:00	Gross Motor Activities (Outside/Gym)
11:00-11:30	Learning Centers (science, math, language arts, games)
11:30-12:00	Clean Up/Bathroom
12:00-12:30	Lunch
12:30-1:00	Clean Up/Bathroom/Group Time (stories, rhymes, poem)
1:00-3:00	Quiet Time/Quiet Activities
3:00-3:30	Bathroom/Snack
3:30-4:30	Outdoor/Individual Activities
4:30-5:30	Individual Activities/Gym/Outdoors
5:30-6:00	Departure/Individual Activities

Kindergarteners

The YMCA offers a half-day program for children who attend kindergarten. The Greenville Elementary Schools, in conjunction with the YMCA, provides transportation to and from school every day during the school year. This includes delayed days. Arrangements must be made with the YMCA

and the elementary school if you would like to take advantage of this program.

At this age, some educational and fun field trips are also planned throughout the year with parent(s)/guardian(s) receiving advance notice for permission. Kindergarteners will go swimming once a week in the YMCA swimming pool. Children wear individual floatation devices. Permission must be granted by the parent(s)/guardian(s) before any water activity takes place.

Afternoon Kindergarten Schedule (subject to change)

6:30-8:30 Arrival/Individual Play
 8:30-9:00 Breakfast
 9:00-9:30 Free Play
 9:30-9:45 Circle Time (weather, date, share)
 9:45-10:30 Learning Centers (art, science, language arts, math)
 10:30-11:15 Clean Up/Bathroom/Quiet Time
 11:15-11:45 Prepare for Lunch
 11:45-12:15 Lunch
 12:15-12:30 Prepare for Arrival of Bus
 12:30-12:45 Bus Arrives/Depart for School
 4:00-4:30 Arrival at the YMCA of Darke County
 4:30-4:45 Snack/Bathroom
 4:45-5:30 Outside/Gym Activities
 5:30-6:00 Individual Activities/Departure

Morning Kindergarten Schedule (subject to change)

6:30-7:45 Arrival
 7:45-8:15 Prepare for arrival of Bus/Bus arrives/Depart for School
 12:15-12:45 Arrival at the YMCA of Darke County
 12:45-1:15 Lunch
 1:15-2:00 Free Play
 2:00-3:00 Quiet Time/Quiet Activities
 3:00-3:15 Clean Up/Bathroom
 3:15-4:00 Learning Centers (art, science, language arts, math)
 4:00-4:30 Group Activity/Waiting for PM Kindergarteners
 4:00-4:30 Arrival of Afternoon Kindergartners
 4:30-4:45 Snack/Bathroom
 4:45-5:30 Outside/Gym Activities
 5:30-6:00 Individual Activities/Departure

School Age Program (first through fourth grade)

The YMCA offers child care before and after school hours. This includes all non-school days that the YMCA Child Care Center is open.

The Greenville Elementary Schools, in conjunction with the YMCA, provides transportation to and from school every day during the school year. This includes delayed days. Arrangements must be made with the YMCA and the elementary school if you would like to take advantage of this program.

School Age Schedule (subject to change)

A.M. Schedule:

6:30-8:00	Arrival/Individual Play
8:00-8:15	Prepare for Arrival of Bus
8:15-8:30	Bus Arrives/Depart for School

School Age P.M. Schedule:

4:00-4:30	Arrival at YMCA/Bathroom
4:30-4:45	Snack
4:45-5:30	Learning Centers (crafts, science, math, homework) Gym/Outdoor Activities
5:30-6:00	Departure/Individual Activities

Summer School Age Program

The YMCA Child Care Summer Program will start the Monday following the last day of school. The summer program will be for children finishing kindergarten through children entering fifth grade. Notice will be given as soon as the week is announced.

Transition

The child care director or designated person will inform you when your child will be moving up to the next classroom, usually one month in advance. At that time you will receive written notice that will specify the beginning and ending date of the transition period and a transition schedule. After review of the plan, the notice must be signed and returned to the Child Care Director or designated person before the transition can take place.

