



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

2026-2027 academic year

# FAMILY HANDBOOK



**M.E. Lyons YMCA**

**Serving Schools/School District(s) of:**

Forest Hills School District








**SCHOOL-BASED SITE BEFORE/AFTER CARE:** Ayer Elementary  
Maddux Elementary  
Sherwood Elementary  
Summit Elementary  
Wilson Elementary

Youth Development and Education  
Weather alert information 859-534-5700

# OUR REACH

YMCA of Greater Cincinnati  
 1105 Elm St. Cincinnati, OH 45202  
 513-362-9622



<p> <b>Branches</b></p> <p>10 branches offer members a place to reach goals, build friendships, and find belonging through fitness classes, child watch, programs and wellness centers.</p>	<p> <b>Early Learning</b></p> <p>Preschool, toddler, and infant classrooms serve families by preparing kids for Kindergarten in both YMCA branches and dedicated early learning centers</p>
<p> <b>YMCA Camp Ernst</b></p> <p>Located in Burlington, KY, YMCA Camp Ernst provides overnight and day camp experiences to children ages 5-15 along with teen and equestrian programs.</p>	<p> <b>Community Learning Center</b></p> <p>YMCA Resource Coordinators provide Cincinnati Public Schools with support connecting students and families to enrichment services and programs.</p>
<p> <b>Music Resource Center</b></p> <p>In Walnut Hills, students grades 7-12 can drop in to produce music, get homework help, and join a band.</p>	<p> <b>School Age Child Care</b></p> <p>The Y runs before and after school programs in schools across our region</p>
<p> <b>Beyond our Walls</b>      Our programs reach beyond our walls. The Y operated three senior centers for local municipalities, two food pantries, and more.</p>	

Visit [MyY.org](http://MyY.org) for a full list of locations

# YMCA of Greater Cincinnati School Age Child Care

<b>YMCA BRANCH</b>	<b>SCHOOL DISTRICT</b>	<b>SCHOOL SERVING</b>
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**NORTHERN KENTUCKY**

**Campbell County YMCA**  
1437 S. Ft. Thomas Avenue  
Fort Thomas, KY 41075  
(859) 781-1814

Fort Thomas Schools

Woodfill Elementary  
Johnson Elementary  
Moyer Elementary

**R.C. Durr YMCA**  
5874 Veterans Way  
Burlington, KY 41005  
(859) 534-5700

Boone County Schools

Longbranch Elementary  
Goodrich Elementary  
Burlington Elementary  
Stephens Elementary  
North Pointe Elementary  
Thornwilde Elementary  
Yealey Elementary

**EAST**

**Blue Ash YMCA**  
5000 YMCA Drive  
Cincinnati, OH 45242  
(513) 791-5000

Reading Community Schools  
Cincinnati Public Schools  
St Vincent Ferrer

reading Elementary  
Pleasant Ridge Montessori  
St Vincent Ferrer

**Clermont Family YMCA**  
2075 James E. Sauls, Sr. Drive  
Batavia, OH 45103  
(513) 724-9622

Batavia Local Schools  
Williamsburg Local Schools

Batavia Elementary  
Williamsburg Elementary

**M.E. Lyons YMCA**  
8108 Clough Pike  
Cincinnati, OH 45244  
(513) 474-1400

Forest Hills Schools

Ayer Elementary  
Sherwood Elementary  
Maddux Elementary  
Summit Elementary  
Wilson Elementary

**WEST**

**Clippard Family YMCA**  
8920 Cheviot Road  
Cincinnati, OH 45251  
(513) 923-4466

Northwest Local Schools

Colerain Elementary  
Monfort Heights Elementary  
Pleasant Run Elementary  
Struble Elementary  
Taylor Elementary  
Three Rivers Elementary

Three Rivers Local Schools

**Gamble-Nippert YMCA**  
3159 Montana Avenue  
Cincinnati, OH 45211  
(513) 661-1105

Cincinnati Public Schools

Cheviot School  
Gamble Montessori Elementary  
Dater, Midway, Lourdes, & CPS  
schools for families eligible  
for school-provided transportation

**Powel Crosley, Jr. YMCA**  
9601 Winton Road  
Cincinnati, OH 45231  
(513) 521-7112

Cincinnati Public Schools  
Finneytown Local Schools  
John Paul II Catholic School

Parker Woods Montessori  
Finneytown Elementary  
John Paul II Catholic School

# Table of Contents

## Program Overview.....P. 5-6

Mission Statement  
Philosophy  
Goals & Outcomes

Family/Staff Communication  
Sensitive Issues

## Staff Overview.....P. 7

Staff Structure  
Staff-Ratios  
Grievances

## Program Details.....P. 8-11

Curriculum  
State Licensed Child Care Programs  
Program Options  
Breakfast/Snack  
Sample Schedule  
Field Trips/Routine Trips  
Napping/Resting  
Swimming  
Outdoor Activities  
Transitions  
Parent/Teacher Conferences  
Assessments

## Enrollment Policies.....P. 11-12

Enrollment Policies & Process  
Withdrawals  
Change to Registration  
Suspension/Expulsion

## Payment Policies.....P.12-13

Program Fees  
Prorated Billing Policies  
Late/Declined Payments  
Late Pick-Up Fees  
Financial Assistance  
Tax Information  
Billing/Account Questions

## Program Calendar.....P.14

School Year  
Program Closings  
Closure Communication  
In Event of School Closure  
In Event of School Delay  
In Event of School Early Dismissal

## School Days Out Care- No School? No Problem! .....Page 14

Continuous Child Care for Snow Days/Weather Days

## Attendance, Arrival & Departure.....Pages 15-16

Absences  
Verifying Absences  
Arrival/Departure  
Student Pick-up Authorization Policy  
Early Pick-up/Late Drop-off  
Transportation

## Code of Conduct.....Pages 16-20

Rules to Live By  
Electronic Device/Social Media Policy  
Discipline Policy  
Conscious Discipline Method  
Positive Discipline  
Parent/Guardian Participation  
Behavior Responses/Reports  
Student Code of Conduct  
YMCA Core Values  
Appropriate Dress  
Lost & Found

## Child Safety.....Pages 20-24

Students with Special Needs/Differently Able  
Emergency/Accident Procedures  
Emergency Transportation  
In the Case of Suspected Child Abuse or Neglect  
Incident/Accident Reports  
Illness Policies  
Isolation Precautions  
Mental Health Policy  
Medications  
Immunizations

## Staff Contact & Program-Specific Information.....Page 25

All information contained in this Handbook is subject to change

# 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 a healthy spirit, mind, and body for all. The YMCA is about...

- **Youth Development:** Children need caring adults to provide support, guidance and encouragement as they grow. All kids deserve the opportunity to discover who they are and what they can achieve.
- **Healthy Living:** Wellness in spirit, mind, and body strengthens our very being and enhances our interactions with others.
- **Social Responsibility:** We truly are in this together and together we can harness our individual strengths and bring about positive change around us. The Y is dedicated to building healthy, confident, secure, and connected children, families, and communities.

## PROGRAM PHILOSOPHY

The purpose of YMCA youth programs is to meet the developmental needs of children and to provide families with quality care and programming that help youth find achievement, build peer relationships, and feel a true sense of belonging.

