



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BUILDING CHILDREN

COUNTRYSIDE YMCA | LANDEN
Preschool Enrichment Program
School Age Program
Parent Handbook



**COUNTRYSIDE YMCA | LANDEN
Childcare Program**

2894 U.S. Rt. 22&3

Maineville, Ohio 45039

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**Preschool Enrichment Program
operates from
September – May
Ages: 3 years old to Pre-K
(must be potty-trained)**

4-5 Year Olds:

Monday, Wednesday, and Friday

AM: 8:30am-11:00am

Or

PM: 11:30am-2:00pm

3 Year Olds:

Tuesday and Thursday

8:30am-11:00am

**School Age Program
operates from
September – May
Ages: K-6th Grade**

Monday-Friday

AM: 6:00am-8:00am

PM: 3:00pm-6:30pm

Revised 12/03/2020

WELCOME

Welcome to Countryside YMCA | Landen Childcare. This handbook contains information regarding your child care program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have.

PHILOSOPHY AND GOALS

Our program is designed to meet the developmental and individual needs of preschool age children. The staff recognize 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.

We are committed to emphasizing 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.

Parent Participation Policy

Parents are encouraged to participate whenever possible in the activities in the classroom. Parent involvement and attendance for the Fall and Spring parties will be managed through a sign-up. Specific details for class parties and events will be communicated through the class calendar, monthly newsletter, and parent emails.*Due to current COVID-19 restrictions, we are not permitting classroom visitors at this time. Parents have access to the building used for preschool during the hours of operation.

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. 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) Administrator
- 3) Executive Director

Employees with concerns are asked to follow the same chain of command, starting with the administrator. 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 are trusting us with your little ones and we want our relationship to be a good one.

Program Registration

Preschool Enrichment is open to fully potty-trained preschoolers' ages three to five years old. Children are enrolled by priority, employees and siblings first, members second, then non-members third. A waiting list will be developed as the classes become full. Children will be accommodated as spaces become available. Admission of exceptional children or children with special needs is decided on an individual basis as qualified staffing permits.

Enrollment:

To complete enrollment of your child, you will need to visit the YMCA program with your child. You will need to fill out and return the following information: The registration packet, child enrollment and health information, emergency transportation authorization, medical information, policies and procedures list, and a statement of financial responsibility. No child can be accepted without all forms completed and the registration fee paid. The registration fee is non-refundable. Enrollment forms need to be completed and returned to the Administrator at least one week before your child begins the program. The medical statement must be completely filled out, and returned, with a physician's signature within thirty days after your child's first day of attendance. **All immunizations must be up to date for your child's age, including dTap, Hep B, Hep A, Hib, IPV, MMR, Rotavirus, Varicella in order to attend our Preschool Enrichment Program.**

Each child, not of school age, will be required to obtain a new medical statement yearly. If you withdraw your child and then re-enroll again, another registration fee is required. *Children's registration and medical records* are kept in the administrator's office.

Absence/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, delays changing to closures, holidays, inclement weather condition or vacations.

Registration Fee: An annual, non-refundable registration fee charged. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is received.

Delinquent Accounts/Returned Checks: A fee of \$25.00 will be charged for any returned checks due to insufficient funds and the parent will be required to pay in cash until all account balances are settled.

Method of Payment:

Bank draft is the preferred payment method. Tuition payments can be drafted from your checking account, savings account or credit card. This payment method will be drafted monthly. This service will make it easy for you to pay your childcare fee automatically, at absolutely no cost to you. Your record of payment will be listed each month on your banking or credit card statement. If your family decides not to participate with EZ-EFT bank draft option, you will pay a slightly higher monthly payment. Non-EFT participants need to make your monthly payment at the site in the BLACK PAYMENT BOX located at the site by the 5th of each month.

All checks are to be made payable to:

Countryside YMCA.

Our tax ID number is available upon request.

Non-payment of your monthly fee will result in the child being withdrawn from the program until the debt has been cleared. Unpaid debts will be turned over to the accounting department for collection.

Discounts:

Families enrolling more than one child will receive a discount on the oldest child's weekly fee. Families enrolled on the automatic bank draft plan receive a discount off the monthly tuition.

