



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

RALPH J STOLLE COUNTRYSIDE YMCA CHILDCARE PARENT HANDBOOK



Revised January 2025

LOCATIONS:

1. Countryside YMCA Children's Center

- o Address: 1699 Deerfield Road, Lebanon, OH 45036
- o Phone: (513) 932-1424 ext. 131 or 146
- o Hours of Operation: Monday – Friday, 6:30 AM to 5:30 PM
- o Licensed to Care for Ages: 6 weeks to 6 years
- o Infant, Toddler & Preschool
- o Director: Nikki Stokes (Nikki.Stokes@ymcastaff.org)
- o Assistant Director: Christi Blough (Christi.Blough@ymcastaff.org)

2. Prime Time School Age Program

- o Address: 1618 Deerfield Road, Lebanon, OH 45036
- o Phone: (513) 228-2092
- o Hours of Operation: Monday – Friday, 6:30 AM to 6:00 PM
- o Licensed to Care for Ages: 3 years through 6th grade
- o Preschool Enrichment, Extended Kindergarten, Before & After School & Summer Adventure
- o Director: Joe Gilmore (Joe.Gilmore@ymcastaff.org)
- o Assistant Director: Carrie Noel (Carrie.Noel@ymcastaff.org)

3. The Little Miami Learning Center

- o Address: 6246 Turning Leaf Way, Maineville, OH 45039
- o Phone: (513) 677-3702
- o Hours of Operation: Monday – Friday, 6:30 AM to 5:30 PM
- o Licensed to Care for Ages: 6 weeks through 6th grade
- o Infant, Toddler, Preschool, Extended Kindergarten, Before & After School & Summer Adventure
- o Director: Stephanie Sizemore (Stephanie.Sizemore@ymcastaff.org)
- o Assistant Director: Tiffany Bishop (Tiffany.Bishop@ymcastaff.org)

4. Clinton Massie Prime Time Program

- o Address: 2556 Lebanon Road, Clarksville, OH 45113
- o Phone: (937) 289-9081
- o Hours of Operation: Monday – Friday, 6:30 AM to 6:00 PM
- o Licensed to Care for Ages: Preschool to 8th grade
- o Preschool, Before & After School Kinder through 8th Grade, & Summer Adventure
- o Director: Michelle Wood (Michelle.Wood@ymcastaff.org)
- o Assistant Director: Tonya Redfern (Tonya.Redfern@ymcastaff.org)

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INTRODUCTION

WELCOME

Thank you for choosing Ralph J. Stolle Countryside YMCA Childcare. This handbook provides essential information about our childcare programs, including policies and procedures. We encourage you to read it thoroughly and keep it accessible for reference while your child is enrolled.

Some sections may not apply to your child's age group or program; feel free to skip those as needed. If you have additional questions, please do not hesitate to reach out to our staff.

OUR MISSION

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

PHILOSOPHY AND GOALS

Countryside YMCA Childcare programs are designed to meet the developmental and individual needs of children 6 weeks to school age, through the use of the Creative Curriculum. The staff recognizes the importance of balanced growth so they provide opportunities to grow cognitively, socially, emotionally, and physically through a variety of creative experiences. Children are encouraged to learn and explore at their own speed in areas that interest them. We are pleased that you have chosen to include us in the growth and development of your children.

Countryside YMCA is committed to 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.

PROGRAM ENROLLMENT

Depending on the location you have chosen, our programs are open to Infants 6 weeks through 8th grade, Monday through Friday (See page 2 for hours of operations and age groups at each location).

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

Any children's enrollment or health information changes must be kept current in the Brightwheel system. Parents have the ability to make any changes to their Brightwheel account so the information is current. We ask that parents email the Site Director that a

change has been made so we can update our classroom forms as necessary. This is for the safety of your child and communication efforts.

Enrollment information is kept in the Center office as well as a copy in the child's classroom. Records are kept confidential and only available to program administration, staff, licensing, regulatory agencies, emergency personnel and those listed on the enrollment forms. Enrollment paperwork needs to be turned in prior to the first day of care.

Children will be accommodated from the waiting list as space becomes available. Admission of exceptional children or children with special needs is decided on an individual basis, as qualified staff permits.

All immunizations must be up to date for your child's age or a note provided from the child's doctor stating why immunizations are not current (if a parent chooses not to immunize).

