

**Powel Crosley, Jr. YMCA**



# **Child Care**

**2017-2018 School Year  
Parent Handbook**

9601 Winton Road  
Cincinnati, OH 45231  
513-521-7112 (Welcome Center)

[www.myy.org](http://www.myy.org)



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# PROGRAM OVERVIEW

## 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 purpose of YMCA youth programs is to meet the developmental needs of children and provide families with quality care. Our programs focus on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, which encourages initiative and supports the growth of self-direction and free choice, all under the guidance of nurturing and caring staff. This is done in a setting built with acceptance, respect and encouragement. In all of our programs, we work in cooperation with educational efforts of parents and communities. We believe in building positive self-esteem and strong character development in children by focusing on our values of caring, honesty, respect and responsibility.

## Program Goals

Our program provides:

- A safe environment
- Emotional support and warmth
- Responsive adults who serve as good role models and exceptionally good listeners
- Opportunities to work with real tools for play and/or purposeful real world work, as well as learning confidence in dealing with the physical world through games, hobbies, and exercise
- A focus on the 40 Developmental Assets identified by the Search Institute
- Freedom of choice in an environment full of age-appropriate materials and activities
- Freedom to work and play individually or with peers
- Encouragement to be creative and imaginative
- Time and space to engage in reading, computing and problem-solving through self-selected tasks
- Time and appropriate space for rest or quiet time
- Opportunities to develop personal discipline including: taking responsibility for one's own actions, setting and accepting limits, respecting rights and the property of others, forming friendships, and using community resources responsibly
- Learning to accept one's own personal abilities
- Opportunities to learn about diversity and inclusion
- Opportunities to learn about nutrition and other components of a healthy and safe lifestyle

## Program Site Information

### **Powel Crosley, Jr. YMCA**

9601 Winton Road  
Cincinnati, OH 45231  
513-521-7112

Schedule of Operation: Monday-Friday 6:30 a.m.-6:00 p.m.

Ages: 3-5 years old

Maximum Capacity: 40 children

\*Serves up to 36 children ages 6-14 on school breaks.

### **John Paul II**

9375 Winton Road  
Cincinnati, OH 45231  
513-729-1725

Schedule of Operation: Monday-Friday

6:30-8:30 a.m. & 3:30-6:00 p.m.

Grades: Kindergarten-8<sup>th</sup> grades

Maximum Capacity: 36 children

\*Ring bell to enter through cafeteria doors in back of school

### **North College Hill Elem.**

6955 Grace Avenue  
Cincinnati, OH 45239  
513-426-4837

Schedule of Operation: Monday-Friday

6:30-8:30 a.m. & 2:45-6:00 p.m.

Grades: Kindergarten-8<sup>th</sup> (Middle school students walk to site)

Maximum Capacity: 54 children

\*Enter through double doors on side of school

## **Parker Woods Montessori**

4370 Beech Hill Avenue  
Cincinnati, OH 45223  
513-363-6296

Schedule of Operation: Monday-Friday  
7:05-9:00 a.m. and 3:30-6:00 p.m.

Grades: Kindergarten-6<sup>th</sup> grades

Maximum Capacity: 98 children

\*Enter through cafeteria door in back of school

## **Family Involvement**

**Family involvement and input is essential to our program!** Parents will be notified of events through newsletters and other oral or written communications. We appreciate any suggestions or concerns from our families. In providing an open relationship with all family members, we believe that we provide better care for their children. Parents and employees are welcome and highly encouraged to participate in all activities planned for the children. Parents are especially welcome on field trips (after passing a background check). Any family member with a special interest or skill to share should notify the Site Administrator at their child's school/program. 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/guardian would like to meet with child care staff, they can call the Site Administrator at their child's school/program to schedule time with the appropriate staff member. It is the policy of our program to have an "Open Door Policy." Parents can also feel free to contact the Family Life Director by calling the Powel Crosley, Jr. YMCA Welcome Center at (513) 521-7112. Conferences are welcome and available upon request. Please note that we will have opportunities throughout the year for parents to meet on a more casual basis with the program staff that are working with their child.

A couple times a year the YMCA will provide evaluations of our programs for parents to complete. Please take a few minutes to complete this evaluation electronically. Your feedback is greatly appreciated and helps us improve our programs!

The YMCA of Greater Cincinnati is a volunteer driven agency. We welcome volunteer assistance in all branch and program development. Volunteer opportunities may include youth coach, parent advisory committee, fundraising, special events, and more. Contact the YMCA for more volunteer information and/or to fill out a volunteer application and background check release form.

Families are asked to attend the **Open Houses and Family Nights**. These events will give you and your child time to get to know our staff better.

## **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. It is very important that parents talk with the staff and the staff will keep parents informed as well.

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. The staff will ask for the proper identification of the person picking up the child.

## **Parent/Staff Communication**

The YMCA believes that activities designed to involve parents in their child's development should be included in a child care program. Activities and weekly lesson plans will be posted on the parent table and/or bulletin board. Our newsletter will be emailed to the address provided on the *Registration* form. A copy of this newsletter is also

available from a child care staff member. It is a great way to keep parents informed of special events and what the children are doing during our programs.

**Please keep the Site Administrator at your child's site/program informed of any changes during the school year so we can keep your records updated.** These changes may include, but are not limited to medical history, address, phone numbers, email address, etc.

