



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Parent Handbook

**A PLACE  
TO LEARN,  
A PLACE  
TO GROW**



**YMCA of Greater Cincinnati**  
**Ft. Thomas Independent Schools**  
**and**  
**Kenton County Schools**  
**School Age Child Care**  
**2017-2018 School Year**

Campbell County YMCA: (859) 781-1814

Family Life Senior Program Director: Nikki Boop- [nboop@myy.org](mailto:nboop@myy.org)

Family Life Director: Jessica Berberich- [jberberich@myy.org](mailto:jberberich@myy.org)

SACC Registrar: Amanda Speier- [aspeier@myy.org](mailto:aspeier@myy.org)



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### Fort Thomas Independent School Age Child Care Programs

School	Programs Offered	Site Phone	Email
Johnson Elementary	After School	859-206-0068	johsonymca@myy.org
Moyer Elementary	After School	859-414-1854	moyerymca@myy.org
Woodfill Elementary	After School	859-414-1852	woodfillymca@myy.org

### Kenton County Schools School Age Child Care Programs

School	Programs Offered	Site Phone	Email
Beechgrove Elementary	Before School beginning at 7:00am Extended K- PM Only After School until 6:00pm	859-957-4948	beechgroveyymca@myy.org
Caywood Elementary	Before School beginning at 6:30am Extended K- PM Only *After School until 6:00pm	859-638-0877	caywoodyymca@myy.org
Hinsdale Elementary	Before School beginning at 7:00am Extended K- AM/PM After School until 6:00pm	859-957-4913	hinsdaleymca@myy.org
Ft. Wright Elementary	Before School beginning at 7:00am After School until 6:00pm	859-957-4966	ftwrightymca@myy.org
Kenton Elementary	Before School beginning at 7:00am Extended K- AM Only After School until 6:00pm	859-638-3985	kentonymca@myy.org

\*Please contact your school about the 21<sup>st</sup> Century Programs offered. We currently offer After school Monday-Thursday to Kindergarten only. After school is offered on Friday's to K-5 students.



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## Kenton County Schools School Age Child Care Programs

Piner Elementary	Before School beginning at 6:30am Extended K- PM Only *After School until 6:00pm	859-638-0743	pinerymca@myy.org
River Ridge Elementary	Before School beginning at 7:00am Extended K- AM/PM After School until 6:00pm	859-638-2087	riverridgeymca@myy.org
Ryland Elementary	Before School beginning at 7:00am Extended K- AM/PM *After School until 6:00pm	859-638-3985	rylandymca@myy.org
Summit View Academy	Before School beginning at 6:30am Extended K- AM/PM Preschool After School until 6:00pm	859-638-2234	summitviewymca@myy.org
Taylor Mill Elementary	Before School beginning at 7:00am Extended K- AM/PM After School until 6:00pm	859-638-0293	Taylormillymca@myy.org
White's Tower Elementary	Extended K- AM/PM	513-646-2971	whitestowerymca@myy.org

\*Please contact your school about the 21<sup>st</sup> Century Programs offered. We currently offer After school Monday-Thursday to Kindergarten only. After school is offered on Friday's to K-5 students.



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## **YMCA of Greater Cincinnati Mission Statement**

The mission of the YMCA of Greater Cincinnati is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our four core values of caring, honesty, respect, and responsibility help us embrace our mission.

### **Program Philosophy**

The Ft. Thomas Independent and Kenton County School Systems, as well as the Campbell/Kenton County YMCA branch recognizes the need for quality childcare services for children with working parents. With this in mind, a partnership has been formed to enable children from working families to participate in a variety of physical, cultural, intellectual, and social activities while serving family needs for quality care before and after school hours.

The School Age Child Care program is designed to meet the developmental needs of school-aged students, as well as support, motivate, and nurture children. This allows children to achieve their full potential, all the while keeping them safe. The program focuses on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, challenging children to grow in imagination, creativity, self-directed initiative and leadership, all under the guidance of nurturing and caring staff.

