



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Great Miami Valley YMCA

Type of Center Program Handbook

Great Miami Valley YMCA
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PROGRAM PHILOSOPHY

Our programs are designed to meet the developmental needs of young children. We provide experiences that enhance and enrich each child's cognitive, social, emotional, physical, spiritual, and creative development. We also strive to support and strengthen the family unit and to provide an environment of safety, support and care. We emphasize five character values: Caring, Honesty, Respect, Responsibility and Faith.

Within the daily schedule, each child has opportunities to create, explore the environment, develop problem solving and personal interaction skills and develop concepts through a balance of self directed activities and teacher assisted activities. Staff will serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's needs.

DAYS AND HOURS OF OPERATION

Punctuality is a crucial element in our operation. Please be conscientious of your child's schedule. A late fee of \$1.00 per minute is charged for pick up after closing time. After three (3) offenses, the parent will be required to meet with the administrator to discuss possible solutions to the problem. See the final page (*page 16*) for exact hours of operation, dates, and holiday closings.

IN-SERVICE DAYS

The YMCA may take up to 2 Professional Development Days per year. These days will provide teachers with trainings and updates to the program. A 30 day notice will be provided.

DAILY SCHEDULE

The YMCA staff believes the social, interpersonal, physical, spiritual, cognitive and behavioral development of young children is important if they are to experience success and happiness in their future school years. In order to facilitate this development, we emphasize all of the above areas without concentration on just one. We feel if we can teach a child that school is a fun and happy place to be, he/she will be more prepared and willing to learn when entering the school system. On the final page of this packet (*page 16*) is an outline of daily activities. We hope you will support us with these purposes and goals.

STAFF/CHILD RATIOS AND GROUP SIZE

<u>The maximum number of children per staff member is:</u>		<u>Maximum Group Size</u>
0-12 Months Old	1:5	2:12
12-18 Months Old	1:6	2:12
18 Months -3 Years Old	1:8	2:16
3-5 Years Old	1:12	2:24
5-15 years Old	1:18	2:36

MEALS AND SNACKS PROVIDED

The full day programs shall serve a nutritious breakfast, lunch, and afternoon snack each day. Before and After School programs will serve a nutritious afternoon snack. Half Day Preschool Programs will serve one snack during snack time. No child shall go longer than 4 hours without being served a snack or meal, except when sleeping. The content of meals, snacks and breakfast shall be selected from the following four basic food groups:

1. Meat or meat alternative
2. Breads and grains

3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Milk (fluid cow's milk) and dairy a) 100% whole homogenized vitamin D fortified for children 12 to 24 months b) 1% or skim homogenized vitamin A and D fortified for children over 24 months

The YMCA provides all meals and snacks offered. Only in cases of medical, cultural or religious reasons can the parent/caregiver supplement. In order to do so the parent/caregiver must provide a physician's written instructions if administering a food supplement to any child or if an entire food group is eliminated. When special diets are required for cultural or religious reasons, the parent/caregiver must provide specific written, dated and signed instructions. If the parent fails to bring the supplementary food for their child for the day the parent will be contacted and required to bring in the supplementary food or give the YMCA permission to use the meals and/or snack that are provided for the day.

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

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

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

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

This institution is an equal opportunity provider.

CLOTHING

Please be sure that your child's name is clearly marked on all articles of clothing so that we can minimize the loss of personal belongings. In the event of missing items, please notify us promptly. Unclaimed items are donated to charity at the end of each year.

Dress your child for action! Clothing should be comfortable, easy for the child to manage (buttons in front, elastic waistbands, etc.) and appropriate for messy activities such as arts and crafts and outdoor recreation. Sneakers or other soft-soled shoes are advised for the prevention of injuries. The YMCA is NOT responsible for any lost items.