### 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 a quality recreational program. Prior to hiring, each staff member completes a personal interview session, background check and reference checks. We plan age-appropriate activities for children in a structured and safe environment. Each program has a Director who is responsible for program plans and staff supervision. Also, all YMCA staff members receive CPR, First Aid, and Child Protection training as part of employment.

**Staff Structure**

- Executive Director
- Family Life Director
- Site Administrators/Lead Teachers
- Child Care Staff Members

### Staff to Participant Ratios

During any scheduled swimming activity a certified lifeguard or water instructor will be on duty at all times. A child to staff ratio maximum of 1:18 for school-aged children and 1:12 for preschool children will be maintained at all times in the pool. All children are supervised at all times. The school age group size will not exceed 36 per group and the preschool group size will not exceed 24 per classroom.

<b>Preschool: 3 - 5 years</b>	<b>1:12</b>
<b>School Age: Kindergarten – 11 years</b>	<b>1:18</b>
<b>School Age: 11 – 14 years</b>	<b>1:20</b>

### Employee Concerns

Employees are expected to use confidentiality when discussing concerns regarding children. Employees will not discuss concerns amongst each other or with anyone not directly involved (i.e. other parents, kids). When a concern or question arises, an employee should talk to their Site Administrator. If further action needs to be taken, the Family Life Director can be reached at 521-7112.

### Babysitting Policy

The YMCA of Greater Cincinnati *Code of Conduct* prohibits staff members from babysitting children met through any YMCA programs.

## ENROLLMENT POLICY

### Enrollment Policy and 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 child care programs are not drop-in programs. Enrollment must be consistent and in advance. Before attending the YMCA program, all children must be registered and officially enrolled. Registration requires one full business day to be processed before your child can attend. Programs have limited enrollment and registration is on a first-come, first-serve basis. Families may reserve a spot in a program by completing a *Registration Packet* and paying the registration fee. The registration fee is non-refundable and non-transferable. The registration fee is \$15 for one child or \$25 for families with more than one child.

In order to register your child for any program, you must submit a *Registration Packet*. This packet must be completed in full and includes enrollment and health information. Children attending **Preschool** are also required



to submit a **Medical Statement** signed by a doctor (*licensing requirement*). The packet requests pertinent information such as contact information, personal history of any special medical issues, special needs and food allergies, emergency transportation authorization, etc. A child is not officially enrolled until the *Registration Packet*, and if needed, *Medical Statement*, are turned into the Welcome Center and the child is registered with a paid registration fee. If your child has a health condition or requires medication, you will be required to fill out additional paperwork.

### **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 Site Administrator, Family Life Director and the Executive Director.

If your child's schedule changes or you withdraw from the program you must turn in the *Childcare Status Change Form* to the Welcome Center or your site administrator with a week's notice to avoid billing. **No** phone or verbal withdrawals will be accepted. If a *Status Change Form* is not turned in, children will automatically be withdrawn after 2 weeks of not attending, however, you will be responsible for paying for those 2 weeks.



**It's as easy as 1-2-3! Check out the At-A-Glance Parent Checklist (located on page 19) for a quick and simple reference tool on getting your child officially enrolled in one of our child care programs!**

## **PAYMENT INFORMATION**

### **Payment Procedures**

Participants are required to have a valid credit/debit card on file at the time of registration. Only the registration fee can be paid by other means. The credit/debit card will be charged in full for any programs selected on the registration form between the Friday *before* and Monday of each week.

If your card is rejected, we will automatically reprocess the payment on Monday. Your child will not be permitted to attend the selected program until the fee is paid *and* a valid card is on file.

Full payment and scholarship fees are only prorated on weeks when school is closed for 2 or more days. The prorated fee will be your weekly fee divided by five and multiplied by the number of days school was in session that week. Voucher fees are typically not prorated. Fees will not be charged on weeks when school is closed for the entire week.

Any other payments (late fees, registration fee, etc.) may be made by check, money order, cash, or credit card at the YMCA. Only checks and money orders will be accepted at school sites. There is a \$25 charge for returned checks. After one returned check, only money orders will be accepted. If paying by check or money order, please write the child's name and what the check is for in the memo section. All personal checks and money orders are to be made out to the YMCA. All payment questions should be directed to the Childcare Registrar at the Y.

### **Past Due Balances**

The YMCA reserves the right to remove a child from care due to non-payment at any time. A family with one month or more of unpaid fees will receive a letter informing them that a minimum of ½ of the balance must be

paid within 2 weeks of the notice. Failure to pay the fees within the allotted time frame will result in removal from the program.

### **Hamilton County Child Care Subsidy**

Hamilton County child care subsidy is accepted for all child care programs. **Parents are responsible for adding the program of attendance as an authorized provider BEFORE the child starts in the program.** Parents should be prepared to swipe their Ohio ECC card on the first day of care and it must be authorized. **Parents must swipe their child in and out EVERY DAY. Failure to complete any of these procedures will result in being charged the full fee for the program.** Families using child care subsidy must follow all registration procedures, are required to pay the registration fee, and are susceptible to all other fees (late pick-up fees, late payment fees, returned check fees, etc.). **Children attending before and after school care must attend a minimum of 7 hours per week. Children attending preschool must attend a minimum of 25 hours per week.** If you do not meet these minimums, the county pays us significantly less. **You will be charged the difference in fees.**

### **Prolonged Illness**

If your child is absent for 5 or more consecutive days due to illness or injury, credit will be given upon receipt of a doctor's note.

