



# CHILLICOTHE CITY SCHOOLS YMCA LATCHKEY PROGRAMS

Parent Handbook



We're about helping kids make friends, build character, feel safe,  
succeed academically, stay active, become better leaders and  
**HAVE FUN!**

## TABLE OF CONTENTS

Letter of Welcome _____	1
Philosophy of the YMCA SAC Program _____	2
YMCA Child Care Mission _____	2
Mission of the YMCA of Ross County _____	3
Program Goals _____	3
SAC Curriculum Components _____	4
Snacks _____	5
Children to be Served _____	5
Hours and Days of Operation _____	5
Staff/Child Ratios and Maximum Group Size _____	6
SAC Admissions _____	6
Fee Policy Information _____	6
Daily Attendance _____	7
Children With Special Needs _____	8
Personal Belongings _____	8
What to bring with you each day _____	8
Supervision Policies _____	8
Transportation _____	10
Swimming Information _____	11
Behavior Management _____	11
Management of Illness _____	12
Medication Administration _____	13
Accidents/Emergencies _____	14
Termination of Child Care Services _____	15
YMCA Parent/Guardian Participation Policy _____	15
Licensing _____	16
Gifts to the SAC Program _____	16

_____	16
Important Names and Phone Numbers _____	16
Daily Schedules _____	17
Attachments: Nutritional Information _____	18
Information Required by Ohio Administrative Code _____	20

Dear Parent/Guardian,

On behalf of the YMCA of Ross County, I would like to take this opportunity to welcome both you and your child(ren) to the YMCA of Ross County School Age Care (SAC) Program. The YMCA of Ross County is very excited to be able to offer a fun-filled and enriching program for your child. We are dedicated to building strong character in the youth we serve. Our programs are centered on the YMCA's four core values of Caring, Honesty, Respect, and Responsibility.

The YMCA of Ross County SAC Program has been structured to be as flexible as possible to meet your family's needs. This booklet has been prepared for your convenience to inform you of our policies and procedures. Please refer to this booklet if you have any additional questions regarding our SAC program or other YMCA programs please feel free to contact me at 740-772-4340.

Building strong kids, strong families, and strong communities has always been and remains a major goal for the YMCA. Once again, we would like to welcome you and your child(ren) to the YMCA of Ross County, and we thank you for your support and cooperation.

Thank you,  
Tashia Norman  
Child Care Director

**Chillicothe City Primary YMCA Latchkey  
235 Cherry Street Chillicothe, OH 45601  
(740) 774-3307**

## PHILOSOPHY OF THE YMCA SCHOOL AGE CARE PROGRAM

The YMCA SAC program exists to meet the needs of families to have a safe, consistent, environment for their children. The program is designed to compliment, not imitate, school and home. It serves as an important component in the continuum of services provided for school-age children.

Through the YMCA SAC program, the YMCA seeks to help children:

- Grow personally
- Clarify personal values
- Get along with others
- Appreciate diversity
- Become better leaders
- Develop specific skills
- HAVE FUN!

The SAC program is child centered and designed to promote self-esteem and meet the individual developmental needs of **CHILDREN**. The YMCA program:

- Offers children a base of warmth, security, and continuity provided by caring, qualified staff
- Fosters initiative, independence, cooperation, and self control
- Has flexible schedules that allow for choices during (but not limited to) play, social experiences, and school work
- Permits freedom within set limits
- Respects cultural diversity
- Build strong character through programs centered around our core values of Caring, Honesty, Respect, and Responsibility

The needs of **FAMILIES** will be met through a program that:

- Offers quality, safe, affordable child care services
- Is sensitive to the needs of children and families

- Encourages communication among children, school representatives, families, and SAC staff
- Allows for ongoing family involvement and regular opportunities for feedback through family events and/or an advisory committee and a regular evaluation process
- Assist families with building strong character values in their children

The **COMMUNITIES** needs will be met by a program that:

- Provides quality child care services
- Reflects current values and concern
- Utilizes existing educational and recreational resources
- Builds strong character values in children

## 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, schools and 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 accept payment through the Ross County Department of Job and Family Services for families that qualify.

