



# 2010-2011 Parent Handbook

## Table of Contents

<b>YMCA SCHOOL AGE .....</b>	<b>3</b>
LICKING COUNTY FAMILY YMCA MISSION STATEMENT .....	3
YMCA SCHOOL AGE PHILOSOPHY AND GOALS .....	3
YMCA TAX ID-TAX LETTERS.....	3
<b>YMCA SCHOOL AGE PROGRAM .....</b>	<b>4</b>
LOCATION.....	4
HOURS OF OPERATION.....	4
SCHEDULE.....	4
MISCELLANEOUS.....	4
<i>Snacks</i> .....	4
<i>Transportation To and From School</i> .....	4
<i>Medication Administration</i> .....	5
<i>Lost &amp; Found</i> .....	5
<i>Outdoor Play</i> .....	5
DROP OFF/PICK UP .....	5
<i>Drop Off</i> .....	5
<i>Authorized Pick up</i> .....	5
<i>Emergency Contacts</i> .....	6
<i>Termination of Services</i> .....	6
FEES.....	6
<i>Registration</i> .....	6
<i>Deposit</i> .....	6
<i>Membership</i> .....	6
<i>Weekly Fees</i> .....	7
<i>Payment Options</i> .....	7
<i>Scheduled Holidays</i> .....	7
<i>Weather Delays and Cancellations-Calamity Days</i> .....	7
<i>Vacation/Sick Days</i> .....	7
LATE FEES .....	8
<i>Late Pick Up</i> .....	8
<i>Late Weekly Payment</i> .....	8
WITHDRAWING.....	8
<b>ILLNESSES/COMMUNICABLE DISEASE .....</b>	<b>8</b>
MANAGEMENT OF COMMUNICABLE DISEASES .....	8
<b>CONDUCT/DISCIPLINE POLICY .....</b>	<b>10</b>
CONDUCT POLICY .....	10
DISCIPLINE POLICY .....	10
<b>PARENT INVOLVEMENT .....</b>	<b>11</b>
<b>YMCA SCHOOL AGE STAFF.....</b>	<b>11</b>
SUPERVISION.....	11
SAFETY OF THE CHILDREN.....	11
CHILD ABUSE.....	12
<b>LICENSING .....</b>	<b>12</b>
<b>ADDITIONAL PROGRAMS.....</b>	<b>12</b>
PROGRAM CLASSES.....	12
PARENTS' NIGHT OUT .....	12
HOLIDAY SCHOOL'S OUT .....	13
<b>CHANGES TO HANDBOOK.....</b>	<b>13</b>
CHANGES/AMENDMENTS.....	13

## **YMCA School Age**

Thank you for choosing the YMCA School Age program for your child's care. We strive to provide a positive experience for you and your child. The Parent Handbook is designed to help answer questions you may have regarding our program. Please feel free to contact us with questions, comments or suggestions as we strive to design a program that is responsive to the needs of your family.

### ***Licking County Family YMCA Mission Statement***

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



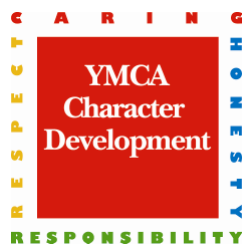
### ***YMCA School Age Philosophy and Goals***

In keep with the YMCA's philosophy, we strive to build wellness of spirit, mind and body in children. To achieve these goals the YMCA School Age program

- ❖ Provides a safe, secure environment for children, K-5, in a before and/or after school program.
- ❖ Offers a structured, affordable, quality program for families in the community.
- ❖ Provides qualified and caring professional staff, who understand and meet the needs of children.
- ❖ Nurture children in a positive manner that allows children to grow emotionally, socially and physically.
- ❖ To teach and instill the YMCA's 5 core values: Respect, Responsibility, Honesty, Caring and Faith.

### ***YMCA Tax ID-Tax Letters***

The Licking County Family YMCA Federal Tax ID number is 31-6053101. The YMCA will have tax letters available in January for the previous year's care.