Children must be wearing appropriate clothing that is not revealing, meaning girls have no stomach or bra showing, shorts and skirts are of appropriate length (if hands straight down at their side, shorts or skirts are not above the palm of their hands) and boys have a shirt on. Children should not wear clothing that has inappropriate words or messages

on them. For example: curse words, drug related messages or images, sexual or violent images. In the event that a child comes to the program in clothing that is not appropriate, the staff will tell the child when they arrive. At this point, the child needs to change into another piece of clothing or leave until they can do this. If any parent or child has a question about an article of clothing, please feel free to ask any child care staff member or the Child Care Director.

OUTDOOR PLAY

The YMCA will provide outdoor play in suitable weather for any infant over twelve months of age, toddler, preschool, and school-age child in attendance four or more consecutive daylight hours. Staff will take into consideration temperature, humidity, wind chill, ozone levels, pollen count, and precipitation when determining if the weather is suitable. For temperature, suitable weather is at between 25 to 90 degrees Fahrenheit.

PARENT/CAREGIVER PARTICIPATION POLICIES

Occasionally parents/caregivers have questions, concerns, or suggestions about our program. We encourage you to contact the Director anytime. The Director's hours are posted. We want both you and your child to be happy and satisfied with our program. With your input, we will try to achieve this goal.

We encourage parents/caregivers to visit the center any time during the course of the day. Parents/Caregivers should feel free to observe and to interact with their child. Upon arriving at the center to visit or observe, we ask that parents notify the administrator or the teacher of their presence. It is helpful for the staff to be notified concerning parents plan to spend time at the center.

When you are visiting please:

- Keep physical contact to your child only (no holding, hugging, or wrestling other children.)
- Leave reprimanding other children to the teacher. It is not your responsibility to reprimand or correct another child.
- Respect the classroom rules and expect your child to follow them even when you are present.
- Being a Christian environment let this reflect in your choice of words.
- Do not physically discipline your child in front of other children.
- Do not engage in lengthy conversation with staff. They need to supervise and interact with the children. Set an appointment for a scheduled conference time if needed.
- Be professional and respectful to our staff and other parents.

All staff members are discouraged not to date or develop a personal relationship with program participants or their families. Please do not put a staff member in an awkward or difficult position at any time, as this may compromise their professional duty to the Children's Center.

All staff members are not allowed to babysit children in any child care programs and should not be asked to compromise their professional duty.

Conferences will be held in November, February, May and August to share your child's progress and set goals for all children involved in full day programs. A conference can also be requested at any time. Any time your child will transition from one program/ room to

another, a transition conference will be held and an Individualized Transition Plan will be created with teachers and parent/caregivers.

Formal Assessment and screenings are completed on every child. Assessment is used to guide teaching and activities. Individualization is provided through assessment. All assessments, including pictures of the child, are kept in each child's portfolio. Assessments will be shared with ODJFS if requested but are not automatically shared.

FINANCIAL POLICY AND PAYMENT SCHEDULE

Please read the following statements regarding our financial policy:

- As long as your child is enrolled in the program, you are required to pay the regular rate even if your child does not attend. There is no discount for snow days, sick days, vacation days or days that your child does not attend.
- There is a \$50.00 registration fee per child enrolled in the Children's Center. There is a \$25.00 per child registration fee for school age children (grades K-6) during the school year. This fee is non-refundable. The fee is a one-time fee unless a child is withdrawn and then re-enrolled.
- A weekly automatic credit card draft is the required method of payment.
- Weekly payment is due in full on Friday (or the first of every month for half day preschool), without exception, for the following week of child care, and that all fees paid into the program are non-refundable. Failure to pay will result in loss of child care services. Your child will not be able to return unless you provide a receipt of payment to the Administrator.
- The child care rate is based on the classroom the child is placed in; not on chronological age.
- There is a \$1.00 per minute charge per child for pick up after the center closes. The late fee will be added to your weekly automatic draft charge.
- There is a 3 business day waiting period from the time you register for the program and turn in all required paperwork until your child can start attending the program.
- If you receive county assistance, you are responsible to "TAP" in and out EVERY day. It is your responsibility to keep your county case current and failure to have an open case will result in payment for child care fees at full rate.
- Families receiving county/voucher assistance are expected to attend the program 25 or more hours each week. Failure to attend full time will be reported to Jobs and Family Services.
- A 2-week written notice is required when withdrawing your child from the child care, camp services or, if you are full time in our Early Learning Centers, when using your one week per calendar year of vacation. Turn in the notice or email requests to the bookkeeper at the YMCA Children's Center.