No person or family shall be denied services offered, nor denied employment by the YMCA upon the basis of race, color, religion, sex, or national origin.

## PROGRAM GOALS

**Personal Discipline**- The program will help children increase their responsible behavior and self-control by creating an environment in which activities are presented, but in which adults do not dictate how the activities are pursued; in which guidance is offered, but is not overwhelming; and in which encouragement is offered to promote self-confidence. Rules will be minimal in number, accepted as important by the children, and consistently applied by the SAC staff. The YMCA Guidance Policy will be applied consistently.

**Social Development and Emotional Well Being**- The programs will meet children's social and emotional needs by helping every child make friends through activities that require varying numbers of participants, as well as allowing unstructured time for friendships to develop. Activities and community projects such as "environmental friendliness" will provide the social learning children gain from exposure to the larger community.

**Physical Skills**- The programs will meet children's physical needs by: providing space and scheduled times for activities (such as running, jumping, and playing ball both indoors and outdoors); providing supervision to ensure safety (but without overprotection or over-direction); providing opportunities for rest; and providing food needed to restore energy.

**Health and Safety Skills**- The program will increase children's health and safety skills by providing activities that emphasize healthy lifestyles. A discussion of nutrition, daily exercise, safety skills, etc. will increase awareness.

**Educational Opportunities**- The program will provide students with homework and academic assistance. It will also provide opportunities for

children to learn through a variety of carefully planned, developmentally appropriate activities.

## SAC CURRICULUM COMPONENTS

### CHARACTER DEVELOPMENT

The four core values of Caring, Honesty, Respect, and Responsibility form the basis for our programs. Our staff model YMCA values and assist children in building strong character based on these core values.

### SAC CURRICULUM COMPONENTS

Second only to human relationships, a well-planned curriculum will help define a child's experience in the SAC program. Monthly/Weekly schedules will be available for parent/guardian in parent sign-in/out area.

SAC curriculum components include but are not limited to:

- Arts & Humanities • Service Learning • Character Development
- Literacy • Homework & Academic Support • Interest Areas • Games • Science/Discovery • Health, Wellness & Fitness • Social Competence and Conflict Resolution

### INTEREST AREAS

Time is given daily for children to choose and experience the following interest areas:

### EDUCATIONAL ASSISTANCE

Time and space, as well as YMCA staff are available to assist children with their homework

assignments and facilitate additionally enriching activities.

The YMCA provides all necessary equipment for your child while participating in our SAC Program. Therefore, we do not allow items to be brought from home.

### SPECIAL EVENTS

The SAC program will offer its own unique Special Events throughout the school year.

### **SNACKS**

A nutritious snack will be served each afternoon; additionally an am snack will be served during our summer programs. Each of the snacks will contain food from 2 of the 4 basic food groups. Snacks such as 100% juice/milk, cereal, crackers, pretzels, granola bars, fruits and vegetables, as well as other nutritious foods will be served. Please note that these snacks are not a replacement for meals. A snack menu is posted in the parent information area. If your child has special dietary needs due to medical reasons or you prefer that your child eat something other than what is planned for snack-time, you are welcome to send food with your child. If you choose to send as snack with your child, the snack must contain 2 food groups. There is no reimbursement of tuition if food is sent from home. **Please note any food allergies on the Child Enrollment and Health Information form and the Medical/Physical Care Plan form, and advise SAC staff.**

During summer camp children will need to bring a sack lunch. The sack lunch should include all four food groups and two foods from the fruit/vegetable group. Please refer to the sample menus of lunches that meet nutritional requirements and nutritional information that are in the appendix section of this handbook. If a child is sent to the program without a lunch, the staff will call the parent and ask the parent

to bring the child a lunch, otherwise there will be an \$5.00 charge for lunches that are supplemented by the YMCA. There will also be a \$1.00 charge for every food group supplement the YMCA has to make.