The transition period generally lasts for one week, and is intended to make the move to a new classroom easier on the child and staff. If a longer transition is necessary, accommodations will be made. Please be sure to notify a staff member if you have any questions or comments concerning the transition or moving period. If the rooms are at their maximum capacity and we are unable to move your child up, the parent(s)/guardian(s) will be notified.

Tuition Fees and Payment Policies

The YMCA of Darke County Child Care Center offers both full and part time quality care. Please see the attached form for a payment chart for both types of care. Childcare payments are to be made by check, credit card or money order only. Please indicate the week being paid by adding the date to the memo line of your check, money order or credit card slip.

All checks are to be made payable to the YMCA. Payments can be made at the front desk, or dropped into the child care payment box located beside the Infant Room window. The Center does not accept cash or flex account debit cards for payment purposes.

Full-Time Enrollment

Fees for children enrolled full time must be paid by Friday for the upcoming week. If payments are not made, we reserve the right to deny care until payments are made. Fees charged are for one week of care. There is no discount, refund, or credit for sick or absent days, and holiday closings.

Vacation weeks

Each child who has been enrolled in the center for longer than six months is entitled to two weeks of vacation time per January calendar year with no tuition due for vacation weeks. Vacation must be used in consecutive 5 day increments and may be separated by a weekend. Parent(s)/guardian(s) will be given periodical written reminders of how many weeks they have used or have left to use. Any vacation not used by December 31 will be forfeited. Two new vacation weeks will be issued each January 2. For children who have been enrolled for six months or less, one week of vacation will be available with the same terms stated above.

A vacation form must be filled out and turned into the child care director at least two weeks in advance. The proper vacation form is available upon request.

Deposit

There is a \$100.00 deposit required for every child that enrolls in the program, with a \$200.00 maximum deposit per family. The deposits are refundable if upon withdrawal from the center, all fees have been paid and a two-week written notice is given. This gives us the opportunity to fill the vacancy.

Discounts

There is a 20% discount that is taken off the oldest child/children(s) tuition if you have more than one child enrolled full time.

Part-Time Enrollment

A child who is enrolled part-time must be scheduled to attend the child care center a minimum of ten hours per week, but no more than thirty hours per week. Please see the attached form for part-time child care rates. Part-Time participants must pay the hourly rate even if the amount due for a given week exceeds the Full-Time weekly rate. Each week must be scheduled with the child care director by the Friday before the upcoming week, and payments must be made by 5:00 pm that day for the following week. The minimum payment for 10 hours is due each week regardless of attendance.

If attendance at the center is for more hours than what was paid and scheduled for, the additional fees must be paid before the child can return to the center. If your child is sick and misses during the week, your hours do not carry over to the following week. We reserve the right to deny care until fees are paid.

Space is available in the child care center on a first-come basis beginning with full time enrollment. Part-Time spots are not guaranteed. If the center is at its maximum capacity, Part-Time spots will be forfeited in deference to Full-Time participants on a “last in, first out” basis.

Vacation Weeks

Part time enrollees receive no vacation time.

Discounts

There is no discount available for families with more than one child enrolled part time.

Additional Fees

Occasionally, for special field trips, we may ask you to send in a few dollars to cover the cost of admission to places like swimming pools, historical sites, nature centers and so on. Your child's teacher will let you know ahead of time if money is needed. On these occasions please send the exact amount or small bills so we can avoid money being lost.

Late Fees

Any family delinquent in payment of tuition by more than one week must pay their account current before the child can return to the center. Repeated delinquency may subject the family to a late fee of \$10.00 per child per week at the discretion of the Site Director.

The childcare center closes at 6:00 pm each day; children are required to be picked up by 6:00 pm. Any family that is repeatedly late may, at the discretion of the Site Director, be subject to a late fee of \$5.00 for each ten minutes after closing time, per child.

Transition

There will not be a change in a child's tuition if we are unable to move the child to the next classroom at the time they would typically be designated to do so. Once a space becomes available and the child is able to transition the weekly fee will be adjusted to the new rate.