## YMCA School Age Program

### Location

The YMCA School Age program is open to students K-5 in the Licking Heights School District and is located in the gymnasium at:

**Licking Heights North Elementary School**  
 6539 Summit Road  
 Summit Station, Ohio 43073  
 Phone: 740-404-6631

### Hours of Operation

#### Monday-Friday

Before Care 7:00 a.m.-9:00 a.m. (7-11:00 a.m. on delayed start days)  
 After Care 3:00 p.m.-6:30 p.m.

### Schedule

Before School Care	
7:00-7:30 a.m.	AM Arrival/Attendance/Table Games
7:30-8:00 a.m.	Restroom and Hand Washing/Snack *8:00 a.m. LH South Bus Departs
8:00-8:25 a.m.	Free Play *8:15 a.m. LH North students walk to class
8:30-9:00 a.m.	Creative Play or Structured Game Time *9:00 LH West Bus Departs
Students enrolled in the Before School Program will receive care until 11 a.m. on monthly scheduled delayed starts. Students in After School Program can pay an extra fee to attend on these mornings.	
After School Care	
3:00-3:15 p.m.	PM Arrival Grades 2-5/Attendance
3:15-3:30 p.m.	Restroom and Hand Washing/Snack
3:30-4:00 p.m.	Group Game/Gross Motor
4:00-4:30 p.m.	Homework Time *4:15 p.m. LH West Bus Arrives
4:30-5:45 p.m.	Outdoor Time/Centers/Crafts
5:45-6:30 p.m.	Departures/Centers/Free Time

### Miscellaneous

#### Snacks

Students are provided with a snack in morning and afternoon care. Students are able to bring their own snack if they choose to, but may not share with other students due to allergies.

#### Transportation To and From School

The Before and After School program is a licensed school age child care program based at Licking Heights North Elementary. The students attending South or West Elementary will be transported by YMCA staff or a school bus to and from North Elementary.

## **Medication Administration**

It is strongly recommended that all medications, vitamins, and special diets be stored and administered by the school office or at home. However, if that is not possible, parents are required to complete a *Request for Administration of Medication and Health Care Plan* form available from a staff member. Use of inhalers is permitted with parental direction on usage and accompanying the child's medical forms.

**All prescription medications must be in original container with current pharmacy prescription label in order for the YMCA to distribute the medication to your child.**

## **Lost & Found**

Although the staff will make every effort to help children keep track of their belongings, the final responsibility is that of the child's. Personal belongings brought into the program that are lost or broken are not the responsibility of the YMCA or its staff. There is a lost & found bin onsite. Anything in the lost & found bin over 3 weeks old will be donated to charity.

## **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis in the School Age program. Children will not be taken outside when the temperature (with wind chill and heat index factored in) drops below 39° F or rises above 95° F. We will also adjust outdoor time due to rain, threatening weather, air quality warnings and when temperatures feel very warm or cold. Please send your child with the proper attire so that they will stay comfortable and safe when outside. This includes snow jackets, pants, hats, mittens and boots in the wintertime.

On days that outdoor play is not provided due to weather conditions, there will be a time for gross motor activities inside.

## **Drop off/Pick up**

### **Drop Off**

A parent/guardian will escort the child to the program area. As they enter the program the parent/guardian will sign the child into the program on the attendance sheet. YMCA Staff members will also be taking attendance as the children arrive.

Please notify the YMCA staff if a child will be absent from the program. It is the parent's responsibility to notify the YMCA if their child will be absent. By law the YMCA Staff will contact the parent/guardian and emergency contact if necessary to locate an absent child.

### **Authorized Pick up**

Children may be picked up by someone other than their parents as long as:

- ❖ The parent/guardian has notified the YMCA in writing that the person is authorized to pick up their child
- ❖ The person is 18 or over (this includes siblings)

The YMCA Staff is authorized to ask for a photo ID from anyone before releasing a child into their care.

Please be sure anyone picking up your child is carrying their photo ID. The person picking the child up will sign the child out and indicate the time that they are released from the program.

Children will not be released to anyone suspected of being under the influence of drugs or alcohol.

Special Circumstances: If there is a special circumstance involving custody of a child in which one parent or another is not allowed to pick up a child or is restricted to only picking them up on certain days, please submit copies of any legal documentation relating to the custody of the child.