### **Credit and Refunds**

Fees must be paid whether the child attends or not. Credit will not be issued for absences or suspensions. If a child does not attend for 2 weeks, he/she will be automatically withdrawn, but credit will not be given for those 2 weeks (and payment will be owed). Please see the **Permanent Withdrawal** section of the handbook (p. 6) for more information.

**Fees are not prorated or refunded for absences, suspensions, or inclement weather.** Fees are prorated for school breaks when the program is closed for more than one day. The prorated fee is your weekly rate divided by 5 multiplied by the number of days the program is open that week. **Voucher co-pays are not prorated.**

### **Family Time Off – Applies to Year-round Preschool Participants ONLY**

Due to Preschool being a year-round, full-time program, we allow each child enrolled in the summer and school year program to take 2 weeks off without pay each year. Each child can take 1 week off during the school year (September-May) without paying preschool fees and 1 week off during the summer (June-August) without paying preschool fees. Parents must provide written documentation at least 1 week in advance if their child will be missing a week of preschool. If a child misses a full week due to illness and takes advantage of the Prolonged Illness policy, a week will be subtracted from their Family Time Off. No child will receive more than 2 weeks away from the program without paying tuition.

### **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. The individual that picks up the child will be expected to sign the late fee slip and full payment is required before the child returns to the program. If late pick-up is more than one hour, **Child Protective Services will be contacted.** Excessive late pick-ups may result in the child's dismissal from the program. If a child is sent home due to illness or behavior, the parent will have one hour after they are contacted to pick up their child. After one hour, a late fee will be charged per the policy above.

### **Financial Assistance**

The YMCA of Greater Cincinnati believes that no child should be excluded from an activity because they are unable to afford the fees. Payment assistance is available to any eligible family through the YMCA's annual support campaign. Some programs also receive assistance through United Way or other agencies. Enrollment and financial funds are limited and as a result we encourage you to apply early. In order to apply for a child care scholarship, you must prove that you do not qualify for Hamilton County child care vouchers. Notification of approval generally takes 2 weeks and will be mailed or emailed to the address provided on the *Scholarship* form. Incomplete scholarship applications will be returned to the family. Funds are extremely limited and subject to availability.

## Tax Information

We highly encourage you to keep your receipts for tax purposes. If you need a tax statement, one can be requested by filling out a *Payment History Request* form at the Powel Crosley, Jr. YMCA Welcome Center or at your site. Please allow 10 business days (Monday-Friday) for your request to be processed. After 10 days, you can pick up your payment history at the Welcome Center or from your site administrator.

**YMCA TAX I.D.  
NUMBER:  
# 31-0537178**

## Discounts

An additional child discount of 10% is offered for all child care programs.

# CODE OF CONDUCT

## Participant Code of Conduct

The YMCA of Greater Cincinnati has a clear responsibility to protect the children in our programs and to promote the YMCA mission that includes practicing programs based on Christian principles that build healthy spirit, mind and body. We teach children to resolve conflicts by peaceful and non-violent means. In support of this responsibility, this Code of Conduct governs the behavior of all adults at the YMCA programs. Staff, parents, and visitors are to treat each other professionally, with respect, and act as role models for the children.

The Code of Conduct identifies unacceptable behaviors by any participant while in any space designated as YMCA program areas. Misconduct includes, but is not limited to, the following:

- Profanity
- Threats, intimidation, or harassment
- Mental or bodily harm
- Disruption or obstruction
- Disturbing the peace
- Dishonesty or misrepresentation
- Violation of criminal law
- Possession of weapons
- Dressing inappropriately
- Possessing illegal substances (including alcohol, tobacco, and other drugs)
- Engaging in sexual activity, harassment or other display or conduct
- Misusing photographic devices

**Anyone found in violation of the YMCA Code of Conduct is subject to termination of services, dismissal, and/or criminal charges.**

## Rules We Live By

The following is a list of rules that all participants must adhere to at all times:

- Keep your hands and feet to yourself
- Rocks and sticks belong on the ground
- Use appropriate language
- Respect all participants and staff
- Follow all directions
- Wear appropriate footwear
- Stay with your group
- Toys and games belong at home
- Electronics and cell phones stay at home
- Leave money at home
- Balls belong outside or in the gym
- No pets in the program area
- No vehicles in the program area

## Discipline

In youth programs, we strive to meet the needs of all children without ignoring the demands of any one individual. It becomes necessary in organizing and maintaining a large group to set limits and guidelines.



When that set boundary is broken, it is also essential to provide some form of understanding. All specifications under Ohio Child Care Licensing Rule 5101:2-12-22 apply to all YMCA employees (please see the Family Life Director for a copy of this rule).

#### **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, non-punitive, 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 the 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 or physical restraint is ever used otherwise.
- 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 humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the YMCA.
- No child is ever shamed, humiliated, or frightened by any form of discipline.
- No discipline technique is ever delegated to another child. The entire group will not be disciplined as a group due to the unacceptable behavior of a few.
- "No" is used only if followed by an explanation.

#### **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 supervisors can exercise the option to suspend or expel a child from the program. The YMCA supervisors can also request that a child be picked up before the program end time due to behavior issues. **If a parent fails to pick up their child within an hour of a request from YMCA staff, the parent will be charged a \$1 per minute late fee and the child will be prohibited from returning to the program until the fee is paid.** If problems continue despite the suspension and no progress is demonstrated, the child will be subject to expulsion from the program.