Our goal is to compliment the school (not duplicate it) and to emulate a warm home setting with intellectual stimulation, supportive of the school age child's emotional, social, cognitive, and physical developmental needs.



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## Program Goals

We take pride in offering a well-balanced program for children. Our program includes the following:

- KY State licensed
- STARS Rated: Programs Rate from 2-3 stars
- Homework Assistance
- Character Development
- Social Development
- Healthy Lifestyles
- Physical Activity (at least 30 minutes)
- Conflict Resolution
- Creative Arts and Crafts
- Environmental Awareness
- STEM Activities
- Sensory Awareness



## Parental Involvement

Parental involvement and input is essential to our program. We appreciate any suggestions or concerns that families may have. In providing an open relationship with parents, we believe that we provide better care for their children. We encourage parents to visit our program at any time (a scheduled appointment is required). Any family member with a special interest or skill to share should notify the program staff. Parents are welcome to volunteer time and talents.

Any concerns of parents/guardians will be addressed with care and concern from our staff. If a parent or guardian would like to meet with SACC staff or the director, they can call to schedule time with the appropriate person. A list of contacts has been provided in the front of this handbook. The YMCA will also provide evaluations of our program for parents to complete throughout the school year. We are committed to creating partnerships with parents.



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## Parent/Staff Communication

The YMCA believes that communicating to parents concerning their child's development should be included in our programs. It is important that we form a partnership between the school, the student, the parents, and the YMCA. Staff will use notices, bulletin boards, e-mail, and newsletters to inform parents of program happenings. Information will be e-mailed to the address provided on the *Registration Form*. Staff will also share with parents their children's accomplishments and difficulties through daily conversations, phone calls, and conferences. We believe all of these methods are a great way to keep you as parents informed of what and how your child is doing during the program!

Please keep the teacher and/or director informed of any changes during the school year so we can keep your records updated but also provide better care to your child. These changes may include, but are not limited to, sharing news from home about illness, family changes, alteration in routine, and changes in medical history, address, phone numbers, email address, etc.



**The SACC program is a partnership between the YMCA, families and schools.**

## Sensitive Issues

The YMCA is aware that many children and families encounter sensitive issues or events. Sensitive issues are handled on an individual basis to the best of the staff's ability and training. Staff will involve parents in this process and provide resources for support.

Any problems your child may be having at home may affect their behavior at the YMCA program. Please keep us informed so that we can be sensitive to your child's needs. We would like to work as a team with the family to provide the best environment for your child's growth and development. All parents/guardians must provide legal documents upon any custody agreements/arrangements made within the court system regarding who can pick up the child/children.



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## Staff

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as skills to promote children’s learning and development in all areas. We plan age appropriate activities for school aged children in a structured and safe environment.

### **Chain of Command**

- SACC Staff
- SACC Site Director
- Program Director
- Sr. Program Director
- Executive Director

Each program site has a director who is responsible for program plans and staff supervision. The program director meets or exceeds all State of Kentucky Licensing requirements and directly supervises and manages this program.

Prior to hiring, each staff member completes a personal interview session, criminal background check, child abuse neglect check and personal and professional reference checks. All YMCA staff members receive CPR, First Aid, and Child Protection training as part of employment. In addition, staff of the SACC programs are required by state law to have 15 training hours each year. This helps to ensure that staff are continually developing their skills and practices.

## **Staff to Participant Ratios**

A staff to child ratio during SACC programming is one staff member to 12 children. These ratios are lower than required state ratios to ensure your child’s safety and success in this program.

<b>Age Group</b>	<b>Ratio</b>
2 to 3	1 staff for 10 children
3 to 4	1 staff for 12 children
4 to 5	1 staff for 14 children
5 to 7	1 staff for 15 children
7 years and older	1 staff for 20 children
Before & After school ONLY	1 staff for 25 children





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## Enrollment and Policy Information

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

The YMCA programs are not drop-in programs

Enrollment must be consistent and in advance. Before attending any YMCA program, all children must be registered and be officially enrolled. Program sessions have limited enrollment and registration is on a first-come, first-serve basis.