### **Emergency Contacts**

If the YMCA Staff is unable to reach the parent/guardian of a child for any reason, they may contact the listed emergency contacts. Emergency Contacts are automatically authorized to pick up your child. Be sure that your contacts are aware of where the school is located and that they may be asked to pick up the child in case of an emergency.

### **Termination of Services**

The YMCA reserves the right to deny enrollment or discontinue service to any child at its discretion.

### **Fees**

#### **Registration**

Registration in the School Age Program includes:

- ❖ A completed School Age Registration Packet.
- ❖ Purchasing either a Full Youth Membership or Associate Youth Membership to the YMCA
- ❖ Putting down a two week deposit for the 1<sup>st</sup> and last week of care. This payment must be made prior to the child's first day.
- ❖ Weekly payments are due the *Thursday* before for the following week of care.

#### **Deposit**

The deposit for the School Age program is outlined below and will be applied to your child's weekly fees in the following order – first week of care, last week of care, and any additional deposit will be applied to the next to last week of care.

##### **Full Members**

Deposit for Before Care-\$90  
Deposit for After Care-\$90  
Deposit for Before and After Care-\$160

##### **Associate Members**

Deposit for Before Care-\$130  
Deposit for After Care-\$130  
Deposit for Before and After Care-\$240

#### **Membership**

The School Age Program is administered by the Licking County Family YMCA and requires children to be full or associate members of the YMCA.

- ❖ An annual Full youth membership is \$74.40 and may be paid by monthly draft of \$6.20 per month. New members are also required to pay a one time joiner's fee of \$12 at the start of their membership. (New members are those individuals who have not had an active membership within the past 30 days)
- ❖ An annual Associate youth membership is \$17

In addition to members being able to sign up for the School Age program, your child will also be eligible to participate in program classes offered at the YMCA such as Gymnastics, Martial Arts, etc. Full Members receive a discount on School Age weekly fees and Program Class fees as compared to Associate members.

**Weekly Fees**

2010-2011 Weekly Fees-School Age Program		
	Full Members	Associate Members
<b>Before School</b>	\$45	\$65
<b>After School</b>	\$45	\$65
<b>Before and After School</b>	\$80	\$120

\* Ask us about our sibling discount

**Payment Options**

Payment options include:

- ❖ Paying by cash, check, or credit in person at the YMCA Western Branch located at 355 West Broad Street, Pataskala
- ❖ Paying with a credit card by phone at the YMCA: 740-964-6522
- ❖ Paying with a credit card online at the YMCA Self Service Portal
  - Your email must be on file with the YMCA to register
  - [www.lcfymca.org/wb](http://www.lcfymca.org/wb) and click Register Online
  - Having trouble logging in? Call the YMCA at 740-964-6522

**Scheduled Holidays**

There are a number of scheduled holidays throughout the School Year as determined by the Licking Heights School District Event Calendar. These scheduled holidays include holidays such as Memorial Day and scheduled in-service days. The YMCA School Age Program *will prorate* the weekly fees for any scheduled holidays only.

**Weather Delays and Cancellations-Calamity Days**

The YMCA School Age Program *does not prorate* fees when school is cancelled unexpectedly due to weather or another cause.

If there is a weather related delay, the before school program will be cancelled that day. If school is open that day, the after school program will operate as normal.

In the event of an unscheduled early dismissal, parents will be called to pick their children up from school as the After School program will be cancelled for that day.

In the event of calamity make up days going into effect, there will be no additional charge for care for those children who were enrolled at the time of the school cancellations. For any other child enrolled after the calamity day cancellations, there will be a daily rate based on your membership status. Full Members: \$9/day for before or after, \$16/day for both. Associate Members: \$13/day for before or after, \$24/day for both.

**Vacation/Sick Days**

The YMCA School Age program *does not prorate* for times when a child is sick or on vacation.

If you are aware that your child will be on vacation for a period of time you may un-enroll the child, but the YMCA does not guarantee that there will be a spot for the child when they return. Additionally you will need to repay the deposit to re-enroll the child.