Serious behavior problems will result in a minimum consequence of suspension. A second serious offense will result in a minimum one week suspension. A third serious offense is grounds for removal from the program.

#### **Serious behavior problems may include:**

- Verbal or physical aggression toward staff or other adults
- Incidents of physical and verbal aggression toward other children
- Exhibiting behavior that endangers the safety of the children
- Racism
- Attempting to leave the program or premises without staff permission
- Consistently disregarding the rules and authority of the staff
- Possession or pretending to possess weapons of any kind
- Theft or property destruction

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.

# PARTICIPANT SAFETY

## Procedures for Emergencies or Accidents

All efforts to ensure safety are made at all times. However, 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 campers:

- All programs have a telephone available for emergencies as well as for communication with parents. Please see the *Program Overview* section (pgs. 3-4) of this handbook for the phone number for your child's program/site. The YMCA phone number is (513) 521-7112. If you call the YMCA in an emergency situation, the staff will locate the Family Life Director or next available manager to assist in the communication process.
- A First Aid Kit is located in the program area's primary space and is carried with the group when leaving the primary space. All YMCA staff receive first aid and CPR training.
- Children's information concerning medical records, health records, and emergency transportation authorization (filed alphabetically) are kept at each site. Copies of these forms are always taken during the transportation of children to scheduled field trips.
- All children must have *Emergency Transportation Authorization* on file. This is located in the *Registration Packet*.
- 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 in regard to general emergencies.

If a 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. The relocation site will be posted on the main entrance of the school. 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 will 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 an *Registration Packet* 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 Site Administrator or child care staff member 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 Site Administrator will immediately call the appropriate emergency contact numbers. If the parents or guardians cannot be reached, the emergency contacts will be called.

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

If a child is injured or becomes severely ill, 911 will be called and then the parents/guardians will be contacted. If the situation requires transportation to a hospital, an emergency squad will transport the child to the appropriate facility. A staff member will accompany the child until a parent or guardian arrives. The staff member will take a copy of the child's *Registration Packet* with them.

## **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 has a number of policies and procedures in place designed to help safeguard and protect children from abuse and neglect. The Director and each employee of the program are required by law to report any suspicion of child abuse or neglect to Child Protection Services.

## **Incident/Injury Reports**

If a child is involved in an incident or accident, the staff will complete an *Incident/Injury Report*. Staff will also fill out this form if they are suspicious of abuse or neglect. One copy will be given to the Executive Director and one copy will be retained on file. Parents will be offered a copy of the report at pick-up.

Incidents or injuries that require an *Incident/Injury 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, emergency transport of children or staff, etc.

## **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.

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 or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- 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.

**Managing Bedbugs:** Bedbugs are not considered a parasitic infestation and children will not be sent home for having them. If your family is dealing with bedbugs, please be respectful to the staff and program participants by letting your site administrator know about the situation. Your information will be kept confidential, but precautions will be taken to help prevent the spread of bedbugs to other participants. Those precautions may include asking your child to keep their belongings in a sealed bag or in a separate area.

## 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.
- Cared for in another room or portion of a room away from other children.
- Made comfortable in an area. After use, the area will be disinfected with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the area shall be cleaned with soap and water and disinfected with an appropriate germicide.

## Management of Illness

YMCA programs cannot allow “mildly ill” children to attend. A mildly ill child is defined as someone who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled program activities, 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. In the case of exposure to a communicable disease, parents will be notified by written note, email or in the newsletter.

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. If a parent fails to pick their child up within an hour of notification by YMCA staff, the parent will be charged a late fee of \$1 per minute. The child will not be able to return to the program until the fee is paid.

## Medications

Administration of medication, special diets, and food supplements will be undertaken by the program, after receipt of a completed, *Request for the Administration of Medication* form and *Child Health Care Plan* form, signed by a parent/guardian. This form can be obtained from the Welcome Center or your Site Administrator. The Site Administrator or Family Life Director must receive this form before any prescribed medications can be given.

Over-the-counter medication or topical lotions cannot be administered, given to, or applied to children. If it is absolutely necessary that your child receive an over-the-counter medication or topical product/lotion during program hours, the *Request for the Administration of Medication* form must be filled out and signed by a doctor.

## 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 *Registration Packet*.** A *Request for the Administration of Medication* and *Child Health Care Plan* must be on file for all inhalers and other emergency medications. These forms are available at the Welcome Center and through your site administrator. **If you indicate that your child needs emergency medication on the Health History form in the registration packet, your child will not be allowed to attend the program until the emergency medication and required forms are on file.** We will not accept medication without the completed required forms. All inhalers and other emergency medications are readily available to program staff members who are working with children that may need such items. Parents will be notified if emergency medications are used during the program.

A child who is in need of an inhaler may be allowed to carry the inhaler if a *Request for the Administration of Medication* and *Child Health Care Plan* forms are on file with a consent and release form or letter. 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 along with the required forms.

Please remember to pick up your child's medication on the last day of the program. Medication not picked up within a week of the program end date will be discarded. Expired medication will not be administered under any circumstance and will be discarded.