***Refrigeration for lunches and snacks is not available in SAC program.*** Lunches should be kept with other personal belongings (coat, backpack, swimsuit, etc) on hooks and in cubbies.

### **CHILDREN TO BE SERVED**

The SAC program provides services for children between the grades K-2 (Primary) and grade 3- age 14 (Intermediate) and enrolled in the Chillicothe City Schools District or Bishop Flaget.

### **HOURS AND DAYS OF OPERATION**

The SAC program operates from 6:15 am-7:15 am and then 1:45 pm- 6:00 pm. Latchkey will not take place on school days/holidays indicated on the school calendar.

### **DATES OF SERVICE**

During the calendar school year beginning 2021/2022 school year.

### **SNOW DAYS**

The SAC Program will not operate on days that school has been cancelled due to severe weather.

Please keep in mind that the YMCA will use discretion if deemed necessary to open late or close early. Please make sure to listen to **WKJ 94.3** radio and/or check the website at [www.wkkj.com](http://www.wkkj.com) for possible changes in our schedule.

## STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The SAC Program will not exceed the following State required ratio: 1 staff to 18 school-age children. Maximum group size for school-age children is 36. Exceptions may include snack, outside play or special events.

## SAC ADMISSIONS

A child is considered to be enrolled in the center only after the registration and first week's fee has been received, the administrator confirms the availability of space and all of the required paperwork is received. This includes basic enrollment and health information. Any change to the enrollment and health information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

## FEE POLICY INFORMATION

### REGISTRATION FEE

\$25.00 the 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.

Current fee schedule is available upon request. **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: Your co-pay is due at the first of the month. If the co-pay becomes late, your child may not attend.

### 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. Fees will continue to be drafted out for the next 2 Wednesdays from the date of the form (indicated by the administrator). 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 slot.

### 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.

### 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 SAC 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.**

### **MAKING PAYMENTS**

Automatic payment drafts are set up at the time of enrollment from a checking/savings account or a credit/debit bank card. No exceptions will be made to this policy.

### **FINANCIAL ASSISTANCE**

Financial assistance is available for families that qualify through the Ohio Department of Job and Family Services.

### **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.

## **DAILY ATTENDANCE**

Attendance will be taken daily for the safety and security of each child. If your child is ill or will not be attending the program for any reason, you must notify us by 12:00 (noon) by calling 772-4340 or e-mail [tmills@rosscountymca.org](mailto:tmills@rosscountymca.org).

**Parents/guardians are required to sign their child in each morning and/or out each afternoon and walk them to the appropriate area.**

If your child is ill for an extended period of time, the child care program must be notified of the days your child will not attend. There will be no refunds or credits for illness.

## **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 Child Care Administrator.

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.

## **PERSONAL BELONGINGS**

Personal belongings are the responsibility of the child. The YMCA will provide a designated place for your child's belongings during the programs. The YMCA is not responsible for lost or stolen items. **Please do not allow your child to bring valuable items to the SAC Program.**

## **WHAT TO BRING WITH YOU EACH DAY**

Children will need to be dressed appropriately for weather, 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. Change of clothes may be necessary for some children.

## **SUPERVISION POLICIES**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff is aware of the importance of the safety of your child and will anticipate possible hazards, and take necessary, precautionary and preventative measures.

### ARRIVAL/DEPARTURE

1. Children must be signed in the SAC program each morning by a parent/guardian or an authorized adult.
2. After school, a staff member meets the children at the bus, attendance is taken and the children are walked into the center. This is done to assure that the staff member knows that each child that is scheduled to attend SAC has arrived safely to the program. Children must be signed out of SAC each afternoon by their parent/guardian or an authorized adult.
3. If your child does not arrive to the classroom for after school care, the child care staff member will call the parent/guardian to see if there has been an error in communication. If the parent/guardian is unsure of the whereabouts of the child, staff will work with the parent/guardian to locate the child.
4. The Program staff has immediate access to a non-coin operated telephone at all times.
5. Fire drills will be held monthly at varying times and a record of these fire drills will be maintained at the center.
6. The fire emergency and weather alert plans are posted in each classroom.