## ***Late Fees***

### **Late Pick Up**

The After School Program ends promptly at 6:30 p.m. **There is a \$1.00 per minute late fee assessed for anyone picking up their child after 6:30 p.m.** Chronic lateness, as defined by the program administrator, may result in the doubling of late fees or termination of care.

### **Late Weekly Payment**

Weekly payments are due on Thursday for the following week of care. **A late fee of \$10.00 will be assessed for anyone paying after Thursday.**

Failure to pay your weekly school age fees on time can result in your child being un-enrolled from the program. If your child does become un-enrolled from the program, all past balances and a new deposit will be required to re-enroll the child. If there is a wait list, your child will be placed at the bottom of the wait list.

## ***Withdrawing***

The YMCA School Age program requires that parents provide a two week written notice when withdrawing their child from the before and after school program. Please be advised that the remaining security deposit will be applied to any outstanding fees. Any additional outstanding balance that remains after the security deposit is applied must be paid in full at the time of termination of services.

Any overpayment of fees can be applied to online credit and used at a later time or can be refunded to you via check. Please note that refunds can take 1-2 weeks to process.

If you withdraw your child from the program and later decide to return, please note that YMCA does not guarantee that there will be a spot for the child when they return. Additionally you will need to repay the deposit to re-enroll the child.

It is also important for the parent to understand that terminating their child care services does NOT automatically terminate the YMCA membership associated with the account. Any monthly bank drafts will continue unless the YMCA Western Branch is notified in writing of the desire to cancel the membership. Please see your copy of the Membership Application agreement that you signed when you joined the YMCA.

## **Illnesses/Communicable Disease**

### ***Management of Communicable Diseases***

The Licking County Family YMCA Child Care Programs maintain a strict policy excluding children from the program who are not feeling well and may be contagious.

YMCA Staff have received training from the Red Cross in CPR and First Aid. A registered nurse or licensed physician also trains the staff in recognizing communicable diseases. Staff members are also trained in hand washing and disinfecting procedures. Children will be observed upon arrival and throughout the program for evidence of any communicable illnesses.

Parents need to be aware of the conditions as listed below so that they can keep a child home if they exhibit any of these symptoms. When a child becomes ill while at the YMCA School Age program, parents are expected to come and pick up the child as soon as possible. It is often inconvenient for parents to leave work and/or stay home due to a possible communicable illness. The YMCA's policy of strictly excluding children with a possible communicable illness is designed to protect all of the children and staff. We sympathize with the difficulty of leaving work or staying home with a sick child, but by law we cannot care for a child with a communicable disease. We encourage you to plan for any illnesses that your child may have.

The Ohio Department of Health has provided us with a "Day Care Center's Communicable Disease Chart" that is posted near the entrance of the gymnasium. This chart is available for viewing by the staff, parents and children in case of any questions or concerns of a possible Communicable Disease. When your child has been exposed to a communicable disease other than a cold, you will be notified in writing within 24 hours.

When a child has symptoms of communicable disease, she/he will be isolated from the other children and supervised by an adult. Ill children will be provided a clean mat or cot to rest. The mat will be disinfected after use. The parents and/or the designated emergency contact will be contacted to pick up the child immediately.

**Children will be sent home or asked to stay home with the following conditions:**

- ❖ Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
- ❖ Diarrhea (three or more abnormally loose stools within a 24 hour period.)
- ❖ Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- ❖ Difficult or rapid breathing.
- ❖ Yellowish skin or eyes.
- ❖ Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- ❖ Untreated infected skin patches, unusual spots or rashes.
- ❖ Unusually dark urine and/or gray or white stool.
- ❖ Stiff neck with an elevated temperature.
- ❖ Evidence of untreated lice, scabies, or other parasitic infestations.
- ❖ Sore throat or difficulty in swallowing.
- ❖ Vomiting more than one time or when accompanied by any other sign or symptom of illness.

**Children may return to the program:**

- ❖ With a physician's statement that the child is free from all communicable diseases and that returning to the program presents no risk to the child or others.
- ❖ Visibly free from communicable illness AND symptom free for 24 hours.