Please see the final page (*page 16*) for more specific payment information. If you need more information, please contact the Director.

TAX STATEMENT

Parents will be provided with a yearly summary of childcare payments for tax purposes. If you require a yearly statement for tax purposes, you must contact the bookkeeper. This may take up to 1 week to complete. Our tax ID number is 31-0536719.

BREASTFEEDING

In order to support those mothers who breastfeed or pump. A comfortable location is provided in the Childcare Directors office.

ENROLLMENT AND REGISTRATION PROCESS

Children are enrolled by priority; employees and siblings first, members second, then community third. Others are placed on a waiting list and accommodated as space becomes available. Admission of exceptional children, handicapped or children with special needs is decided on an individual basis as qualified staffing permits.

To complete enrollment of your child at the Great Miami Valley YMCA, you will need to visit the center with your child. You will then need to complete and return the following information:

Have a completed Enrollment Form on file for each child attending the center by the first day of attendance. This form will stay updated and will be reviewed annually.

Emergency Transportation Authorization MUST allow the YMCA to transport your child by emergency vehicle/911 if needed.

The medical statement shall be on file at the center within thirty days of the child's first day of attendance and updated every thirteen months thereafter from the date of the examination. (Not required for school age)

Doctor's Certificate and Immunization Record (See below)

Credit Card Draft Authorization Payroll Deduction Form

IMMUNIZATION REQUIREMENTS

In accordance with State licensing requirements, the center requires that each parent or guardian submit a doctor's certificate and immunization record upon enrollment. These records are retained in a permanent file at the center and must be updated as your child receives immunizations.

For children who are not immunized, the medical statement must be signed by the child's physician showing that the child was examined and the doctor/parent must sign that the family has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.

ARRIVING AT THE CENTER

The staff of the YMCA assumes total responsibility for your child when you leave the school each morning. Under no circumstances will your child be allowed to find his/her way into the center or classroom. We insist that all children be accompanied to their classrooms. All children must be signed in upon arrival.

LEAVING THE CENTER

The center will release children only to those persons designated by each child's parents or guardian. The staff requires proper identification from any unfamiliar person authorized to pick up a child. All children are required to be signed out when departing the center.

CUSTODY/VISITATION ORDERS

If there are custody papers on a child, up to date copies must be provided in order for the YMCA to follow visitation schedule or non-visit order. A parent/guardian can't remove another parent from the enrollment forms with out proper court documentation.

ABSENCES

The Great Miami Valley YMCA is a not-for-profit institution. Operations costs are based on annual registration projections. In order to continually assure the highest quality of staff, equipment, and supplies, we cannot offer tuition reductions for absences or illnesses. If your child will be absent, please contact the number on the front of this packet so we know that your child is safe and are not expecting them for the day. If a child fails to show up without notice from the parents, the parents will be contacted to ensure your child's safety. For Before and After School programs, do not call the school office regarding absence from the YMCA program. You will still need to inform your child's school if he/she will be absent from school.

SUPERVISION AND CHILD GUIDANCE

Supervision and Child Guidance will be positive in nature with the purpose of teaching, leading, and guiding children into appropriate behavior. The following techniques or practices may be used by all child care staff members and employees of a licensed child care center as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