Families may reserve a spot for their child in the SACC programs by completing a Registration Form with payment information and submitting the Registration fee (\$30.00 per student/ \$60.00 per family). If you register before school has started your first payment will be scheduled according to the payment procedures listed on page 10-11. If you register after school has started you will be charged the registration fee, current week/month's payment, and upcoming week payment (upcoming month's payment will be due on the 20<sup>th</sup> of the month). Please note that the registration fee is non-refundable and non-transferable.

During the time of registration, you must complete the *Registration Packet*. This packet must be completed in full, include payment information, signatures and initials, and be returned prior to the start of the program. The packet requests pertinent information such as contact information, personal history of any special medical issues, special needs and food allergies, emergency transportation authorization, payment authorization, etc. A child is not officially enrolled in the SACC program until the *Registration Packet with completed payment information*, an up-to-date immunization form, and payments have been turned in.

**It's as easy as 1-2-3!  
Check out the Parent  
Checklist (located on  
page 28) for a quick  
and simple reference  
tool on getting your  
child officially  
enrolled!**

**All registration and enrollment information must be turned in at least 3 business days BEFORE the child is permitted to begin any YMCA Child Care program.**



## Permanent Withdrawals

The YMCA reserves the right to permanently withdraw a program participant at any time. Reasons for permanent withdrawal may include, but are not limited to: non-payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the director. The program reserves the right to deny or terminate enrollment of any child if the program director determines it is in the best interest of the program to do so.

If your child's schedule changes or you withdraw your child from the program you must turn in the Change of Program Form to your program director with 2 weeks' notice to avoid billing. **No** over the phone withdrawals will be accepted. This will assist in registering children who are on the waiting list and stopping the payment process. Change of Program forms are available at each school site and at the Campbell County YMCA or you can email Amanda Speier at [aspeier@myy.org](mailto:aspeier@myy.org).

## Payment Procedures

Programs are set up on weekly (40 weeks) or monthly (9½ months) even billing plans. Parents/Guardians must pay through an automatic withdrawal from their credit card or bank account. The even billing system is calculated by taking the total number of days children are required to attend school and dividing that by 9 ½ months or 40 weeks. [This means school breaks and holidays have already been factored in.] Full payment is due for each week or month even if students do not attend the program due to absences, illnesses, vacations, schools breaks, snow days, holidays, etc.

If parents choose the weekly option, payments will be automatically deducted on the Monday prior to the week your child is attending each week for 40 weeks. If you register before school begins you will be charged the registration fee and your first week's payment will be scheduled for the Monday before school begins. If you register after school has started you will be charged the registration fee, current week's payment, and the upcoming week's payment. **NOTE:** Payments will be withdrawn each Monday even when the school is on break.



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If parents choose the monthly option, payments will be automatically deducted on the 20<sup>th</sup> of each month. If you register before school begins you will be charged the registration fee and your first month's payment (August will be ½) will be scheduled for July 20<sup>th</sup>. If you register after school has started you will be charged the registration fee, current month's payment, and the upcoming month's payment will be due by the 20<sup>th</sup> of the month. **NOTE: Monthly payment will be the same each month even when school is on break.**

Full payment is due regardless of attendance. **There are no refunds for absences.** When a child is absent due to illness suspension from the program, full tuition payment is still expected. More detailed information on this topic can be found on page 24 (Absences & Vacations).

If payment is declined, the parent/guardian will have 7 days to pay with a check or alternate card. If the payment is more than one week late, it will result in the removal of the child from the program and the space will be given to another child on the waiting list. There is a \$25 charge for returned checks. You can update your payment information using a change of payment form or by logging into your myy.org account. Change of Payment Forms are available at each school site and at the Campbell County YMCA, or you may contact Amanda Speier at [aspeier@cincinnatiymca.org](mailto:aspeier@cincinnatiymca.org).