## PROGRAM GOALS

Our program provides:

- A safe environment
- Emotional support and warmth
- Responsive adults who serve as good role models
- Opportunities to play, learn, and build confidence through games, role play, and exercise
- Encouragement to be creative and imaginative
- Time and space to engage in reading activities and arts with math and language integration
- Time and appropriate space for rest or quiet time
- Encouragement to accept one's own abilities
- Opportunities to learn about diversity and inclusion
- Freedom to work and play individually and/or with peers
- Freedom of choice in an environment full of age-appropriate materials
- Opportunities to learn about nutrition and other components of a healthy and safe lifestyle
- Opportunities to develop personal discipline including: taking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships, and using community resources responsibly



## PROGRAM INTENDED OUTCOMES

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

YMCA programs are designed to support the whole child in a safe, welcoming, and nurturing environment. Our caring staff focus on helping children build skills and confidence (Achievement), develop positive friendships (Relationships), and feel valued and included (Belonging). Children are encouraged to make choices, try new things, and grow their independence in ways that are developmentally appropriate. Through acceptance, respect, and encouragement, we support positive self-esteem and strong character. We partner with families, schools, and the community to support each child's growth and success.

Based on the 40 Development Assets, intended outcomes include:

- Increased service to the community & family engagement
- Modeling appropriate behaviors at school, home, and the community
- Motivation to do well in school and actively engage in learning
- Accepting and taking personal responsibility
- Placing a high value on promoting equality
- Higher levels of self-esteem
- Increased understanding and use of conflict resolution and critical thinking skills



# PROGRAM OVERVIEW

## FAMILY INVOLVEMENT, FEEDBACK, & EVALUATIONS

Maintaining an open relationship with families ensures better care for children. Any parent/guardian concerns will be addressed with care and concern by our staff. Our program has an *open door policy*; conferences with the Site Administrator/Director are welcome and available upon request. We want overall suggestions and feedback from our families about their experience with our programming. Families will periodically receive an evaluation survey. Parents are welcome to volunteer time and talents through our Volunteer Matters. Please visit [MyY.org/Volunteer](http://MyY.org/Volunteer) to register!

## FAMILY/STAFF COMMUNICATION

It is imperative that we form a partnership between the school, the student, the parents, and the YMCA. We believe it takes a collective effort to maintain an enriching program. All programs utilize ClassDojo as a primary method for program-wide updates and announcements, as well as individual family communication for development highlights and updates. You can always speak with a staff member by phone or during check-in/pick-up.



Regular program newsletters will be sent via ClassDojo. A hard copy of the newsletter is available upon request.



**Your child's safety and security is our number one priority. Please keep staff informed of any changes during the program so we can keep our records updated. These changes may include, but are not limited to, family changes, medical history, address, phone numbers, email addresses, etc.**

## 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. Regular, open communication between parents and staff is vital.

## CUSTODY

All court orders concerning special restrictions will be respected and followed by the program staff. Parents/Guardians must provide legal documents concerning any custody agreements/ arrangements made within the court system regarding who can or cannot pick up the child(ren). In the absence of a court order to the contrary, we cannot keep access to information or the student from a parent.

## EMOTIONAL ADJUSTMENT

We realize that many children – and/or parents - experience separation anxiety in the first days of school, even with older school age children. The staff will consult with you as a parent/guardian and the child to assist with the adjustment.

## CHILDREN WITH SPECIAL NEEDS

At the YMCA, we strive to be inclusive and to provide programs for all kids. Our programs provide child care in a large group setting, which can be an adjustment to children who are used to small classes with low student-teacher ratios. Our staff will make reasonable accommodations to meet the needs of individual children. Please request a meeting with a Director to share information such as your child's IEP or 504 plan with our staff. Your cooperation and communication with staff is essential to your child's success in our program.

## YMCA EMPLOYEE BABYSITTING POLICY

YMCA policy prohibits staff members from babysitting children met through any YMCA programs. Our staff members cannot care for your child outside of the program center.

# STAFF OVERVIEW

## YMCA STAFF

Our staff consists of dedicated individuals with degrees in education and/or training to provide a quality enrichment program for each child as well as skills to promote children’s learning and development in all areas. We plan developmentally-appropriate activities for school aged children in a structured and safe environment.

Prior to hiring, each employee completes an interview session, reference check, and criminal background check. All Y employees receive CPR, First Aid, and Child Protection training as part of employment. In addition, Child Care employees are required by state law to have 15 training hours each year. This helps to ensure that staff is continually developing their skills and practices.

## STAFF STRUCTURE

Each program has a Site Administrator who is responsible for program plans and supervision. In addition, there is a Family Life Director overseeing all child care for the YMCA branch, Senior Program Director overseeing all youth/family programming at the branch, and Executive Director of Out of School Time supervising all School Age Child Care Operations across all YMCA of Greater Cincinnati Association branches. Community Executive Directors supervise YMCA all branch operations. All levels of these supervisors can assist parents with questions or concerns about the program.

A staff outline with contact information for each of our locations can be found on the last page of this handbook.



**Executive Director of Out of School Time**  
**Senior Program Director**

**Family Life Director** *Below this line are all on-site*

**Site Administrator**

**Child Care Staff/Teachers**

## STAFF TO CHILD RATIOS

A staff to child ratio during School Age programming differs depending on age of the child. At no time does the YMCA exceed the licensed required ratios. All children are supervised at all times.

Age	Licensing staff : child ratio	YMCA staff : child ratio	Maximum Group Size
OHIO			
School Age 5-12yr	1:18	1:15	30
KENTUCKY			
School Age 5-6yr	1:15	1:15	30
School Age 7yr+	1:25	1:15	30

## GRIEVANCES

Complaints and problems should be discussed with the Site Administrator or Family Life Director. If any problem that you have discussed with the Teacher, Director, and Supervisor is not resolved to your satisfaction, or if you wish to appeal your child being asked to leave the program, you may file a written grievance to the Executive Director of Out of School Time (emails on last page).

OH Center Violation Reports: Ohio Department of Job & Family Services at 1-866-635-3748

KY Center Violation Reports: Division of Regulated Child Care at 502-564-7962 ext. 2

If a staff person has a grievance they may refer to their employee handbook and contact Lori Ragland in Human Resources.

# PROGRAM DETAILS

## CURRICULUM

We offer a well-balanced and evidence-based program for children that includes:

### Before School Care:

- Small Group & Individual Activities
- Breakfast (when applicable)
- Physical Gross Motor Activity

### After School Care:

- Snack
- Homework Assistance
- Structured Group Activity – Arly, STEAM, Mindful Moment
- Free Choice Activity – Arts & Crafts, Enrichment Classes, Individual & Group Games, Board Games, Additional Study Time, Dramatic Play and Science
- Physical Gross Motor Activity



## STATE LICENSED PROGRAMS

Our School Age Child Care programs are **fully licensed by the States of Ohio and Kentucky**, meeting all health, safety and fire regulations.

## SCHOOL AGE CHILD CARE PROGRAM OPTIONS

*Start times and end times vary by location.*

Program Options	Time of Program
<b>Before School</b>	6:30am or 7:00am (see P.25) – Start of school
<b>After School</b>	Dismissal of school – 5:45pm or 6:00pm (see P.25)
<b>Before &amp; After School</b>	Both programs above all week (minus school day)

## BREAKFAST & SNACK TIME

Daily nutrition plays a vital role in a child’s day. Staff and children spend quality group time together in a relaxed atmosphere to enjoy eating and snacking. A child’s daily nutritional needs are met through planned, balanced meals and snacks that follow USDA guidelines, snacks or meals are provided in the after school programs **ONLY**. Menus are posted at the parent table. Parents are asked to inform staff of any special dietary needs or food allergies.