### SUPERVISION OF SCHOOL-AGE CHILDREN

1. No child will be left alone or unsupervised. A minimum of 2 staff shall always be in the building when there are children present.

Required staff/child ratios will be maintained at all times.

2. School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as all of the following conditions are met:
  - ▶ children are within hearing distance of a staff member
  - ▶ the staff member checks on the children regularly until they return
  - ▶ the restroom is for the exclusive use of the program

One group of no more than six school children, fourth grade age or older, may engage in activities which pose no physical threat to their safety in a room without a child care staff member (area must remain in space approved for the child care programs use), as long as the staff member can see or hear the children at all times, and checks on the children periodically.

3. When children leave the program to participate in activities such as Scouts, tutoring, or clubs, parents must fill out a YMCA Form for Student Activities On/Off Program Premises designating the day, time of departure, time of return, destination, and mode of transportation (if applicable) that the child will use to get to the activity.

### RELEASE OF CHILD

The parent/ guardian must sign their child in and out each day. **The parent may designate another responsible adult to pick up or drop off the child if previous written authorization has been supplied to the program. VALID PHOTO IDENTIFICATION must be presented before releasing the child to anyone.** Please let people know about this ahead of time so they bring a picture ID and are not offended. The children's safety is our top priority!



Police will be notified if an adult who appears to be under the influence of drugs or alcohol attempts to pick up a child. In this situation, emergency contacts will be called to transport the child.

### **CUSTODY AGREEMENTS**

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

### **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.

## **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.

### **ROUTINE TRIPS**

These services are contracted. A child care staff member with first aid, communicable diseases and CPR trainings will be present on buses.

**Walking Trips** - Trips include walks within a radius of five blocks of the school. Sometimes these trips may be spontaneous and advance notification is not possible. The school will always be left with notice of the group's departure time and expected time of return for any trip taken.

### **FIELD TRIPS**

Summer Camp ONLY-We may be taking periodic field trips. Transportation for these outings will be contracted. A child care staff member with first aid, communicable diseases and CPR trainings will be present on all 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 trips, 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.

## **SWIMMING INFORMATION**

(Summer Camp ONLY)-Swimming activities may be provided as a regular part of the SAC program or as a field trip. When children are swimming, a lifeguard will be present at all

times and SAC staff will also be actively supervising the children. Swimming permission is included in the enrollment packet. The permission form also includes the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance. Please remember to send swimming suits and towels for your children.

If the swimming activity is outdoors, sunscreen will be required. We provide our own, but you may also send a specific brand in for your child. Sunscreen must also have a ***Request for Administration of Medication*** form completed for it. If your child burns easily, please include a lightweight t-shirt that they may wear over their swimsuit.

## **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. Consider 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.

In all other situations where the safety of other children or staff are 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 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.

## MANAGEMENT OF ILLNESSES

The YMCA strives to maintain a clean and healthy environment. However, we realize that children become ill from time to time. YMCA child care staff will be trained in recognizing the signs and symptoms of illness, washing procedures, and disinfecting procedures. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the program, as they will be sent home. Please also plan ahead and have a back up care plan in place if you are not able to take time off from work or school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- ▶ Temperature of 101° F 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 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
- ▶ Untreated skin patches, unusually spots

- or rashes
- ▶ Unusually dark urine or gray or white stools
- ▶ Stiff neck with an elevated temperature
- ▶ Evidence of nits, lice, scabies or other parasitic infestations
- ▶ Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- ▶ Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in program activities the parent/guardian will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot/mat and any linens used will be washed and disinfected before being used again.