Extra Charges:

- 1) Returned checks result in a \$25.00 minimum charge. Recurrent returned checks results in a payment method of money orders only.
- 2) Late pick-up fees are \$15.00 starting 5 minutes after class dismissal and \$5.00 every five minutes thereafter. These fees are due upon pick-up of the child or the charges will be added to your child's account. After several offenses, the parent will be required to meet with the Administrator to discuss a solution for this problem.
- 3) If your monthly tuition is not paid by the 5th of each month, a \$10.00 late fee will be applied to your child's account.

Withdrawal Policy:

Written notice of intent to withdraw a child from the program must be submitted to the Administrator **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.

SUPERVISION POLICY

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 preventative measures.

Arrival/Departure:

Parents are required to bring their children into the classroom and to sign the child in on the clipboard by the door. Any special messages, medications, special pickup notes, etc. are to be given to the teacher. 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.

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. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a picture ID and they are not offended. The children's safety is our priority!! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency 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 administrator with court papers indicating who has permission to pick up the child. The site may not deny a parent access to their child without proper documentation.

Supervision of Preschoolers:

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

Child Abuse Reporting:

All staff members are mandated reporters of child abuse. If staff have 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.

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 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.

STAFF/CHILD RATIOS AND GROUP SIZE

The Preschool and School Age program will not exceed the following state required ratios:

- 1:12 Preschoolers (3 years-4 years)
- 1:14 Preschoolers (4 years until eligible for kindergarten)
- 1:15 School Age (K-6th Grade)

The maximum group sizes are as follows:

- 24 3 year olds
- 25 4-5 year olds
- 30 K-6th Grade

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 outdoor play or special activities.

CURRICULUM

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.

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.

The Creative Curriculum outlines the seven core content areas of:

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

ASSESSMENTS AND SCREENING

Assessments

At Countryside YMCA we believe that authentic, ongoing assessment 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 does not currently report child level data to ODJFS, until required to do so.

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, and
- f. communicating with families.

Screenings

AGES and STAGES is the screening tool that is used within the first two months of the child's enrollment into the preschool 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; and
- f. using the results to make referrals to appropriate
- g. 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.

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.

DAILY SCHEDULES

The children's' daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

Please remember to ask your child if he or she needs to use the bathroom before coming to class. Remember to sign them in and out. Punctuality is a crucial element in the preschool enrichment classroom. Please be conscientious of your child's classroom calendar. Special days may be planned.

A typical **Preschool Enrichment** day would include:

8:55-9:00	Arrival, greet parents, centers
9:00-9:30	Circle time, weather, group activity
9:30-10:15	Learning stations, free choice
10:15-10:30	Free choice, centers, teacher time
10:30-11:00	Potty break, wash up, snack time
11:00-11:30	Outdoor/indoor play/gross motor
11:30-11:45	Sing songs, good byes, dismissal

A typical **School Age** day would include:

6:00-7:00	Arrival, greet parents
7:00-7:30	Breakfast
7:30-7:50	Devotional/Morning Message
7:55-8:15	Bus Arrival to go to school

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 be 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 (wind chill and heat index factored in) drop below 20 degrees or rise 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. 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

Preschool Enrichment: Daily Snack

School Age Program: AM Breakfast, PM Snack

*Countryside YMCA | Landen will provide all snacks and meals. 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. .

OUTSIDE FOOD

Due to state licensing requirements and in the interest of children with allergies, the YMCA does not allow any outside food to be brought into the center. This policy does not apply to children's birthdays, classroom parties or other special occasions. Please contact the Administrator with any questions regarding food for these occasions.

Our program is a **peanut free facility**; therefore, we ask you to refrain from bringing in food that contains peanuts, peanut butter or is made with peanut oil.

SCHOOL CLOSURES FOR WEATHER OR OTHER CONDITIONS

When a weather emergency occurs in our area, the Childcare Administrator will make a decision about school delays or closings based upon **road and weather conditions**. This decision will take into account all of our families' locations. In the event of a school closing, the administrator will notify you via EMAIL. Please make sure you have your best email address on file.

For our School Age Program: If Kings Local Schools has a 2 hour delay, the School Age Program will be closed for before school care; after school care will still operate as normal. If Kings Local Schools is closed, the School Age Program will also be closed.

PROCEDURES FOR EMERGENCIES AND ACCIDENTS

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot.

