



YMCA PRESCHOOL

Parent Handbook YMCA OF ROSS COUNTY

YMCA of Ross County
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**YMCA of Ross County
100 Mill Street
Chillicothe, OH 45601
740-772-4340**

Dear Families:

I would like to take this opportunity to welcome both you and your child to our Preschool age child care program. The YMCA of Ross County is very excited to be able to offer a fun-filled, safe, and enriching program for your child.

This booklet has been prepared for your convenience to inform you of our policies and procedures. Please keep and refer to this packet. If you have additional questions, concerns, or suggestions, please talk with our staff or set up a time to meet with me and go over any concerns you may have about the program.

In the spirit that forms this organization, we welcome, thank, and extend our promise to build a healthy spirit, mind, and body through our programs. We appreciate your interest, support, and cooperation.

Sincerely,

Tashia Mills

Child Care Director



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PHILOSOPHY & GOALS

The YMCA Preschool Age Child Care exists to meet the need of families to have an enriching, safe, consistent environment for their children in their preschool years. The program is designed to complement, not imitate, outside activities and home. One of the main components of our programs is to help children to understand and appreciate diversity.

Through our programs, the YMCA seeks to help children:

- Grow personally.
- Clarify personal values.
- Get along with others
- Grow socially, cognitively, and emotionally.
- Become better leaders.
- Develop character development traits including caring, honesty, respect, and responsibility.
- HAVE FUN!

The program's activities are designed to promote self-esteem and meet the individual developmental needs of children. The YMCA program:

- Promote physical well-being and motor development through swim instruction, gymnastics, fitness classes, gym time, outside play and more.
- Foster social and emotional development by offering children a base of warmth, security and continuity while encouraging open communication and peaceful resolution of differences.
- Provide varied approaches to learning using the children's natural curiosity and enthusiasm.
- Facilitate language development by staff example, books and story telling.
- Develop cognition and general knowledge through exploration and instruction.

Parents' needs will be met through a program that:

- Offers safe, caring, affordable child care services and is sensitive to the needs of children and families.
- Encourages communication among children, parents, and child care staff.

The Community's needs will be met by a program that:

- Provides quality child care services.
- Reflects current values and concerns.
- Utilizes existing educational and recreational resources.



YMCA CHILD CARE MISSION

The mission of the YMCA Child Care program is to foster the ongoing development of all children with quality, affordable and accessible child care programs which ensure each child a positive, safe, and nurturing environment in collaboration with families and their community.

MISSION OF THE YMCA OF ROSS COUNTY

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

Families will not be denied child care services because of their inability to pay. YMCA child care programs are contracted through the Ross County Department of Job and Family Services to provide Child Care Subsidies for families that qualify.

DAYS AND HOURS OF SERVICE

The program is open Monday – Friday, 6:15am – 6:00pm. Because of our licensing restrictions, our staff will not be responsible for the supervision of children brought to the program before 6:15am. The program is closed on the days listed below:

- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day (Thursday & Friday)
- Christmas Eve
- Christmas Day

All child care programs may be closed 2 days in August annually for cleaning and maintenance.

CHILDREN TO BE SERVED

This program is licensed to serve 36 children ages 3 – 5.



STAFF RATIOS AND MAXIMUM GROUP SIZE

The program will not exceed the following State required ratios:

1:12 3 year olds

1:14 4-5 year olds

The maximum group sizes are as follows:

24 for 3 year olds

28 for 4-5 year olds

PROGRAM ELEMENTS

The program elements reflect both the philosophy and program objectives of the YMCA program and more specifically describe the daily environment. These include some of the following:

1. Parent's and other significant adult's involvement is expected for a successful program.
2. Many environmental elements form the basis of the child centered and evolving curriculum.

THESE ENVIRONMENTAL ELEMENTS ARE:

- A. Personal choice and accessibility of materials are used in an organized space, which fosters self-direction/skill acquisition. (For example: Time set aside to extend the activity, if child chooses).
- B. Safe, interactive experiences promote the sequence of development in all areas (social-emotional, physical, and cognitive). These include:
 - 1) Socialization activities which foster peaceful resolution of conflict and peer/adult respect through listening and helping.
 - 2) Discovery learning and problem solving opportunities which encourage many different approaches.
 - 3) Individual and group experiences which promote sensory exploration and large/small muscle development.
- C. Transitions are considered important and positive experiences for handling children's routine tasks.
- D. Small group/individual time exists for reflecting and discussing the weekly/daily active learning experiences. These interactive opportunities with peers/adults foster respect for developmental differences/background diversity.
- E. Ongoing shared information from the family, child, and teachers is used for planning the center environment/curriculum and the family-child participation activities. Assessment of children's progress is to support and guide development. Formal Assessments will be used several times through out the school year. We use the ASQ and ASQ-SE with all Preschool students. Notification will be sent home before administering assessments of any kind.



ADMISSIONS

A child is considered to be enrolled in the program only after the registration and first week's fee has been received, the administrator confirms the availability of space and the required paperwork is received. This includes basic enrollment and health information. Any change to this information must be communicated to the administrator immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical statement must be updated every 13 months. In the case of a family delaying or denying immunizations, the form will still need to be signed off by the physician and parent stating reasoning for no immunization record being attached.