Meals/Snacks

Each classroom provides breakfast, lunch, and afternoon snack at designated times (see daily schedules). Each breakfast will contain foods from at least three of the four food groups. The lunches will meet the following requirements:

- 1 serving from the protein group
- 1 serving from the grain group
- 2 servings from the vegetable/fruit group
- 1 serving from the dairy group

If a packed lunch is required for a field trip, we will provide the lunch for your child.

The Ohio Department of Education's Meal Funding Program

The YMCA of Darke County participates in a funding program from the Ohio Department of Job and Family Services to ensure that we are providing the most nutritional meals possible for all enrolled children as directed by national nutritional guidelines. As part of the application process, the State of Ohio requires that we submit the designated form completed by each enrolled family every twelve months. This form can be found in the registration packets received upon enrollment in the center, and will be passed out annually for updates.

CACFP Nondiscrimination Statement

Any sponsor of the Child and Adult Care Food Program (CACFP) is required to include the following statement for public information, public education, and public distribution:

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Supervision Policy

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

Arrival/Departure

Parent(s)/guardian(s) are required to bring their children into the classroom and sign them in on the sign in/sign out forms located in each classroom. Children, regardless of age, may not be dropped off outside the building or sent in alone.

Any special medications, messages, special pick-notes, and so on are to be given to the teacher. Staff must be made aware of each child's presence before a parent(s)/guardian(s) departs. At the time of pick up,

parent(s)/guardian(s) are asked to sign their child out and to make contact with their child's teacher to ensure that staff are aware that the child has been picked up. Parent(s)/guardian(s) are responsible for the supervision of their child before and after sign in/sign out.

Supervision of School Age Children

School Age children may run errands inside the building or 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 sight and hearing distance of their teacher.
- the teacher checks on them every 5 minutes until they return.
- the restroom is for exclusive use of the center.

Supervision of Infants/Toddlers/Preschoolers

At no time will a child be left unattended. Staff will supervise children at all times, including quiet time.

Children Arriving at the Center From Other Programs

At times, it may be necessary for a child to arrive at the center from another program (i.e. school). If a child is scheduled to arrive and does not, we will first contact the parent(s)/guardian(s) to confirm that the child is to be at the center that day, and then contact the program they were to arrive from. We will then consult with the parent(s)/guardian(s) to determine further action. Because of this, we ask that parent(s)/guardian(s) contact the center when their child is not going to be attending for any reason.

Release of Child

Staff will only release children to persons on the emergency transportation form provided by the parent(s)/guardian(s). If an emergency arises, the parent(s)/guardian(s) must provide a written, signed note giving an additional person special permission to pick-up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring their picture ID and are not offended when asked for identification.

Staff will not release children to anyone, including parent(s)/guardian(s), who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up your child. The center may not deny a biological parent access to their child without proper documentation stating we have the right to do so.

Child Abuse Reporting

All staff members are mandated to report any suspicion of child abuse or neglect to the local children's services agency. The safety of our children is first and foremost.

Field Trips/Transportation of Children

Field Trips

Daycare I, Daycare II, and School Age children are permitted to take field trips. Before any child participates in a field trip, the center will obtain written permission from the parent(s)/guardian(s) on a field trip permission form that will state the location of the outing, date, arrival and departure times, and mode of transportation. This will generally be available at least one week before the trip.

When it is necessary to travel in the YMCA vans, trained staff members will be in the van. Before departing the center, each child will wear a red jersey, and a neon wristband bearing the YMCA address and phone number. Staff will take attendance before departing the center, upon arrival at the destination, periodically through the trip and before leaving the destination. Sign in/sign out forms and a first aid kit will accompany the classes on all trips. Staff will also be assigned specific children they are responsible for supervising.

If required by age or weight, please be sure to provide a car seat for your child when use of the YMCA van or Greenville Transit System is needed.

Swimming

School Age, Daycare II and Daycare I children are permitted to swim in the YMCA swimming pool once a week. During that time, a child care staff member accompanies the children in the water, and a certified lifeguard is on deck to supervise. Staff are required to review all water safety rules before any water play takes place, and required child/staff ratios will be maintained during any type of water activities.