Parents will be notified in writing if children have been exposed to a communicable illness. Children will be readmitted to the program after at least 24 hours of being free of a fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

## MEDICATIONS

The SAC program will administer medications to a child only after the parent/guardian completes a ***Request for Administration of Medication*** form. All proper sections must be completed and the medication must be handed to a staff member. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag.

Prescription medications must be in their original container and administered in accordance to the instructions on the label. Over-the-counter medications must also be in their original container, must not be expired,

and must be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instruction on the ***Request for Administration of Medication*** form. Over-the-counter medications will not be administered for more than three days without instructions from a physician.

## FOOD SUPPLEMENTS OR MODIFIED DIETS

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. A Medical/Physical Care Plan must be filled out and returned. Please speak with the Child Care Administrator for more details regarding this policy.

## LICE POLICY

The YMCA of Ross County is very aware of the lice problem in many schools today. Any child can get lice, and unfortunately, many do. To limit the spread of lice within our SAC programs, we take the following action:

- We follow a nit-free policy. ***Please note this may differ from your child's school policy.***

If a child is discovered to have nits or lice, he/she will be immediately moved to an area of the program away from the other children, but supervised by staff. The child's parent/guardian will be contacted immediately and asked to pick up their child. All other children are checked for nits or lice during that program time and may, if necessary, be checked through the following program time. All areas are cleaned and treated for lice before students are allowed to play with items affected. An exposure notification will be available in the sign-in/out area informing parents/guardians that their child may have been exposed to lice. ***Any child, who has been sent home due to nits or lice, may not return until they have been treated and are found by YMCA staff to be nit-free and lice free.***

## **ACCIDENTS/EMERGENCIES**

The SAC 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 the softball field. 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/Communicable Diseases and CPR 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 parents/guardians 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.

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.

### **OUTDOOR PLAY**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information, we include outdoor play in our programs. For full day programs, we go outside daily as weather permits. 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 the outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided, we will include a time for indoor large motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes appropriate jackets, hats, mittens and shoes/boots during winter months.

## **TERMINATION OF CHILD CARE SERVICES**

The YMCA reserves the right to discontinue child care services under any of the following conditions:

1. Failure to abide by any of the registration agreement conditions as itemized in the Parent Statement of Understanding, or failure to fulfill any of the responsibilities or conditions included in the Parent Handbook.
2. Severe behavior by the child which disrupts the group, including instances of failing to listen to staff members; refusal to follow program rules; excessive use of physical force, including hitting, pushing, kicking or biting; verbal abuse; cursing or excessive threats to use physical abuse.
3. Failure of parents/guardians to treat staff or other parents or children respectfully. Disrespect includes inappropriate or abusive language, behavior, or threats.
4. The SAC programs follow a zero-tolerance policy in regards to weapons. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon at any time may be permanently expelled from the SAC program.
5. Lack of regular attendance in excess of 2 weeks without notification.
6. Balance due of 2 weeks or more of child care fees.
7. Failure to properly swipe your ODJFS Child Care services card for any amount of time attended.

## **YMCA PARENT/GUARDIAN PARTICIPATION POLICY**

1. Parents/guardians are invited to participate in our SAC program on any level they are comfortable. Parents/guardians shall have

access to SAC programs at all times to interact with their child and observe the program. When visiting the SAC program, parents should inform the staff of their presence.

2. Parents/guardians should discuss any concerns or suggestions about the child care program with the Child Care Administrator. If a parent feels that the Child Care Administrator has not addressed their concerns, the parent/guardian may discuss their concern with the YMCA Executive Director.
3. Family participation opportunities include: Family events, field trips, volunteering in the program, Advisory Committees and donations.
4. YMCA staff is available to discuss your child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations.
5. Upon request, parents/guardians will be provided with a roster of the names and telephone numbers of parents/guardians of the children attending the program. Parents/guardians have the right to request that their name or telephone number is not included on the roster.
6. Parents have the opportunity to give input and evaluate the program at least annually.