GETTING USED TO THE NEW ROUTINE

It's normal for your child to have some fears and misgivings about being away from you. Children, like adults need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Talk about some of the new people your child will meet and the new things your child will do. If your schedule allows, it may be helpful to visit and play in the classroom with your child. This will help your child become familiar with his/her new routines and teachers.

If this is the first time your child has been separated from you, it is natural for the child to be hesitant. Please do not sneak out when your child is not looking. A cheerful goodbye kiss from you, a smile, and a reassuring word that you will be back to pick them up is all that you need to do. Our caring staff will take it from there. Usually the child settles down shortly after the parent leaves. Feel free to call the center at any time to find out how your child is doing. Chances are that your child will be busy playing and you can relax.

Depending on their ages, some children will "act out" their feelings by:

1. Clinging to you and refusing to let go.
2. Having tantrums.
3. Forgetting their toilet training.
4. Not eating.
5. Waking at night or having bad dreams.
6. Thumb sucking.
7. Bedwetting.
8. Expressing desire to stay home.

Usually these problems are temporary. If you are enthusiastic about the child care center, chances are you child soon will be.



TRANSITIONS

Preschool children who begin the program at age 3 will have the opportunity to transition to the Pre-K classroom after their 4th birthday and also depending on when they will be age eligible for Kindergarten. If they are age eligible for Kindergarten in the fall of the next school year they will transition to the Pre-K classroom. If they turn 4 and will not be age eligible for Kindergarten the following school year, they will remain in the Preschool room until the fall before their Kindergarten start.

Transitions are typically a week to two week mixture of time in their current classroom along with time and exposure to their new classroom. Transition time may vary for some children depending on their acclimation to the new environment.

For Pre-K children going on to Kindergarten we strongly suggest parents participate in any back to school nights, meet the teacher events, or open houses the new school may offer for your child. We can prepare copies of any completed assessment materials as requested ahead of time.

With written permission, the center will also send any records requested to a location to be determined by the parent/guardian (change of center or school district). The form is available in the office at any time.

PARENT PARTICIPATION

A key element of our program is parent involvement. Parents are strongly encouraged to volunteer their time and services in a wide variety of ways. Examples of involvement may be participation in field trips, fundraising, serving on the Parent Advisory Board, typing or writing columns in a newsletter, carpentry, repairs, and so forth. Parents are encouraged to participate in all facets of the program to make our program the best possible place for their children. Through combined efforts, the family, the child, and the program all benefit.

Parents should discuss any concerns or suggestions about the child care program with the administrator. When a parent feels the classroom staff has not addressed their concerns, the parent may discuss their concerns with the Child Care Administrator and then the Executive Director.

Parents are invited to visit our program at any time. Please come visit your child or to observe the program whenever you choose.

Talk to your teacher daily because he/she can give you the most accurate information. Teachers are available to discuss your child at any time. However, due to staff responsibilities and schedules, parents/guardians are asked to make appointments for lengthy conversations.



PARENT ROSTER

A roster will be compiled and distributed to parents upon request. Parents who do not wish to be included on a roster for distribution should check the “no” box on the enrollment form. Our program will maintain a confidential roster of all persons attending for inspection by the Ohio Department of Job and Family Services.

VISITATION

We have an open door policy. Parents may visit their child at any time. We encourage lunch or snack breaks together – of course you will be sitting in a child size chair! Taking your child “out” to lunch is another special time together.

We only ask when you observe or visit that you do not disrupt the routine. If you will be taking your child out for a brief time, please do this at completion of an activity.

Parents must always let their child’s teacher and the administrator know when they are taking a child out for a short time, and sign in/out accordingly.

ARRIVAL AND DEPARTURE

Parents/guardians must come into the center upon arrival, accompanying their child without exception. They must also sign in on the parent sign-in/out sheet, and help their child put away his/her belongings in their cubby. At the time of pick-up, parents/guardians are asked to make contact with staff so they are aware that the child is leaving. They must also sign the child out on the parent sign-in/out sheet. Remember to bring a photo ID with you the first few times, as you will be asked to present it.

Parents are required to notify the center in advance if anyone other than a parent (or person on the authorization list) comes to pick up the child. All adults may be asked to show a photo ID at any time.

CUSTODY AGREEMENTS

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up your child. The center may not deny a parent/guardian access to their child without proper documentation.

LATE PICK-UP FEES



Parents/guardian will be charged a \$10.00 per child, per 15 minute late fee. If a parent has not arrived by 6:05 PM, and has not contacted the program, staff will call the parent and then the adults listed as Emergency Contacts on the Child Enrollment and Health form to pick up the child. If those individuals cannot be reached, and the parent has not arrived by 7:00 PM, Children's Services and/or the Police may be contacted. REPEATED LATE PICKUP MAY RESULT IN DISMISSAL FROM THE PROGRAM.

DISCONTINUATION OF CHILD CARE SERVICES

The program reserves the right to terminate child care services under any of the following conditions:

- a. Failure to abide by any of the terms of the enrollment agreement or to fulfill any of the responsibilities or conditions includes herein.
- b. Severe behavior by the child which disrupts the group including repeated instances of failure to listen to his/her teacher, failure to follow classroom rules, disruptive behaviors, excessive biting, hitting and other actions requiring one on one supervision.
- c. Social or emotional needs of the child, which prohibit him/her from adapting to classroom activities.
- d. Failure of parent(s) to treat staff or other parents respectfully. Disrespect includes abusive language or behavior.
- e. Failure of parent(s) to pay weekly tuition and fees in a timely manner.