Charges will show on your credit card or checking account statements. We do not provide weekly or monthly receipts. Should you need a receipt printed you will need to email Amanda Speier at [aspeier@cincinnatiymca.org](mailto:aspeier@cincinnatiymca.org).

## **Overtime/Late Fees**

A late fee of \$1.00 per minute per child will be charged if the child/children are not picked up on time. This payment is to be made in cash upon arrival to pick up the child and given to the staff person who remains after scheduled working hours to be with the child.



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## Financial Assistance

The YMCA of Greater Cincinnati believes that no child should be excluded from any activity due to the inability to pay. Payment assistance is available to any eligible family through the YMCA Membership for All Scholarship Program. Some programs also receive assistance through the *Commonwealth of Kentucky's Childcare Assistance* program or other agencies. Enrollment and financial funds are limited and as a result we encourage you to apply early. Parents must apply to the Childcare Council of Kentucky and be denied by them in order to apply for the YMCA membership for all programs. You must turn in a denial letter from the Childcare Council of Kentucky in order to be approved through our assistance program.

## Tax Information

You can access your tax information by logging into your YMCA account. Go to [myy.org](http://myy.org) and click sign in. Log in, search, or create an account to access your information online. Tax information will no longer be mailed out in January. If you have any issues with the online portal or do not have access to internet please contact Amanda Speier at [aspeier@myy.org](mailto:aspeier@myy.org)

YMCA TAX I.D.  
NUMBER:  
31-053-7178

## Discounts

Receive 10% off by paying for the school year in full or if the child's parent/guardian works for Kenton County or Ft. Thomas Schools. We also provide a multiple child discount, which allows you to save 10% for each additional child enrolled in the same program (please choose one – discounts cannot be combined).



## **Discipline Policies**

We believe that inappropriate behavior is kept to a minimum when a child is actively engaged in developmentally appropriate activities. Consistent expectations of clearly stated and easy to understand rules will allow the children to make positive choices throughout the day. Our children will be given continual opportunities and guidance to make positive choices. Staff will utilize positive discipline methods to teach our children and encourage them to choose appropriate behavior. When the set boundary is broken, it is also essential to provide some form of discipline and understanding.

### **The YMCA Discipline Policy follows these steps:**

- Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positive, appropriate to the situation, and to each child's individual development. Verbalization of feelings for children, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.
- No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
- No child is ever isolated from the program, placed in a locked room, or confined in an enclosed area as a form of discipline.
- In case of physical fighting among children, restraint by the staff may be used for the safety of the children involved, but no form of physical punishment is ever used.
- Discipline is never imposed for failure to eat or toileting accidents, nor is food, rest, or toilet use ever withheld as a means of discipline.
- Physical exercise is never used as a punishment or discipline method.
- No child is ever shamed, humiliated, or frightened by any form of discipline.
- No child is subjected to profane language, verbal abuse, or abused/neglected while in our care.
- "No" is used only if followed by an explanation.
- We utilize redirection and time-out as methods of dealing with negative behaviors.



## **Time-Out Procedures**

We use the *Q-1-2 Time Out Method* in our programs. We review with children what behaviors will lead to time-out as part of the program. These behaviors are also posted. The time-out area is away from others where a child can sit quietly and think about the consequences of their behavior and still be monitored. A teacher will remind the child that as soon as he/she is calm, the timing will begin. Time-out will not begin until the behavior ceases. Alternative behavior will be reinforced so that undesired behavior will not reappear.

## **Question:**

The child will be spoken too once for a behavior and will be reminded that it is the child's choice to discontinue the behavior. Staff will engage with conversation and questions to help the child understand how their behavior impacts the program and participants.

## **1 Warning:**

Next the child will be given one warning. They will also be given corrective actions to be taken to fix the behavior or concerns.

## **2 Time Out:**

After already being engaged twice about the behavior, the last step results in a time-out based on the child's age. When being placed in time-out and removed from time-out, the child will be reminded why they were being placed there and discussed what actions will happen if the problem occurs again.



