

YCHILD CARE™

We build strong kids, strong families, strong communities.

School Age Parent Handbook

YMCA School Age Program
7550 St. Rt. 118
Greenville, Oh 45331
(937) 417-8011

YMCA of Darke County
301 Wagner Avenue
Greenville, Ohio 45331
(937) 548-3777

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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 principles and that build strong kids, strong families and strong communities.

Statement of Purpose

The basic purpose of the YMCA of Darke County School Age program 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 School Age program provides full time care before and after school 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 School Age program 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 Greenville Primary School gymnasium. 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 School Age program on a full time basis, depending on program availability. The program rate is a flat fee, based on Member/ Non-Member rate. Financial Assistance is available for those who are unable to pay the full rate. A child is considered enrolled in the program 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: 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 School Age program operates Monday through Friday with the following hours:

Before school - 6:30 A.M. to school begins/bus departure

After school - School Dismissal/Bus arrival 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.

School Breaks and Days Off

On days when the school is closed due to holiday breaks, or in-service days, the YMCA School Age program will be held at the YMCA. This does not include, however, designated YMCA holidays which are listed above. For scheduled no school days, there is an additional fee per day for your child to attend all day. Please refer to your child's teacher or payment sheet.

School Delays and Cancellations

If a school delay is issued, the YMCA will continue to provide care at the YMCA Child Care Center. Transportation will be provided by Greenville City Schools. If a delay turns into a cancellation, we will provide full day care; your child will receive breakfast, lunch, and a PM snack. For school cancellation days, there is an additional fee per day for your child to attend all day. Please refer to your child's teacher or payment sheet.

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 School Age program will not exceed the state required ratios and maximum group sizes:

	Staff/Child Ratio	Maximum Group Size
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.

Daily Schedules

The School Age program's daily schedule is flexible enough to provide adaptability when necessary, but is structured enough to provide predictability for the children.

School Age Program (first through fourth grade)

The School Age program will be held at Greenville Primary School (7550 St. Rt. 118 Greenville, Ohio 45331). The YMCA offers child care before and after school hours. This includes all non-school days at the YMCA Child Care Center for an additional fee per day.

The Greenville Elementary Schools, in conjunction with the YMCA, will provide transportation to school on delayed days.

School Age Schedule (subject to change)

A.M. Schedule:

6:30-8:15	Arrival/Individual Play
8:15-8:30	Prepare for Arrival of Bus
8:30-8:40	Bus Arrives/Depart for School

School Age P.M. Schedule:

4:00-4:30	Arrival at Greenville Primary/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.

Tuition Fees and Payment Policies

The YMCA of Darke County School Age program offers full-time quality care. Please see the attached form for the tuition rate payment chart. 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 dropped into the child care payment box located in the gymnasium or made at the front desk of the YMCA. The School Age program does not accept cash or flex account debit cards for payment purposes.

All payments are due and must be paid in full by Friday for the upcoming week. If payments are not made, we reserve the right to deny care until the payment is made in full. 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.

Registration Fee

A \$35.00 registration fee, per family is required along with your child's deposit. The registration fee is non-refundable.

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.

Meals/Snacks

The School Age program provides an afternoon snack each day at designated times (see daily schedule). The snack will consist of two food groups from the following possibilities: grain, protein, fruit or vegetable.

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 gymnasium and sign them in on the sign in/sign out forms located in the front of the gymnasium. **Children, regardless of age, may not be dropped off outside Greenville Primary school 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 school-age program.

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 with out 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

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.

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 Greenville Transit System is needed.

Swimming

School Age children will be swimming in the YMCA swimming pool on no school days. 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 School Age Program 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 School Age program 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 a portion of the gymnasium not being used by other children, will be made comfortable, and will be supervised by the School Age program 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 School Age Site 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 gymnasium, for appropriate management of a suspected illness.

Administration of Medication

The school age program 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, 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, 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 School Age program has developed policies and procedures to follow in the event that an emergency would occur while a child is in the School Age program's care. For a fire or tornado, staff will follow the written instructions posted at each exit throughout the school 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 at the Southwest corner of Greenville Primary school. At the YMCA, staff will secure the children and proceed to our emergency destination at the Southeast corner of the YMCA. 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 gymnasium 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 the School Age program'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 Greenville Primary School gymnasium 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 School Age program 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 School Age Site 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.

Toys

Our School Age program is well equipped with a variety of age appropriate toys and equipment your child will have access to while they are in our care. Therefore, we encourage you to leave your child's toys at home. This will prevent your toys from getting lost or damaged. Toys associated with aggression or violence are never allowed in the School Age program.

Personal Belongings/Appropriate Clothing

Please mark all of your child's belongings including outer wear, backpacks and lunchboxes. 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.

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. The School Age Site Director is available to discuss a child's progress or needs at any time. However, due to schedules and responsibilities, we ask that you schedule an appointment with the School Age Site Director if it is necessary to have a lengthy conversation. We want to be able to focus on you and your child and will be available during scheduled hours for any problems or situations that need to be discussed.

If parents have 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. School Age Site Director
2. Childcare Site 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. We fully understand that you trust us with your child 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