The program reserves the right to discontinue childcare services with ONLY ONE-DAY NOTICE upon the occurrence of any of the above conditions.

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. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper



clothing so they may be comfortable and safe whenever we are outside. This includes jackets, hats, mittens, and boots in the wintertime.

DAILY SCHEDULE

The daily activities of the center vary according to the age of the child. Each schedule provides for quiet and active, as well as individual and group experiences. Also, outdoor and large muscle play are planned daily. Daily Routines are posted in the parent information areas in each classroom and weekly schedules are developed to provide children with a consistent and secure environment.

While you are not here, you want to know that your child is learning, growing, and enjoying his/her day. Our staff uses knowledge of the progress of young children's thinking skills to guide our curriculum, which places attention on physical, social, emotional, and intellectual growth. Through carefully planned play activities, children master skills such as communicative and social interaction, while developing their creative and problem solving abilities. Classrooms are child-centered and arranged to provide learning areas where children are encouraged to choose their own activities. Teachers develop lesson plans that offer children many opportunities to experiment. The curriculum includes activities in art, literacy, math, music, dramatic play, large and small motor development, science, language, and social skills. The teacher facilitates the child's learning and curiosity by rotating classroom materials.

Daily Schedule

6:15-8:30	Free Classroom time
7:00-9:00	Breakfast
9:00	<u>Group/Circle Time</u>
	Assign jobs
	Calendar
	Weather
	Pledge of Allegiance
	Songs, Stories, & Sharing
9:30 – 11:00	AM Activities
	Swimming, Gym, Art, Gymnastics, Playground
11:00	Lunch
12:00 – 2:00	Nap Time
2:00	Restroom break
2:30	Snack
3:00 – 4:30	PM Activities
	Playground, Art/Coloring, Reading
6:00	Program Closes



CHILDREN WITH SPECIAL NEEDS

It is the intent of the YMCA of Ross County to include children with special needs in activities to the greatest extent possible. Recognizing limitations due to a child's special need is important and, with this in mind, the YMCA will make every attempt to adapt program activities, staffing, and facilities through reasonable accommodation, unless the accommodation imposes hardship on the YMCA. If your child requires an accommodation, please discuss it with the director.

It is recommended that a family member (or caregiver) tour the facility with the appropriate YMCA staff, along with the child with the special need, before the first day of child care services. This provides the family with an opportunity to observe the program, facility, and staff. This also allows the staff to learn what can be done to enhance the child's involvement in the program.

VOLUNTEERS

The staff welcomes volunteers. The administrator works to recruit and train volunteers who contribute to the quality of the program. Classroom volunteers are to support the staff and are never left in charge of a group of children.

ILLNESS POLICY

We strive to maintain a safe and healthy atmosphere where all children receive the best possible care. We ask your support in minimizing the spread of illness among children in the program. Please keep your child home when they are ill.

As a general rule, children will receive individual care and support for their immediate and ongoing needs. However, if after a reasonable amount of time the child is unable to participate in normal daily center activities, the parents will be notified that the additional care detracts from other children in the program and their child's health.

Because it is sometimes difficult for parents/staff to determine the wellness of a child early in the day, the program will use the following guidelines to assist parents with this determination.

1. Children will receive a daily health check upon entering the classroom.



2. All supervisory staff are trained to recognize the general signs and symptoms of communicable/contagious illnesses. When they are unsure of the seriousness of a child's illness, the staff will consult with the administrator.
3. An ill child (experiencing mild discomfort but not exhibiting any communicable disease symptoms) may be cared for in the child's group and observed. CHILDREN WITH SEVERE SYMPTOMS, WHICH ARE CONTAGIOUS AND POSSIBLE COMMUNICABLE DISEASE SYMPTOMS, WILL BE ISOLATED FROM THE GROUP. (An ODJFS Communicable Disease Chart is posted for staff and parental reference.)
 - A. The staff shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
 - B. A child with any of the following signs or symptoms shall be immediately isolated and discharged to his/her parent/guardian. Parents/guardians must make arrangements to pick up the child immediately. While waiting for parent/guardian, the child will be isolated and made comfortable in the area, provided with a cot, and constantly supervised by an adult. All linens and blankets used by an ill child will be laundered before being used again. The cot will be cleaned and disinfected with bleach and water.
4. The following common symptoms will require a child to be sent home and to remain home at least 24 hours after symptoms are gone.
 - A. Diarrhea (three or more abnormally loose stools within a 24 hour period)
 - B. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - C. Difficult or rapid breathing.
 - D. Yellowish skin or eyes.
 - E. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
 - F. Temperature of 100° F when in combination with any other sign or symptom of illness.
 - G. Unusually dark urine and/or gray or white stool.
 - H. A stiff neck with an elevated temperature.
 - I. Unusual spots or rashes.
 - J. A sore throat or difficulty swallowing.
 - K. Evidence of lice infestation, scabies, or other parasitic infestation
 - L. The beginnings of a cold with an excessively runny nose (different from an allergy).
 - M. Had a throat culture taken and you are waiting for results. The child must not attend school until the results are known and the doctor approves the return.
 - N. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
 - O. Untreated/infected skin patches or rashes.
5. After the parent/guardian has picked up an ill child, a phone call to a physician is always the next recommended step to determine a course of action for the child.



