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# **CLINTON MASSIE PRIME TIME PARENT HANDBOOK**



# **Clinton Massie Prime Time Program**

**Offered by:**

***Ralph J. Stolle Countryside YMCA***

**YMCA Clinton Massie**

**2556 Lebanon Road**

**Clarksville, OH 45113**

**Phone: 937 289 9081**

**Hours of operation:**

Monday—Friday 6:30 am to 6:00 pm

**Licensed To Care For**

Ages: Preschool to 8th grade

(Preschool, Extended Kindergarten Care

Before and After School Care & Summer Adventure)

**Director: Michelle Wood**

**[Michelle.Wood@ymcastaff.org](mailto:Michelle.Wood@ymcastaff.org)**

**Assistant Director: Tonya Bowser**

**[Tonya.Bowser@ymcastaff.org](mailto:Tonya.Bowser@ymcastaff.org)**

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# Table of Contents

## **A. Introduction to Prime Time**

1. Welcome/Mission/Philosophy
2. Program Enrollment
3. Absences/Illness/Closures

## **B. Financial**

1. Registration Fee
2. Annual Processing Fee
3. Delinquent Accounts>Returns
4. Method of Payment
5. Discounts/Extra Charges
6. Withdrawal Policy/Human Services

## **C. Communication**

1. Mass Communication
2. Parent Participation Policy
3. Meeting with Staff
4. Resolving Problems in the Center
5. Personal Belongings
6. Video/Birthdays

## **D. Supervision, Sign In/Sign Out & Emergency**

1. Supervision Policy
2. Arrivals & Departures
3. Transition Programs
4. Early Afternoon Pick Up
5. Children Arriving From Another Program
6. Release of a Child
7. Custody Agreements/Transfer of Records

## **E. Supervision & Emergency**

1. Emergency Transportation Plan
2. Field Trips/Transportation of Children
3. Swimming Policy/Swim Test

## **F. Unexpected School Closures, Full Days & Schedules**

1. School Closures
2. Schedules
3. Full Days/Ratios/Group Sizes
4. Outdoor Play Policy
5. Meals & Snacks

## **G. Management of Illnesses**

1. Medications
2. Allergies
3. Food Supplements or Modified Diets
4. Lice Policy

## **H. Behavior Management**

1. Levels of Behavior Management
2. Bullying
3. Behavior Management Practices
4. Reasons for Termination of Childcare Services

## **I. Curriculum**

1. Assessments
2. Screenings
3. Teaching Strategies Assessments
4. Exiting the Child Care Program

## **J. Staff Development**

## **K. Reporting Child Abuse**

# **A: INTRODUCTION TO CLINTON MASSIE PRIME TIME**

## **WELCOME**

Welcome to Ralph J. Stolle Countryside YMCA's Clinton Massie program. This handbook contains information regarding this child care location. It is very important that you read this handbook and keep it handy as long as your child is enrolled. It will answer many of the questions you may have.

## **OUR MISSION**

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

## **PHILOSOPHY AND GOALS**

Our program is designed to meet the developmental and individual needs of children 3 years old to school age, through the use of the Creative Curriculum and Building the Primary Classroom. The staff recognizes the importance of balanced growth so they provide opportunities to grow cognitively, socially, emotionally, and physically through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

Countryside YMCA is committed to emphasize the character development of the children in our programs by focusing on five core values: Caring, Honesty, Respect, Responsibility, and Faith. Staff members serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child's needs.

## **PROGRAM ENROLLMENT**

Our program is open to children ages 3 years to 8th grade, Monday through Friday, 6:30 a.m. to 6:00 p.m.

A child is considered to be enrolled in the center only after the registration fee has been paid, the director confirms the availability of space and the required paperwork is received, reviewed and approved by the director.

This includes Children's Enrollment and Health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Enrollment information is kept in the Directors Office as well as a copy in the child's homeroom. Records are kept confidential and only available to program administration, staff, licensing, and regulatory agencies, emergency personnel and

those listed on the enrollment forms. Enrollment paperwork needs to be turned in prior to the first day of care.

All immunizations must be up to date for your child's age or a note from the child's doctor stating why immunizations are not current (if a parent chooses not to immunize). If you withdraw your child and then re-enroll again, another registration fee is required.

**\*Fee sheets are in the parent enrollment packet.**

### **ABSENCES/ILLNESS/CLOSURES/HOLIDAYS**

Our program is a not-for-profit organization. We base our operating cost on annual registration projections. In order to continually assure the highest quality of staff, equipment and supplies, we cannot offer reductions in our fees for absences due to illness, school delays, and delays changing to closures, holidays, inclement weather conditions or vacations.

## **B: FINANCIAL**

### **REGISTRATION FEE**

Upon enrollment there is a non-refundable registration fee that will secure your childcare spot. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is paid in full.

### **ANNUAL PROCESSING FEE**

An annual processing fee is charged to each family per child to cover updating paperwork, software, one call now mass communication system, etc.