### **YMCA of Greater Cincinnati Disclaimer/Hold Harmless Statement**

All participants or in the case of a minor, their parent/guardian must sign off on the YMCA of Greater Cincinnati Disclaimer/Hold Harmless Statement before participating in a YMCA program. This statement is a part of the *Authorization to Participate Form* located in the *Registration Packet*. The statement is as follows:

I understand that the YMCA of Greater Cincinnati assumes no responsibility for injuries or illness which I may sustain as the result of my/our physical condition or resulting from my participation in any athletic activities, sports programs, the use of any equipment, exercise, or any other activity at the YMCA. I expressly acknowledge on behalf of myself and my heirs that I assume the risk of any and all injuries and illness, which may result in my participation of these activities. I hereby release and discharge the YMCA of Greater Cincinnati, its agents, servants, and employees from any and all claims of injury, death, loss, or damage, which I may suffer as a result of my participation in these activities.

I understand that the YMCA of Greater Cincinnati is not responsible for personal property lost or stolen while using the YMCA facilities or while on YMCA premises.

On behalf of myself and my heirs I will adhere to the YMCA Code of Conduct. I understand that the YMCA of Greater Cincinnati will hold me accountable to the Code of Conduct, and may restrict my access to the YMCA facilities and its programs upon breach of the code.

I acknowledge the Waiver set forth above and, being in sympathy with the mission statement of the YMCA, I hereby accept the policies of and procedures of the YMCA of Greater Cincinnati.

## **WHAT TO EXPECT**

### **Child Care Orientation**

Participants will receive an orientation on their first day of attendance to review rules, policies, and procedures.

### **Arrival/Departure**

Each program site is a little different. Please familiarize yourself with your child's school/program site and where drop-off and pick-up take place (see Site Information on page 3 and 4).

As the children arrive for the program, the parent signs their child in with the child care staff. When leaving the program, parents must sign their child out on the appropriate form and notify staff that they are removing their child from the program.

The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file, 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 Packet*. We require that you give advance, written notification to the Site Administrator when changes occur. Staff will ask for verification of identity before releasing a child.

### **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 children are ready and waiting at the appointed time and designated location. Please avoid Early Pick-up/Late Drop-off on Field Trip days. **Preschool children should be in attendance by 9:30 a.m.** unless previous arrangements have been made with the Site Administrator/Lead Teacher.

## **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.

## **Verify Absences**

When your child will be absent from the program but attended school that day, please notify the Site Administrator/Lead Teacher by calling the number listed in the *Program Overview* section (pgs. 3-4) of this handbook. You may also call the Family Life Director at 513-521-7112. There is no refund for absences. If a child is expected to attend and does not arrive, staff will check with the office and/or call the child's parent to verify attendance.

## **Sign In/Out Policy**

Children are not permitted to sign themselves in or out of child care programs. Children must always be signed out by someone 16 years of age or older that is authorized in the child's *Registration Packet*.

## **Attendance**

Child care attendance sheets include each child's name, date of birth and schedule. Attendance is taken as each child enters and leaves the program.

## **What to Wear**

It is important that children dress appropriately for any weather and that they are comfortable. No sandals or crocs are allowed! It is recommended that your child wear or bring tennis shoes because active play is a part of our daily programs.

## **Outdoor Activities**

The program shall provide outdoor play each day in suitable weather. Children will play outside unless it is raining, snowing, or below 20 degrees Fahrenheit. For programs that run 4+ consecutive hours/day, indoor space will be provided for large motor play on days of inclement weather.

## **Inclement Weather Policy**

Fees are not prorated or refunded due to inclement weather.

### Preschool

The Powel Crosley, Jr. YMCA preschool follows Hamilton County. If there is a level 1 snow emergency, we try to stay open; check with the Welcome Center to verify that preschool is open during a level 1 snow emergency. If there is a level 2 or 3 snow emergency, preschool will be closed.

### School Age & Kindergarten Enrichment

School age child care programs follow the school district in which they are located. If the district/school has a delay, there is no morning care (programs run normally during CPS "Yellow Bus Delays"). If the district/school dismisses early or cancels all evening activities, there is no afternoon care. If the district/school closes, the program is closed.

## **School's Out Days and Early Dismissal Days**

There are times when the school age children are out of school or released early throughout the year. On these days, the YMCA does everything in its power to run a program. Programs may be cancelled due to low enrollment, so please register early! School's Out programs are offered based on the North College Hill School District calendar and are offered when schools are closed for Winter Recess, Spring Break and select other days. We do not offer School's Out programs on Labor Day or Memorial Day. School's Out programs are located at



Powel Crosley, Jr. YMCA (9601 Winton Road) from 6:30 a.m.-6:00 p.m. Advanced registration is required due to limited space. School's Out programs include swimming, themed activities, games, outdoor play and much more. A signed *Permission to Participate in Swimming Activities* form must be on file for children to participate in swimming activities.

On days when your child's school dismisses early, we will operate a program, as long as there is enough need for the program. Again, advance registration is required because these programs may be cancelled due to low enrollment.

Both of these additional services require advance registration and an additional fee. Children registered after the registration end date or that show up the day of the program, will be charged an additional \$5.00 late registration fee and are not guaranteed a spot. Also, if registered, payment is required whether or not the child attends.

### **Extra-Curricular Activities**

If your child participates in an extra-curricular activity (scouts, sports, clubs, etc.) before or after school an *Activity Permission* form must be on file for each activity. Please ask your site administrator for this form before your child starts attending their activity. The YMCA staff are not responsible for children that are participating in an activity ran by the school or outside organization. Please make arrangements for the activity leader/chaperone/coach/etc. to escort your child to and from the YMCA program. The YMCA staff will only take responsibility for your child after they are signed in by their escort. If a child does not arrive at the scheduled time, child care staff will call the parent/guardian.