Parents and Visitors Code of Conduct

Countryside YMCA Child Care Programs

At Countryside YMCA, we are dedicated to providing a safe, respectful, and nurturing environment for children, parents, visitors, and staff. To uphold these values, it is essential that all parents and visitors adhere to the following Code of Conduct when on YMCA property or participating in YMCA-related activities.

Expectations for Parents and Visitors

- Demonstrate Respectful Behavior: Conduct yourself in a respectful and orderly manner while on YMCA property or at childcare center events.
- Communicate Kindly: Speak to others with kindness and respect at all times.
- Foster Inclusivity: Respect the rights of others to enjoy a safe and inclusive environment.
- Address Concerns Appropriately: Direct any concerns to the appropriate individuals and follow the guidelines outlined in the Parent Handbook.
- Support Shared Responsibility: Recognize that the safety and education of children are a joint responsibility shared by parents and the YMCA community.
- Avoid Distractions: Refrain from using cell phones while in classrooms, hallways, or playgrounds, to maintain focus on the children.
- Honor YMCA Policies: Acknowledge that all Countryside YMCA properties are tobacco-free zones.

Prohibited Conduct on YMCA Property

The following actions are strictly prohibited on Countryside YMCA property or during YMCA events:

- Physical Harm or Threats: Intentionally injuring or threatening to harm another person.
- Disruption of Activities: Interfering with classes, programs, or other scheduled activities.
- Harassment or Discrimination: Engaging in intimidation, harassment, or discrimination based on race, color, creed, national origin, religion, age, gender, sexual orientation, culture, disability, or political beliefs.
- Substance Abuse: Possessing, consuming, distributing, or selling alcoholic beverages or controlled substances, or being under their influence.
- Weapons Possession: Bringing or using weapons on YMCA property or at any YMCA function.
- Legal Violations: Violating any federal, state, or local laws, or YMCA policies.
- Use of Tobacco or Vaping Products: Using tobacco or vape products on any YMCA property.

Partnership for Success

We ask all parents and visitors to maintain a mindful and cooperative approach in their interactions while on Countryside YMCA properties. Together, we can create a positive environment that fosters the growth and success of every child.

Failure to comply with this Code of Conduct may result in removal from YMCA premises. Law enforcement may be involved in cases of serious violations. Repeated or significant breaches of this Code of Conduct may lead to dismissal from the childcare program.

We appreciate your understanding and cooperation in supporting the well-being of our children and community.

FINANCIAL POLICIES

REGISTRATION FEE

Upon enrollment there is a non-refundable registration fee that will secure your childcare spot. This fee is for each child enrolled. A child is not considered enrolled until the registration fee is paid in full. If you withdraw your child and then re-enroll again, another registration fee is required.

ANNUAL PROCESSING FEE

An annual processing fee is charged to each family per child to cover updating paperwork, software, and mass communication systems, etc.

DELINQUENT ACCOUNTS

A fee will be charged for any returned payments due to insufficient funds. The parent may be required to pay by another payment method until all account balances are settled. Non-payment of your tuition could result in the child being withdrawn from the program until the debt has been cleared.

METHODS OF PAYMENT

Automatic Bank Draft is the only payment method. Tuition payments can be drafted from your checking account, savings account or credit card. If using a credit card, a processing fee will be applied. Payments will be drafted bi-weekly. This will make it easy for you to pay your childcare fee automatically, at absolutely no cost to you if you are using a checking or savings account. Tuition is due on draft Friday for the upcoming two weeks.

DISCOUNTS

Families enrolling multiple children will receive a discount on tuition for the oldest child(ren), while the youngest child's tuition remains full price.

EXTRA CHARGES

- 1) **Returned payments:** result in a \$10.00 minimum charge. Recurrent returned payments may result in a payment method of money orders only.
- 2) **Late pick-up fees:** are \$15.00 starting at one minute after closing time and \$1.00 every minute thereafter, using the time listed on the center's phone. These fees will be added to your draft. After several offenses, the parent will be required to meet with the Director to discuss a possible solution.
- 3) **Full days:** for school age children. Children in 1st grade and beyond (*unless you are in a school district that offers full day Kindergarten*) will be charged an additional fee for full days. Their regular weekly tuition is based on them only being at the center for a partial day. If they do not attend full days there will be no additional charge.
- 4) **Kindergarten children:** regular weekly tuition is based on them being at the center most of the day, excluding when they are attending ½ day Kindergarten. Full days are worked into their regular weekly tuition, along with meals. Kindergartners will be charged their regular weekly tuition

every week whether they attend or not. **Example: if your Kindergarten child does not attend during Christmas break, they will still be charged their weekly tuition, unless they are in a school district that offers full day Kindergarten, then they are considered to be the same as school age programming.**

- 5) **Field Trips:** are offered in our programs that offer a school age summer program. Additional charges may be assessed for summer field trips and/or will be included in the summer activity fee.