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## Student Code of Conduct Policies

It is our intent that each child enjoys the activities planned and understanding that he or she is responsible for his/her actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline and that we are here to help him/her succeed.

As in any group activity, the inappropriate behavior of a few children can spoil the experience for the entire group. Therefore, the following conduct policies apply directly to each child and will be used in determining his/her eligibility to continue as a participant in the program. In accordance with the severity of the infraction and the number of times the infraction occurs, a child may; (A) lose the privilege of participation in a specific activity, (B) be written up, (C) be suspended from the program, or (C) be terminated from the program for:

- Intentionally and repeatedly going to unauthorized areas or leaving the premises without staff permission.
- Repeatedly using foul language and/or being repeatedly rude and discourteous to staff and peers.
- Consistently disregarding the rules and authority of the staff.
- Verbal or physical aggression toward staff or other adults.
- Repeated incidents of physical and verbal aggression toward other children.
- Exhibiting behavior that endangers the safety of the children.
- Racism.
- Defacing YMCA property.
- Stealing or defacing other children's property.
- Possession or pretending to possess weapons of any kind.

Children need to understand the importance of listening to staff in group settings and one on one. This is important to each child's personal enjoyment and personal safety.



## **Suspension/Expulsion Policies**

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents, the inappropriate behavior may continue. When this happens, the YMCA can exercise the option to suspend a child from the program. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

If a child is affected by this policy, the parent will be notified prior to any action taken by the staff. As we state in our program goals, our program promotes “opportunities to develop personal discipline including taking responsibility for one’s own actions, setting and accepting limits, respecting the rights and property of others.” We strive to help each child reach his or her full potential as a productive, responsible human being.

## **Student Guidelines**

- Keep your hands to yourself
- Follow all rules that pertain to the program
- Listen to and respect others
- Use appropriate language
- Do not go into unauthorized areas
- Running is limited to recreational and outdoor activities
- Do not deface YMCA property or classmate’s property
- Please follow all directions
- Use basic rules of safety
- Stay with your group
- Do not use abusive behavior (no profanity, threats, derogatory remarks, verbal abuse, physical abuse, etc.)





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## **Procedures for Emergencies or Accidents**

All efforts to ensure safety are made at all times. Although all children will be supervised at all times by staff, an emergency incident or accident may occur. The following general policies are in place to help ensure safety of all students:

- The program site has a telephone available for emergencies as well as for communication with parents. Please talk to site director or a SACC worker to find out the best number to contact for each program your child is enrolled.
- An emergency plan is posted in the program room that explains the responsibilities for staff and actions to be taken in case of a fire emergency and weather alerts. Fire, tornado, and earthquake drills are practiced monthly.
- First Aid Kits are located in the program rooms. Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization section of the Enrollment Application*.
- Children's information is kept on file to be accessed whenever necessary.
- YMCA personnel will NOT transport children in their personal vehicles, even in emergency situations.



## **In the Case of a General Emergency**

General emergencies include threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, and loss of power, heat or water. The staff will follow the posted procedures by the YMCA of Greater Cincinnati Association in regard to general emergencies.

If the program site has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff. Once children are in a safe place, staff will alert parents of their whereabouts and the emergency situation at hand. Staff will be with the children at all times and no one will be left unsupervised. In the event of a facility lock-down, we will relocate the children to a designated space in the building depending upon the emergency.

In any event where there would be loss of power, heat, or water, we would contact parents at that time to notify them that their children are to be picked up and removed from the program.

## **Emergency Transportation Authorization**

We are unable to accept enrollment for families who refuse to grant permission for their child/children to be transported for emergency medical or dental treatment. During the time of registration, you will receive a *Registration Application* that contains many important forms that must be completed and kept on file, including documentation on *Emergency Transportation Authorization*.