**No outside food is permitted to be brought into the program for snack.**

Breakfast is available to be brought in during the **Before School** program. See your program’s sign in table for specific breakfast times. Children arriving after breakfast should be fed a nutritious breakfast prior to their arrival to the program.



### On-Site School Locations

Children in our school based programs will have the opportunity to be dismissed to the breakfast that is being offered by the school. If you have any questions or want to ensure that your child is dismissed for breakfast please reach out to your site administrator.

# PROGRAM DETAILS

## SAMPLE SCHEDULE

Each of our programs includes the same basic services, but the schedule and activities may vary by location. Your Site Administrator or Family Life Director will provide a Daily Program Outline for your child's program, which will be posted on-site and available upon request. *Program schedule is subject to change.*

## Sample Schedule ONLY

Program	Time	Activities Description
<b>Before School</b>	Program Start (See P.25) - Start of School	Small group and individual activities will be in a calm environment. When available, children will also have gross motor time in gymnasium/playground.
<b>After School</b>	Dismissal of School – Program Close (See P.25)	After School Program is divided up into four types of activities and timelines.
<b>1</b>	Arrival - 4:15 p.m. <b>Arrival &amp; Snack</b>	Children arrive at the program site after they have been dismissed from school and are welcomed by YMCA staff as attendance is recorded.  During this time interaction with peers is encouraged and time is made for staff to listen and forge mentoring relationships.  Children must wash their hands and are then provided a healthy snack/meal at this time.
<b>2</b>	4:15 - 5:00 p.m. <b>Homework</b>	Time for homework! Time and space for quiet activities is provided. Homework assistance is available, and alternative quiet enrichment activities for those without homework is provided.
<b>3</b>	5:00 - 5:45 p.m. <b>Structured Group Activity and/or Free Choice Activities</b>	During this time children will either be engaged in a structured group activity such as a STEM project, arts & crafts, motor skill projects, group games, etc. or will have a free choice center activity to choose from.  Free choice center activities include a variety of: <ul style="list-style-type: none"> <li>• Creative arts and crafts</li> <li>• Enrichment classes</li> <li>• Individual and group games</li> <li>• Additional study and homework time</li> <li>• Dramatic play</li> <li>• Physical activity (30 min.)</li> </ul>
<b>4</b>	5:45 - 6:00 p.m. <b>Clean Up &amp; Pickup</b>	The last fifteen minutes is spent on clean up and the importance of respecting our classroom space. Children and staff will share in maintaining the program areas used each day.  <b>All children must be picked up by 6:00 pm.</b>



# PROGRAM DETAILS

## FIELD TRIPS

Field trips may be scheduled and will require a signed permission slip. The permission slip will include destination, departure and return time, mode of transportation and whether or not water activities or swimming will be included. A separate permission slip must be signed for permission to swim.

## ROUTINE TRIPS

Routine trips include transportation to and from school and neighborhood walks (for all ages). These require updated written permission slips each year. Like any field trip, a first aid kit will be brought along, and a staff member trained in First Aid and CPR will always be present. Each child's records, including transportation authorization, health and enrollment information, and any necessary medical care plans or medication forms, will be taken along. A list of all children on the trip and a way to communicate, such as a cell phone, will also be included.

## NAPPING/RESTING

During Before and After School programs naps are not offered as programmatic feature. If a child is tired and asks to rest a cot or quiet place to rest will be offered to that child. During full day programs, school age children will be offered the ability to rest or allowed quiet time following lunch.

## SWIMMING ACTIVITIES

For our locations that have the ability for children to swim at their location, parents/guardians must complete the Swim Authorization form to give written permission for a child to swim or otherwise participate in water play activities. Parents may also opt to limit swim to only the zero depth entry or disallow swimming altogether. Children without a completed swim authorization will NOT be allowed to swim.

Staff members will always accompany and supervise children at swimming sites. Staff members review all of the center's swimming rules with participants/campers 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 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. Teachers provide additional supervision of students (either on deck or in the water).



If a parent/guardian provides permission for a child to swim in the deep end, the child will complete a swim test during orientation or on their first day of programming or prior to engaging in swimming, to evaluate their skill level. Swimmers are re-tested every year and swim bands do not transfer over from last year. Depending on the swim skills demonstrated, participants/campers might be limited to a specific area of the pool lower than what a parent gave permission for. A child can re-test at any time they feel they are ready. A child will not be able to retest for a swim level that is higher than what they gave permission for by their parent/guardian.

## OUTDOOR ACTIVITIES

The program shall provide outdoor play each day for children. In the event of inclement weather conditions, such as severe storms, winds, or extreme high or low temperature, heat emergency, significant precipitation, very cold conditions, or issues with the outdoor environment the program will provide alternative indoor activities. Children are required outdoor play which can occur between 25 degrees to 90 degrees. The staff monitor local weather conditions, including storm watch and weather emergencies.

## TRANSITIONS

The YMCA believes that it is important to work with families and children to prepare for transitions into/out of programming. Children do not transition within the program during a school year, therefore we offer the opportunity to participate in a transition in and transition out meeting for all of our programs. We encourage parents to reach out to site administrators to set up meetings with teachers. Site Administrators typically remain in constant communication with parents/guardians throughout the year regarding their child's progress. If a child is leaving our program for any reason, we request that families provide a 10 day notice (2 Thursdays prior to week affected) so that children are given time to celebrate the time they have spent with us and the opportunity to say goodbye to teachers and friends.

# PROGRAM DETAILS

## PARENT/TEACHER MEETINGS

Parent/Teacher conferences provide an opportunity for parents and teachers to get to know each other better and to promote a closer working relationship between home and school. Regular conferences are not scheduled for our Before and After School programs but families or teachers may request a conference at any time. Families are encouraged to communicate regularly with teachers at drop off and pick up times.

## CURRICULUM & ASSESSMENTS

Our School Age Child Care programs use Arly/BellXCell as our evidence-based curriculum and ClassDojo as a parent communication app. These programs also use Hello Insight as our evaluation tool for Social Emotional Learning and meeting goals toward student-reported outcomes of finding Achievement, Relationships, and Belonging.



## ENROLLMENT POLICIES

### ENROLLMENT POLICIES

It is unlawful for the YMCA to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin. All students must be potty-trained. The YMCA School Age Child Care programs are not drop-in programs and registration must be completed in advance. Program sessions have limited enrollment and registration is on a first-come, first-serve basis.

1

Families may reserve a spot in School Age Child Care programming by registering online at [www.myy.org/childcare](http://www.myy.org/childcare). A registration fee will be applied at this time. **Please note that the registration fee are non-refundable and non-transferable.**

2

Once registered online, you will receive an email with a link to the Registration Packet. The packet contains pertinent information such as contact information, medical history, individual concerns, pick-up authorizations, permission for emergency transportation, etc. **Enrollment is not complete and your child will not be permitted to attend until this information is submitted.**

3

Your remaining payment for each week of programming – including any additional add-on programming fees – will be charged to the credit/debit card on file the Friday prior to the week attending.