ATTENDANCE & ABSENCES

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

WITHDRAWAL, TRANSITIONING PROGRAMS OR STATUS CHANGE POLICY

A written or emailed notice of intent to withdraw a child from the program must be submitted to the Director two weeks prior to the child's last day. Any changes that affect tuition must be received in writing two weeks prior to the change, in order for the Accounting Department to process. Please understand that if you leave the program abruptly, tuition will be charged for those particular weeks.

If a child is asked to leave the center, the child's last day will be set up during a meeting with the site Director.

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

HUMAN SERVICE

Our programs accept families who receive assistance from the Ohio Department of Job and Family Services. Co-payments are paid bi-weekly through our auto bank draft. The YMCA adheres to the guidelines set by the county childcare unit. Delinquent co-payments will be reported to your caseworker. Parents are responsible for obtaining, maintaining and reapplying for public funding. Any lapses in public funding will result in full tuition being

charged to the parent and/or withdrawal from the program. In addition, failure to consistently TAP your child in and out daily will result in dismissal from the YMCA childcare program.

TAX STATEMENT

Parents will be able to print off a yearly summary of childcare payments for tax purposes. The tax ID number is 51-0181689. Parents may access their yearly summary from the Brightwheel website.

COMMUNICATION

MASS COMMUNICATION

The program uses Brightwheel to quickly communicate to everyone in the program. Make sure we have the correct phone number and email address on file so your family is getting all the correct information.

PARENT PARTICIPATION POLICY & RESOLVING PROBLEMS IN THE CENTER

Parents are encouraged to participate whenever possible in special activities the program has planned. With prior approval, parents may wish to attend field trips, class parties, and special luncheons. 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.) Site Director
- 3.) Executive Director

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. Staff fully realizes that you trust us with your little ones and we want our relationship to be a good one.

MEETING WITH STAFF

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

PERSONAL BELONGINGS

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

BIRTHDAYS

Every child's birthday is a special time, and children enjoy celebrating their birthdays. If you would like to bring something for your child's special day, please notify the child's teacher. Please note we have children's allergies to take into consideration and prepackaged items are preferred.

BREASTFEEDING & PUMPING AREA

Each program has a designated area for mothers and staff that are breastfeeding to nurse or pump in a private area. Please ask staff for directions to this area.

DAILY OPERATIONS

SUPERVISION POLICY OF CHILDREN

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff must be accountable for children's care at all times, including but not limited to, development, behavioral needs and parental preferences. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures.

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

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

ARRIVALS & DEPARTURES

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

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

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

EARLY AFTERNOON PICK UP (For programs that provide care for Infant through Preschool)

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

CHILDREN ARRIVING FROM ANOTHER PROGRAM

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

At times it may be necessary for a child to arrive at the center from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child is scheduled to be at the center that day, and then contact the program that they are to have arrived from. We will then consult with the parent to determine further action.

RELEASE OF A CHILD

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

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

TRANSFER OF RECORDS

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

A "Request for Records Transfer" form must be completed by the parent or guardian, stating the child's name and to whom records should be released to. Upon receipt of an official request for educational and developmental records from the parent or guardian, the program Director shall transfer requested records to the party indicated on the Request for Records Transfer paperwork.

CUSTODY AGREEMENTS

If there are custody issues involving your child, you must provide the center with current court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

SCHEDULED IN-SERVICE & TRAINING DAY CLOSURES:

Our program will be closed for several in-service days per year. Parents will be notified at least three weeks in advance of these dates.

HOLIDAY CLOSURES:

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

If a holiday falls on a Saturday our program will be closed on Friday, if it falls on Sunday our program will be closed on Monday. For Christmas Eve, if it falls during the weekend our program will be closed on the Friday prior. On New Year's Eve our program will close early. Tuition fees are set on an annual basis; there is no reduction in tuition for holidays or in-service days.