### **DELINQUENT ACCOUNTS/ RETURNED CHECKS**

A fee of \$10.00 will be charged for any returned payments due to insufficient funds and the parent may be required to pay by another payment method until all account balances are settled.

Non-payment of your tuition could result in the child being withdrawn from the program until the debt has been cleared.

## **METHODS OF PAYMENT**

Bank draft is the only payment method. Tuition payments can be drafted from your checking account, savings account or credit card. This payment method will be drafted bi-weekly. This will make it easy for you to pay your childcare fee automatically, at absolutely no cost to you.

Tuition is due on draft Friday for the upcoming two weeks.

## **DISCOUNTS**

Families enrolling more than one child will receive a discount on the oldest child's tuition.

## **EXTRA CHARGES**

- 1) **Returned payments** result in a \$10.00 minimum charge. Recurrent returned checks results in a payment method of money orders only.
- 2) **Late pick-up fees** are \$15.00 starting at 6:01 pm and \$5.00 every five minutes thereafter, using the center's cell phone. These fees are due upon pick-up of the child or the first day the child returns. After several offenses, the parent will be required to meet with the Director to discuss a possible solution for this problem.
- 3) **Full days** for school age children. School age children will be charged an additional fee for full days. Their regular weekly tuition is based on them only being at the center partial day. If they do not attend full days there will be no additional charge.
- 4) **Field Trips** - Additional charges may be assessed for summer field trips, or extracurricular activities.

## **WITHDRAWAL POLICY**

A written or emailed notice of intent to withdraw a child from the program must be submitted to the Director two weeks prior to the child's last day. Please understand that if you leave the program abruptly, tuition will be charged for those particular weeks.

## **HUMAN SERVICE**

This program accepts families who receive assistance from the Ohio Department of Job and Family Services. Co-payments are due on a weekly basis or may be paid bi-weekly through our EZ-EFT bank draft. The YMCA adheres to the guidelines set by the county childcare unit. Delinquent co-payments will be reported to your caseworker. Parents are responsible for obtaining, maintaining and reapplying for

public funding as well as providing our office with this documentation. Any lapses in public funding will result in full tuition being charged to the parent. Failure to consistently enter TAP transactions will result in the YMCA holding the parent accountable for any lost revenue the YMCA incurs for their child due to failure to TAP.

### **TAX STATEMENT**

Parents will be provided with a yearly summary of childcare payments for tax purposes. The tax ID number is 51-0181689

## **C: COMMUNICATION**

### **MASS COMMUNICATION**

The programs use a "One Call Now" system to quickly communicate to everyone in the program. Make sure we have the correct phone number and email address on file so your family is getting all the correct information.

### **PARENT PARTICIPATION POLICY**

Parents are encouraged to participate whenever possible in the activities at the center. Parents have unlimited access to all areas of the building used for child care during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Throughout the year there are many opportunities available for parents to participate.

If parents 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) Director
- 3) 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. Staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

### **MEETING WITH STAFF**

Teachers are available to discuss a child's progress or needs at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

## **RESOLVING PROBLEMS IN THE CENTER**

If you are experiencing any concerns or issues with the program, you should bring it to the attention of your child's teacher. You can talk to them in person or email them. If your issue is not being resolved to your satisfaction, please contact the Administrator to discuss the issues. Our goal is to provide quality and satisfactory care for your family, please let us know how we can better serve you.

## **PERSONAL BELONGINGS**

Our program provides an ample supply of toys, learning tools, and developmental materials to meet your child's daily needs. Please leave money, gum, sharp pointed items, or any weapon toys at home. Children have more fun and participate in activities when they are not concerned about personal belongings being lost or destroyed.

## **VIDEO**

Staff will preview movies to determine if the content is appropriate for the children. Alternative activities will be available for children who do not want to view the video. All movies are "G" rated, unless prior written permission is received from all parents. Video license is posted in the office. If a PG movie is shown with school age children, parents will need to sign off for their child to watch.

## **BIRTHDAYS**

Every child's birthday is a special time, and children enjoy celebrating their birthdays. If you would like to bring something for your child's special day, please notify the director and confirm the date and what you would like to bring.

# **D: SUPERVISION, SIGN IN & SIGN OUT**

## **SUPERVISION POLICY OF CHILDREN**

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

School age children may run errands inside the building, use the restroom, or engage in a short term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher, without the use of electronic equipment.
- The staff member checks on the children who are in Kindergarten through 3rd grade at least every five minutes until they return to the group
- The staff member checks on the children in fourth grade and higher every ten minutes until they return to the group.
- The center has exclusive use of the space being used by the children.

### **ARRIVALS & DEPARTURES**

Parents are required to bring their children into their designated sign in location and physically sign their child in/out. Any special messages, medications, special pickup notes, etc. are to be given to the staff member on duty. Children may not be dropped off at the entrance of the building or be sent inside alone.