Because it's important that children have time to recover from an illness, a child who is sent home ill from the program needs to remain home, recuperating for 24 hours after symptoms have disappeared. Child will be readmitted only with a doctor's release if less than 24 hours. This will minimize the spread of illness in the program and allow your child to fully recover from illness.

6. All parents will be notified if a communicable disease is present in the program. A note will be posted on the program door. Parents will be told what symptoms to look for in a communicable disease. The affected child's identity will not be revealed.
7. When the child has been ill the night before, parents are asked to consult the enclosed list and to be considerate of all children/staff when making their decision to bring in their child. Please assist the program in avoiding the spread of illness through the program's children.
8. If a child is placed on an antibiotic prescription, he/she should not return to the program until 24 hours after the treatment has been started. Exceptions are made for children who have conditions or symptoms that are not contagious.
9. A physician can provide written documentation that a child is not contagious and the child may return to the center with symptoms. Examples would be a rash that is diagnosed as an allergic reaction or diarrhea that has been cultured and not determined to be caused by bacteria or virus. Don't hesitate to ask your doctor about your child's contagious state and his/her return date to the program.

NON-PRESCRIPTION MEDICINE POLICY

Staff can administer non-prescription medications that do not contain aspirin, or non-prescription cough or cold medication that do not contain codeine (e.g. Robitussin, Triaminic, Benadryl, Tylenol, etc.) as long as the age and dosages comply with the manufacturer's label and for only 3 consecutive days. The parent must complete a "Parent/Guardian Request for Administration of Medication Form" to indicate when the medication should be given to the child. All non-prescription medicines must be in the original containers. A doctor's prescription or a statement from the doctor must be on file at the center in order to continue the non-prescription medical treatment more than 3 days. Please hand medication and form directly to a staff member.

When over the counter medicine package says to consult a physician when the child is under a certain age, parents need to comply and submit the "Parent/Guardian Request for Administration of Medication Form" signed by the physician, or they could decide to return



to the center during the day to administer the medicine themselves. Physicians must sign for any different dosages than those, which the manufacturer recommends.

If more clarification is required regarding medicines and their administration, please contact the Center Administrator.

PRESCRIPTION MEDICINE POLICY

All prescription medications given to a child must have a physician's written instructions which must be updated every 12 months or have a recent prescription label.

TRANSFERRING PRESCRIPTION MEDICINE TO AN UNMARKED BOTTLE IS AGAINST THE STATE OF OHIO LICENSING LAWS. Our staff will ask parents to give the medicine, in order to comply with the law.

The licensing law states that prescription labels, which contain the instructions "to be given as needed", shall be accompanied by written instructions from the parent, if it is to be administered by the center.

Parents/Guardians must have a complete "Parent/Guardian Request for Administration of Medication Form" on file for all prescription drugs. Prescription medicine can be given as specified by the physician until the medication is gone. Prescription dosages cannot be altered. Expired medications need to be removed from the center by the parents. Please hand medication and form directly to a staff member.

FOOD SUPPLEMENTS OR MODIFIED DIETS

If your child requires a food supplement or modified diet, you must secure written information from your physician regarding this. A Medical/Physical Care Plan must be filled out and returned to the center. Families are responsible for providing food supplements for modified diets.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

GENERAL POLICIES

1. Children may not bring items from home. The program staff is not responsible for the loss or damage to any toy. Stuffed animals, baby dolls, etc. are permissible for naptime only.



2. Your child is more than welcome to celebrate their birthday at the program. Please see your child's teacher in advance of the big day so they can make arrangements with you.
3. Please CHECK YOUR CHILD'S CUBBY & FOLDER DAILY. It will contain artwork, soiled clothes that need to be taken home, parent literature, field trip permission slips, which need your signature, incident reports, etc. It is very important that that you make time to read all newsletters, flyers, door signs, and permission slip forms. These contain dates and events that are important to know.
4. Send appropriate clothing to the center for your child. We go outside throughout the year. Always keep a shirt, extra pants, underwear, shoes, and socks at the program in case your child needs them. Children will need to be dressed appropriately for playing and getting dirty. Play clothes and gym shoes are best. Personal belongings should be in a bag clearly marked with the child's name. Modest swimsuit & towel are required to swim.



NON-DISCRIMINATION POLICY

The YMCA of Ross County does not discriminate in the hiring of staff or in the enrollment of children upon the basis of race, color, religion, sex, or national origin. Children are enrolled as space becomes available.

FEES AND CHARGES

REGISTRATION FEE

\$25.00 (family) registration fee, non-refundable fee.

PROGRAM FEES

Fees will be due on a pre-pay basis; payment is due on Wednesday for the following week of care.

Fees are required to be drafted automatically every Wednesday from a checking/savings account or a credit/debit card that is set up at the front desk at the time of enrollment.

- ▶ Fees are not pro-rated for any reason, including holidays, illness*, family vacations, or emergency school closings.

** There will be no refunds or credits for illness, unless a physician's note is provided for serious absences of 5 or more days or illness/death in the family.*

Current fees are in enrollment packet.