STAFF/CHILD RATIOS AND GROUP SIZE

Our Childcare Programs will not exceed the following state required ratios:

- 1:5 Infants (6 weeks to 18 months)
- 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 School agers (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 is in the building to meet the regular required staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

- 12 Infants (6 weeks to 18 months)
- 14 Toddlers (18 months-30 months)

- 16 2 1/2-3 year olds
- 24 3 year olds
- 28 4-5 year olds
- 36 School age children

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

INFANT & TODDLER BITING

Biting is a normal phase of an infant and toddlers child's development. However, when biting situations occur it can cause parents a sense of anxiousness. The YMCA biting policy is intended to protect the safety of all children while helping a child who is biting to extinguish this behavior. We ask for parent support when a biting situation occurs. This may include arrangements to have the child picked up from the center. This is not intended as punishment for the child or parent, but as a safety precaution for the other children in the room. It is age appropriate for older infants and toddlers to bite. An incident report will be filled out for the child that bit and for the child that was bitten. The staff is trained to help children manage this stage of development by giving children words to use and by using sign language to help communicate. Biting from children age 3 and older in the preschool rooms is not acceptable.

INFANTS

The children are exposed to a variety of experiences. Infants six weeks to when they are developmentally ready to move to the Toddler Room are on their own individualized schedule. Feeding and nap times are scheduled according to the parent's request. Infants that are not napping or being fed are placed in an area near or with a caregiver for age appropriate play. A daily report will be given to the parents, letting them know how their child ate, napped, and when he or she was changed.

Several changes of clothing, diapers and wipes are the responsibility of the parents. For infants on our center formula, parents must bring in clean bottles for the entire day. For infants not on the center's formula, parents must bring in prepared bottles for the entire day. If a parent does not have the proper amount of bottles for the whole day, the child will not be allowed to be dropped off. We do not allow outside table food to be brought into the center.

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.

Our program's policy is to check children's diapers every 2 hours. If a child is soiled before the 2 hour check, staff will change the child's diaper as soon as possible.

****Diapers:** Staff uses only commercially available disposable diapers unless the child has a medical reason that does not permit their use (the health provider documents the medical reason). For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. Cloth diapers and clothing that are soiled are immediately put in a plastic bag.

GENERAL INFANT SCHEDULE

6 weeks to 18 months

6:30 to 7:00	Parent drop off
7:00 to 9:00	Breakfast/free choice/buggy ride/diaper change
9:00 to 10:00	Outdoor or muscle room
10:00 to 10:30	Developmental activity
10:30 to 11:00	Outside play/free choice/lunch
11:00 to 11:45	Lunch/free choice/diapers
11:45 to 1:30	Quiet time/free choice
1:30 to 2:00	Outside time/diapers/buggy ride
2:00 to 2:30	PM Snack/outside play
3:00 to 3:45	Buggy ride/snack
3:45 to Close	Free choice/buggy ride/diapers/outside time

TODDLERS

18 months to 3 years

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.

Several changes of clothing, nap items, 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.

Sample Toddler Schedule

6:30-8:00	Free choice/Breakfast/indoor play
8:00-9:15	Diaper changes/free choice
9:15-9:30	Choice of developmental activity/free choice
9:30-10:00	Outside play/free choice
10:00-10:30	Developmental Activity
10:30-11:00	Free choice/diaper change
11:00-11:15	Prepare for lunch/story time
11:15-12:00	Lunch/clean up
12:00-3:00	Quiet time/ quiet activity for those not resting
3:00-3:30	Clean up/PM snack/free choice
3:30-4:30	Free choice
4:30-5:00	Outside play/free choice
5:00-Close	Diaper changes/free choice/outside

PRESCHOOL

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

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

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

Sample Preschool Schedule

6:30-9:00	Breakfast/free choice
9:00-9:30	Choice of developmental activity
9:30-10:00	Outside play/free choice
10:00-10:30	Indoor play
10:30-11:00	Individualized Time
11:00-11:15	Prepare for lunch/story time
11:15-12:00	Lunch/clean up
12:00-2:30	Quiet time/quiet activity offered to those not resting
2:30-3:30	Clean up/PM snack/free choice
3:30-4:30	Free choice
4:30-Close	Outside play/free choice/departure

EXTENDED KINDERGARTEN

Most of our programs are in districts that offer half day Kindergarten and other districts offer full day Kindergarten so they service a.m. & p.m. extended day session. *(Below is the schedule for ½ day Kindergarten Programs.* Full Day Kindergarten programs follow the school age schedule. Each day the children have a variety of centers and activities to choose from, such as science, coloring, Legos, blocks, art, books, music, and dramatic play.

