The Little Miami Learning Center is offered by: 
*Ralph J. Stolle Countryside YMCA*

**Little Miami Learning Center**  
Is located in Fellowship Baptist Church

**247 E. U.S. 22&3**  
Maineville, OH  45039  
Phone: 513 677 3702  
Fax: 513 677 3702

**Hours of operation:**  
6:30 am to 6:00 pm  
Monday—Friday

**Licensed Capacity: 90 Children**  
Ages: 18 months to 6th grade  
(Full time, part time care, before and after school care, and preschool enrichment)

**Schoolage Summer Adventure Program:**  
Operates summer months only

Notes:

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**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.

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LICENSE

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center’s licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: http://jfs.ohio.gov/cdchildcare.stm.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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

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 baby-sit 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.
**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 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.

Each staff member is trained in First Aid and CPR, Communicable Disease, Child Abuse Recognition, basic understanding of child development and safety issues.

**WELCOME**

Welcome to Ralph J. Stolle Countryside YMCA Little Miami Learning Center. This handbook contains information regarding the 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 about the Little Miami Learning Center.

**PHILOSOPHY AND GOALS**

The Little Miami Learning Center is designed to meet the developmental and individual needs of children 18 months to school age, through the use of the Creative Curriculum. 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.

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.
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 fieldtrips, class parties, special luncheons or simply stop in to join the daily fun. 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.

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 realize that you are trusting us with your little ones and we want our relationship to be a good one.

Throughout the year there are many opportunities available for parents to participate.

⇒ 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.
⇒ Redirecting, and time away from the activity, and notifying parents of child’s behavior. If behavior continues, conduct a parent or guardian conference to discuss and provide support in managing 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 programs 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

The program shall not abuse or neglect a child
However, the safety of children is always our primary concern. The administrator 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. This plan would be developed in consultation with parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

Behavior Management Practices for Staff:

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:

Program Registration

Enrollment: A child is considered to be enrolled in the center only after the registration fee has been received, the administrator confirms the availability of space and the required paperwork is received and reviewed and approved by the administrator. 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. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical must be updated every 13 months.

Tuition/Fees and Payment Policies:

Full time (weekly basis): The fee for families paying the full time weekly rate is due on Monday of the week childcare is provided. If payment is not received by Wednesday for the week of care the account will be considered delinquent. (See delinquent payments.)

All checks are to be made payable to: Countryside YMCA. Tuition should be placed in the black payment box. Our tax ID number is available upon request.

Absence/Ilness/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 of $40 is 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 bi-weekly for prime time, full time, and part time childcare. Preschool Enrichment is drafted once a month. 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 weekly/monthly payment. Non-EFT participants need to make your weekly/monthly payment at the site in the BLACK PAYMENT BOX located at the site. Weekly fees are due on Fridays for the upcoming week.

If the weekly fee is not received by Monday, a $10.00 late fee will be added to your child’s account. The weekly fee will be charged for all weeks that school is in operation, regardless of how many days school is open.

*Fee sheets are in the parent enrollment packet.*

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. Time outs will be age appropriate in length and done within the classroom. 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 disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior.

Continued on next page
GUIDANCE/BEHAVIOR MANAGEMENT POLICY

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 is 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.

Non-payment of your weekly fee by Friday 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. If receipts are needed, please drop the request or note into the BLACK payment box. For more information on our payment options, please contact the Administrator for your child’s program.

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 at 6:01 pm and $5.00 every five minutes thereafter. These fees are due upon pick-up of the child or the first day the child returns. Clocks at the site are the ones used to determine time. After several offenses, the parent will be required to meet with the Administrator to discuss a possible solution for this problem.
3) Additional charges may be assessed for field trips, or extra curricular activities. These are offered on an optional basis.

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.
Human Services:
This program accepts families who receive assistance from the Department of Human Services. Acceptance letters must be given to the Administrator at the time of registration. Co-payments are due on a weekly basis. 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 childcare fees being charged to the parent.

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 are aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after

SWIMMING POLICY
Swimming activities will be provided only for schoolage 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. 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.