*Note: A copy of your child's immunization records may be required. Parents/Guardians will need to verify that their child is up-to-date on all immunizations required for school/state and must provide the date of the child's last tetanus shot, depending on your state's licensing requirements.*

### COMMUNICABLE DISEASE

If there is any sign of a communicable disease, any School Age child not immunized against that illness will have to be excluded from the program until the disease is gone.

### WITHDRAWING FROM THE PROGRAM:

Parents/Guardians will be held financially responsible for all registered weeks. If you need to change or withdraw your child from a program, you must submit written notice by completing a Change of Program form or email to your **Site Administrator/Registrar no later than 10 days (2 Thursdays) before** the start of the week affected.

Families will be responsible for all tuition charges for 2 weeks after we receive notice, no matter if the child attends the program or not. No verbal, over the phone, or hand-written withdrawals will be accepted.

*Please contact your program's Family Life Director for details about their specific withdrawals requirements.*

Note: We do not hold spots for withdrawn students. Once a child is withdrawn, it opens a spot for a child on the wait list. Families who wish to re-enroll in the Before and After School program can only do so if space is available. We do not guarantee a spot will be available for your child(ren).

# ENROLLMENT POLICIES

## CHANGES TO REGISTRATION:

We understand that your family needs for childcare may change. If you need to change/switch program locations for your child, a new registration form must be completed. Registration forms and fees are not used/applied to different child care programs. Preschool/Preschool Extended Day and School Age Child Care are each their own separate programs.

Note: Changes are contingent on space/availability. Speak to your Site Administrator to discuss availability.



## SUSPENSION/EXPLUSION:

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, parent/guardian, or participant abuse of employees, 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. Please note that even cases where a participant is on suspension from a program, all fees are still due, and no refunds/credits will be issued.

The Site Administrator and/or Family Life Director will make the determination if suspension/expulsion is warranted based on the student Code of Conduct.

*Note: If a child is suspended, their spot in the program will be held until the suspension has been served. However, in the case of expulsion, the child will be permanently withdrawn from the program. All tuition and fees remain due during the duration of the suspension.*

# PAYMENT POLICIES

## REGISTRATION FEES

A one-time registration fee is applied at the time of registration. (Family rate cannot be applied towards siblings registered in other child care programs such as Preschool or different Before and After School program locations. Family rate only applies to multiple siblings enrolled in the Before and After School program under the same YMCA account.)

**The Registration fee will be charged to your credit/debit card** at the time you register. The registration fee is **not subject to any discounts** and is due **even if scholarship is applied**. (Registration fees are non-refundable and non-transferrable).

## PROGRAM FEES

Families of students in a YMCA School Age Child Care programs enroll weekly or monthly billing at the time of registration. Tuition is charged to the credit/debit card on file for that school year.



**It is imperative that you communicate to your Site Administrator if you have updates/changes to your credit/debit card. Changing billing methods online does not update billing to your child care account.**

## PRORATING

**Prorates/credits are not given due to absences, vacations, unforeseen school closings, delays, or snow days.** School Days Out care is offered for unforeseen school closing days at the YMCA branch (at an additional full for full day care). See "School Days Out" Section. *Should the school district add calamity days to the end of the school year, the YMCA will offer childcare for these days at \$0 charge. This applies for AM and PM care.*

A prorated tuition amount is determined in the case of a student registering for a program after the first of the month/after the start of a week.

Families will be charged a reduced rate during weeks in which schools have *planned* to have less than three days for students to attend, but not for *unforeseen* school closure days.

# PAYMENT POLICIES

## LATE/DECLINED PAYMENTS

The YMCA utilizes an outside vendor to better manage credit/debit card returns. If a **scheduled payment is declined** due to insufficient funds, the YMCA is authorized to re-draft your account to collect the past due amount **plus** add an additional **\$20 returned-payment fee**. Two additional attempts will be made, automatically, to recover the original balance due and the returned-payment fee.

**Students may not attend/return to the program until all payments (including the late fee) are paid in full.** Please note that ongoing payment issues could result in your child being withdrawn.

## LATE PICK-UP 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 picking up the child will be asked to sign a late fee slip to acknowledge charges and the parent's credit/debit card on file will be charged. Please note that habitual late pick-ups may result in your child being withdrawn.

## FINANCIAL ASSISTANCE

The YMCA believes that no child should be excluded from an activity due to the inability to pay. To determine if a family is eligible for state-funded assistance:

OHIO- *Ohio Department of Job & Family Services* <https://jfs.ohio.gov/child-care>

KENTUCKY: *Kentucky Child Care Assistance Program* [https://kynect.ky.gov/benefits/s/child-care-program?language=en\\_US](https://kynect.ky.gov/benefits/s/child-care-program?language=en_US)

Financial assistance may be available to your family through the YMCA's Annual Campaign Fund. A Membership for All application is available at the Member Services desk. Scholarship enrollments are limited, therefore, we encourage early application. Please note, on average it takes 2 weeks to review and approve applications after all documentation has been submitted.

## PAYMENT RECEIPTS & BILLING ACCOUNTS

An online account is required to participate in child care programming. You can also view our account, print receipts, make payments, and pull your tax statements online.

Visit [myy.org/programs/childcare/afterschool-care](http://myy.org/programs/childcare/afterschool-care) to register or access your account.

### Current Participant

If you are a Y member or have participated in a Y program, choose FIND ACCOUNT.

1. Use the email address or phone # we have on file. (You may need to verify the email address at the Welcome Center.)
2. Update any information for yourself and child(ren).

### New YMCA Participant

If you are new to the Y, choose ADD NEW ACCOUNT.

1. Choose your membership – scroll all the way down to Non-Member.
2. Complete your contact information.
3. Click view account and add children under “add member.”

## TAX INFORMATION– Our YMCA Tax I.D. is: #31-0537178

A tax statement will be available through your YMCA online account no later than January 31.

If more than one party is sharing program payment responsibilities for the child(ren) and, for tax purposes, you need the tax statement to reflect separate payments made by each party, you must communicate this in advance. Separate billing accounts can be set-up upon registration. We cannot separate accounts to reflect payments made by different parties after your child starts the program and payments have been made.

# PROGRAM CALENDAR

## SCHOOL YEAR

Registration for School Age Child Care programs begin March 1, for the upcoming school year and remain open throughout the school year (space allowing). The first day for all YMCA School Age Child Care programming is scheduled for: **First day of school district as scheduled by site-contact your branch Family Life Director for details.**

**PROGRAM CLOSING:** All programs will be closed, (no SDO care) on LABOR DAY, THANKSGIVING, FRIDAY AFTER THANKSGIVING, CHRISTMAS EVE, CHRISTMAS DAY, NEW YEARS EVE, NEW YEARS DAY

## PROGRAM CLOSINGS/DELAYS DUE TO INCELEMENT WEATHER OR UNFORSEEN EVENT

All **School Age Child Care programs follow their local school system** for school closings\*

\*Blue Ash YMCA follows Public School District \*Clermont YMCA follows Batavia Local School District

## CLOSURE COMMUNICATION

**Parents can get updates for closures by calling their YMCA branch, or Class Dojo.**

Monitor your local television, radio station, or the YMCA Facebook page for announcements regarding school closings, delayed starts or early release. In the event of poor weather conditions or other unforeseen event/emergency, the program sites reserve the right to declare an emergency closing or delay for an appropriate time period. Please note that the YMCA will closely monitor weather and road conditions and make a determination based on the safety of students, families and staff for program operations/closures.