A mildly ill child (minor cold symptoms, or not feeling well enough to participate fully in the program) will be cared for at the site and watched closely. If any of the above symptoms develop, the parent will be contacted to take the child home.

We prefer to err by being too cautious rather than allow healthy children and staff to be exposed to communicable illnesses.

The YMCA retains the right to exclude a child despite a physician's statement if that statement contradicts the YMCA's policies. The YMCA has the final say in caring for children who may be contagious. Please feel free to discuss these policies with the program administrator. The same policies apply to the staff. An ill staff member will be replaced by a qualified substitute.

Illness reports will be sent home with the ill child to document symptoms and times for parent's records.

## **Conduct/Discipline Policy**

### ***Conduct Policy***

The YMCA has a clear responsibility to protect and promote the YMCA's goals, which include teaching children to resolve conflicts in nonviolent non-aggressive ways. This policy identifies unacceptable behaviors by children, parents, staff and visitors while at the site. We expect that staff, parents, and visitors will treat each other kindly and with respect, keeping in mind that we are role models for our children. Unacceptable behaviors include, but are not limited to the following:

- ❖ Profanity
- ❖ Threats, intimidation or harassment
- ❖ Mental or bodily harm
- ❖ Disruption and obstruction
- ❖ Destruction of property
- ❖ Disturbing the peace
- ❖ Dishonesty or misrepresentation
- ❖ Violation of criminal law
- ❖ Smoking

### ***Discipline Policy***

The goal of discipline is to help the child develop self-control. Children are encouraged to express their feelings ("I don't like it when you take my toy" or "I'm angry"). They are reminded of the rules in a positive way. ("Please walk in the hall", "Use your words" "Build with the blocks") and are redirected ("You may not throw the block, but here's a ball you can throw" or "Books are for reading – you may tear this old magazine"). Children are encouraged to solve problems ("What should we do about two people wanting the same toy" or "What would happen if...") and are encouraged to take responsibility for their own actions through logical consequences ("When you poured the water out onto the floor, it got wet. Please use the sponge to clean it up" or "Here's tape to fix the book that you ripped.") Time out is limited to children who are out of control and need some assistance to regain self control, and is not a punishment.

Guidance and discipline are positive and appropriate to the situation and to the child's developmental level. Discipline will never be imposed for failure to eat or for toileting accidents. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. Discipline will not be delegated to children –they are not permitted to hit each other nor are parents permitted to spank or slap their children while at the YMCA School Age Program. In case of physical aggression, teachers may restrain children for the safety of those involved, but no form of physical punishment or restraint is ever used. "NO" shall always be followed by an explanation. The teachers may consult with the parents about problems that are occurring at the site and encourage parents to discuss any problems they are having at home. It is very important for us to work together for the benefit of the children.

If you find that you do not agree with our discipline policy, please share your feelings and beliefs with us. We will attempt to work out our differences. However, if you find yourself uncomfortable with our methods and we haven't been able to compromise you may need to consider other childcare arrangements for your child. An example of this problem is if you believe that it is necessary for your child to hit other children when conflicts arise. Since hitting by anyone, no matter what the circumstances, is unacceptable in the YMCA program, this is not a difference that can be worked out by compromise. The specifications of this rule apply to all employees for the YMCA.

In the case of serious or recurrent disruptions, parents may be called to pick up the child. If at anytime the staff determines that a child is unable to benefit from the program or poses a danger to other children, staff or the program childcare will be terminated.

All discipline methods will be in compliance with the Ohio Department of Job and Family Services rule 5101:2-12-22 regarding Child Guidance and Management. Specifications of this rule apply to all employees and persons on the premises.

## **Parent Involvement**

Parents/guardians are welcome to visit and observe the YMCA School Age program at anytime. Share a special interest or skill with the children or help with the various projects that are part of the regular curriculum.

Parents/guardians are encouraged to share thoughts and information about their child or any questions or concerns with the staff. A parent information center is on site where the staff will post announcements and notices regarding the program. Staff members are available to meet and talk with you from 4:30-6:00 p.m. If these times are not convenient with your schedule, please feel free to schedule an appointment for a conference or a time to express concerns with a staff member.