## **In the Case of an Accident/Illness**

The director in charge will attend to the accident and/or illness. All other staff shall clear the area and supervise the other children. Minor accidents such as cuts, bruises, etc., will be treated by a staff member. If warranted, the director will immediately call the appropriate emergency contact numbers. If the parents or guardians cannot be reached, the physician or dentist will be notified. Please keep your emergency contacts up to date.



## **In the Case of a Serious Accident/Illness**

If a child is injured or becomes severely ill during a childcare program, the parents/guardians will be called first. If the situation requires transportation to a hospital or practitioner, our staff will call 911, and an emergency squad will transport the child to the appropriate facility. Emergencies and accidents will be handled as requested by the parent(s) indicated on the *Emergency Medical Authorization section of the Enrollment Application*. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the signed *Emergency Medical Authorization*, as well as any other vital medical information.

## **In the Case of Child Abuse or Neglect**

Staff members are trained to observe children on a daily basis as they enter the program to look for a variety of signs of child abuse and/or neglect. The YMCA and the program itself have a number of policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The director and each employee are required by law to report any suspicion of child abuse or neglect to Child Protection Services.

## **Incident/Accident Reports**

If a child is involved in an incident or accident during the program, the staff will complete an *Incident/Accident Report*. Staff will also fill out a form if they are suspicious of abuse or neglect. One copy will be given to the Metro Office and one copy will be retained on file. Parents will receive a *Parent Communication Form* for their records.

Incidents or injuries that require an *Incident/Accident Report* include but are not limited to:

Illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff, etc.



## **Management of Illness**

For the safety of all children in the program, we cannot allow ill children to attend. Even “mildly ill” children should not be in attendance. A mildly ill child is defined as someone who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled programs, he/she should remain at home. Note that our employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any symptoms listed in our illness policy.

A child who becomes ill during the day will be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to pick the child up, the staff will discharge the ill child to the person who has been designated by the parent. The YMCA should be informed about the nature of any illness your child may come down with. In the case of exposure to a communicable disease, parents will be notified by email or newsletter.

## **Isolation Precautions**

A child isolated due to a suspected communicable disease (or symptoms listed under the Illness Policy of this handbook) shall be within sight and hearing of an adult at all times.

## **Illness Policies**

All staff members are trained to recognize the signs of communicable diseases and other illnesses. A trained staff member will observe each child as he or she enters the program. All children will be required to wash their hands upon entering the program area and prior to eating meals.

Any child who develops the following symptoms while in our program will be isolated immediately in the designated First Aid area until discharged to his/her parent or guardian. They may only return with a doctor’s note stating that the child’s condition is not contagious.

**The symptoms include:**

- Temperature of at least 100°F when in combination with any other sign or symptom of illness.
- 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, obvious discharge, matted eyelashes, burning, itching of the eye.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and may be readmitted to the program after he/she is free from all symptoms for 24 hours.

**These symptoms include:**

- Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- Evidence of untreated lice, scabies or other parasitic infestations.
- Untreated infected skin patches, unusual spots or rashes.
- Sore throat or difficulty in swallowing.

**Lice Policy**

If a child is found to have nits, eggs, or live lice – parents will be contacted to pick up their child from the program and treat the child. The child may return to YMCA programs once they have been free from nits, eggs, or live lice for 24 hours. YMCA staff reserve the right to recheck the child 3 to 5 days after treatment to ensure there hasn't been a reoccurrence.



## Medications

Administration of medication or special diets will be undertaken by the program, after receipt of a completed *Request for the Administration of Medication Form* signed by a Parent/guardian. This form can be obtained from the director. The director must receive this form before any prescribed medications can be given. The director, in a confidential log, will note all administrations of medications. A parent must sign this log on a daily basis to give permission to the staff to administer the medication. All medications must be properly labeled with name, address, dosage, etc. in its original bottle.

## Inhalers and Other Emergency Medications

Pertinent information regarding any special medical issues, special needs and allergies must be clearly noted in the *Health History* section of your child's *Enrollment Application*. A child who is in need of an inhaler needs to have a *Request for the Administration of Medication* form on file. Please send an extra inhaler for the director to keep in the locked medication box.