## In the event of a school **CLOSING**:

- Before/After School YMCA programs operating onsite of those school buildings **will also be closed.** Branch YMCA Before/After School Care programs will close regular programming, and **offer School Days Out/Snow Day Care instead \***

*\*SDO care will be offered at the YMCA branch, assuming the YMCA facility can also open safely.*

## In the event of a school **DELAY**:

- Children registered for After School ONLY may **NOT** attend the morning program due to a delay- will need to find alternative care.
- R.C. Durr YMCA Branch Before School program **still operates on normal schedule (opening at 6:30am until buses arrive).**
- Before School YMCA programs operating onsite of a school with a delay will **operate on a delayed schedule.**

## In the event of **EARLY DISMISSAL**:

- R.C. Durr YMCA Branch After School program **operates early until normal pick-up time (6pm).**
- After School YMCA programs operating onsite of a school with early dismissal **will NOT operate.**

# SCHOOL DAYS OUT CARE

## SCHOOL DAYS OUT (SDO) & SNOW DAY CLOSURES

The YMCA is committed to offering continuous child care, meeting the diverse needs of families and the community.

School Days Out (SDO) child care programming is offered when schools are have a planned closure, designed as full day child care located at YMCA branches.

- School Days Out (SDO) is child care you purchase due to scheduled days off the School District's calendar.
- R.C Durr YMCA offers separate Snow Day Insurance that can be purchased for any unforeseen school closings. Daily availability is based on insurance attendance before general registration is available.

See a Site Administrator for specifics on SDO & Snow Day pricing and locations.



SDO care is optional, at an additional fee.

SDO care is open to the community, not just current program participants!

SDO is offered at all YMCA branches- families can register for Winter Break, Spring Break, etc SDOs at ANY of our YMCA of Greater Cincinnati Locations!

Registration is based on a first come, first serve.

# ATTENDANCE, ARRIVAL, & DEPARTURE

## ABSENCES

Missed or absent days cannot be deducted from the monthly or weekly fee. Tuition fees are allocated toward direct operating costs, staffing, and materials—all of which must be available for each enrolled child. When a child is enrolled, the time, space, staffing, and provisions for that child are reserved, regardless of attendance. In instances where hospitalization or an extended illness is verified by a physician, a credit may be issued following a discussion with the Site Administrator and with approval from the Family Life Director.

## VERIFYING ABSENCES

**When a child will be absent from the program, parents are required to notify program staff** - in advance if at all possible. In the event of an illness or last minute change in schedule, parents must contact their Site Administrator or leave a message for them by contacting their program phone line/ClassDojo.

- Staff members must verify their attendance rosters daily! It is extremely helpful when parents take the initial step in communicating their child's absences, instead of staff concentrating their efforts on placing phone calls to follow up with families. Admins or designees will verify child absences.
- **If your student attends a program located in an elementary school:** please communicate via ClassDojo to the YMCA **AND** to the school's office personnel (either by phone or in a parent note) that your child also attends the YMCA program. School staff does not automatically communicate this information to the YMCA staff!

## ARRIVAL/DEPARTURE

Children **must be signed in and out of the program** each day with a noted time for each child's arrival and departure into the program. **This is a state law and must be without exception.** The YMCA does not assume responsibility for children until they are signed into the program.

**Upon arrival,** parents will escort children into the program area, notify staff of their presence, and then sign the appropriate form by **1 noting the time,** and **2 providing a signature.** If your child is arriving to the program by bus, a staff member will sign and note the time your child arrived. Children will then directly go to wash their hands.



When **departing the program** at the end of the child's day, all students must be signed out. Parents must check out with a staff member, presenting a form of Identification or utilizing the programs "code word system", sign the appropriate form **1 noting the time, 2 and providing their signature – ALL BEFORE** removing their child. If your child is departing the program to get on the school bus to get home or go to school, a staff member will sign your child out of the program and note the time.

*Individuals receiving financial scholarship or state assistance are required to participate in additional reporting and documentation.*

## STUDENT PICK-UP AUTHORIZATION POLICY

**The YMCA staff is unable to deny a parent access to their child unless legal documentation is on file with the Family Life Director, which may include a custody agreement.** Please make sure we are fully informed of all issues of child custody that may affect the child and his/her pick-up arrangements.

A child will be released to individuals designated by a parent on the child's *Registration Packet*. **Individuals signing out a student from the program must be an adult (18 years of age or older).** YMCA staff members reserve the right to verify the identity of anyone picking up a child by requesting photo identification before releasing a child, even if the person knows the child. Anyone picking up a child should always bring a photo I.D. with them just in case.

## 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 a child is picked up more than 10 minutes late, the staff will attempt to contact the parent, guardian, or designated emergency contacts. If the pick-up is delayed by more than 15 minutes, additional emergency contacts will be notified to arrange for pick-up, regardless of any communication. In the event that pick-up is more than one hour late, Child Protective Services will be contacted to assume responsibility for the child's care, irrespective of any contact with the parent or guardian. A late pick-up fee of \$1 per minute per child will be applied, and habitual late pick-ups may result in dismissal from the program.

# ATTENDANCE, ARRIVAL, & DEPARTURE

## TRANSPORTATION SERVICES

Bussing occurs for some programs to/from schools to YMCA branch sites. Please note the following:

- **Parents must set up bus services to/from any YMCA program.** Families do this during the enrollment process **at their school**. The Y does not contact the school on the behalf of any families needing to make changes to their assigned bus.



## TRANSPORTATION SCHEDULES

Be sure to communicate to your child's teacher what their transportation schedules are! It is important to keep everyone in the know! If you are going to have a change for the day on your normal pick-up schedule, attending the Y program, etc., be sure to contact the school **AND** the YMCA program!

# CODE OF CONDUCT

## CODE OF CONDUCT

The YMCA has a clear responsibility to protect the children in our programs and to promote the YMCA mission that includes providing programs based on principles that build a healthy spirit, mind, and body for all. In support of this responsibility, our Code of Conduct governs the behavior of all participants in YMCA programs. This includes family members and YMCA staff.

Adults must always treat each other professionally, with respect, and act as role models for the children. In addition, the Code of Conduct identifies unacceptable behaviors by staff, parents, visitors, program participants, and students while in any space designated for YMCA programming. 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 sexual display or conduct
- Misusing photographic devices
- Bullying or any other form of physical or verbal abuse

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

## RULES STUDENTS MUST LIVE BY

- Keep your hands to yourself.
- Keep rocks, sticks, and dirt on the ground.
- Use appropriate language
- Respect all campers and staff.
- Follow directions.
- Stay with your group.
- **Keep toys, games, and animals at home.**
- **Leave electronic devices at home.**
- Leave money at home.
- Keep pets out of the program area.
- Wear appropriate footwear – closed-toed shoes only (no flip flops, crocs, sandals, mules, etc.).