Younger children will be provided with water play opportunities at the center. These would include sprinklers and small wading pools (less than 24 inches deep). Parents will also be asked to sign written permission slips prior to children engaging in water play with standing water. Please remember to send bathing suits, towels and sunscreen for your children. Sunscreen must also have a medication form completed for it. If you child burns easily, please include a lightweight T-shirt that they may wear over their swimsuit.
FIELD TRIPS/TRANSPORTATION OF CHILDREN

The Little Miami Learning Center will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The schools will be providing transportation on routine trips for schoolage children going to/from school.

Field trips: Schoolagers take periodic field trips during the summer program, which will be done with a trained staff member on the bus. Before departing the center, 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 center will obtain written permission from the parent or guardian.

Supervision of Infants/Toddlers/Preschoolers: At no time will a child be left unattended. Staff will supervise children at all times, including naptime. 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 a staff member.

Supervision of Schoolage Children: Schoolage children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- children are within hearing distance of their teacher,
- the teacher checks on the children regularly until they return and,
- the restroom is for the exclusive use of the center.

One group of not more than six school children, fourth grade age or older, may engage in activities which pose no physical risk to their safety in a room without a child care staff member, as long as the teacher can see or hear the children at all times and checks on the children periodically.

Children Arriving to the Center from Other Programs: 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 signing them out. No child is permitted to be passed over the playground fence for pick up or drop off.

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have arrived from. We will then consult with the parent to determine further action. For this reason, it is very important that parents contact the center when their child is not going to be attending.

**School Delays/Cancellations:** Our program will operate a full day program for schoolagers when school is closed for vacations, delays 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. Registration flyers will be available at the sign in/out area.

**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 center with 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.

Medications may NOT be stored in a child’s cubbie or bookbag. The only exception to this requirement is for schoolage children that require the immediate use of an inhaler for a medical condition. Schoolagers 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 bookbag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

**Prescription medications** must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. **Over the counter medications** will not be administered for more than three days without instructions from a physician.

**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.
• 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 linens 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 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.

**Medications:** The center will administer life saving medications only (example: epipen or inhaler for asthma) to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication will be stored in a designated area inaccessible to children.

**Transitioning:** You will be notified when your child is ready to move up to the next classroom. As part of the procedure, center staff will develop a transition plan. This plan will include the beginning and ending date of the transitioning period and include a transition schedule. The plan will be signed by the parent. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

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

The Little Miami Learning Center will not exceed the following state required ratios:

1:7  Toddlers (18 months-30 months)
1:8  Toddlers (30 months-36 months)
1:12 Preschoolers (3 years-4 years)
1:14 Preschoolers (4 years until eligible for kindergarten)
1:18 Schoolagers (eligible for school)

Ratios for toddlers and 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 are in the building to meet the regular required staff/child ration 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:

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<th>Maximum Size</th>
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<tr>
<td>2 1/2-3 year olds</td>
<td>16</td>
</tr>
<tr>
<td>3 year olds</td>
<td>24</td>
</tr>
<tr>
<td>4-5 year olds</td>
<td>28</td>
</tr>
<tr>
<td>Schoolage children</td>
<td>36</td>
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</tbody>
</table>

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.

**MANAGEMENT OF ILLNESSES**

The Little Miami Learning Center 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 back up 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

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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 3 business days of incident.

**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:

**AM Classes**

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

**PM Classes**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:10</td>
<td>Arrival, greet parents</td>
</tr>
<tr>
<td>12:15-12:45</td>
<td>Circle time, weather, group activity</td>
</tr>
<tr>
<td>12:45-1:30</td>
<td>Learning stations, free choice</td>
</tr>
<tr>
<td>1:30-1:45</td>
<td>Clean up, potty break, wash up, snack</td>
</tr>
<tr>
<td>1:45-2:15</td>
<td>Outdoor/indoor play/gross motor</td>
</tr>
<tr>
<td>2:15-2:30</td>
<td>Sing songs, good byes, dismissal</td>
</tr>
</tbody>
</table>
**TODDLERS**

Toddlers are offered a variety of choices based on the child’s interest. A variety of art and manipulative materials are provided as well. One of the major objectives of the toddler program is to guide children in development of verbal skills and interactions with their peers.

One change of clothing, diapers and wipes are the responsibility of the parents. A daily report will be given to the parents each day.