It is important to keep staff aware of any allergies your child may have such as possible allergic reactions to bee stings, peanuts, other food allergies, etc. If you know your child is allergic to something, please note this information on his/her health history and note the severity of a possible reaction. Please provide any emergency medications (bee sting kits, Epi pens, etc.) for your child.



## **Arrival/Departure**

All children must be signed in and out of the before and after school programs they attend every day. As children arrive in our Before School program, they must be signed in on the appropriate form by a Parent/Guardian and signed out by SACC staff. As children arrive in our After School program, they will be signed in on the appropriate form by staff and must be signed out by a Parent/Guardian. Students are NOT to be dropped off at the door for any program; they MUST be escorted in by a parent or guardian.

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file with the director, which may include a custody agreement. No child will be released from a program to anyone other than the parents, legal guardians, or other persons specifically indicated in the *Registration Application*. We require that you give advance, written notification to the program when changes occur. Staff can and will ask for verification of identity before releasing a child to someone, even if the seems to know the adult and/or ask for the code words

Please make sure we are fully informed of all issues of child custody that may affect us. If there are court orders in effect on your child, we will need copies of any legal documentation.

## **Early Pick-up / Late Drop-off Policy**

If arriving or departing the program other than the scheduled times, staff must be notified in advance – preferably in writing. Parents are responsible for communicating this information in advance so that staff can ensure the student(s) are ready and waiting at the appointed time and designated location.

## **Late Pick-up Policy**

If you are more than 10 minutes late picking up your child, we will attempt to contact the parent/guardian or emergency contacts. If pick up is more than one hour late, Child Protective Services will be contacted to care for the child until the parents can be contacted. Excessive late pick-ups may result in the child's dismissal from the program. (A late fee of \$1.00 per minute per child will be charged, if children are not picked up by the end of the scheduled program time.)



## **Absences & Vacations**

We cannot deduct missed/absent days from your monthly or weekly fee. Your fee pays for direct operating costs, staff, and materials. All of these things must be available for your child. When you enroll, you are reserving the time, space, staffing, and provisions for your child whether or not he/she attends. In cases of hospitalization or extended illness verified by a physician, a credit may be issued after discussing the situation with your Director.

### **Verify Absences**

When your child will be absent from the program, please notify the staff. Parents are encouraged to notify the YMCA by calling or e-mailing the site director. Parents/guardians will be contacted by telephone by a staff member if a child has not arrived for their registered program and we have not received any notification. (There is no refund for absences).





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## **Weather Policy and Holiday/Snow Days/ School Breaks**

The SACC programs follow the calendar of the Ft. Thomas Independent and Kenton County school systems. SACC programs will be closed on any days that these schools are closed for holidays, snow days, or professional days. If you need child care on those days, you may register your child for our School's Day Out program when available at the Campbell County YMCA for an additional fee.

School's Day Out (SDO) program is available for children in kindergarten through fifth grade on most school holidays. This program is currently only available at the Campbell County YMCA location. Advance registration for the School Day Out program is necessary. State assistance does not apply to SDO. This is a separate program from regularly scheduled SACC program days.

### **Program Closings Due to Inclement Weather**

In the event that emergency weather conditions or other unforeseen emergencies occur, the SACC program site reserves the right to declare an emergency closing for the appropriate time period. We follow the County School Systems for school closings. Watch your local television station or radio station for announcements regarding school closings, delayed starts or early release.

When the Ft. Thomas Independent and Kenton County Schools are closed or close early due to inclement weather, all SACC programs will also be closed. If the school cancels all after school activities, then the YMCA After School Program is cancelled. If the school is on any type of delay, then the Before School Program is cancelled.

NOTE: Payments will NOT be refunded for snow days, but in turn there will be NO additional fees if make-up days are added at the end of the school year. You are never charged for holidays or professional days (only the 180 days students are scheduled to attend school).