Sample Extended Kindergarten Schedule

6:30-9:00	Arrive/educational learning centers/Breakfast/free choice
9:00-10:00	Clean up/circle time/indoor or outdoor play
10:00-11:00	Free choice/story time
11:00-11:15	Prepare for lunch
11:15-12:00	Lunch/children leave for PM kindergarten
12:00-12:30	Arrive from AM kindergarten
12:30-2:00	Lunch/educational learning center/circle time

2:00-2:30	Restroom break/free choice
2:30-3:00	Clean up/indoor or outdoor play
3:00-4:00	Free time/story time/outdoor play
4:00-5:00	PM Kindergarten arrives, PM snack
5:00-Close	Free choice/center closes

PRIME TIME

School Age programs 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, an individual play. Children will be able to choose from a variety of interesting centers.

Sample School Age Schedule

6:30-8:30	Arrival/Breakfast/homework/quiet games/free choice
8:30-8:45	Children dismissed to school
3:00	Children arrive from school
3:00-3:45	Attendance/PM snack
3:45-4:00	Homework help
4:00-5:45	Gym games/crafts/outdoor or indoor play/activity centers
5:45-Close	Clean up/prepare to leave

OUTDOOR PLAY POLICY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play is included in our program on a daily basis. Children will be taken outside when the temperature is between 25 degrees to 90 degrees. We will limit the amount of time outside when the temperatures are very warm or very cold. 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 large muscle area or gymnasium. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

MEALS AND SNACKS

We strive to provide nutritious meals and snacks to support your child's health and development. Meal offerings vary by program. Parents are informed of the specific meal provisions for their child's program upon enrollment and prior to any full-day schedule. *For school age programs:* On Full Days our program provides a Breakfast and PM snack, but school age participants must pack a brown bag lunch. Please ensure that packed lunches meet our nutritional guidelines (if applicable) and are clearly labeled with your child's name.

The lunches provided by our program 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. A doctor's note will be required for children who have an allergy or cannot have an item served on the menu.

Children are not permitted to bring their own food into the center except when a packed lunch is required. We are a peanut/tree nut free facility.

RECOMMENDATIONS FOR BROWN BAG LUNCHES:

When necessary (depending on the program) brown bag lunches are provided by the parents. If a child forgets their lunch, the YMCA will provide a lunch for a cost of \$10.00 to the parents.

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

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

EMERGENCY & SAFETY PROCEDURES

- Phones are located in the offices and several classrooms.
- Use of aerosol spray is prohibited while children are in attendance.
- Fire drills, tornado safety, and evacuation procedures are in accordance with the Ohio State Law. We conduct monthly fire drills; children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans and routes are posted in each classroom. Tornado drills are practiced during required months and lockdown procedures are practiced quarterly.
- Safety: Our entire complex internally and externally, is secured by electronically monitored fire systems.

- Our programs are equipped with video cameras. This is for security and protection of the students and staff. We have security doors that are activated by an office designated pin number. This pin number needs to remain confidential.
- Children will be supervised at all times.
- Medical, dental, and general emergency plans are posted in each classroom and other spaces used by children.
- Each classroom has a posted daily program schedule.
- The center shall maintain indoor temperature, which will not fall below 65 degrees or go above 85 degrees.
- We maintain ratio standards and regulations at all times.
- In the event of severe weather, closing announcements will be sent out via Brightwheel. Please make sure we have your correct contact information.

In case of an emergency, the child will receive appropriate treatment; the Director will be notified, ratios will be maintained; and other children will be safely supervised away from the situation. If the emergency is serious, 911 will be called, a staff member will accompany the child to the hospital with health records, remaining until the parent assumes responsibility. Staff are not permitted to transport children; only parents or EMS. For minor injuries, staff will provide basic first aid and TLC. All staff members are trained in First Aid, Communicable Disease, and CPR.

An incident/injury report will be provided on the day of the event if:

- The child requires first aid for illness, accident, or injury.
- The child sustains a bump or blow to the head.
- The child is transported by EMS.
- An unusual or unexpected event jeopardizes the child's safety.

For serious incidents or emergencies requiring transportation, the Serious Incident Reporting for Child Care Form will be filed online the next business day and may be printed for parents to meet notification requirements. The State Inspector will be notified within 24 hours.