### **Swimming Policy**

Preschool participants swim once per week in the winter and three times per week in the summer. School age participants swim on School's Out Days or may take a field trip to the YMCA for swimming. Parents/guardians must complete the *Permission to Participate in Swimming Activities* section of the *Registration Packet* to give written permission for their child to swim or otherwise participate in water play activities. If you do not want your child to swim for any reason, please notify staff in writing.

Staff members will always accompany and supervise children at swimming sites. Staff members review all of the center's swimming rules with participants before each opportunity to go swimming. Staff/child ratios will be maintained. Staff members will ensure that the "buddy system" is in place at all times during swimming activities and will take head counts on a regular basis. We will only use pools and water parks that are staffed with certified lifeguards with CPR and first aid training. During all recreational swimming activities, certified lifeguards will be present at all times. Child care staff will remain on the pool deck and/or in the pool to provide additional supervision. Program participants must complete a swim test on the first day of swimming, to evaluate their skill level. Depending on the swim skills demonstrated, participants might be limited to a specific area of the pool and might be required to wear a flotation device provided by the YMCA.

### **What to Bring**

#### Preschool

Please refer to the *At-A-Glance Preschool Checklist* (p. 18) located in this handbook.

#### School Age

School age participants are not required to bring anything, but what is needed for school. Please see the list of items that are not permitted on the *At-A-Glance Preschool Checklist* (p. 18) in this handbook because these policies also apply to school age participants.

- School's Out Day participants are required to bring their lunch and a swimsuit/towel.

### **Lost and Found**

It is important to label your child's possessions. All participants' possessions should be labeled with their last name or first and last initial. (Sharpies® work great!) This vastly improves the chance that you will have the

items returned if they are misplaced. Remember, many younger children do not remember what their possessions look like! The YMCA staff will do their best to remind children to pick up their items daily. Lost and Found items will be kept until the end of each month at which point unclaimed items will be donated to Goodwill®.

## Field Trip Information

Advance notice will be given if a field trip is scheduled. It is required that all participants have a signed permission slip on file that includes the child's name, destination, and date and time of trip. If a parent does not want a child to attend a scheduled field trip, it is the parents' responsibility to make other arrangements for the care of their child as no staff will remain at the program site. Attendance will be taken at the beginning of each trip, during, and again at the destination. All participants will adhere to all bus rules and safety guidelines.

Copies of *Registration Packets* with health history and complete emergency information for each child are kept with the child care staff at all times. A complete first aid kit and any approved medications for children will be taken as well. All child care staff have radio/cell phone communication with each other at all times for field trips.

Transportation for field trips will be walking or by a reputable bus services. These vehicles undergo regularly scheduled maintenance to ensure our participants' safety. YMCA staff members cannot transport children in personal vehicles under any circumstance. No participant is ever transported by personal vehicle.

## Food Information

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. Children do not need to bring food to any of our child care programs (excluding School's Out Days). Monthly menus are posted in the program area and a copy can be provided to parents if requested. Parent may pack their child's snack or lunch if preferred in most of our programs, but must follow the guidelines below if doing so.

### Morning Snack

If your child is dropped off early in the morning and needs to bring breakfast, please send a nutritious meal. **Fast food is not permitted in any of our child care programs.** Children will not be permitted to eat food from their lunches during morning program hours. If your child's program (see below) provides a morning snack, it will consist of at least 1 food from 2 of the 4 basic food groups (most often an 100% fruit juice and bread/grain product).

#### Preschool

Preschool will provide a breakfast snack for 30 minutes beginning at 8:30 a.m. Breakfast will end promptly at 9:00 a.m. Children arriving after 9:00 a.m. should be fed a nutritious breakfast **prior** to their arrival to school. Breakfast is one of the most important meals of the day! Ensure your child has had a nutritious breakfast to fuel up for their day!

#### School Age

A morning snack is provided at John Paul II and on School's Out Days. All other schools serve breakfast, so please contact your child's school for information. Morning snack is provided for 30 minutes beginning at 8:00 a.m. Children arriving after 8:30 a.m. should be fed a nutritious breakfast **prior** to their arrival to the program.

### Lunch

#### Preschool

A nutritious lunch that meets licensing requirements is provided for each child attending full-day preschool. Children are offered an item from all food groups, including liquid milk.

#### School Age

School age participants are in school at lunch time, but are required to pack a lunch if attending a School's Out Day at the YMCA. Licensing requires that children bring a lunch that includes a minimum of 1 serving

of meat or meat alternative, 2 servings of vegetables and/or fruits and 1 serving of breads/grains. All lunches should be ready to eat, with no need for refrigeration, cooking or microwaving. It is recommended to pack lunches in insulated containers with a freezer pack to keep items cold.

### **Afternoon Snack**

All of our after school and preschool programs provide an afternoon snack that consists of at least 1 food from 2 of the 4 basic food groups.

#### Preschool

Preschool will provide an afternoon snack for 30 minutes after nap time starting around 3:00 p.m.

#### School Age

After school and School's Out Day programs will provide an afternoon snack for 30 minutes when the children arrive at the program.

- Parker Woods and North College Hill receive snacks through a program sponsored by Children's Hunger Alliance. This program allows us to provide fresh fruits and vegetables with snack 4 days a week. However, the program stipulates that children do not eat any food that is not provided by the program during the designated snack time. If your child attends one of these programs, please do not send them with a snack.