# CODE OF CONDUCT

## ELECTRONIC DEVICE POICY

Electronic devices, including, but not limited to, cell phones, smart watches, tablets, gaming consoles, and music players are not permitted in the program. We understand that some families are more comfortable knowing that their child has access to their cell phone. The following policies must be followed if your child will carry his/her cell phone in his/her backpack:



- Cell phones must be kept in the student's backpack at all times during the program. If a staff member sees a phone, it will be confiscated. A parent/guardian can retrieve the device from the Site Administrator at the end of the day.
- No texting allowed during the program.
- Cell phones may not be used to take pictures of other campers/staff.
- No postings on social media sites by students/staff or concerning camp/campers/ staff is permitted.

*Equipment provided by the school districts or personal equipment are to be utilized for educational activities only. Equipment provided by the school district are NOT to be utilized for online gaming, inappropriate web searches, (including but not limited to, adult content, etc.) Social Media, or live chatting, whether on school approved platforms or other venues.*

## YMCA DISCIPLINE POLICY

In youth programs, we strive to meet the needs of all children without ignoring the demands of any individual. It is necessary in organizing and maintaining a large group of children to set limits and guidelines. When those limits and guidelines are broken, it is essential to enforce established disciplinary actions.



## CONSCIOUS DISCIPLINE METHOD

Our programs train staff to carry out methods that follow a framework of transformational change through trauma-responsive social and emotional learning. This includes understanding how internal emotional states dictate our behavior, shifting perception to see discipline as opportunities to teach new skills, building connections by creating a culture of compassion, and problem solving with social-emotional learning.

## POSITIVE DISCIPLINE

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, redirection, and problem-solving techniques are the methods used by the staff to guide children's behavior.

WE...

- ✓ WILL communicate to youth using positive statements
- ✓ WILL model appropriate behavior for youth
- ✓ WILL encourage youth, with adult support, to use their own words and solutions in order to resolve interpersonal conflicts
- ✓ WILL listen & communicate with youth by getting on their level and talking to them in a calm manner about the expected behavior
- ✓ WILL use restrictions when necessary, most likely linked to the health, safety or well-being of the youth/others. In cases of physical fighting among children, restraint by the staff may be used for the safety of children involved.
- ✓ WILL provide alternatives for inappropriate behavior

WE...

- will NOT carry out cruel, harsh, corporal or unusual punishment. Physical exercise is never used as a punishment or discipline method.
- will NOT isolate youth from the program, or place in a confined area as a form of discipline.
- will NOT impose discipline for failure to eat or toileting accidents, nor is food, drink, rest, or bathroom breaks ever withheld as a means of discipline.
- will NOT subject youth to profane language or other verbal abuse, neglected, or abused while in the care of the YMCA. No child is ever shamed, humiliated, or frightened by any form of discipline.
- will NOT permit youth to discipline one another.
- will NOT discipline an entire group due to the unacceptable behavior of an individual.

# CODE OF CONDUCT

## PARENT/GUARDIAN PARTICIPATION

The YMCA encourages communication between guardians and staff, welcoming conferences at any time with the Site Administrator. Please direct all complaints concerning a particular staff member or policy to the Family Life Director. We believe complete honesty and openness between families and staff is vital to the success of the program. *When families are in our building, or on field trips with us away from our building, we expect that parents/guardians will abide by the same policies as our students and staff code of conduct.*

## AGGRESSIVE BEHAVIOR

We encourage children to be safe, be respectful and responsible. Aggressive behavior from children will not be tolerated. Aggressive behavior includes, but is not limited to: hitting, kicking, scratching, and spitting. Verbal disrespect such as cussing, name-calling, or disobedience with teachers will not be tolerated. Teachers will manage the behavior of the children in their classrooms. However, when children develop a pattern of aggressive behavior toward teachers and/or other children, the administration will determine if a child is either suspended or expelled from our program. Parents/guardians who exhibit these same behaviors may also be dismissed from the program.

## BEHAVIOR RESPONSES

We work hard to create environments that are both physically and emotionally safe for all participants. Staff are trained how to monitor for unsafe behaviors, and when to report these behaviors to leadership staff.

## BEHAVIOR REPORTS

Internal documentation is kept on incidents to help staff understand and identify patterns of behaviors and common triggers of children. Staff keep guardians aware to all challenging situations and ask for support as needed.

**We have adopted a four step approach with the inclusion of a Behavioral Incident Report (BIR).**



**Please read the steps below, as your child's continued enrollment at the YMCA may depend on them**

1. At the first incident involving aggressive or disrespectful behavior by adults or children, a BIR will be completed by a teacher or administrator outlining the behavior. The form will be reviewed with and signed by the individual who picks up the child on the day of the incident. Dependent on the severity of the incident, if the child is picked up by a non-guardian, the parent may be called for review of the incident as well.
2. Should a second incident arise, the parent or guardian will be asked to pick the child up immediately and upon arrival will meet with the lead teacher, administrator or designee regarding the incident. The BIR will be reviewed at that time and signed by the parent or guardian. The child will be excused from the program for one (1), 24 hour cool down period.
3. If the behavior continues and results in a third BIR the parent or guardian will be asked to pick the child up immediately and upon arrival will meet with the lead teacher, administrator, or designee regarding the incident. The BIR will be reviewed at that time and signed by the parent or guardian. The child may be excused from the program for up to a week-long cool down period.
4. Following the third incident, should another arise, the parent or guardian will be asked to pick the child up immediately and upon arrival will meet with the lead teacher, administrator, or designee regarding the incident. The BIR will be reviewed at that time and signed by the parent or guardian. It will be at this time that the child will be dismissed from the program. Re-entry to the program will be at the discretion of the administrator and leadership.

In cases where adults (parents and other family members) continue aggressive and disrespectful behavior after meeting the Director, the adults and children may be terminated from participation and enrollment in the YMCA.

**It is helpful for staff to also be aware of any behavioral, processing, or sensory concerns, so that they may better serve your child.** Please note these concerns on your child's *Registration Packet* and speak with your Site Administrator/Director.

# CODE OF CONDUCT

## SUSPENSION/EXPULSION

Unfortunately, there are times when usual guidance techniques are not effective and despite working with parents/guardians, inappropriate behaviors may continue. When this happens, the YMCA supervisors 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 engages in the types of behaviors, the parent/guardian will be notified prior to any action taken by the staff. As stated 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.

If a parent/guardian or adult violates the code of conduct, they may be removed from programming or the entire family unit may be removed from programming, depending on what would be best for all parties involved and at the discretion of the Family Life Director.

## STUDENT CODE OF CONDUCT POLICIES

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

### Code of Conduct: Basic Rules of Safety & Good Conduct

Staff will review with students specific examples of our basic rules of safety and good conduct associated with a student’s Code of Conduct that.

- Keep your hands to yourself
- Use appropriate language
- Follow basic rules of safety
- Follow directions
- Stay with the group/class
- Do not go into unauthorized areas
- Follow all building rules
- Follow all program rules
- Do not deface or steal any property.
- Running is limited to recreational/outdoor times
- Keep toys, money, cell phones, electronics in backpack or at home
- Listen to and respect others – staff and fellow students
- Follow the Y’s Core Values: Caring, Honesty, Respect, and Responsibility
- Do not use abusive behavior or language



## THE YMCA’S CORE VALUES

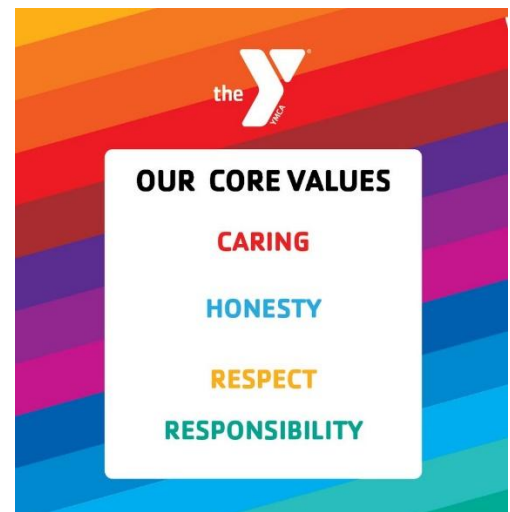
The four core values play an intricate part of our curriculum programming and our success!