For special occasions, and throughout the summer, more swim days may be scheduled. Parent(s)/guardian(s) will be notified in advance so that permission may be granted. The Greenville City pool is also used for swimming field trips in the summer for the older children.

Before any water activities take place, the parent(s)/guardian(s) must sign a swim permission form stating that they give permission for their child to participate in the swim time. The permission form must also be signed for all children in the center before other water activities, like the use of wading pools and sprinklers, can take place.

Child Guidance and Management

Our YMCA Child Care teachers believe that helping a child to learn self control is very important. Our hope is that each child will learn self-discipline through careful guidance. Above all your child will be treated with love and respect. Our expectations will be kept within the child's capabilities and each child will be made aware of these expectations. Positive Reinforcement and Positive Redirection will be used.

In some instances, children may be asked to sit out for a short period of time to give them a chance to regain their self-control. Time outs are age appropriate. This discipline policy applies to all staff and parents while they are at the child care center.

If a situation arises where a child is consistently acting out against him/herself, peers or staff, it may become necessary to dismiss the child. Every attempt will be made to work with the parent(s)/guardian(s) and the child to correct this behavior before such action is taken. The safety of all the children is our main priority and necessary steps will be taken

to ensure that every child is safe at all times. Sometimes a child may require services that our program is not equipped for, nor our teachers trained to meet. The YMCA Child Care Center reserves the right to discontinue child care services to a child at any time during the year. The parent will be advised prior to the dismissal of the child from the program.

The YMCA Child Care Center follows these guidelines:

- There shall be no cruel, harsh or unusual punishments.
- No discipline technique shall be delegated to any other child.
- No physical restraints shall be used to confine a child.
- No child shall be placed in a locked room or confined in an enclosed area.
- No child shall be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten the child.
- Discipline shall not include withholding food, rest or toilet use.

The above follows Licensing Rule 5101:2-12-22

Management of Illness

The YMCA of Darke County strives to provide the children with a clean and healthy environment. However, we realize children become ill from time to time.

Daily, we observe all children as they enter the center. We ask that you are considerate to the other children in the program and not bring your child into the center if he or she is sick.

A child with any of the following symptoms will be immediately isolated in the Directors Office, they will be made comfortable, and will be supervised

by Center staff until discharged to the parent(s)/guardian(s) or emergency contact person:

- ☹ Temperature of 100 degrees Fahrenheit or higher in combination with other signs or symptoms.
- ☹ Diarrhea (three or more abnormally loose stools within a 24 hour period)
- ☹ Severe coughing, causing the child to become red or blue in the face or making whooping sounds
- ☹ Difficult or rapid breathing.
- ☹ Yellowish skin or eyes.
- ☹ Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- ☹ Untreated infected skin patches, unusual spots or rashes.
- ☹ Unusually dark urine and/or gray stool.
- ☹ Stiff neck with an elevated temperature.
- ☹ Evidence of untreated lice, scabies, or other parasitic infections.
- ☹ Sore throat or difficulty swallowing.
- ☹ Vomiting more than one time or when accompanied by any other signs or symptoms of illness.

When notified by the Child Care Director or designated person of a symptom listed above, the parent(s)/guardian(s) will be asked to come and pick up their sick child as soon as possible. If the parent(s)/guardian(s) is unable to pick up their child, other arrangements must be made. In the event, the parent(s)/guardian(s) cannot be reached, the persons listed on the emergency transportation form will be contacted. It is sometimes helpful to have a back up plan if you know ahead of time that you will not be able to take off from work/school to pick up a sick child.

If a classroom has been exposed to a communicable disease, a note will be posted to alert all parent(s)/guardian(s) of signs and symptoms to watch for in their own children. In return, we request that you report to us when your child has been exposed to a particular infection or disease outside of the center.

The ill child will not be allowed to return to the child care center until the period of contagion has passed.

The center follows the Ohio Department of Health “Child Day Care Communicable Disease Chart”, located in the room behind the child care office, for appropriate management of a suspected illness.