In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills, and periodic tornado drills.

Should we need to evacuate due to fire, our emergency destination is on the hill behind the YMCA. The loss of power, heat, or water to the center, if for an extended period of time, parents will be contacted as soon as possible to pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents

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. If the injury/illness would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any 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. Staff may not transport children in their vehicles. Only parents or EMS will transport.

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 a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness”. The report will be provided to licensing staff within 24 hours of incident.

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.

MEDICATIONS

PRESCRIPTION MEDICATION

Preschool will **only** administer medication if it is required for a “life threatening illness” or for “behavior disorders” that have also been diagnosed by a licensed physician.

If a child is required to take medication at the center due to the above statement then the parent or guardian must complete an “*Administration of Medication Form & Child Physical Care Plan Form.*” 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. *All medications given to a child must be administered by a Staff member trained by a parent, or a certified professional.*

An “*Administration of Medication Form*” must be filled out for all medications, food supplements, fluoride supplements, a modified diet or an entire food group is eliminated. All proper signatures are required before we will administer anything. Medications will only be administered for the date indicated by a physician or dentist. Medication forms are only good for 12 months.

ALLERGIES

If your child has any type of allergies, the Administrator needs to be notified in writing with specific information precautions and concerns about the allergy. For special health conditions or children using inhalers or medication for emergencies, the parent or guardian must fill out and sign the “*Child Physical Health Care Plan*” form. It must also be signed by the Administrator.

COMMUNICABLE DISEASE AND ILLNESSES

A child dismissed for any health reasons, 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 infestation, which were indicated by Administrator 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.
- For parasitic infestations, the child must be bug and nit free for a twenty-four hour period.
- Should your child become exposed to an infectious disease at the program, we will notify you promptly. In return, we request that you report to us when your child has been exposed to a particular infection or disease outside the program.

The Administrator of any program at any time may request a doctor’s note for the child to return to the program.

MILDLY ILL CHILD

If a child should show 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 Administrators discretion. If the symptoms escalate, the Administrator will follow the guidelines for communicable disease illnesses.

COVID-19

During the current COVID-19 pandemic, all children entering our childcare facilities will have their temperature taken upon arrival. School age children will have their temperatures taken when they arrive in the afternoon from school. All School Age children are required to wear a mask at all times while in the School Age program. At this time, we are only allowing 1 family at a time to come in for drop off or pick up. Preschool parents: temperature will also be taken upon arrival.

MANAGEMENT OF COMMUNICABLE DISEASE

Our staff members are trained to recognize common signs of communicable diseases. Each day children are observed for any signs of communicable diseases. A *Child Care Communicable Disease Chart* is posted within program. This chart is used for reference and is followed for the appropriate management of communicable diseases. *All child care staff members are required to complete a six hour course in the recognition and management of communicable diseases, including hand washing and disinfecting procedures.*

Parents will be contacted to pick up their child if any of the following signs/symptoms are displayed. Please note if any of these symptoms are present the child may be isolated from the other children until the parent arrives.

- Diarrhea, (three or more) abnormally loose stools within a twenty-four hour period
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, eyelid, thick and purulent pus discharge, matted eyelashes, burning, or itching or eye pain
- Temperature of at least one hundred degrees Fahrenheit (auxiliary method) when in combination with one other symptom
- Untreated infected skin patches, unusual spots, or rashes
- Stiff neck with an elevated temperature
- Sore throat or difficulty swallowing
- Vomiting, when combined with other symptoms
- Evidence of lice, scabies, or other parasitic infestations

A child isolated due to suspected communicable disease shall be:

- Cared for in a portion of the classroom away from the other children.
- An adult shall be within sight and hearing distance of a child who is isolated due to illness.
- No child shall be left alone or unsupervised.
- The child will be made comfortable on a cot.
- The child will be observed carefully for worsening conditions.

If exposure to a communicable disease has occurred, it will be posted outside each classroom. Any reoccurrence of communicable diseases will be reported to the Ohio Department of Health.

First aid kits are located in every classroom, in a cabinet or closet, and marked for everyone to see.

A *dental first aid chart*, with instructions for staff, is posted in every classroom in case of a dental emergency.

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.