**Caring:** To demonstrate a sincere concern for others, for their needs and well-being. Related values: compassion, forgiveness, generosity, and kindness.

**Honesty:** To tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. Related values: integrity and fairness.

**Respect:** To treat others as I would want them to treat me, to value the worth of every person, including myself. Related values: acceptance, empathy, self-respect and tolerance.

**Responsibility:** To do what is right - what I ought to do, to be accountable for my choices of behavior and actions and my promises. Related values: commitment, courage, good health, service and citizenship.



# CODE OF CONDUCT

## APPROPRIATE DRESS

It is important that a 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 a 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.

We ask that parents reinforce with their child the importance of appropriate outerwear when going to school. Outdoor play is an important component of our program, and it is important that students are dressed appropriately! Please be sure to send your child each day in secure, close-toed shoes and with a weather-appropriate jacket if needed.

## Items to Leave at Home

Some items from home can be lost or cause friction among children or be a disruption. Children should keep the following items at home or should be kept in their backpack. These items include, but are not limited to:

- Electronic Devices (Handheld gaming systems, CD players, DS systems, video watches, etc.)
- Money
- Cameras
- Playing/Trading Cards
- Games
- Toys
- Stuffed or Living Animals
- Gum or Candy
- Jewelry
- Beauty Products (Lipstick, Nail Polish, etc.)



## LOST AND FOUND

All children's possessions should be labeled with their last name. The YMCA is not responsible for lost, damaged or stolen items brought to the program. The YMCA staff will do their best to remind students to pick up their items daily – but it is the student's responsibility to manage their possessions.

# CHILD SAFETY

## SPECIAL NEEDS/DIFFERENTLY-ABLED

Children with a special need or disability will be assessed on an individual basis to determine if the program is right for their needs. If the child is enrolled, the program will ensure compliance with administering medication and administering care procedures in accordance with the Americans with Disabilities Act (ADA).

In order to ensure compliance with ADA, children *in Ohio programs* who have special needs, such as, but not limited to, asthma, allergies, ADD/ADHD, autism, seizures, etc. will need to complete a Care of Children with Special Needs/Conditions form. This plan must be reviewed by the parent/guardian annually. If the child needs special assistance due to a physical or cognitive disability, or other special need, we ask to have a conference with the parent prior to the start of the program so we can better understand the needs of the child. We ask that the child is able to independently maintain themselves in a group size of 1:18(OH) and 1:15 (KY). If this becomes overwhelming for the child or the child is unsuccessful in our program, the Y will assist in finding other options.

## PROCEDURES FOR EMERGENCIES/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/accident may occur. The following general policies are in place to help ensure safety of all participants.

- All programs have a telephone available for emergencies. Contact information for each site can be found on the last page of this handbook.
- A first aid kit is located in the program area's primary space and each group will carry a kit.
- YMCA personnel will not transport children in their personal vehicles, even in an emergency.
- Emergencies/accidents will be handled as requested by the parent/guardian indicated on the Emergency Medical Authorization section of enrollment.

## PROCEDURES FOR EMERGENCIES/ACCIDENTS CONT.

- Paperwork containing information regarding children’s medical and health concerns, emergency transportation authorizations, emergency contacts, etc. is kept in an administrative area of the YMCA. Copies of these forms are made available to staff and are always on hand, including when children are transported on scheduled field trips.
- **Remember to keep your Director updated with any changes to your child’s information!**

## EMERGENCY TRANSPORTATION AUTHORIZATION

We are unable to accept enrollment for families who refuse to grant permission for their child(ren) to be transported for emergency medical or dental treatment. Your enrollment requests important information that must be completed and kept on file, including documentation of emergency transportation authorization.

## IN CASES OF ACCIDENTS/ILLNESS

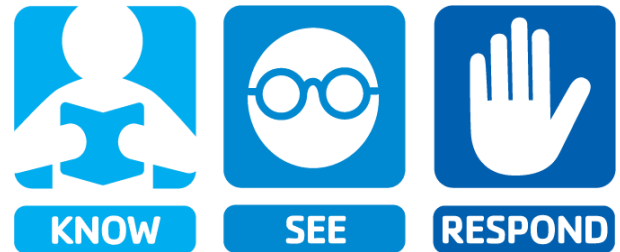
In the case of **minor accidents** such as cuts, bruised, scrapes, etc., the child will be treated by a qualified staff member.

In the case of **serious accidents/illnesses** the Site Administrator will attend to the child as other staff members keep the area clear and supervise other participants. If a child is injured or becomes severely ill the parents/guardians will be contacted. If the situation requires transportation to a hospital, the staff will call 9-1-1, and an emergency squad will transport the child.

Emergencies and accidents will be handled as indicated on the *Emergency Medical Authorization* section of enrollment. A staff member will accompany the child until a 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 child’s file with them if transportation is necessary.

## IN CASES OF SUSPECTED CHILD ABUSE/NEGLECT

Staff members are trained to observe children on a daily basis 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 all employees are required by law to report any suspicion of child abuse or neglect to Child Protection Services.



## PREVENTING, RESPONDING, & REPORTING SEXUAL ACTIVITY & SUSPECTED ABUSE

Staff members are trained extensively to observe and know the signs of child abuse and/or neglect. The YMCA has set policies and procedures in place to protect all children in our care, and those policies are continuously reviewed and improved. YMCA Child Care staff are mandated by law to report any suspicion of child abuse or neglect to Child Protective Services

In some cases, young children (especially ages 2-6) will participate in “normative sexual behavior” as a common and normal stage of child development. These behaviors are driven by curiosity and not sexually or maliciously motivated.

In other cases, young children and adolescents may exhibit “harmful sexual behavior” (HSB), which are not developmentally appropriate or acceptable. In these situations, we will respond to each case with trauma-informed care, making safety top priority. In most cases of HSB, a student will face consequences of dismissal from the program.

Because our organization is dedicated to maintaining an environment safe from abuse, it is imperative that everyone, including students, actively participates in the protection of children. In the event that students observe any suspicious or inappropriate behaviors and/or policy violations on the part of other employees, volunteers, or other students, it is their personal responsibility to immediately report their observations. Remember, at the YMCA, the policies apply to everyone.

## INCIDENT & ACCIDENT REPORTS

If a child is involved in an accident during programming, the staff will complete an Incident/Accident Report. Incidents or injuries that require an Accident Report include, but are not limited to: accident/injury which requires first aid treatment, bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff.

## ILLNESS POLICIES

All staff members are trained to recognize the signs of communicable diseases/minor illnesses. A trained staff member will observe each child at program entry. All children will be required to wash their hands upon entering the program area and prior to eating and/or after using the restroom.