Staff must be made aware of each child's presence before the parent departs. At the time of pick up parents are asked to make contact with their child's supervising staff member to ensure the staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after signing them out.

DO NOT leave your car running while you bring your child into the program for the safety of others. Also, children should never be left unsupervised at any time while they are in the building or parking lot.

### **TRANSITIONING**

Children will transition from the YMCA program to school with supervision from YMCA staff. Ratio will be maintained as children are walked to and from school.

### **EARLY AFTERNOON PICK UP**

If you need to drop off or pick up a preschooler between 11:00 a.m. to 2:30 p.m., you must see the Director to make arrangements, due to our lunch and quiet time for the children.

### **CHILDREN ARRIVING FROM ANOTHER PROGRAM**

Please let the program know if you are picking your child up from school and they will not be returning to us. If a child does not return from school and we have not been notified by the parent, we consider that child missing and follow our "Missing Child Protocol".

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then

contact the program that they are to have arrived from. We will then consult with the parent to determine further action.

**For the above reasons, it is very important that parents contact the center when their child is not going to be attending.**

### **RELEASE OF A CHILD**

Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child or speak with the Director. Staff will check ID's of anyone they do not recognize. Please let people know ahead of time so they bring a picture ID. The children's safety is our top priority!!

Staff will not release children to anyone, including parents, 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 involving your child, you must provide the center with current court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

### **TRANSFER OF RECORDS**

All child files and records will be kept on file at the site. Files will only be shared with the parent or guardian of said child. If there is a request from an outside party for the child's records, permission from the parent or guardian must be obtained.

A "Request for Records Transfer" form must be completed by the parent or guardian, stating the child's name and to whom records should be released to.

Upon receipt of an official request for educational and developmental records from the parent or guardian, the site Director shall transfer requested records to the party indicated on the Request for Records Transfer paperwork.

## **E: SUPERVISION & EMERGENCY**

- Cordless handsets are located in the office and preschool room.
- Use of aerosol sprays is prohibited while children are in attendance.
- Fire drills, tornado safety, and evacuation procedures are in accordance with the Ohio State Law. We conduct monthly fire drills; children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans and routes are posted in each classroom. Tornado drills are practiced during required months and lockdown procedures are practiced quarterly.
- Safety: Our entire complex internally and externally, is secured by electronically monitored fire systems.
- We have security doors that are activated by an office designated pin number. This pin number needs to remain confidential.
- Children will be supervised at all times.
- Medical, dental, and general emergency plans are posted in each classroom and other spaces used by children.
- Each classroom has a posted daily program schedule.
- The center shall maintain indoor temperature, which will not fall below 65 degrees or go above 85 degrees.
- We maintain ratio standards and regulations at all times.
- In the event of severe weather, closing announcements will be sent out with a "One Call Now System". Please make sure we have your correct contact information.

In case of an emergency, the child will be treated appropriately; the Director will be notified; ratios will be maintained; remaining children will be removed from the area of the situation, with proper supervision in a safe area; 911 will be called if serious; the Enrollment form will be sent with the life squad; parents will be notified; and an incident report will be completed. If an injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records and stay until the parent resumes responsibility for the child. Only parents or EMS will transport. The State inspector will be notified within 24 hours. There is always one staff member present that has received training in First Aid/Communicable Disease and CPR. In the case of a minor accident/injury staff will administer basic first aid and TLC. An incident/injury report will be completed, and given to the person 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; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

If the incident is serious or a child requires emergency transportation, the Serious Incident Reporting for Child Care Form will be filed online the next business day. This form can be printed and given to the parents to meet the notification requirements.

## **EMERGENCY TRANSPORTATION PLAN**

The YMCA emergency plan for transportation is to have staff to call 911, then to contact the child's parent from the information located on the child's registration form. In order to enroll, the Center requires each parent/guardian to grant consent for the emergency transportation of their child.

## **FIELD TRIPS/TRANSPORTATION OF CHILDREN**

The Clinton Massie program will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The Clinton Massie Schools will provide transportation on field trips. Authorized YMCA staff can transport children in the YMCA Mini Bus for local field trips. All bus drivers hired by the YMCA will complete all ACA driver training documentation and ODJFS bus safety checklists. For safety reasons ALL children leaving the YMCA on a field trip will need to be wearing the designated Field Trip T-shirt in order to participate. Before departing the program, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, the program will obtain written permission from the parent or guardian.

## **SWIMMING POLICY**

Swimming activities will be provided only for school age children during the summer. We will take the children to the Countryside YMCA pool. A lifeguard will be present at all times and child care staff will also be actively supervising children. Please remember to send bathing suits, and towels. Sunscreen must also have a medication form completed for it. If your child burns easily, please include a lightweight T-shirt they can wear over their swimsuit, during swim time.

In the enrollment packet parents will be provided with permission slips ahead of time, which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance. This permission slip will also cover children engaging in water play with standing water.