1. To prevent issues, teachers will set clear limits, show children positive alternatives to inappropriate behavior, model the desired behavior and encourage children to control their own behavior by cooperating with others and solving problems by talking.
2. Teachers will utilize positive language in correcting the inappropriate behavior by recognizing and verbalizing the appropriate behavior. Teachers will never use harsh, profane, derogatory, humiliating, frightening, or threatening language with any child.
3. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and circumstances, and the child shall be within sight and hearing of a child care staff member in a safe, lighted, well ventilated space. The child should never be left unsupervised.
4. Teachers will never use cruel, harsh, corporal punishment or any unusual punishments when disciplining a child, such as punching, pinching, shaking, biting or restraining a child by any means other than holding the child for a short period of time, such as in a protective hug, so that the child may regain control.
5. Children's fragile self-concepts will always be considered when the teacher administers discipline. Children will never be subjected to methods which may humiliate, threaten or frighten children, such as withholding any food (including snacks and treats), rest or toilet use. Children will never be subjected to profane language, verbal abuse, derogatory or sarcastic remarks about children or their families.
6. Teachers will never punish an entire group of children due to the unacceptable behavior of one or a few.
7. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in the center's care.

If behaviors are consistent the administrator or teacher will contact the parents to make an appointment for a conference during which the parents, administrator, and teacher will agree on further disciplinary steps including the point at which the child shall be asked to leave the program. The center shall communicate and consult with the parent prior to implementing a specific behavior management plan. This plan shall be in writing and signed by the parent.

ILLNESS INSTRUCTIONS

Children exhibiting any of the following symptoms should not be brought to the school:

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or illness
- Diarrhea (three or more abnormally loose stools within a 24 hour period)
- Severe coughing causing the child to become red or blue in the face or 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 or itching, or eye pain
- Untreated infected skin patches or any unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of head lice, scabies, or other parasite infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

A child who becomes ill during the day shall be discharged to the care of his parents. Immediately upon discovery of illness, teacher or administrator will contact parents/guardians by phone. If we are unable to contact parents/guardians, contact persons will be called. Children with communicable diseases will not be permitted back into the classroom until symptom free for a consecutive 24 hour period. Children who leave the school due to an illness may require a receipt of a physician's statement indicating that it is safe for the child and other children in the school for him/her to return.

Any child who is suspected of having a communicable disease shall be isolated immediately in a space set aside for isolation and care of a sick child.

- Upon identification of a child with a suspected illness, a room or portion of a room not being used for child care shall be set up as an isolation area and shall be used for care and isolation of a sick child.
- When appropriate, the sick child shall be provided with a cot and a blanket for use until he/she is discharged to his/her parent or guardian. The cot shall be sanitized with an appropriate germicidal upon discharge of the child.
- An adult shall be within sight and hearing of a child who is isolated due to illness. No child is ever left unsupervised.
- A child who becomes ill during the day shall be discharged to the care of his/her parents or guardian as quickly as possible. If the parent or guardian is unable to come to the center to take charge of the ill child, the center may discharge an ill child to the person who has been designated by the parent or guardian to take charge of the child.

Those children experiencing minor common cold symptoms, or the child who does not feel well enough to participate in activities, but not exhibiting any of the symptoms specified

previously, are classified as a mildly ill child. It is our policy to care for mildly ill children as long as the parent or guardian has been notified of the child's condition. The child will be watched for worsening conditions or symptoms that would result in the child's discharge.

Administration of medications, vitamins, fluoride supplements or special diet will be undertaken by the staff only after receipt of a completed Administration of Medication form signed by a physician and the parent or guardian. Administration of medication forms for medications, special diets, and vitamins are available from the director.

The parent or guardian will be notified verbally and by written notice of any communicable disease that is present in the center.

EMERGENCY, SERIOUS ILLNESS OR INJURY

In case of an emergency, the child will be treated appropriately; the director will be notified; ratios will be maintained; remaining children will be removed from the area of the situation, with proper supervision in a safe area; 911 will be called if serious; the Child Enrollment and Health Information form will be sent with the life squad; parents will be notified; an incident report will be completed. Staff is not permitted to transport children in their own vehicles.

An incident report will be completed when:

- A. An illness, accident, or injury which requires first aid treatment.
- B. A bump or blow to the head.
- C. Emergency transportation.
- D. An unusual or unexpected event which jeopardizes the safety of the children or staff, such as, a child leaving the center unattended.