Payments may be made earlier, but payments received after the due dates will be charged a late fee of \$10.00 per child per week. Past due balances must be paid before the next payment date. Failure to do so may result in dismissal from the program.

* Please note: Whenever a payment becomes two weeks behind, the child will be unable to attend. Those through Job and Family Services: If the co-pay becomes late, your child may not attend. If any changes occur in your ODJFS coverage, you are responsible for payment for the time your child spent in childcare.

ATTENDANCE

Your child's attendance will be full-time only. Full-time is 4-5 days per week. It is the parent/guardians responsibility to keep us informed of the days the child shall attend.

WITHDRAWAL FROM THE PROGRAM



Individuals intending to withdraw from the program must do so by contacting our office and giving a 2-week written notice. Parents/guardians are responsible for the program fee until the final day of the notice. If your child has not attended the program for 2 consecutive weeks without notification, it may result in the termination of your child care spot.

Any assessments, screenings, medical forms or any other documentation you or your child have completed are available upon child being withdrawn from the program as requested.

RETURNED CHECK FEE

There is a returned check fee of \$30.00. If you have a check returned to us for insufficient funds, you may no longer be permitted to pay by check.

MAKING PAYMENTS

Payments can be made by cash, check, money order, and credit/debit card at the Front Desk.

Automatic withdraws for any Child Care program is required to be set up at the time of enrollment.

Payments should not be given to staff, but directly to the front desk.

Please make your check payable to YMCA of Ross County.

FINANCIAL ASSISTANCE

Financial assistance is available only through Job and family Services for families that qualify (see YMCA Mission section for more details).

TAX INFORMATION

Please keep a copy of your receipts for your tax records. The YMCA will provide an end of the year statement only when requested.

The tax identification number for the YMCA of Ross County is 31-4379806.

LUNCH AND SNACKS

This program participates in the Child and Adult Care Food Program, which provides free breakfast, lunch, and afternoon snacks to all children within the program consistent with USDA guidelines.

ABSENCE/VACATION POLICY



Please let the program know in advance if your child will not be attending the program for any reason. There is no credit given for sick days or vacation days.

ACCIDENTS/EMERGENCIES

The child care program has devised several procedures to follow in the event that an emergency would occur while a child is in the program's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children arrive at the designated "safe spot". In order to prepare children for the rare need to evacuate, the program does conduct monthly fire drills, and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat, or water to the program, our emergency destination is Tyler Memorial Methodist Church. A sign will be posted indicating that we have been evacuated and the location where you can pick up your child. Parents/guardians will be contacted as soon as possible to come pick up their child. If a parent/guardian cannot be reached, we will contact the emergency contacts as listed on your child's registration information.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parent/guardian as soon as the situations allows. An incident report will be provided to the parent/guardian.

There is always one staff member present that has received training in First Aid, CPR, and Communicable Diseases and as well as an on site First Aid Kit. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury is serious, first aid would be administered and the parent/guardian would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents/guardians will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parents/guardians or EMS will transport. If a parent denies to grant permission for the center to immediately contact EMS, specific instructions must be left on enrollment form (JFS 01234) as to the procedure staff members are to take in the event of an emergency treatment being needed for their child.

Any incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.



TRANSPORTATION

EMERGENCY TRANSPORTATION

Whenever there is a medical or dental emergency and a child needs to be transported, the emergency squad is called to transport the child to the hospital if parental permission is granted. If parental permission is not granted for the program to call the emergency squad for transportation, then the parent/guardian is called to transport the child. If a child is transported to an emergency facility, parents/guardians are notified immediately. The Child Enrollment and Health Information form which includes the emergency transportation information and the child's health condition information accompanies the child to the emergency facility along with a child care staff member if the parent/guardian is unavailable.

FIELD TRIPS

We may be taking periodic field trips. Transportation for these outings will be contracted from Chillicothe Transit or Chillicothe City Schools. A child care staff member with first aid, communicable diseases and CPR trainings will be present on YMCA field trips. Before departing the program, a count will be taken of all the children and attendance sheets will be taken on the trips. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination, and returning to the program. During the course of the field trip, each staff member will have specific children that they are responsible for supervising.

Before any child participates in either a routine trip or field trip, the program will obtain written permission from the parent or guardian. A copy of all children's medical records, written permission forms, and first aid kits are with staff at all times.

SAFETY POLICIES

1. No child shall ever be left alone or unattended. The staff member in charge of a child or group is responsible for their safety. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of a room, but within sight and hearing of a staff member.
2. The person bringing the child to the program must sign in/out on the Parent Sign-In Sheet and bring the child to the room/area designated. The parent must acknowledge to the teacher that they are arriving/departing.
3. The only people who may pick up a child are those listed by the custodial parent in the child's file. Staff will not release a child to a person who is not listed. Parents must update the information at least annually. Staff will ask to see the ID of



persons they do not recognize. The staff members responsible must see the child and adult leave together.

4. Non-custodial parents must have written permission from the custodial parent to pick up a child. Legal documentation must also be on file. We are unable to withhold a child from a parent without legal custodial documentation
5. Fire drills are coordinated monthly. A record of these is maintained in the program.
6. Fire emergency and weather alert plans are posted in each classroom. These include a diagram showing evacuation and shelters.
7. The staff has immediate access to a non-coin operated telephone at all times.
8. All cleaning supplies are labeled and placed away from the reach of small children.
9. An incident report will be completed when an accident or injury occurs. A copy of the completed report will be given to the parent/guardian upon request.