## **SWIM TEST POLICY**

All children in our program who participate in swimming are required to wear a swim bracelet. Children electing not to take the swim test will be issued a shallow water only bracelet. The swim tests are offered each time we go and can be reattempted at the teacher's recommendation.

## **F: UNEXPECTED SCHOOL CLOSURES, FULL DAYS & SCHEDULES**

Our program will operate a full day program for school agers when school is closed for school breaks or cancellations. Please refer to fee sheets for rates. It is required that you register in advance for the full days, so we can provide adequate staff.

- #1 If the Clinton Massie schools are on a delay, our programs will open at the *regular time* and offer care until school starts.
- #2 In the event that schools are closed for inclement weather or other conditions, our program will operate on a ONE HOUR DELAY. Programs will operate 7:30 am to 6:00 pm. An additional fee per day, per child will be charged for school age children in grades kindergarten through 8th.
- In the event of a level 2 or 3 weather condition, natural disaster or other environmental conditions, the program will be closed and parents will be called to pick up their children as soon as possible.

### **SCHEDULED PROGRAM CLOSURE INFORMATION**

#### *In-service/Closures:*

Our program is closed for two in-service days a year, as well as the day after Thanksgiving and Christmas Eve. Parents will be notified at least two weeks in advance of these dates.

#### **All Childcare programs are closed on:**

- |                   |                         |                |
|-------------------|-------------------------|----------------|
| *New Year's Day   | *Labor Day              | *Christmas Eve |
| *Memorial Day     | *Fourth of July         | *Christmas Day |
| *Thanksgiving Day | *Day After Thanksgiving |                |

Our fees are set on an annual basis; there is no reduction in tuition for holidays. If a major holiday falls on a Saturday our program will be closed on Friday, if it falls on Sunday our program will be closed on Monday.

### **FULL DAYS**

Throughout the school year the schools are closed for scheduled teacher conferences, work from home days, weather and holidays. Our program offers full day programs on these days.

In order to plan appropriately;

- A Full Day Registration form must be completed and returned by the deadline date. This will ensure your child's enrollment for the full day.

- If you sign up for full days and do not attend your account will still be charged.
- The second child discount does not apply for full days.
- Brown bag lunches are provided by parents.

**We are a peanut/tree nut free facility. Please do not send anything containing tree nuts, peanuts, peanut or nut oil, or peanut products**

### **STAFF/CHILD RATIOS AND GROUP SIZE**

Our program will not exceed the following state required ratios:

1:12 Preschoolers (3 years-4 years)

1:18 School agers (eligible for school)

Ratios for preschoolers may be doubled for 1 1/2 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency. Also please refer to our staff/child ratio signs posted at the entrance of each classroom area.

The maximum group sizes are as follows:

24 3 year olds

28 4-5 year olds

36 School age children

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.

### **PRESCHOOL**

Through the use of the learning centers, each class provides a variety of activities during the course of the day to help young children develop cognitive, social, and self-help skills. These classes use the Creative Curriculum. Each week's activities are based upon a central theme. Development of language skills is a major part of the preschool program. Children are encouraged to express themselves to solve problems verbally.

Preschool classrooms have mixed ages to help all children reach their full potential. Teachers individualize each child's education to suit their needs. Activities and learning experiences are geared toward each child's individual needs. This program offers a wide range of self and teacher initiated activities for the developing child. Outdoor recreation provides unlimited opportunity for exercise, motor development activities, water play, and science discussion. Our playground and gym equipment are designed with safety features. Indoor play is provided in our large muscle room

when weather is unsuitable to play outdoors. Our program maintains high standards in health, hygiene, cleanliness, and comfort.

Students' progress will be discussed with parents through quarterly assessments, reports and conferences. Teachers are available for conferences at parent request.

### **Sample Preschool Schedule**

|              |  |
|--------------|--|
| 6:30-9:00 am | Breakfast/Free choice                                  |
| 9:00-9:30    | Choice of developmental activity                       |
| 9:30-10:00   | Outside play/free choice                               |
| 10:00-10:30  | Indoor play  |
| 11:00-11:15  | Prepare for lunch/story time                           |
| 11:15-12:00  | Lunch/Clean up   |
| 12:00-3:00   | Quiet time/quiet activity offered to those not resting |
| 3:00-3:30    | Clean up/pm snack/free choice                          |
| 3:30-4:30    | Free choice  |
| 4:30-5:00    | Outside play/free choice                               |
| 5:00-6:00    | Free choice/outside                                    |

### **PRIME TIME – SCHOOL AGE**

Prime Time will provide a variety of activities for each age group including the following: small and large group play, physical play, arts and crafts, science, language arts, dramatic play, and music.

Written daily plan—homework help, and individual play. Children will be able to choose from a variety of interesting centers.