Parents are required to sign this form and will receive a copy. A copy will be kept on file at the Children's Center.

All staff is trained in first aid, CPR and communicable disease management.

FIRE DRILLS AND EVACUATION PROCEDURES

In accordance with Ohio State Law, the YMCA will hold monthly fire drills. It is crucial to the safety of the children that they learn proper emergency evacuation procedures. In our effort to simulate emergency conditions during fire drills, children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans are posted in each classroom.

In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency area to await the arrival of the parent or guardian. Should such an emergency occur, the director will notify each child's parent/caregiver.

ADMINISTERING MEDICINE

Prescription Medication

The Children's Center will **only** provide medication if it is required for a "life threatening illness" or for "behaviors" that have been diagnosed by a licensed physician, a licensed dentist or an advance practice nurse. A Child Medical/Physical Care Plan must be completed by the parent or guardian, trained staff and center administrator.

If a child is required to take medication at the center due to the above statement then the parent or guardian must have the Request for Administration of Medication form completed for each medication. 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.

Non-Prescription Medications

The only non-prescription medications allowed to be administered at the center by staff are diaper creams and sunscreen products.

For the staff to administer these types of non-prescription topical products or lotions, the parent or guardian must have the Request for Administration of Medication form completed for each product.

Allergies

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

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

All medications are stored in a secure place, well out of the reach of children.

We maintain dated records, and the amount of medicine dispensed. We provide refrigeration when necessary. Medicines will be returned to you when the required dosage is completed as described by the licensed physician, licensed dentist or advance practice nurse. If the medication and/or prescription is expired, it will be returned to the parent.

TRANSPORTATION FOR TRIPS AND EMERGENCIES

Transpiration for Emergencies

The 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.

Field Trips

Only school age children will take field trips. Children will be supervised at all times. Ratios will be maintained. Children will be assigned a specific child care staff member for field trips. School age children will be transported by contracted bus and follow a 1:10 ratio. At no time are children left unattended in a vehicle. The vehicle will be checked by staff after the departure of all children. Children will be transported by contracted vehicles. Written parent or guardian permission is required for all trips. The child will remain at the center without written permission. These forms can be picked up in the Administrator's office.

A. Permission must include:

1. The child's name
2. The specific destination(s)
3. The dated signature of the parent or guardian

4. The date of the field trip and approximate time for children will be on the trip
5. How the children will be transported

B. The following shall be available on all trips:

1. First aid supplies
2. Emergency transportation authorization for each child
3. The health record for any child who has health conditions which could require special procedures
4. A record listing each child on the trip and who is in charge of each group of children
5. Each child on the trip shall have identification attached containing the center's name, address, and telephone number to contact
6. A staff member trained in first aid and CPR will accompany children on all field trips
7. Staff/child ratios will be met at all times during the trip
8. Cellular phone or other means of immediate communication

SWIMMING AND WATER SAFETY

The center shall have written permission from the parent or guardian before the child shall be permitted to swim or otherwise participate in water activities. The written permission shall be signed and dated and shall include the following:

1. The child's name
2. A statement indicating whether the child is a swimmer or a non-swimmer
3. The parent or guardian's signature granting permission for the child to participate in water activities.

The center shall provide enough child care staff members to meet the requirements at all times during swimming and water play activities. While swimming, the children will be under the supervision of the child care staff

INFANT CARE

Infants should have two changes of clothing left at the Children's Center and clothing should be clearly marked with the child's name, so we can minimize the loss of personal belongings. Diapers, wipes, baby food, prepared bottles, (formula or breast milk) and diaper rash ointment, are the responsibility of the parent. Diapers and clothes shall be changed immediately when wet or soiled. Hair ties, small hair clips, buttons, are choking hazards. Please be aware that this could become a serious issue if a small child should get hold of these types of items. We do reserve the right to eliminate these items from the classroom, if we feel they are a safety danger.

A daily report will be given to the parents each day, letting you know how the child ate, napped and when he or she was changed.