EMERGENCY TRANSPORTATION PLAN

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

BLOOD BORNE PATHOGEN

Blood Borne Pathogen Kits are available for cleaning up accidents involving blood, vomit, or other bodily fluids.

FIELD TRIPS/TRANSPORTATION OF CHILDREN

Our programs will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. The local school districts provide transportation on routine trips for school age children going to/from school. The Lebanon City Schools will provide CDL required transportation on field trips. Only school age children are permitted to be transported to go on field trips. Authorized YMCA staff can transport children in the YMCA MiniBus for local field trips. All bus drivers hired by the YMCA will complete all ACA driver training documentation and ODJFS bus safety checklists. For safety reasons ALL children leaving a YMCA program on a field trip will need to be wearing the designated program identification provided by the YMCA in order to participate. Before departing the program, a head 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 head count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the center. During the course of field trips, each staff member will have specific children that they are responsible for supervising. Before any child participates in a field trip, the program will obtain written permission from the parent or guardian.

SWIMMING POLICY

When swimming activities are provided for children during the summer and possibly on full days, this will take place at the Countryside YMCA pool. A lifeguard will be present at all times and child care staff will also be actively supervising children. Please remember to send bathing suits, towels and sunscreen for your children. If your child burns easily, please include a lightweight swim shirt they can wear over their swimsuit, during swim time.

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

SWIM TEST POLICY

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

UNEXPECTED CLOSURES – FULL DAYS

FULL DAYS – SCHOOL AGE PROGRAM ONLY

Throughout the school year when the schools are closed for scheduled teacher conferences, work from home days, inclement weather and holidays, School Age programs offer full days. **Full day tuition is in addition to your weekly tuition, unless it's Spring Break or Christmas Break. (Excluding Half Day Kindergarten)**

REGISTRATION

- Full Day sign up registration will be sent via Google Forms, this must be completed by the deadline date to ensure your child's enrollment for the full days. Advanced registration is required so we can provide adequate staff.
- Kindergarten children do not pay an additional fee for full days, but are charged their weekly tuition whether they attend or not, unless they are in a program whose school district offers full day Kindergarten, then they are considered same as school age.
- If you sign up for full days and do not attend your account will still be charged.
- Second child discount does not apply for full days.
- Brown bag lunches are provided by parents. If you forget to bring your child's lunch, a lunch will be provided and your account will be charged a lunch fee.
- We are a peanut/tree nut free facility. Please do not send anything containing tree nuts, peanuts, peanut or nut oil, or peanut products

UNEXPECTED SCHOOL CLOSURES

- #1 If the program's local school district is on a delay, our programs will open at the *regular time* and offer care until school starts.
- #2 If the program's local school district closes for inclement weather or other conditions, our programs will operate on a TWO HOUR DELAY. Programs will begin at 8:30 am. An additional full day fee, per child will be charged for school age children in grades 1st through 6th.

NOTE: If schools are on a delay and then close once children are already at our program, we may need to call parents to come pick up, as children do not have lunches with them and our normal half day staffing pattern has been implemented for the day. When we know early in the morning that school is closed (prior to children arriving), we implement a different staffing pattern and use subs to accommodate children being with us all day. Families are also aware they need to bring lunch.

- In the event of a level 2 weather advisory, programs will decide on an individual location basis, if travel is safe. In the event of a level 3 weather advisory, programs will be closed. In the event a level 2 or 3 weather advisory, natural disaster or other environmental conditions presents, when children are already in our care, parents will be contacted to pick up their children.

HEALTH & WELLNESS

MANAGEMENT OF ILLNESSES

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

- A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:
- Temperature of 100 degrees F—in combination with any other signs of illness
- Diarrhea (more than two 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 gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Lethargy, not being able to participate in daily classroom routines.
- Sore throat or difficulty swallowing.

Any child demonstrating signs of illness not listed will be isolated and carefully observed for symptoms. The parent will be notified to arrange discharge. Anytime a child is isolated they will be kept within sight and hearing of a staff member. Parents will be notified if the child's condition worsens. The cot and any linen used will be washed and disinfected before being used again.

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

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

MILDLY ILL CHILD

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

COMMUNICABLE DISEASE AND ILLNESSES

A child dismissed for any health reason, will be given a "yellow slip" stating the reason for dismissal. The child may return to the program, after a 24 to 48 hour period and are symptom free of the illness (without fever reducing medication) or infestations which were indicated by the Director or physician. There will be no prorated tuition due to a child being yellow slipped.