To schedule an appointment:

YMCA School Age Program: 740-404-6631 Leave a message and a staff member will return your call or contact Janna Smith, School Age Director, at the YMCA Western Branch: 740-964-6522.

Parents and Staff working together help prevent later problems and misunderstandings.

## **YMCA School Age Staff**

### ***Supervision***

The YMCA School Age Program is licensed to serve 54 school age children. The staff to child ratio does not exceed 1:18 with a maximum group size of 54 children and 3 teachers supervising. Each child will be assigned a group supervised by a designate staff member for their time at the program. The Before and After School program is held in the gymnasium at Licking Heights North Elementary School.

### ***Safety of the Children***

The safety of your children is our first priority at the YMCA. The following guidelines will help ensure their safety:

- ❖ A staff member trained in First Aid, CPR, communicable diseases and child abuse/neglect recognition and prevention is on duty when the program is open.

- ❖ When an accident or incident occurs, a written report will be filled out, with a copy given to the parent/guardian.
- ❖ Fire and weather emergency plans will be posted in the gymnasium; including emergency numbers. Monthly fire drills will be conducted.
- ❖ A working telephone is available for use in case of emergencies.
- ❖ All children will be within sight and hearing of a staff member at all times. No child will be left alone or unsupervised.
- ❖ The use of spray aerosols is prohibited when the children are in attendance.
- ❖ A fully stocked First Aid kit is available for use by the staff.

### ***Child Abuse***

Ohio law requires that all child care staff are mandated reporters of child abuse. By law all YMCA School Age staff are required to take a course in child abuse identification and prevention. We have a legal obligation to question bruises, marks, etc. We do not determine whether abuse has occurred, however we are required to report any suspicions to children's services.

### **Licensing**

The Licking County Family YMCA Western Branch School Age program is licensed to operate by the Ohio Department of Job and Family Services (ODJFS). The YMCA's license, compliance materials, as well as complaint response materials can be found in the office area along with other parent information. Individual staff members belong to professional groups such as the National Association for the Education of Young Children (NAEYC) and the Ohio Association for the Education of Young Children (AEYC). We uphold the AEYC Code of Ethics. Our current license from ODJFS is posted along with current compliance information. Our compliance with licensing requirements is monitored and licenses are regularly renewed.

Should you have any questions regarding licensing or the YMCA's compliance with our license, contact the Ohio Department of Job and Family Services at 1-866-886-3537. Pressing option 4 will enable you to report suspected licensing violations by the YMCA.

Licensing requirements can be found in ODJFS Chapter 5104 of the revised code or Chapter 2151.421 of the administrative code.

### **Additional Programs**

Being a YMCA member your child is eligible for the following additional programs. These programs are *not* held at Licking Heights North Elementary and have their own registration and fees associated with them.

#### ***Program Classes***

Is your child interested in martial arts, cheer, or gymnastics? Contact the YMCA Western Branch 740-964-6522 for information on enrolling your child in one of our various programs.

#### ***Parents' Night Out***

Once a month, the YMCA Western Branch offers a Parents' Night Out, on a Friday night. We play games, crafts, watch a movie while you get to have a kid-free night. Parents' Night Out is open to members, associate members and non-members.

### ***Holiday School's Out***

During Thanksgiving Break, and Christmas Break the YMCA Newark Branch will be offering a School's Out Program. The Holiday School's Out is from 6:30 a.m.-6:00 p.m. and held at the YMCA Newark Branch in the Mitchell Center. The YMCA Newark Branch is located at 470 West Church Street Newark, OH 43055. This program is separate from the YMCA School Age Program you are currently enrolled in with the Western Branch and requires separate registration and fees. You will be responsible for transporting your child to and from the Newark Y. Registration is through the Newark Branch. For more information contact the YMCA Newark Branch Child Care at 740-345-9628.

### **Changes to Handbook**

#### ***Changes/Amendments***

Any changes or amendments to the above policy and procedure handbook will be at the discretion of the Child Care Director. You will be notified in writing of said changes.