SWIMMING INFORMATION

A lifeguard will be supervising the pool, whenever swimming is a part of our program. The YMCA will have the written permission of the parents on file, before a child is allowed to swim as part of the childcare program. (Parent/Guardian will specify if their child is a swimmer or non-swimmer). The permission slip will also include the staff/child ratio that will be followed while we are at the pool and specify if additional adults will be in attendance. The children will be supervised by child care staff at all times, including the changing of clothes in the locker room and their transition from the classroom to the pool.

Water play opportunities, including wading pools and sprinklers, may be offered (less than 24 inches deep). Parents will sign written permission slips prior to the activity. Please remember to send bathing suits, towels, sandals and sunscreen. Sunscreen also requires a "Request for Medication Form" to be completed with it.

BEHAVIOR MANAGEMENT POLICY

I. Philosophy

The YMCA strives to maintain a positive approach to managing children's behavior at all times. Considering each child's age, developmental stage, and personality, clear parameters



and expectations create an environment where children feel safe to explore and learn. “Discipline” is the process of teaching self-control, conflict resolution and the ability to live within limitations and agreed upon guidelines. We will never look to punish, but to seek to learn from mistakes made. Expected behavior guidelines are established by the staff and children and are founded upon our core values of caring, honesty, respect and responsibility. Positive behavior is self-rewarding and allows for program activities to occur. When children choose to behave outside of the guidelines, some consequences are required to avoid future problems. The overall safety of all children in the program is our highest priority. Our guidance policy applies to all YMCA members, staff and program participants.

When a child needs guidance, the staff begins by redirecting the child into more constructive activities. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution. Our policy goal is to help each child develop positive feelings of self-esteem while fostering growth toward self-direction.

The child care programs of the YMCA of Ross County provide a safe environment for children to develop spirit, mind, and body. The overriding principle of the YMCA’s guidance policy is to help children become individuals who make their own choices and who take responsibility for their actions.

II. Guidelines

- Set limits are developmentally appropriate. Specific policies are listed below.
- All children are expected to respect the rights and feelings of others and to avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal “put-downs”, spitting, cursing, and other similar inappropriate behaviors will not be tolerated.
- All children are expected to follow all directions given by the staff regarding safety procedures and to stay with the group for all scheduled activities.
- The program strictly prohibits the use of alcohol, tobacco, and drugs, except prescribed medications or over-the-counter medication with proper written consent.
- All children are expected to respect the private property of others and to understand that stealing or vandalizing the property of others cannot be tolerated.
- The YMCA has a zero-tolerance policy in regards to serious threats (verbal or physical) to other children, families, or YMCA staff members.
- Weapons are strictly prohibited in any YMCA program.

III. Behavior Management Practices

When a child engages in inappropriate behavior that threatens the health or safety of herself/himself or others, the YMCA staff will do the following:



- A. Take immediate action to stop the behavior
- B. Inform the child and/or parents of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him/her from the situation. Additionally, staff will attempt to learn the causes of the behavior and will try to help the child understand and overcome these.
- C. Staff and child will go to Administrator's office to discuss the incident and consequences. This may include considering the possibility of suspending and/or expelling the child from the program. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.
- D. Termination for behavioral reasons may be immediate; advance notice will not be given.

In all other situations where the safety of other children or staff is not directly jeopardized, YMCA staff will discuss the behavioral problem with the child and determine if disciplinary action is necessary. This process assists the child in learning to take responsibility for his/her own behavior. In cases of repeated inappropriate behavior, any one of the following disciplinary procedures may be used:

- Staff may hold a discussion with the child about the inappropriate behavior and its future consequences.
- Staff may inform the child of any disciplinary action to be taken if the behavior is repeated.
- Staff may redirect/provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- Staff may consult the Administrator for appropriate consequences.
- Staff may redirect/provide time away from activity, and notify parents of child's behavior. If behavior continues, staff shall conduct a parent/guardian conference to discuss and provide support in managing child's behavior at the program.

When a child's persistent or dangerous behavior takes too much time and attention away from the needs, safety, and well being of other children, or causes disruption of the program objective, the possibility of suspending and or expelling the child from the program must be considered. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

LICENSING

Our Child Care Center is licensed according to the Ohio Department of Job & Family Services. At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.



GIFTS TO THE PROGRAM

The YMCA of Ross County is a non-profit organization. All gifts and donations are tax deductible. Receipts can be requested for all gifts and donations.

IMPORTANT NAMES AND PHONE NUMBERS

YMCA of Ross County (Phone) 740-772-4340
 YMCA of Ross County (Fax) 740-774-1734

Tashia Mills Preschool Administrator, Child Care Director
 Zack Lynch Associate Executive Director
 Steve Clever, LISW-S Executive Director/CEO

- To contact/leave message for program staff
- To give notice of illness/absence
- Donations and gifts to the program
- Compliments or concerns about program/staff
- Snow Emergency Care
- Receipts for donations and gifts
- Billing questions
- Registration
- Other YMCA Program Information

ODHS 1239 (Rev. 2/87)

CRITERIA FOR MEETING THE NUTRITION REQUIREMENTS FOR MEALS IN CHILD DAY CARE FACILITIES

Child day care facilities must serve meals which constitute at least one third of each child's recommended daily dietary allowances, which include foods from all four basic food groups, and which reflect the developmental stage of the child. *See rule 5101:2-12-61 (centers); rule 5101:2-13-60 (type A family day care homes); and rule 5101:2-14-28 (certified type B family day care homes).*

The following information specifies the four basic food groups and the quantities necessary to meet nutritional requirements for the lunch meal.