# PRESCHOOL CHECKLIST

## What your child needs for Preschool:

Each preschooler should have a backpack or other easy-to-carry bag filled with items they will need to have a successful school experience.

## Don't forget to pack ...

- Swimsuit
- Towel
- Outerwear (coat, hat, gloves, etc.) on cool/cold days
- An extra pair of clothes, including socks & undergarments
- Comfort items for nap time (blanket, pillow, etc.)

## What Should My Child Leave At Home?

Under no circumstances should children bring the following items to a child care program. If children do so, staff reserves the right to confiscate it and return it to a parent at the end of the day.

- Money
- Electronics (game systems, iPods, CD players, cell phones, etc.)
- Yu-Gi-Oh cards and similar trading-cards
- New or expensive clothing and shoes
- Toys
- Animals

**Remember to label ALL of your child's possessions!**

**Don't forget to dress for the weather!  
We play outside each day!**

**Check your child's mailbox and cubby each day for important information, arts & crafts projects, etc.**

## Preschool Supply List

- o 4 boxes of tissues
- o 1 container of baby wipes
- o 1 box of sandwich size ziploc bags
- o 1 box of gallon size ziploc bags
- o 2 containers of Clorox wipes

# PARENT REGISTRATION CHECKLIST

## The Registration/Enrollment Process:

It's as easy as 1-2-3! This At-A-Glance Checklist provides parents a quick and easy outline of the registering process and notes important dates and steps that parents must follow to officially get their child/children enrolled in child care.

## Step #1: Registration

Registration ensures your child's spot in a program. Parents/guardians will need to complete and turn in the following in order to register:

- Complete Registration Packet
- Preschoolers:** Medical Statement Signed by a Doctor
- Registration fee

## Step #2: Get Your Questions Answered

- Stop by the program at your child's school and ask for the Site Administrator
- Email the Family Life Director at [edenoma@myy.org](mailto:edenoma@myy.org) or Childcare Registrar at [Tthompson@myy.org](mailto:Tthompson@myy.org)
- Call the YMCA at 513-521-7112

# PROGRAM INFORMATION

## Preschool

Preschool is designed for children ages 3-5. Preschool runs from 6:30 a.m.-6:00 p.m. Monday through Friday **year-round**. All children must be potty trained before entering the program. We offer a limited amount of part-time spots. **Don't forget that in order to register your child for this program, you must turn in a *Medical Statement*.** This form requires a doctor's signature and is mandatory per child care licensing. No exceptions will or can be made to this policy.

## Fees & Schedule Information

Fee and schedule information is available on the Registration Form.

## Year Round Calendar:

### 2017

Aug. 14: First Day of 2015/16 School Year

**Sep. 4: No School – Labor Day**

**Oct. 9: No School – Conferences**

**Nov. 23-24: No School – Thanksgiving Break**

**Dec. 25-30: No School – Winter Break**

### 2018

**Jan. 1: No School – Winter Break**

Jan. 2: School Resumes

**Jan. 15: No School, MLK Day**

Feb. 22-23: Conferences

**March 30: No School – Spring Break**

**April 2: No School – Spring Break**

April 3: School Resumes

May 17-18: End of Year Conferences

May 24: Preschool Graduation

**May 25: No School – Professional Development Day**

**May 29: No School – Memorial Day**

May 30: Summer Program Begins

**July 4: No School – Independence Day**

Aug. 9: Summer Program Ends

**Aug. 10: No School – Professional Development Day**

## Daily Schedule

The curriculum for each week is based around a different theme. However, children and parents will find comfort in knowing the schedule of activities remains basically the same each day. A copy of the current preschool schedule is on the following page. This schedule is subject to change.



# Preschool Schedule

## Sample

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:30-8:30AM	Free Play Centers	Free Play Centers	Free Play Centers	Free Play Centers	Free Play Centers
8:30-9:30AM	Centers Hand Washing Self-serve Snack	Centers Hand Washing Self-serve Snack	Centers Hand Washing Self-serve Snack	Centers Hand Washing Self-serve Snack	Centers Hand Washing Self-serve Snack
9:30-10:00AM	AM Circle Time	AM Circle Time	AM Circle Time	AM Circle Time	AM Circle Time
10:00-10:30AM	<u>Group 1: Gymnastics</u> <u>Group 2: Large Motor Activity</u>	Small Group Activity Centers	Small Group Activity Centers	<u>Group 1: Swim Lessons</u> Small Group Activity Centers	<u>Group 3: Swim Lessons</u> Small Group Activity Centers
10:30-11:00AM	<u>Group 1: Large Motor Activity</u> <u>Group 2: Gymnastics</u>	Small Group Activity Centers	Small Group Activity Centers	<u>Group 2: Swim Lessons</u> Small Group Activity Centers	<u>Group 4: Swim Lessons</u> Small Group Activity Centers
11:00-11:45AM	Large Group Activity	Outdoor/ Large Motor	Outdoor/ Large Motor	Outdoor/ Large Motor	Outdoor/ Large Motor
11:45-12:00PM	Story Time Wash Hands	Story Time Wash Hands	Story Time Wash Hands	Story Time Wash Hands	Story Time Wash Hands
12:00-1:00PM	Lunch Bathroom	Lunch Bathroom	Lunch Bathroom	Lunch Bathroom	Lunch Bathroom
1:00-3:00PM	Nap Time	Nap Time	Nap Time	Nap Time	Nap Time
3:00-3:00PM	Wake Up Bathroom Hand Washing Self-serve Snack	Wake Up Bathroom Hand Washing Self-serve Snack	Wake Up Bathroom Hand Washing Self-serve Snack	Wake Up Bathroom Hand Washing Self-serve Snack	Wake Up Bathroom Hand Washing Self-serve Snack
3:30-4:00PM	PM Circle Time	PM Circle Time	PM Circle Time	Music Class	PM Circle Time
4:00-5:00PM	Outdoor/Large Motor	Outdoor/Large Motor	Outdoor/Large Motor	Outdoor/Large Motor	Outdoor/Large Motor
5:00-6:00PM	Free Play Centers	Free Play Centers	Free Play Centers	Free Play Centers	Free Play Centers