BEHAVIOR MANAGEMENT POLICY

The YMCA promotes positive reinforcement and behavior guidance, rather than a negative consequences disciplinary policy. We encourage children to practice self-direction and conflict resolution. Considering each child's age developmental stage and personality, we establish fair and reasonable expectations of behavior.

The goal of our discipline policy is to teach children self-discipline and respect for the feelings and property of others. Appropriate behavior is taught by setting clear, simple rules, by explaining what we want them to do (rather than focusing on what they should not do), and by encouraging children to solve problems by using words instead of acting out.

When a child needs guidance, the staff begins by redirecting the child into more constructive activities. In addition, appropriate behavior is encouraged by staff who model courtesy and respectfulness. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution. Our policy goals are to help each child develop positive feelings of self-esteem while fostering growth towards self-direction.

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 is to help children become individuals who make their own choices and who take responsibility for their actions. The primary 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 twelve Christian principles of the YMCA: *Faith, Responsibility, Caring, Hope, Humility, Thankfulness, Honesty, Respect, Grace, Forgiveness, Love, and Patience.*

The specifications of licensing rule twenty-two child guidance and management applies to all employees of the center.

GUIDELINES

Guideline 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 children 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.

REASONS FOR TERMINATION OF CHILD CARE 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.

1. Severe behavior by the child which disrupts the group or putting others safety at risk.
2. Refusal to follow classroom rules including *repeated instances* of failing to listen to his or her teacher.
3. Excessive use of physical force, including hitting, pushing, kicking, or biting.
4. Failure of parent to treat staff or other parents respectfully.
5. Failure to pay for childcare services.

Due to the safety of other children, if a child is suspended or removed from the Countryside YMCA's childcare programs, it is at the discretion of the administrator if and when a child is readmitted into a program.

MEETING WITH TEACHERS

Teachers are available to discuss a child's progress or needs at anytime. 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.

BEHAVIOR MANAGEMENT PRACTICES

When a child engages in inappropriate behavior that threatens the health and safety of herself, 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 or 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/staff are not directly jeopardized, YMCA staff will discuss the behavior issues 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, with the child returning to the activity, contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if the behavior continues.

- Redirecting and time away from the activity and notifying parents of child's behavior. If behavior continues, contact a parent/guardian to discuss and provide support in managing child's behavior.
- If a child is involved in two incidents within one day, he/she 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 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 home, suspend, or expel a child is a difficult one to make and will be carefully considered before action is taken.

The following approaches are unacceptable:

- Withholding any food (including snack and treats)
- The programs shall not abuse or neglect children
- Using unusual, harsh, and or cruel punishments
- Using physical restraint to confine children
- Humiliating and/or shaming 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

We ask that you, as parents to be professional and respectful to our staff and other parents. All complaints and concerns need to be resolved in our office with the Administrator. Parents may discuss their child's progress or needs at any time. It is not appropriate to discuss a sensitive issue with other parents or children present. Our classrooms are full of children, so your actions, language, and tone of voice need to reflect this.

Parents are encouraged to share any comments, problems, or complaints with the Administrator. If you are unable to satisfy a concern, contact the Program Director at the YMCA.

**The same procedure is required of staff. Staff is encouraged to discuss his/her ideas, concerns or complaints with the Administration or with the Program Director at the YMCA.*

All staff members are discouraged from dating or developing a personal relationship with program participants or their families. 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.

All staff members are discouraged from baby-sitting children in any childcare programs and should not be asked to compromise their professional duty to the YMCA.

Parent teacher conferences for Preschool Enrichment will be once a year in the spring or anytime upon request of the lead teacher or parent. This will be the time to discuss the overview of your child's developmental progress, concerns parents may have, and what to expect from the next class.

BIRTHDAYS

Every child's birthday is a special time and we always try to celebrate it at school. Parents are welcome to bring in a snack to share with the class.

No sugary snacks or bakery items are permitted. This includes food from home. Please adhere to the to the snack list below. If your child would like to bring in a non-treat item to give to their friends, you may do so. *All treat bags will be handed out at dismissal.