Conferences normally take place prior to the child moving up to the next class. The teacher or the parent may request a conference at any time.

**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 the Little Miami Learning Center playground. 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.

**Toddler Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-7:45 am</td>
<td>Free Choice</td>
</tr>
<tr>
<td>7:45-8:45 am</td>
<td>Free Choice/am snack/indoor play</td>
</tr>
<tr>
<td>8:45-9:15 am</td>
<td>Diaper changes/Free Choice</td>
</tr>
<tr>
<td>9:15-9:30 am</td>
<td>Choice of developmental activity/free choice</td>
</tr>
<tr>
<td>9:30-10:00 am</td>
<td>Outside play/free choice</td>
</tr>
<tr>
<td>10:30-11:00 am</td>
<td>Free choice/diaper change</td>
</tr>
<tr>
<td>11:00-11:15 am</td>
<td>Prepare for lunch/story time</td>
</tr>
<tr>
<td>11:15-12:00 pm</td>
<td>Lunch/Clean up</td>
</tr>
<tr>
<td>12:00-3:00 pm</td>
<td>Quiet time/indoor play for those awake/diaper change</td>
</tr>
<tr>
<td>3:00-3:30 pm</td>
<td>Clean up/pm snack/free choice</td>
</tr>
<tr>
<td>3:30-4:30 pm</td>
<td>Free choice</td>
</tr>
<tr>
<td>4:30-5:00 pm</td>
<td>Outside play/free choice</td>
</tr>
<tr>
<td>5:00-6:00 pm</td>
<td>Diaper changes/free choice/outside</td>
</tr>
</tbody>
</table>
SCHOOL CLOSURES FOR WEATHER OR OTHER CONDITIONS

In the event that schools are closed for inclement weather or other conditions before school begins, option is: all programs at YMCA Little Miami Learning Center will operate on a ONE HOUR DELAY. Programs at this site will begin at 7:30 am to 6:00 pm. An additional fee per day, per child will be charged for schoolagers.

PRESCHOOL

Children attending preschool should have one change of clothing.

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.

Children are grouped by age and development levels. 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.

Refer to your child’s parent bulletin board outside of the classroom for information that pertains specifically to your child’s class.

A weekly report will be given to the parents, describing your child’s participation within the class, their listening skills, and overall behavior. Preschool schedule on next page.
**Preschool Schedule**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-8:00 am</td>
<td>Free Choice</td>
</tr>
<tr>
<td>8:00-9:00 am</td>
<td>Breakfast/muscle room/free choice</td>
</tr>
<tr>
<td>9:00-9:30 am</td>
<td>Choice of developmental activity</td>
</tr>
<tr>
<td>9:30-10:00 am</td>
<td>Outside play/free choice</td>
</tr>
<tr>
<td>10:00-10:30 am</td>
<td>Indoor play</td>
</tr>
<tr>
<td>10:30-11:00 am</td>
<td>Free choice</td>
</tr>
<tr>
<td>11:00-11:15 am</td>
<td>Prepare for lunch/story time</td>
</tr>
<tr>
<td>11:15-12:00 pm</td>
<td>Lunch/Clean up</td>
</tr>
<tr>
<td>12:00-3:00 pm</td>
<td>Quiet time/quiet activity offered to those not resting</td>
</tr>
<tr>
<td>3:00-3:30 pm</td>
<td>Clean up/pm snack/free choice</td>
</tr>
<tr>
<td>3:30-4:30 pm</td>
<td>Free choice</td>
</tr>
<tr>
<td>4:30-5:00 pm</td>
<td>Outside play/free choice</td>
</tr>
<tr>
<td>5:00-6:00 pm</td>
<td>Free choice/outside</td>
</tr>
</tbody>
</table>

**PROGRAM CLOSURE INFORMATION**

*Inservice/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.

*The center is closed on:*

*New Year’s Day*  
*Labor Day*  
*Memorial Day*  
*Fourth of July*  
*Thanksgiving Day*  
*Christmas Day*

The YMCA closes at 3:00 pm on New Years Eve. Because our fees are set on an annual basis, there is no reduction in tuition for holidays.