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

MEDICATIONS

In accordance with ADA requirements all our Childcare programs will only administer medication if it is required for a "life threatening illness" or for "behavior disorders" that have been diagnosed by a licensed physician.

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

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

ADMINISTRATION OF MEDICATION FORM

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

Medications may NOT be stored in a child's cubby or book bag. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers. Parents must sign a release form stating they are permitting their child to have access at all times to the inhaler.

The child must keep the inhaler on his person at all times, it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be handed directly to the staff member responsible for the child.

ALLERGIES

A Medical Physical Care Plan needs to be completed if your child has any type of allergy that requires child care staff to monitor your child for symptoms, take action if a reaction occurs or give emergency medication. It must be signed by the Director and classroom teachers.

FOOD SUPPLEMENTS OR MODIFIED DIETS

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

NO NIT LICE POLICY

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

All our Childcare programs enforce 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 for a week 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

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

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

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

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

GUIDELINES

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

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

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

However, the safety of children is always our primary concern. The Director would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan.

Levels of Behavior Management

We are dedicated to providing high-quality care and maintaining a safe and nurturing environment for all children. To promote consistent and positive behavior management, we have developed the following guidelines. These steps are designed to address behavioral concerns effectively while ensuring fairness and safety.

Note: If a behavior is deemed dangerous or life-threatening, the Executive Director reserves the right to dismiss the child immediately at their discretion.

Level 1: Minor Infractions

Examples: Not following classroom rules, minor rudeness, disruptive behavior, or mild defiance.

Action Plan:

- The teacher will verbally counsel the child and may ask them to take a break.
- Guided reflection:
 - What happened?
 - Why do you think this behavior is inappropriate?
- The incident will be documented in the classroom communication notebook.
- The teacher will handle the situation directly with the child.

Level 2: Escalated Behaviors

Examples: Minor profanity, back-talking to staff, consistent defiance, or repeatedly breaking rules.

Action Plan:

- The child will be removed from the classroom and taken to the Director's office for reflection.
- Administration will discuss the incident with the child.
- A Discipline Incident Report will be completed.
- Parents will be informed that a behavior file is being started for their child.

Level 3: Serious Misconduct

Examples: Major profanity, physical aggression (e.g., fighting, kicking, biting), spitting, exposing private body parts, or safety risks (e.g., running away, throwing objects).

Action Plan:

- The child will be dismissed for the rest of the day.
- A Discipline Incident Report will be completed.
- Parents will be notified of the incident and required to pick up their child promptly.
- A parent-child conference will be scheduled.
- The Program Executive Director will be informed of the incident.

Level 4: Repeated Serious Incidents

Examples: Two or more Level 3 incidents within a week.

Action Plan:

- The child will be dismissed for three days.
- A Discipline Incident Report will be completed.
- Parents will be informed of the extended dismissal.
- A mandatory parent-child conference will be held before the child is readmitted to the center.

Level 5: Persistent or Severe Behavioral Issues

Examples: Uncontrollable behavior or repeated Level 3 incidents.

Action Plan:

- At Level 5, the child may be temporarily dismissed from the center for a period of one week, or, at the Director's discretion, may face permanent dismissal based on the severity of the behavior
- The Childcare Administrative Team will meet with the parents and child to discuss the situation.
- If no resolution is possible, the child's last day of care will be communicated to the parents.

- Dismissal will be reported to the Department of Children and Youth as required.

BULLYING

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

BEHAVIOR PREVENTION PRACTICES

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

- Take immediate action to stop the behavior.
- Inform the child and parent of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him/her from the situation. Additionally, staff will attempt to learn the cause of the behavior and will try to help the child understand and overcome the situation at hand.
- In other situations where other children are not directly jeopardized, YMCA staff will discuss the behavior problem with the child, but will take no discipline action unless the child repeats the behavior. In cases of repeated inappropriate behavior, one of the following disciplinary procedures may be used:
- Hold a discussion with the child about the inappropriate behavior and its future consequences.
- Inform the child of any disciplinary action to be taken, if the behavior is repeated.
- Redirect and provide time away from the activity, contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- Re-directing and time away from the activity, and notifying parents of the child's behavior. If behavior continues, conduct a parent or guardian conference to discuss and provide support in managing the child's behavior. If a child is involved in two incidents within one day, they may be asked to leave for the rest of the day, or dismissed for the following day after the incident.
- When a child's persistent or dangerous behavior takes too much energy and attention away from the needs, safety, and the well-being of other children, or disrupts the program's objective, the possibility of suspension or expelling the child from the program must be considered. The decision to send a child home, suspending or expelling a child, is a difficult one to make and will be carefully

considered before action is taken. If a child is expelled from our program it will be reported to ODJFS as a serious incident.