When the child is ready for solid foods, this will be provided by the program. A menu will be given to the parent when this occurs. Signing off of particular foods will be required in order to be served to infants under twelve months of age.

DIAPERING POLICY

GMV YMCA programs that accept Infants (6 weeks old – 18 months old) and Toddlers (18 months old – three years old) require that our teachers will change diapers at a minimum of every 3 hours or immediately when it is obvious that the diaper is soiled. Our teachers will work with a child when the parents and the teachers deem that child ready to start toilet training.

GMV YMCA programs that are for Preschoolers (3 years old – kindergarten) and school agers (kindergarten and up) require that all children are fully toilet trained. A fully toilet trained child does not wear diapers or pull ups and can do the following:

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.
- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to go directly back to the room without directions.
- 7) Be able to postpone going if they must wait for someone who is in the bathroom or if we are outside and away from the house.

NAPPING AND RESTING

For children in our preschool program or under, there is time set aside in the day for nap/rest time. Children will be assigned a cot or crib and are allowed to bring nap items (a small pillow, blanket, and stuffed animal). The pillow and blanket must be taken home each Friday to be laundered.

EVENING AND OVERNIGHT CARE

We do not provide evening or overnight care in any of our programs.

SEVERE WEATHER

In the event of severe weather conditions, the YMCA will make every effort to remain open. Should inclement weather force the closing of the center, one hour’s notice will be provided. Closing announcements will be aired on local radio and television. See the final page for additional details.

School Cancelations

If the schools are closed due to weather emergencies, care will be provided at the YMCA from 6:30 a.m. to 6:00 p.m. (\$20/\$30 per day) Depending on the severity of the weather, it may be necessary to delay the 7:00 a.m. start time or require that you pick up your child prior to 6:00 p.m. If the start time is delayed, it will be announced on Channel 12. If early pick up is necessary, we will call you. If a Level 3 snow emergency is called, the program will be closed.

School Delays

If schools are on a delay in the morning, our staff will be at the school sites as follow:
One Hour Delay – 6:30 a.m.
Two Hour Delay – 6:30 a.m.

Early Dismissals

If schools are dismissed early due to weather conditions, the YMCA will not be able to provide care at the schools. The parent must pick up the child from school. There will be no care provided.

Half Day Preschool

We operate from the Local School District closings/delays. If there is a closing or delay, we will NOT have class that morning. There is no refund or prorated amount of tuition if we have snow days. Any early dismissals will be determined by the Child Care Director.

DISENROLLMENT

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 child care services.

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

Due to the safety of other children, if a child is suspended or removed from the childcare program it is at the discretion of the managerial staff if and when a child will be remitted into the program.

LICENSING INFORMATION

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

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

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

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

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

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

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

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

ASSISTANCE AND CONCERNS

Parents and Employees should contact the Childcare Director with any problems or concerns. The Directors hours of availability are posted for you. The site phone number is on the cover of this handbook.

If feel you can't go to your Director, please contact Xan Lipely, Association Child Care Specialist at xlipely@gmvymca.org or 513-887-0001 ext. 33 or contact Donna Keith, Executive Director of Childcare Quality Assurance at donnakeith@gmvymca.org or 513-887-0001 ext. 33.

See your specific Program's Parent Handbook for specific hours, schedules, fees and other site specific information.

GREAT MIAMI VALLEY YMCA CHILD CARE HANDBOOK

PARENT ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE PARENT HANDBOOK FOR THE GREAT MIAMI VALLEY YMCA CHILD CARE PROGRAMS. I AGREE TO FOLLOW ALL POLICIES OUTLINED WITHIN.

Signature of Parent/Guardian

Date

PLEASE CLEARLY PRINT THE NAMES OF YOUR CHILD(REN) ENROLLED IN CHILD CARE PROGRAM:

_____	_____
_____	_____
_____	_____

THANK YOU AND WELCOME TO OUR PROGRAM!!!

Please sign and return to the Director or Child Care Staff Member.