### **Sample School Age Schedule**

#### Before School

|           |   |
|-----------|---|
| 6:30-8:30 | Children arrive/check attendance/breakfast/<br>Homework/quiet games/free choice/outdoor/Gym |
| 8:30-8:45 | Children dismissed to school  |

#### After School

|           |   |
|-----------|---|
| 3:45-4:30 | Children arrive from school/check attendance/Snack  |
| 4:30-5:00 | Homework help   |
| 5:00-6:00 | Gym games/crafts/outdoor/indoor play/activity<br>Centers/clean up/children prepare to go home |

## **OUTDOOR PLAY POLICY**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play is included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature drops below 25 degrees or rises above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities such as hula hoops, obstacle courses, basketball, dancing and exercising in the gymnasium. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

## **MEALS AND SNACKS**

Our program provides breakfast and afternoon snacks. Lunch will be purchased from the school cafeteria or provided by parents. Each of the snacks will contain at least two nutritional foods. The packed lunches need to meet all child care licensing requirements. These are found in this handbook. Please let us know ahead of time if your child is not permitted to have any types of food due to allergies or religious beliefs. A doctor's note will be required for children who have an allergy or cannot have an item served on the menu.

## **RECOMMENDATIONS FOR BROWN BAG LUNCHES**

On full days, snow days, in-service days, and the summer program, brown bag lunches are provided by the parents.

Recommendations for brown bag lunches: 1 protein (meat, cheese, egg, etc.), 2 fruit/vegetables (fresh or canned), 100% fruit juice, 1 grain (bread, crackers, etc.), 1 dairy (milk is provided by the YMCA). Foods that do not count in any category include: Jell-O, potato chips, snack cakes (Little Debbie's), Doritos, fruit and grain bars, muffins, cake or pretzels. The YMCA will not supplement food for lunches.

# **G: MANAGEMENT OF ILLNESSES**

## **MANAGEMENT OF ILLNESSES**

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

- A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:
- Temperature of 100 degrees F—in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free a doctor's note will be required stating that the child is not contagious.

First aid kits are located at the center. A dental first aid chart with instructions for staff in case of dental emergency is posted at the site.

Blood borne pathogen kits are available for cleaning up blood accidents.

### **MILDLY ILL CHILD**

If a child shows signs of illness, the child will be monitored on a regular basis by a staff member. Any decisions about the child's well-being for the day will be left up to the Director's discretion. If symptoms escalate, the Director will follow the guidelines for communicable disease illness. Teachers will give parents a courtesy call to inform them of their child's symptoms.

### **COMMUNICABLE DISEASE AND ILLNESSES**

A child dismissed for any health reason, will be given a "yellow slip" stating the reason for dismissal. The child may return to the program, after a twenty-four hour period and are symptom free of the illness or infestations which were indicated by the Director or physician.

- In case of prolonged illness, a doctor's note may be required to return to the program.
- A child with diarrhea caused by antibiotic treatment or another medication must have a note from the pharmacist or doctor in order to return to the program. A child with diarrhea caused by teething must have a note from the doctor to return to the program.
- For parasitic infestations, the child must be bug and nit free for a twenty-four hour period.
- Should your child become exposed to a communicable disease at the program, we will post it on the communicable disease chart outside your child's classroom. In return, we request that you report to us when your child has been exposed to a particular infection or disease outside the program.

## **MEDICATIONS**

Our program will only administer medication if it is required for a "life threatening illness" or for "behavior disorders" that have been diagnosed by a licensed physician.

If a child is required to take medication at the center due to the above statement, the parent or guardian must complete an "Administration of Medication Form" & "Medical Physical Care Plan". According to state licensing requirements, the medication must be kept in its original container with the original label and clearly state the following: The child's name, current date (within the last twelve months), the exact dosage to be given and the means of administration. The first dosage of medication must be given by the parent prior to the Center administering (except for life saving medications like Epi-Pens).

*All medications given to a child must be administered by a parent, staff trained by a parent, or a certified professional.*

## **ADMINISTRATION OF MEDICATION FORM**

An "Administration of Medication Form" must be filled out for all medications, food supplements, fluoride supplements, a modified diet, or when an entire food group is eliminated. All proper signatures are required before we will administer or modify anything. Medications will only be administered for the date indicated by a physician or dentist. Medication forms are only good for twelve months. Ointments, creams, or lotions for skin irritations can only be administered up to fourteen days without written instructions from a physician. All medications are stored in a secure place well out of the reach of children. We maintain dated records and the amount of medicine dispensed. We provide refrigeration when necessary. Medicines will be returned to you when the required dosage is completed as described by the parent, dentist, or physician.

Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for school age children that require the immediate use of an

inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating they are permitting their child to have access at all times to the inhaler.

The child must keep the inhaler on his 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.

### **ALLERGIES**

If your child has any type of allergies, a Medical Physical Care Plan needs to be completed. It must be signed by the Director and classroom teachers.

### **FOOD SUPPLEMENTS OR MODIFIED DIETS**

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

### **NO NIT LICE POLICY**

Children and their parents face many new challenges as they begin their first experience in a group setting. One of these challenges is the risk of children contracting head lice. Head lice are a common occurrence among young children. Effective head lice control is based on a high standard of education, prevention and accountability for both parents and staff.