Approved Snacks/Treats

Fresh Fruits (apples, bananas, grapes, etc)

Motts Applesauce Cups

Fresh Vegetables (baby carrots, celery, cucumber)

Yogurt in small cups or Go-Gurt tubes

Pudding Cups

String Cheese

Cheese Cubes or slices

Triscuits, Wheat Thins, Ritz Crackers, Cheese Itz, Better Cheddars,

Oyster Crackers, Golfish, or Graham Crackers

Vanilla Wafers

Popcorn

Pretzels

Nutrigrain Bars

Fruit Snacks

Jello Cups

Chips

Throughout the school year, many opportunities for parental participation will be offered. Such as: Christmas parties or year end celebrations. These are special times where parents can become involved. If you feel you have a special talent that could be shared with the children, please feel free to contact the Administrator.

*Due to current COVID-19 restrictions, we are currently not allowing outside food to be brought into our programs. We will make you child's birthday special by allowing them to choose a fun snack from our stash to have with their friends.

FIELD TRIPS

All field trips are provided with parent participation and transportation. Please see Administrator with any questions. *Field trips are not happening at this time due to COVID-19 restrictions.

TRANSITION PLANS FOR PRESCHOOL

Upon Enrollment

Upon enrollment families and children will have gone through an orientation process prior to their first day. We have an orientation checklist to assist in completing all the paperwork required by ODJFS. During the orientation time the families with the child will be able to tour our entire center, meet their teacher, fill out paperwork with assistance from the administrator, receive and review our policies and have a chance to ask questions. During the time of paperwork the administrator will determine if a Special Health Care plan needs to be in place for the child. If so, they will work with the parent/guardian to make sure it is filled out correctly and that we will be able to meet the child's needs. It is our centers policy that all completed paperwork must be turned in at least one day prior to the child's first day at the center. This will allow the administrator to prepare the attendance and notify staff of a new enrollment. This will allow the staff time to make name tags, prepare a cubby, etc. We encourage the parents/guardians to spend a little time with us prior to starting the center. If they have a two week start date we encourage them to join us during our structured part of the day for their child to adjust to the schedule. Our goal is to make the enrollment process efficient for the parents and the center, but allow the child to have a chance to explore and hopefully reduce any stress or anxiety on the first day at the Children's Center.

Exiting to Kindergarten

Transition into kindergarten has long been recognized as one of the most important events in the lives of children and their families. It is a time of change and new opportunities. To prepare for this transition our preschool teachers look forward to being invited annually to a luncheon with the Warren County schools principals and kindergarten teachers. This meeting is held for the purpose of the schools and the teachers to come together as one to inform the expectations of the children on arrival to kindergarten. The preschool classroom will include books, activities, and albums to help with the transition. We also invite a school bus to our school, so we can practice sitting in the seats.

Preschool graduation is in May.

We hope to support the child and family as they enter kindergarten from our program. We want it to be a smooth and positive transition.

TRANSITIONING OUT OF OUR PROGRAM

As children leave our program by moving or going to another program, we hope to make it an easy transition for the child. The staff works hard to make sure there is open communication between themselves and parents. This will help ease any anxiety for the child. The parents are asked to bring in any pictures of new center, new home, or new state they may be moving to. The teachers will try to incorporate this change into their daily plans, for example, by circle time, talking about their feelings, reading books. A sample book that may be read is “The Bernstein Bears' Moving Day” by Stan Bernstein. Depending on the age and classroom they also will make a class book upon the child leaving, a giant goodbye card with each child’s name on it, an address book of the children in the classroom to be able to be pen pals. Of course, what is done for each child is different based on how much notice is given when they leave our center.

PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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.

Warren County Children Services

416 South East Street

Lebanon, OH 45036-2389

(513) 261-1546

http://www.co.warren.oh.us/children_services/index.htm

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/guardian 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.

STAFF 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. Staff are encouraged to discuss any questions with the Administrator or Program Director.

All of our Administrators and lead teachers meet licensing requirements by holding a current CDA certificate, or they have a degree in education. Other staff members have experience working with children. We continue to train and learn from one another. All staff members are trained in first aid, CPR, communicable disease, child abuse recognition, basic understanding of child development, and safety issues.

Degreed teachers in Early Childhood Education, CDA and other associated fields are a part of the staff team. Non-degreed staff work within a supervised area and receive training for basic understanding of child development and safety.



We foster your child's
spirit (character building),
mind (appropriate curriculum),
and **body** (physical activity)
at the YMCA.