Administration of Medication

The center will only administer medication to a child after the parent(s)/guardian(s) completes a Request for Medication form, which is available upon request. All proper sections must be completed and the medication must be handed to a teacher, to be stored in a place inaccessible to children. Medications may not be stored in cubbies or book bags where they may be assessable to other children.

Prescription medications must be in their original containers and administered according to the directions on the label and on the request form. Over the counter medications must also be in their original containers and will only be administered in accordance to label and request form instructions. If the parent(s)/guardian(s) request any different dosages or uses, a physician must provide written instructions on the request form. We will not administer an over the counter medication for more than three consecutive days, unless there are written instructions available from a physician.

Sunscreen, topical products, including diaper rash cream, and lotions can also be administered as long as the following conditions are met:

- (a) The center shall secure written instructions from the parent(s)/guardian(s) on a medical request form.
- (b) The staff will follow manufacturer's guidelines regarding application.
- (c) When used for skin irritations, such as diaper rash, the topical product shall be applied by the center for no longer than fourteen consecutive days at any one period of use.

For school age children who require the use of a prescribed inhaler, the procedure will be as follows: Parent(s)/guardian(s) must sign a release form stating that they are permitting their child to have access to their inhaler at all times. The child must keep the inhaler on their person at all times. It may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the staff member responsible for the child.

Accidents/Emergencies

The Center has developed policies and procedures to follow in the event that an emergency would occur while a child is in the Center's care. For a fire or tornado, staff will follow the written instructions posted at each exit throughout the child care center and YMCA facility. In order to prepare for such events, tornado and fire drills are practiced to help the children remain calm and know what to do. Should we need to evacuate the facility due to fire, weather conditions, loss of water, heat, power, or any other environmental disaster or threat of violence, staff will secure the children and proceed to our emergency destination next door: Will Family Dining, 405 Wagner Avenue, Greenville. Attendance records, children's emergency transportation forms, class emergency kits, emergency cell phone and first aid kits will accompany each group of children. A sign will be posted on the front door of the YMCA indicating that the building has been evacuated, and the location of the children. Parent(s)/guardian(s) will be contacted as soon as possible to pick up their children. If the parent(s)/guardian(s) can not be contacted, the emergency contact person will be notified.

In the case of a minor accident/injury, staff will administer first aid. If the injury is more serious, first aid will be administered, and the parent(s)/guardian(s) will be notified to assist in deciding the course of action. If immediate transportation is required, the emergency squad shall be called, the parent(s)/guardian(s) will be notified, and a child care staff member will accompany the ill/injured child to the hospital.

An incident/injury report will be completed, and given to the person(s) picking up the child on the day of the incident/injury if any of the following occur:

- the child has an illness, accident, or injury which requires first aid
- the child receives a bump or blow to the head
- the child has to be transported by emergency squad
- 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.

Emergency Numbers

Emergency Squad: 911 or 548-9339

Police Department: 911 or 548-1103

Poison Control: 911 or 1-800-762-0727

Hospital: 911 or 548-1141 (Wayne Hospital)

Fire Department: 911 or 548-3040

Children's Service Agency: 548-2920

Food Supplement or Modified Diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding the modification or supplement.

Outdoor Play

When the weather is suitable, outdoor play is incorporated into each classroom's daily schedule. We will limit the amount of time spent outside when the outside temperature (wind chill and heat index included) drops below 20-25 degrees Fahrenheit or goes above 85-90 degrees Fahrenheit. Rain, snow, or other threatening weather conditions also may prohibit the amount of time spent outside. On days when outdoor play is not an option, the YMCA gym will be used as an alternative. Please remember to send your child in appropriate clothing so they may be comfortable indoors and outdoors.

Signing In and Out

Parent(s)/guardian(s) must sign their children in and out each day on the classroom attendance form. These forms will be readily available in whichever classroom your child is to be designated to be in for arrival and departure. A child will only be released to another adult if written permission is granted by the parent(s)/guardian(s).