I. MEAT GROUP	Amount		
	1-3 years	3-6 years	6 years and up
Beef, pork, veal, lamb, poultry, fish	Weight 1 oz	1 1/2 oz.	2 oz.
	Protein content 7g.	11g.	14 g.
Cheese	1 oz.	1 1/2 oz.	2 oz.
Egg	1 med. or one lg.	1 1/2 med. or one lg.	2 med.



Peanut butter	2 tbsp.	3 tbsp.	4 tbsp
Cooked dried beans, peas	1/2 cup	3/4 cup	1 cup
Cottage Cheese	1/4 cup (2oz.)	3/8 cup (3 oz.)	1/2 cup (4oz.)

Functions: Provide the nutrients protein, B vitamins (niacin and thiamine), and iron which are needed daily for building and maintaining body cells (e.g. muscles, blood, bone), promoting proper growth, regulating body functions, resisting infection, and forming hemoglobin in the red blood cells.

Notes: Total portion sizes for the meat group can be met by one of the above amounts stated or a combination of any of the above amounts equivalent to total meat portions.

- One pound of hamburger shrinks 4-5 oz. in cooking
- Two chicken wings or one drumstick or one thigh = 1 1/2 oz. meat
- One-fourth cup canned fish (tuna, salmon, mackerel) = 1 oz. meat.
- One medium chicken liver = 1 oz. meat.
- All fish sticks, cold cuts, frankfurters, etc., do not weigh the same. Be sure to determine weight by dividing number of pieces or slices into total package.
- Cheese food and cheese spread do not contain as much protein as regular cheese. If they are used, 1 1/2 oz. = 1 oz. meat. Cream cheese cannot be used as a meat equivalent.
- Cooked dry beans or dry peas may be used as a meat equivalent or as part of the vegetable/fruit group but not in both groups in the same meal.

II. VEGETABLE/FRUIT GROUP	Amount		
	1 -3 years	3-6 years	6 years and up
	1/4 cup total	1/2 cup total	3/4 cup total

Functions: Provide the nutrients Vitamin A and Vitamin C as well as roughage in the diet Vitamin C helps build and maintain healthy gums, body tissues and blood; helps resist infections; hastens wound and bone healing; aids in utilization of iron. Vitamin A is important for healthy skin and mucous membranes (such as nasal and intestinal); promotes healthy eye tissues for normal vision.

Notes:

- Each meal must include two or more vegetables and/or fruits to equal the total above amount.
- A source of Vitamin C needs to be served daily and a source of Vitamin A three times a week.
- Excellent and good sources of vitamin C and A are shown below. One excellent or two good sources equal one serving of vitamin C and A.

**Vitamin C (daily)
Excellent Sources**

15 mg. or more/serving

- Broccoli, fresh or frozen, cooked - 1/4cup
- Brussel sprouts, cooked - 1/4cup
- Cauliflower, raw or cooked - 1/4cup
- Green leafy vegetables, cooked - 1/4 cup (Beef greens, collards, kale, mustard greens, chard, turnip greens)
- Green peppers, sweet, raw, large - 1/8
- Potato, boiled, 2 1/4" diameter - 1
- Potato, baked 2 1/2" diameter (without skin) - 1
- Tomato, fresh, small - 1
- Cantaloupe - 5" melon - 1/8
- Grapefruit, canned - 1/4 cup
- Grapefruit, fresh, 4" diameter - 1/2
- Grapefruit juice, canned - 1/4 cup
- Grapefruit-orange juice, canned - 1/4 cup
- Honeydew melon, 5" diameter - 1/8
- Orange, fresh, 2 1/2" diameter - 1/4
- Orange juice, fresh, frozen, canned - 1/4 cup
- Strawberries, fresh - 5
- Tangerine, small - 1

Good Sources - 8-14 mg./serving

- Asparagus, fresh or canned, med. spears - 3
- Cabbage, shredded, cooked or raw - 1/4 cup
- Okra, cooked - 4 pods
- Spinach, cooked, fresh, canned, frozen - 1/4 cup
- Sweet potato, canned, small - 1
- Tomatoes, canned - 1/4 cup
- Tomato juice, canned - 1/4 cup
- Turnips, white root, diced, cooked - 1/4 cup

**Vitamin A (3 times/week)
Excellent Sources**

660 IU or more/serving

- Broccoli, fresh or frozen, cooked - 1/4cup
- Carrots, cooked - 1/4 cup
- Green leafy vegetables, cooked - 1/4 cup (Beef greens, collards, kale, mustard greens, chard, turnip greens)
- Pumpkin, cooked - 1/4cup
- Spinach, cooked, fresh, canned or frozen - 1/4 cup
- Squash, winter, fresh or frozen - 1/4 cup
- Sweet potato, small - 1
- Vegetable soup, canned - 1/2 cup
- Apricots, canned, half - 1
- Cantaloupe - 5" melon - 1/8
- Nectarine, fresh, medium - 1
- Peach, fresh, medium - 1