Our center enforces a No Nit standard making head lice management more realistic and less subjective. Having this policy helps parents understand and assume their responsibility for head lice control. The benefit of a No Nit standard is an environment of mutual assurance that the child enters a group setting that supports a head lice control program. Once a child has been sent home with lice, the child will need to be checked by our staff and be nit free before returning to care.

### **Why a No Nit Policy?**

- Prevents continuing infestations caused by the surviving and hatching of nits.
- Maximizes the opportunity to eliminate repeated chemical treatments aimed at killing head lice that hatch from remaining viable nits.
- Eliminates confusion – Were these eggs here before or do they represent a new infestation?
- Contributes to improved standards of personal hygiene and self-esteem, protecting children from ridicule and rejection.
- Enhances uninterrupted group time for the majority of the children and prevents lost days at work that can be costly for parents.

## **H: BEHAVIOR MANAGEMENT**

The YMCA promotes positive reinforcement and behavior guidance, rather than a negative consequence disciplinary policy. We encourage children to practice self-direction and conflict resolution.

The Countryside YMCA child care programs provide a safe environment for children to develop spirit, mind, and body. The overriding principles of the YMCA's behavior management policy are to help children become individuals making their own choices and who take responsibility for their actions. The basis of this policy is that discipline is a function of engaging children in meaningful and stimulating activities, focusing on positive role models, and promoting the core values of the YMCA: *Caring, Honesty, Respect, Responsibility, and Faith.*

Considering each child's age, developmental state, and personality, we establish fair and reasonable expectations of behavior. We believe self-control is very important. Our hope is that each child will learn self-discipline through caring guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations

Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

### **GUIDELINES**

Limits are set positively and are developmentally appropriate. Specific policies are listed below:

- The child will respect the rights and feelings of others and will avoid disruptive behavior that would interfere with program activities.
- Aggressive behavior such as hitting, kicking, biting, tripping, verbal "put-downs", spitting and other similar inappropriate behavior will not be tolerated.
- The child will follow all directions given by staff regarding safety procedures and will stay with the group for all scheduled activities.
- The child will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to dis-enroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior.

However, the safety of children is always our primary concern. The Director would be in communication with the parents prior to this occurring. If the child

demonstrates behavior that requires frequent "extra attention" from the staff member, we may choose to develop and implement a behavior management plan.

### **LEVELS OF BEHAVIOR MANAGEMENT PLAN**

Our program is committed to providing a childcare experience for all! In order to stay consistent with a positive approach, the following Behavior Management Plan has been developed and will be used by all staff in order to provide a safe and positive environment for all.

**LEVEL 1** Not following program rules, minor rudeness, minor disrespect, disruptive or defiant behaviors.

#### **Center Action**

Verbal counseling regarding the behavior problem/and or take a break.

Question & Answer-What did you do?

Why do you think that may be inappropriate?

Incident is documented within the classroom communication notebook.

Situation is handled between Teacher and Child.

**LEVEL 2** Minor profanity, back talking to staff, defiant behaviors, consistently Breaking classroom rules.

#### **Center Action**

Director/Assistant Director involved

Remove from the area, take to the Director's office and ask them to sit down.

A discipline report will be filled out.

The child will be talked to by the Director about the incident.

Documentation of all details of the incident is recorded and parents are informed you are starting a file on their child regarding his/her behavior.

**LEVEL 3** Major profanity, fighting, kicking staff or other children, spitting, biting staff or other children, exposing others to their bodily fluids. Safety issues such as running away from teachers or throwing objects.

#### **Center Action**

One day dismissal-remove from facility for the rest of the day.

Write up Discipline Incident Report.

Notify parents of incident and dismissal.

Arrangement for supervision will be made while parents are notified and until the child is picked up. Child **MUST** be picked up within 1 hour of being notified.

The Programs Executive Director will also be notified concerning the incident.

A date will be established for a parent/child conference.

**LEVEL 4** Repeated occurrence of Level 3 incidents.  
For example: (2x in one week)

### **Center Action**

Three day dismissal

Write up discipline Report

Notify parents of incident and dismissal

Arrangement for supervision will be made while parents are notified and until the child is picked up. Child **MUST** be picked up within 1 hour of being notified.

A parent/child conference will be held before the child is readmitted to the center (No exceptions).

**Level 5** Uncontrollable behavior, repeated occurrences of level 3 behaviors

### **Center Action**

Total dismissal from the Center

The Executive Director, Director and Assistant Director will meet with parents and the child. If no solution to the behavior problem is possible, the parents will be notified of their child's last day of care.

## **BULLYING**

Bullying is a victim defined behavior and will be handled immediately and falls under the behavior management plan. Bullying is any intentional hurtful act committed by one or more persons against another. Bullying can be physical, emotional, and/or verbal. In our program there is no place for bullying and there will be developmentally appropriate consequences for bullying any member of the YMCA Prime Time community.