## **Nutritional Program**

Daily nutrition plays a vital role in your child's day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. Your child/children's daily nutritional needs are met through planned, balanced meals and snacks that follow USDA guidelines. Menus are posted monthly. Parents are asked to inform staff of any special dietary needs or food allergies. In our After School SACC program, snack time is offered once they arrive and wash their hands.



## **Hand Washing**

It is Kentucky law and good practice for students to wash their hands upon entering the program. Hand washing is encouraged after using the bathroom; wiping the nose; changing clothes after a toileting accident; before eating, serving or preparing food; and whenever a person has been sneezed or coughed upon.

## **Appropriate Dress**

Your child will actively participate in many activities. It is important that your child is dressed in a manner that is comfortable and allows the freedom to experiment and enjoy the many opportunities for learning and play. We also ask that you consider having your child dress in clothing that he/she can fasten and unfasten by themselves as this encourages independence and fine motor skill development when using the restroom. Comfortable, sturdy shoes will make active play much safer and more enjoyable. There will be occasions when clothing will become soiled.

## Toys from Home / Lost and Found

Since toys from home can be lost or cause friction among children, children should keep their toys at home or in their backpack. Students should not bring electronic devices, games, game cards, card games, etc. Students should also leave beauty products (lipstick, nail polish, etc.) at home. Cell phones are not permitted in the program and will need to be kept in the backpack. A staff member will confiscate these items and return it to the parent at the end of the day.

Any found items will be placed in the school lost-and-found. Please check the lost-and found if a child has lost an item. Note that we are not financially responsible for children's losses, but will make every effort to locate the lost item.



## A Day in the Life of Your Child

YMCA School Aged Child Care programs are designed to support your child's overall growth and development, with a focus on academic achievement, health and wellness and social-emotional skills. Through a variety of activities, the Y helps prepare children for success in school and life. Incorporated into all Y programs are the core values of caring, honesty, respect and responsibility.

Each day, your child will have the opportunity to participate in a variety of activities. The program starts with a healthy snack option. Followed by quiet time for completing their homework and reading. Staff is available to assist students with their work and ensure that they comprehend their assignments. Once students complete their homework, they can participate in a variety of enrichment activities that are grouped into pre-planned centers. This includes arts and crafts, a science activity, literacy games, dramatic play and more. The academic enrichment activities are aligned with the Common Core Content Standards- supporting what your child is learning during the school. And after sitting for most of the day, Y programs make sure that students have time to be active. Your child will participate in at least 30 minutes of physical activity every day.



## **The Registration/Enrollment Process:**

### **Step 1: Registration**

The registration process includes obtaining and communicating important information. Forms need to be filled out, authorizations need to be obtained, signatures need to be given, etc. Parents/guardians will need to complete and turn in the following information prior your child's first day of attendance:

- 2017-2018 SACC Registration Packet with COMPLETED payment information
- Registration Fee payment (\$30 a child or \$60 per family)
- First weekly or monthly payment (check or money order only – NO CASH) If registering before school starts your first week/month's payment will be scheduled according to the payment procedures listed on page 10-11. If you register after school has started you will be charged the current week/month's payment and the upcoming weeks payment (upcoming month's payment will be due on the 20<sup>th</sup> of the month).
- Certified copy of child's up-to-date immunizations (we can NOT request this from the school) If you need a copy from the YMCA you must request a copy from your school's site director before the end of the school year. They will not be available when school is out of session.

### **Step 2: Payment**

A child is not officially enrolled until the registration form with all payment information is completed, signed, and payments have been received. Tuitions fees will be automatically deducted weekly or monthly with an Even Billing System. If registering before school starts we will schedule their first payment accordingly and charge the registration fee. If you are registering after school starts you will be charged for the current week/month, the upcoming week/month, and the registration fee. Payments must be made with credit card or checking account. Cash will NOT be accepted.

### **Step 3: Program Starts**

As soon as we have obtained all of the above, your child may start our program! If you register after school has started you must wait 3 business days from the time we receive all necessary forms before your child can start.