\*Schedule is subject to change\*

## SCHOOL AGE

School age child care is designed for children in Kindergarten through 8<sup>th</sup> grades. School age child care programs take place at your child's school. Powel Crosley, Jr. YMCA offers before and after school programs at most of our partner schools. For hours of operation, please see the *Program Overview* section (pgs. 3-4) of this handbook.

Full-time enrollment is considered 4 or more days of attendance per week and part-time is considered 3 or less days of attendance per week. Children who are registered for part-time must be on a consistent schedule and must indicate the days they will attend in the registration packet. If the program is not full, an exception may be made to this policy. Please contact the Family Life Director if you are in need of a different schedule.

### Fee & Schedule Information

Fee and schedule information is available on the Registration Form.

### Daily Schedule

The curriculum for each week is based around a different theme. However, children and parents will find comfort in knowing the schedule of activities remains basically the same each day. *Times and activities will vary based on your child's site and school schedule.* Your child's day will consist of:

Time	Activity
6:30-8:00 a.m.	Arrival and free play in the classroom
8:00-8:30 a.m.	Restrooms, handwashing, and morning snack (if applicable)
8:30-9:00 a.m.	Group activity, clean up, and prepare for school
3:30-4:00 p.m.	Arrival and free play in the classroom
4:00-4:30 p.m.	Restrooms, handwashing, and afternoon snack
4:30-5:00 p.m.	Homework, tutoring, and quiet activities
5:00-5:30 p.m.	Group learning activity: language arts, math, science, etc.
5:30-6:00 p.m.	Large motor: outdoor games and play

# SCHOOL'S OUT/EARLY RELEASE DAYS

## School's Out Days

School's Out Days are designed for children ages 5 (in Kindergarten) to 12 years old. These programs are located at Powel Crosley, Jr. YMCA on days the children are off school and run from 6:30 a.m.-6:00 p.m. School's Out Days are scheduled based on the North College Hill School District calendar.

Children should look forward to swimming, themed activities, outside play, group games and much more! Children need to bring a lunch, swimsuit, towel and jacket/coat (if needed). Winter Break and Spring Break Camps may include a field trip.

Advance registration and payment is required for School's Out Days. We base our staffing on the number of children signed up 1 week in advance. These programs may have a capacity limit or may be cancelled due to low enrollment. A late fee will be assessed if registered after the cut-off date.

If your child is not registered in one of our regular child care programs, a completed *Registration Packet* with shot records must be turned in at registration.

## Early Release Days

Early Release Day programs are designed for families currently registered in our child care programs. These programs are located at Powel Crosley, Jr. YMCA or your child's school based on the site.

Advance registration and payment is required for Early Release Days. We base our staffing on the number of children signed up 1 week in advance. These programs may have a capacity limit or may be cancelled due to low enrollment. A late fee will be assessed if registered after the cut-off date.

## Daily Schedule

The curriculum for each day is based around a different theme. However, children and parents will find comfort in knowing the schedule of activities remains basically the same each day. Early Release Days will usually begin after lunch time. Your child's day will consist of:

Time	Activity
6:30-8:30 a.m.	Arrival and free play in the gym or classroom
8:30-9:00 a.m.	Group games in the gym
9:00-9:30 a.m.	Restrooms, handwashing, group time, morning snack
9:30-10:00 a.m.	Classroom games
10:00-10:30 a.m.	Activity Period #1
10:30-11:00 a.m.	Activity Period #2
11:00-11:30 a.m.	Activity Period #3
11:30-12:00 p.m.	Clean up, restrooms, handwashing, preparation for lunch
12:00-12:30 p.m.	Lunch
12:30-12:45 p.m.	Clean up, restrooms, handwashing
12:45-1:15 p.m.	Quiet activities: printables, board games, puzzles, coloring/drawing, etc.
1:15-1:45 p.m.	Outdoor play and group games
1:45-2:00 p.m.	Restrooms, handwashing, change for swimming

2:00-3:30 p.m.	Swimming
3:30-3:45 p.m.	Restrooms, handwashing, change from swimming
3:45-4:15 p.m.	Afternoon Snack
4:15-4:45 p.m.	Activity Period #4
4:45-5:15 p.m.	Activity Period #5
5:15-5:50 p.m.	Group games/activities or a movie
5:50-6:00 p.m.	Clean up, preparation for departure

## OHIO ADMINISTRATIVE CODE

### Information Required by Ohio Administrative Code (JFS 01237)

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

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

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

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

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>

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

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

### IN CLOSING...

We appreciate that your family has selected the Powel Crosley, Jr. YMCA to care for your child. Just like you, we care deeply about your child. Your suggestions and comments will receive careful consideration as we continue to design a program responsive to the needs of your family.