Snacks/Treats

The child care center provides nutritious snacks daily and we prefer that the children do not bring in candy, gum or sugary treats. However, birthdays and special occasions are important to all of us, so if you desire to bring in a special treat for your child's class, you are welcome to do so, but we ask that you please inform your child's teacher or the Child Care Director at least two days in advance. We talk about good nutrition at the Center so let's keep

those snacks NUTRITIOUS. Due to food allergies, peanut butter and nuts are not permitted.

SUGGESTED DRINKS

Fruit juices, water, or milk.

If your child is unable to drink milk please make us aware of it, and there will be a substitute drink.

SUGGESTED SNACKS

VEGETABLES: Tomatoes, cucumber, cauliflower, celery, or carrots. Served alone or with cottage cheese, yogurt, or light dressing.

FRUIT: Apples, apricots, bananas, cherries, grapes, melon, oranges, peaches, berries, plums, or pears. Served alone or with cheese or yogurt.

DRIED FRUIT AND SEEDS: Raisins, apricots, dates, prunes, apples, sunflower seeds, pumpkin or coconut.

GRAIN PRODUCTS: Popcorn, wholegrain bread and crackers, quick breads, muffins, or biscuits.

OTHER: Hard-boiled eggs, deviled eggs, egg or tuna salad, cheese cubes, or applesauce.

Toys

Our center is well equipped and your child will have access to a variety of age appropriate equipment and toys while they are here. Therefore, we encourage you to leave your child's toys at home. This will prevent your toys from getting lost or damaged. We never allow the use of toys associated with aggression or violence in the center.

Personal Belongings/Appropriate Clothing

Please mark all of your child's belongings including outer wear, swim suits, towels, and nap time items. Your child may bring a blanket and a stuffed doll or animal to be used only at nap time. Also, remember to dress your child accordingly to the weather daily. We want them to be as comfortable

as possible indoors and outdoors. Sneakers or other soft-soled shoes are advised for the prevention of injuries.

For all children in the Center, please send an extra set of clothing in a bag marked with your child's name. Remember to include socks and underwear. The bag will be kept in the classroom and items used if your child needs a change of clothing.

Parent(s)/Guardian(s) Participation

Parent(s)/guardian(s) are encouraged to participate whenever possible in the special activities, field trips and projects that take place at the center. Parent(s)/guardian(s) have unlimited access to the building during hours of operation.

We at the YMCA of Darke County realize that you trust us with your children on a daily basis. Therefore, we want the relationship between the parent(s)/guardian(s) and staff to be a good one. Teachers are available to discuss a child's progress or needs at any time. However, due to the teacher's schedules and responsibilities, we ask that you schedule an appointment with your child's teacher if it is necessary to have a lengthy conversation. Teachers want to be able to focus on you and your child. The child care director or designated person will be available during scheduled hours for any problems or situations that need to be discussed.

If parents or staff have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found:

1. Child's teacher
2. Childcare Director
3. YMCA Executive Director

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Our teachers fully understand that you trust us with your little ones and we want a positive working relationship with you.

Ohio Department of Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public childrens service agency.

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon 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, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq.

**This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.*

JFS 01237 (4/2003)

ACKNOWLEDGEMENT

This acknowledgement must be placed in our files per Rule 5101:2-12-30 (Ohio Administrative Code). Please sign and return this page to the Child Care Center Director.

By my signature below, I acknowledge my receipt and review of the YMCA of Darke County Child Care Center policies and procedures. This includes but is not limited to the following:

- Licensing Information
- Center Program Information
- Guidance and Management Policy
- Supervision of Children Information
- Nutrition Information
- Procedures for Emergencies and Accidents
- Management of Illness
- Transportation of Child in Emergency
- Water Safety Policy
- Outdoor Play Policy
- Parent Involvement Plan
- Vacation Policy
- Tuition and Charges
- Late Fee
- Registration and Permanent Dismissal Information
- Enrollment and Health Information that is required for admission
- Center Parent Information Sheet from ODJFS

Parent or Legal Guardian's Signature

Parent/Guardian Name (Please PRINT)

Date