## **BEHAVIOR MANAGEMENT PRACTICES**

When a child engages in inappropriate behavior that threatens the health and safety of herself, or himself, or others, the YMCA staff will do the following:

- Take immediate action to stop the behavior.
- Inform the child and parent of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him/her from the situation. Additionally, staff will attempt to learn the cause of the behavior and will try to help the child understand and overcome the situation at hand.
- In other situations where other children are not directly jeopardized, YMCA staff will discuss the behavior problem with the child, but will take no discipline action unless the child repeats the behavior. In cases of repeated inappropriate behavior, one of the following disciplinary procedures may be used:
  - Hold a discussion with the child about the inappropriate behavior and its future consequences.
  - Inform the child of any disciplinary action to be taken, if the behavior is repeated.
  - Redirect and provide time away from the activity, contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.

- Re-directing and time away from the activity, and notifying parents of the child's behavior. If behavior continues, conduct a parent or guardian conference to discuss and provide support in managing the child's behavior. If a child is involved in two incidents within one day, they may be asked to leave for the rest of the day, or dismissed for the following day after the incident.
- When a child's persistent or dangerous behavior takes too much energy and attention away from the needs, safety, and the well-being of other children, or disrupting the program's objective, the possibility of suspension or expelling the child from the program must be considered. The decision to send a child home, suspending or expelling of a child, is a difficult one to make and will be carefully considered before action is taken.

The following approaches are unacceptable:

- Using physical restraint to confine children
- Humiliate or shame children
- Using profane language or other verbal abuse
- Delegating discipline to any other child
- Discipline shall not be imposed on a child for failure to eat, sleep or for toilet accidents.
- Using harsh and cruel punishments
- The program shall not abuse or neglect a child

### **REASONS FOR TERMINATION OF CHILDCARE SERVICES**

- Failure to abide by any of the enrollment agreement conditions or failure to fulfill any of the responsibilities in this parent handbook may result in termination of childcare services.
- Severe behavior by the child which disrupts the group or puts other's safety at risk.
- Refusal to follow classroom rules including repeated instances of failing to listen to his or her teacher.
- Excessive use of physical force, including hitting, pushing, kicking, or biting.
- Failure of parents to treat staff or other parents respectfully.
- Failure of parent to follow through on referrals or other actions put into place to better the child
- Failure to pay for childcare services.

## **I: CURRICULUM**

## YMCA Clinton Massie Prime Time's Center Childcare Vision: *Building* Children of Character

Second only to human relationships, a well-planned curriculum helps define a child's experience in a YMCA program. Curriculum affects all aspects of a program: over-all quality, parents' perceptions, and the outcomes and benefits of the program for individual children. To ensure that YMCA early childhood programs deliver high-quality activities and interactions, YMCAs have embraced "*The Creative Curriculum*", developed by Teaching Strategies, Inc. Our program also lists and shows the alignment of the Early Learning and Developmental Standards to the Creative Curriculum on all lesson plans.

Not only has Clinton Massie Prime Time embraced a curriculum for the early years, it has also embraced a curriculum for children in elementary grades called "*Building the Primary Classroom*". Like "*The Creative Curriculum*", "*Building the Primary Classroom*" was also developed by Teaching Strategies.

### **The Creative Curriculum includes five components:**

- How children develop and learn
- The learning environment in which children learn
- What children learn
- The role of the teacher
- The role of the family

The curriculum is consistent with the YMCA's philosophy, which is grounded in a child-centered and holistic approach to early childhood. As with any YMCA program, YMCA childcare is grounded in the YMCA mission and program objectives.

The Creative Curriculum outlines the seven core content areas of:

- Literacy
- Mathematics
- Science
- Social Studies
- Art
- Technology
- Music

## **ASSESSMENTS**

At our center we believe that authentic, ongoing assessments of children in any early childhood program is the key to planning appropriate learning experiences that respond to children's individual interests, learning styles, and abilities.

Programs conduct written assessments as an integral part of the program. Assessments are used to support children's learning, using a variety of methods such as observations, checklists, rating scales, and individually administered tests.

The program's written assessment plan includes the multiple purposes and uses of assessment including:

- a. arranging for developmental screening and referral for diagnostic assessment when indicated
- b. identifying children's interests and needs
- c. describing the developmental progress and learning of children,
- d. improving curriculum and adapting teaching practices and the environment
- e. planning program improvement
- f. communicating with families.

## **SCREENINGS**

AGES and STAGES is the screening tool that is used within the first 30 days of the child's enrollment into the program.

All children receive developmental screening that includes

- a. the timely screening of all children within two months of program entry
- b. screening instruments that meet professional standards for standardization, reliability, and validity
- c. screening instruments that have normative scores available on population relevant for the child being screened
- d. screening of children's health status and their sensory, language, cognitive, gross-motor, fine-motor, and social-emotional development
- e. a plan for evaluating the effectiveness of the screening program
- f. using the results to make referrals to appropriate professionals, when needed, and ensuring the referrals are followed up

The Enrollment Packet has a designated space for parents to sign giving authorization for the center to administer assessments and screenings. If a referral is needed for special services a release form will be signed.