Throughout the school year the schools are closed for scheduled teacher conferences and holidays. Prime Time may offer a full day program on these days. In order to plan appropriately; a registration form must be completed and returned. This will ensure your child’s enrollment for the full day. The registration form will advise parents of activities that will occur. **An additional fee per day, per child will be charged.** The fee must be paid one week prior to the actual full day (to ensure proper staffing). The second child discount does not apply for full days. Brown bag lunches are provided by parents.
MEALS AND SNACKS

The Little Miami Learning Center provides breakfast, lunch, and afternoon snack. Each of the snacks will contain at least two nutritional foods. The lunches will meet all child care licensing requirements. 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.

Requirements For SCHOOLAGERS Brown Bag Lunches on Full Days and the Summer Program.
On full days, snow days, inservice days, and the summer program, brown bag lunches are provided by the parents. Prime Time or Extended Kindergarten will supplement lunch when necessary. If a child forgets their lunch, the YMCA will provide a lunch a cost of $5.00 to the parents. Requirements 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 can be purchased for $.25 through the YMCA on a full day). Foods that do not count in any category include: Jello, potato chips, snack cakes (Little Debbie’s), Doritos, Cheez-its, fruit and grain bars, muffins, cake or pretzels. Supplemental food will be stored in the refrigerator and in the food cabinet. No gum or candy.

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

EXTENDED KINDERGARTEN

Little Miami Learning Center services a.m. and p.m. extended day session.

Each day the children have a variety of centers to choose activities from, such as science, coloring, legos, blocks, art, books, music, and dramatic play.

Extended Kindergarten Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30-8:00 am</td>
<td>Arrive/educational learning centers, circle time</td>
</tr>
<tr>
<td>8:00-9:00 am</td>
<td>Restroom break/free choice/breakfast</td>
</tr>
<tr>
<td>9:00-10:00 am</td>
<td>Clean up/circle time/ indoor or outdoor play</td>
</tr>
<tr>
<td>10:00-11:00 am</td>
<td>Free choice/story time</td>
</tr>
<tr>
<td>11:00-11:15 am</td>
<td>Prepare for lunch</td>
</tr>
<tr>
<td>11:15-12:00 pm</td>
<td>Lunch/ Children leave for afternoon kindergarten</td>
</tr>
<tr>
<td></td>
<td>Afternoon</td>
</tr>
<tr>
<td>12:00-12:30 pm</td>
<td>Arrive from morning kindergarten</td>
</tr>
<tr>
<td>12:30-2:00 pm</td>
<td>Lunch/educational learning center, circle time</td>
</tr>
<tr>
<td>2:00-2:30 pm</td>
<td>Restroom break, free choice</td>
</tr>
<tr>
<td>2:30-3:00 pm</td>
<td>Clean up, indoor or outdoor play</td>
</tr>
<tr>
<td>3:00-4:00 pm</td>
<td>Free time, story time, outdoor play</td>
</tr>
<tr>
<td>4:00-5:00 pm</td>
<td>Transition after school, students arrive, snack</td>
</tr>
<tr>
<td>5:00-6:00 pm</td>
<td>Free choice, center closes</td>
</tr>
</tbody>
</table>
**Prime Time**

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.

<table>
<thead>
<tr>
<th>Before School</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6:30 am</td>
<td>Children arrive, check attendance</td>
</tr>
<tr>
<td>7:30-8:30 am</td>
<td>Breakfast/homework/quiet games, free choice</td>
</tr>
<tr>
<td>8:30-8:45 am</td>
<td>Children dismissed to school</td>
</tr>
</tbody>
</table>

**After School**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30 pm</td>
<td>Children arrive from school</td>
</tr>
<tr>
<td>3:30-3:45 pm</td>
<td>Check attendance, snack time</td>
</tr>
<tr>
<td>3:45-4:00 pm</td>
<td>Homework help</td>
</tr>
<tr>
<td>4:00-5:45 pm</td>
<td>Gym games, crafts, outdoor/indoor play, activity centers</td>
</tr>
<tr>
<td>5:45-6:00 pm</td>
<td>Clean up, children prepare to go home</td>
</tr>
</tbody>
</table>

**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 in the sanctuary. 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.