Good Sources - 300 - 600 IU/serving

- Asparagus, green, fresh, cooked - 1/4 cup
- Tomatoes, canned - 1/4 cup
- Tomato juice - 1/4 cup
- Tomato puree - 2 Tbsp.
- Tomato soup - 1/2 cup
- Apricot Nectar - 1/4 cup
- Cherries, red sour, fresh, canned or frozen - 1/4 cup
- Grapefruit, pink, 4" diameter - 1/2
- Peach, canned, half - 1
- Plums, purple, canned - 1
- Plums, prune, fresh - 3
- Prunes, stewed, medium - 2



Pineapple, canned, slice - 1

Watermelon balls or cubes - 1/2 cup

- Vegetables and fruits such as, green beans, peas, corn, bananas, grapes, etc. are not good sources of Vitamins A or C. However, they are sources of other nutrients and can still be served.
- Vitamin C is a water-soluble nutrient which means amounts in excess of the body's daily needs are excreted in the urine. Therefore, Vitamin C must be supplied daily. Vitamin C is also readily destroyed by high temperature or long exposure to heat or air (oxygen). Therefore, cook these foods in a small amount of water or steam them and cook only the minimum time needed.
- Vitamin A is fat-soluble which means it is carried through the body attached to fat it is stored in the body primarily in the liver. The body can draw on these stores when Vitamin A is needed. Therefore, a good source eaten every other day generally meets needs.
- Fried and processed potatoes (e.g. frozen fries, hash browns, tater tots, and instant potatoes) are not a good source of Vitamin C. However, instant potatoes are fortified with Vitamin C and may be used as a Vitamin C source.
- 100% full strength vegetable or fruit juice may not be counted to meet more than one-half of the amounts required.
- The following tomato products equal 1/4 cup vegetable:
 - 1 tablespoon paste
 - 2 tablespoons puree
 - 1/4 cup sauce

III.	GRAIN GROUP	AMOUNT	
		1-6 years	6 years and up
	Bread	1/2 slice	1 slice
	BREAD ALTERNATIVES		
	Cooked pastas, rice, corn, grits	1/4 cup	1/2 cup
	Crackers	2 to 3 small	4 to 6 small
	Biscuit, roll, muffin	1/2 regular size	1 regular size
	Pancake, 4" diameter	1	2
	Waffle, 7" diameter	1/4	1/2
	Bun, bagel, English muffin	1/2 regular size	1 regular size

Functions: Provides the nutrients carbohydrate, B vitamins (thiamine, niacin), and iron as well as, roughage from whole grains. These nutrients give energy; aid in normal digestion and utilization of food; promote normal appetite, healthy skin and nerves; and help form hemoglobin in the red blood cells.

Notes:

- Only whole grain, fortified, or enriched grain products can be used as food sources for this food group.
- Cookies, cakes, donuts and pastries are not included in this food group.
- Cooked or ready-to-eat breakfast cereals are not included in this group for the noon meal.

MILK GROUP	Amount		
	1-3years	3-6 years	6 years & up
Milk	1/2 cup(4oz.)	3/4 cup(6oz.)	1 cup (8oz.)



Calcium equivalents			
Cheese	1/2 oz.	3/4 oz.	1 oz.

Functions: Provides the nutrients calcium, riboflavin (B2), and protein which are needed for forming strong bones and teeth; assisting in blood clotting; normal functioning of muscles and nerves; promoting healthy skin and eyes.

Notes:

- Each meal must include one serving of fluid of milk or cheese
- Whole milk and two percent milk are the beverages of choice.
- Fresh fluid skim milk must *not* be used as a beverage; however, it may be used in cooking.
- Natural cheese may be used as a calcium equivalent or as a meat substitute but not in both groups in the same meal.
- Regular fluid milk must be Vitamin D fortified while fresh and dry skim milk should be fortified with Vitamins A and D. Read the label.
- Although ice cream and cottage cheese contain calcium, the quantities needed to satisfy the RDA are too large to be practical for these age groups.
- Although pudding made with milk is a good source of calcium, it is not included in the milk group because of its high sugar content .

V. Other Foods (“Extra” Foods)

Functions: Foods in this group provide energy, enhance flavor, and help satisfy the appetite. Fats supply the essential fatty acids, carry fat-soluble vitamins (A,D,E, and K) and make up part of cell structure.

Notes:

- This group contains foods which do not belong in one of the four food groups. Examples of these foods are as follows: table sugar (sucrose), honey, jelly, jams, syrups, sweet toppings; pies, cakes, pastries, soft drinks, fruit flavored drinks; butter, margarine, shortening, salad oil, salad dressing, mayonnaise.
- These foods supplement but cannot substitute for foods in the four food groups. With few exceptions, they are “empty calorie” foods i.e., they provide mainly calories but little in the way of nutrients.

Prepared by the Ohio Department of Health, Nutrition Division, in cooperation with the Ohio Department of Human Services.

ODHS 1239 (Rev. 2/87)

This YMCA offers free meals through the USDA’s Child and Adult Care Food Program. For more information, please contact our program director.

For all other FNS nutrition assistance programs, state or local agencies, and their subrecipients, must post the following Nondiscrimination Statement:

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program



information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

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