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 for example, as someone who is experiencing minor cold symptoms. Note that our employees will also abide by the same communicable disease policies as the children.

Our programs follow CDC, local health department, and licensing guidelines as they pertain to COVID-19.

Any child who develops the following symptoms while in our program will be isolated until discharged to his/her parent guardian. They may only return with a doctor’s note stating a return date or verifying 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 eyes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Vomiting more than once 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 24 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.

## ISOLATION PRECAUTIONS

If a child is ill, he/she should remain home. A child who becomes ill during the day will need to be picked up. An ill child will be discharged to the care of his/her guardian as promptly as possible. If the parent/guardian is unable to pick-up the child, the staff will discharge the ill child to the person who has been designated by the parent. In the case of exposure to a communicable disease, guardians will be notified by email or newsletter.



A child isolated due to a suspected communicable disease (or symptoms listed under our Illness Policy) shall be:

- Within sight and hearing of an adult at all times.
- Cared for in another room, portion of a room, or camp area – away from other children.
- Made comfortable. The area will be disinfected with a germicide, or if soiled with blood, feces, vomit, or other bodily fluids, the area shall be cleaned with soap and water and then disinfected.

## LICE POLICY

It is our policy that if your child is found with lice or nits/eggs, the child may not attend camp. If we find nits/lice while the child is attending the program, you will be contacted and your child will need to be picked up immediately. Children are not permitted to return to the program until they have been checked and cleared by the Director.

## MENTAL HEALTH POLICY

The need for additional support for children and staff in the area of mental health and wellness is a priority. This support includes internal processes and guidelines for when to access additional external mental health resources. Mental health training is included in our staff training. Staff are trained on when to contact the Family Life Director/Executive Director, guardian, healthcare provider, or higher level trained mental health professional. All staff are given permission to call 988 (Suicide and Crisis Lifeline) directly and then notify the Family Life Director/Executive Director.

The Site Administrator and/or Family Life Director will be involved in notifying the guardian in the event of mental health crisis or anything more than a minor struggle. Mental health issues need to be handled by a healthcare professional and the Family Life Director will assist in providing information for services to the guardian. The Family Life Director will also manage any situations that require a change to the camper's status or programming.

## MEDICATIONS

Administration of medication (prescribed and over-the counter – including cough drops, medicated lip balm, ointments, etc.) or special diets will only be undertaken by the program after receipt of a completed Request for the Administration of Medication form, signed by the guardian.

This form can be obtained from the Family Life Director or the Member Service desk at the YMCA. This request must be filled out annually for each program. No verbal, over the phone, hand-written, or emailed medication requests will be accepted. Each new medication requires its own form.

We reserve the right to ask your child's doctor the purpose for which the medication is being used. Food Supplements must meet the nutritional requirements required by Licensing and Meal Service Provider.



**Parents/Guardians need to provide any emergency medications** (epi-pens, inhalers, etc.) for their child. All inhalers and other emergency medications are readily available to program staff who are working with your child. Parents/Guardians will be notified if emergency medications are used. The Site Administrator will note all administrations of medications on the Administration of Medication form and a confidential log. **Note that if your child attends a child care program that is on site at a school, we do not have access to emergency medication that you have left with a school nurse.**

Medication is kept in a locked box. No child, including school age children, are permitted to carry any medications with them (including medical foods) and are only permitted to carry non-prescription topical creams/products when written permission is on file.

If food supplements or modified diets are required, an Administration of Medication form must be completed. We will attempt to provide a snack/meal that fits the child's special dietary needs, but we cannot always accommodate. In this case, the parent/guardian will need to provide the proper supplements for snack/meal time.

To ensure compliance with ADA, we receive instruction and training from parents/guardians to administer medication and medical care within our scope and limits to children with special needs/disabilities. All staff are informed of the child's physical, mental, emotional, social, and developmental needs or restrictions of the children under their supervision. This may include information on diet, allergies, medication, rest requirements, and activity restrictions; recognition and care of potential medical problems such as choking, seizures, or hypoglycemia; care and handling of children with wheelchairs, prosthetic or orthopedic devices; and care of individual children with any other specialized needs.

Please note the following policies for all prescribed and over-the-counter medications:

- **All medications must be received in the original container/packaging.**
- **All medications must include properly labeled information such as the child's name, address, dosage, method of administration, etc.**
- **Over-the-counter medications taken outside of labeled instructions require a doctor's signature.**
- **Medications must be placed in a clear zippered bag to help protect labeling.**

## **HAND WASHING**

It is licensing requirement 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.

## **SUNSCREEN POLICY**

Sunscreen is an important part of outdoor play; however, parents/guardians must provide authorization for staff to assist with application as necessary, as well as the brand(s) of sunscreen planned to be sent with your child.

## **IMMUNIZATIONS**

### **Ohio Programs**

Parents/Guardians are required to sign-off that immunizations required to attend school are up-to-date for their child. The date of the child's last tetanus shot is required at registration. If a parent/guardian declines immunization for their child, they must complete the Medical Statement required by ODJFS.

### **Kentucky Programs**

Children in KY programs must submit the KY immunization Certificate upon enrollment. Immunizations can also be accepted in the form of the KY Immunization Registry, or medical/religious exemption form

If there is any sign of a communicable disease, any child not immunized against that illness will have to be excluded from the program until the disease is gone.

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## **ODJFS– Center Parent Information Required by the Ohio Administrative Code**

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

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

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

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

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

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc.childcare.stm>.

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

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



## **CONTACT & PROGRAM SPECIFIC INFORMATION**

### **YMCA SCHOOL AGE CHILD CARE STAFF CONTACT**

**HOURS OF OPERATION: 6:30am-8:30am, 3:30pm-6:00pm**

<b>SITE NAME &amp; ADDRESS</b>	<b>SITE ADMIN</b>	<b>EMAIL</b>	<b>SITE PHONE</b>
Ayer Elementary 8471 Forest Rd Cinti., OH 45255	Pat Planitz	pplanitz@myy.org	513-370-5787
Maddux Elementary 943 Rosetree Ln. Cinti., OH 45230	Tara Metzger	Tmetzger@myy.org	513-440-9971
Sherwood Elementary 7080 Grantham Way Cinti., OH 45230	Samantha Miller	smiller@myy.org	513-599-7330
Summit Elementary 8400 Northport Dr Cinti., OH 45255	Krista Brown	kbrown@myy.org	513-838-5654
Wilson Elementary 2465 Little Dry Run Cinti., OH 45244	Jess Pope	jpope@myy.org	513-362-9629

### **CHILD CARE ADMINISTRATION:**

<b>Contacts</b>	<b>Email</b>	<b>Phone</b>
Tara Metzger, Family Life Director	tmetzger@myy.org	513-440-9971
Rachael Baxter, Executive Director of Out of School Time	rbaxter@myy.org	513-651-2100
Bridget Behrmann, Community Executive Director	bbehrmann@myy.org	513-362-2885

<b>PROGRAM</b>	<b>PRICE (Weekly)</b>
School Age Before Care Only	\$95/week
School Age After Care Only	\$98/week
Registration Fee	\$25 per child

<b>SCHOOL DAYS OUT</b>	<b>PRICE</b>
Per Child Care Participant	\$55 per day



**YMCA of Greater Cincinnati**  
**1105 Elm St, Cincinnati OH 45202**  
**www.MyY.org**