## **TEACHING STRATEGIES ASSESSMENT**

Sharing information with families about their child's learning and development is an essential part of our program. Thus, we use the GOLD assessment system to track the progress each child is making in the classroom. Our assessment system is aligned with our curriculum and the objectives the state of Ohio has outlined as indicators of school readiness and success. This system also uses ongoing observations of the children in their learning environment as well as technology based reports to help teachers individualize their instruction to meet the needs of each child. Parents are then informed, on a quarterly basis, of their child's educational progress and current needs.

Our assessment system conducts an authentic, observation-based assessment using The Creative Curriculum approach. Simply put, our teachers are trained to know what to look for and how to support children's continued development and learning.

Having a solid picture of individual children's progress makes it easier to focus your observations and to consider the whole child. You'll find this particularly useful when partnering with families to plan how best to support their children's development and learning.

All records for screening and assessments are kept confidential. Your individual child's teacher, Director, and Assistant Director will have access to the files. In the event your child needs a referral and release of information, a form will need to be completed by the legal guardian.

### **Building the Primary Classroom includes six teaching strategies:**

- Knowing the children
- Building a Classroom Community
- Creating a Structure
- Guiding Children's Learning
- Assessing Children's Learning
- Building a Partnership with Families

This curriculum also is consistent with the YMCA's philosophy, which is grounded in a child-centered and holistic approach to learning. As with any YMCA program, YMCA childcare is grounded in the YMCA mission and program objectives.

Building the Primary Classroom outlines six subject areas that teachers address in the primary grades:

- Literacy
- Mathematical Thinking
- Social Studies
- Scientific Thinking
- Technology
- Art

## **Exiting the child care program**

Parents are required to give a two week notice, as stated in the parent handbook, before a child leaves the center. If a child is asked to leave the center, the child's last day will be set up during a meeting with the site Director. If the child is moving to a new school, we will have some activities to help them prepare to start a new school. Some examples of these activities could be; reading books about moving, a visit from a teacher, bringing in a picture of their new school, school bus visit, etc.... During conference time, the staff will discuss moving with parents so families will know what to expect. If the child is moving away, staff will do their best to prepare the child as well as their friends for their departure. Staff can read books about moving, making a memory book, etc.... In either case, parents can bring in a treat to share on their last day. Parents are also given their child's portfolio. If the child is transitioning to a new program, the child's portfolio is an important piece for parents to share with their child's new teacher.

## **J: STAFF DEVELOPMENT AND POLICIES**

### **Development**

The quality of the YMCA childcare program is determined by the staff's approach to childcare and the effectiveness of their interaction with the children. Our staff is selected on the basis of training, experience and their desire to work within our philosophy of childcare. We place high expectations on our staff and encourage them to further their professional development through continuing education and training. Our teachers are committed to giving children the best education possible to insure success now and in the future.

Degreed teachers in Early Childhood Education, CDA's and other associated fields are all part of our staff team. Non degreed staff members work within a supervised area and receive training for a basic understanding of child development, nutrition and needs. All Lead and Assistant teachers are required to receive a minimum of 20 hours of training every 2 years in compliance with the Step Up to Quality program. We continue to train and learn from one another.

There is always a staff member trained in CPR, First Aid, Communicable Disease and Child Abuse Recognition on site during operating hours. Staff is required to obtain a minimum of 10 hours of specialized continuing education every 2 years.

### **Policies**

Please do not put a staff member in an awkward or difficult position at any time, as this may compromise their professional duty to the YMCA.

Staff is discouraged not to babysit children in any child care programs and should not be asked to compromise their professional duty to the YMCA. Any exceptions to

this should be in writing, before the fact, and are subject to administrative approval.

### **PLEASE NOTE**

- A copy of the center's written policies are to be available at the center for review at all times.
- The center shall demonstrate that all written policies and procedures are followed.
- The center can add other policies unique to the program that are not required by licensing.
- The center's tax ID number must be provided to parents/guardians upon request.
- Written notification must be provided to parents/guardians if smoking occurs in the center building outside of center hours of operation.
- It is recommended that the center have a policy regarding the admittance of children whose parents refuse to grant consent for emergency transportation.

## **K: REPORTING CHILD ABUSE**

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

Center Parent Information The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

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

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

Any parent of a child enrolled in the center shall be 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 notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center 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. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

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.

### **Clinton County Children Services**

1025 S South Street #300, Wilmington, Ohio 45177

937-382-2449

[http://www.co.clinton.oh.us/children\\_services/index.htm](http://www.co.clinton.oh.us/children_services/index.htm)

**USDA Nondiscrimination Statement**

**For all other FNS nutrition assistance programs, State or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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