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
- Program shall not abuse or neglect a child

REASONS FOR TERMINATION OF CHILDCARE SERVICES

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

CURRICULUM

YMCA Childcare Programs Vision: *Building* Children of Character

Second only to human relationships, a well-planned curriculum helps define a child's experience in a YMCA program. Curriculum affects all aspects of a program: overall 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. As with any YMCA program, YMCA childcare is grounded in the YMCA mission and program objectives.

The Creative Curriculum outlines the five core content areas of:

- Literacy - Science of Reading
- Social-Emotional Development
- Mathematics
- Physical Development
- Health
- Art

ASSESSMENTS

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

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

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

- Arranging for developmental screenings and referral for diagnostic assessment when indicated,
- Identifying children's interests and needs,
- Describing the developmental progress and learning of children,
- Improving curriculum and adapting teaching practices and the environment,
- Planning program improvement, and
- Communicating with families.

SCREENINGS

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

- All children receive developmental screening that includes
- The timely screening of all children within two months of program entry;
- Screening instruments that meet professional standards for standardization, reliability, and validity;

- Screening instruments that have normative scores available on population relevant for the child being screened;
- Screening of children’s health status and their sensory, language, cognitive, gross-motor, fine-motor, and social-emotional development;
- A plan for evaluating the effectiveness of the screening program; and
- Using the results to make referrals to appropriate professionals, when needed, and ensuring the referrals are followed up.

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

Sharing Information

Communicating with families about their child’s learning and development is a vital part of our program. We use an assessment system aligned with our curriculum and Ohio’s school readiness objectives. This system incorporates ongoing, observation-based assessments using *The Creative Curriculum* approach to track progress and tailor instruction to each child’s needs.

Parents receive annual updates on their child’s educational progress. Teachers are trained to observe and support development effectively, focusing on the whole child. These insights are invaluable for partnering with families to plan and support learning.

All screening and assessment records are confidential, accessible only to the child’s teacher, Director, and Assistant Director. A signed release form is required for referrals or sharing information.

In addition to *The Creative Curriculum* for early years, we also use *Building the Primary Classroom* for elementary-aged children, both developed by Teaching Strategies.

Building the Primary Classroom includes six teaching strategies:

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

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

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

- English Language Arts (ELA)
- Mathematics
- Social Studies
- Science
- Physical Education
- Art

STAFF DEVELOPMENT AND POLICIES

Development

The quality of the YMCA childcare program is shaped by our staff's expertise and their positive interactions with children. Staff are selected based on their training, experience, and commitment to our childcare philosophy. We maintain high expectations and support ongoing professional development through continuing education and training.

Our team includes degreed professionals in Early Childhood Education, CDAs, and related fields. Non-degreed staff work in supervised roles and receive foundational training in child development, nutrition, and care. All childcare staff meet Ohio's annual continuing education requirements and benefit from ongoing collaboration and shared learning.

Additionally, all staff members are certified in CPR, First Aid, Communicable Disease, and Child Abuse prevention.

Policies

Staff members are strongly discouraged from providing babysitting services for children enrolled in any YMCA childcare program. To maintain professional boundaries and uphold their responsibilities to the YMCA, any exceptions to this policy must be requested in writing in advance and approved by administration.

PLEASE NOTE

- The center's written policies are available at the center for review at all times.
- The center shall demonstrate all written policies and procedures are followed.
- The center can add 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.
- The center is smoke free even after hours of operations.
- The center will not admit children whose parents refuse to grant consent for emergency transportation.

MANDATED 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.

USDA Nondiscrimination Statement

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

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Licensing Compliance Reports

To view licensing compliance information regarding your child's program, click on the following link:

<https://jfs.ohio.gov/CDC/>

Under Families click finding childcare

Type in the license number #200588

View Current Inspection Report

To receive updates on licensing reports regarding your child's program, click on:

Interested in receiving updates about this program

Subscribe to the RSS feed and follow the directions.

Ohio Department of Job and Family Services CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS).

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 to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste.
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:

ODJFS
Bureau of Civil Rights
240 30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or
(614) 995-9961

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>.