## **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 SAC 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      740-772-4340  
Fax                              740-774-1734

**Tashia Norman, Child Care Director**  
**Steve Clever, LISW-S, Executive Director**

- 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

## **DAILY SCHEDULES**

Our program's daily schedule is flexible when necessary but structured to provide routine. We include indoor and outdoor learning activities, which incorporate structured, and child choice time. Our schedule allows opportunities for individual, small group, and large group activities.

### **After School Program**

**PM**

**1:45 – 2:30**

**Arrival/Bathroom Break**

**2:30 – 3:30**

**Free Play/Centers**

**3:30 – 4:30**

**Homework/Quiet Activity**

**4:30 – 5:30**

**Gross Motor**

**5:30 – 6:00**

**Free Play/Centers**

## 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	
years	6 years and up	1-3 years	3-6
Beef, pork, veal, 2 oz.	Weight	1 oz	1 1/2
lamb, poultry, fish	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	
years	6 years and up	1-3 years	3-6
			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 (3 times/week) Excellent Sources 15 mg. or more/serving or more/serving	Vitamin A 660 IU
Broccoli, fresh or frozen, cooked - 1/4cup cooked - 1/4cup	Broccoli, fresh or frozen,
Brussel sprouts, cooked - 1/4cup cooked - 1/4 cup	Carrots,
Cauliflower, raw or cooked - 1/4cup cooked - 1/4 cup	Green leafy vegetables,
Green leafy vegetables, cooked - 1/4 cup greens, collards, kale, mustard (Beef greens, collards, kale, mustard chard, turnip greens)	(Beef greens,
greens, chard, turnip greens) cooked - 1/4cup	Pumpkin,
Green peppers, sweet, raw, large - 1/8 cooked, fresh, canned or	Spinach,
Potato, boiled, 2 1/4" diameter - 1 cup	frozen - 1/4
Potato, baked 2 1/2" diameter (without skin) - 1 frozen - 1/4 cup	Squash, winter, fresh or
Tomato, fresh, small - 1 potato, small - 1	Sweet
Cantaloupe - 5" melon - 1/8	Vegetable
soup, canned - 1/2 cup	Apricots,
Grapefruit, canned - 1/4 cup canned, half - 1	Cantaloupe -
Grapefruit, fresh, 4" diameter - 1/2 5" melon - 1/8	Nectarine,
Grapefruit juice, canned - 1/4 cup fresh, medium - 1	Peach, fresh,
Grapefruit-orange juice, canned - 1/4 cup medium - 1	Good
Honeydew melon, 5" diameter - 1/8	Asparagus, green, fresh,
Orange, fresh, 2 1/2" diameter - 1/4	Tomatoes,
Sources - 300 - 600 IU/serving	Tomato juice
Orange juice, fresh, frozen, canned - 1/4 cup cooked - 1/4 cup	Tomato puree
Strawberries, fresh - 5 canned - 1/4 cup	Tomato soup - 1/2
Tangerine, small - 1 - 1/4 cup	Apricot Nectar - 1/4 cup
- 2 Tbsp.	Cherries, red sour, fresh, or frozen -
Good Sources - 8-14 mg./serving	Grapefruit, pink, 4"
Asparagus, fresh or canned, med. spears - 3	Peach, canned, half - 1
Cabbage, shredded, cooked or raw - 1/4 cup canned	Plums,
Okra, cooked - 4 pods 1/4 cup	Plums, prune, fresh - 3
Spinach, cooked, fresh, canned, frozen - 1/4 cup diameter - 1/2	Prunes, stewed,
Sweet potato, canned, small - 1	Watermelon balls or
Tomatoes, canned - 1/4 cup purple, canned - 1	
Tomato juice, canned - 1/4 cup	
Turnips, white root, diced, cooked - 1/4 cup medium - 2	
Pineapple, canned, slice - 1 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		
years	6 years and up	1-6
Bread slice	1 slice	1/2
BREAD ALTERNATIVES		
Cooked pastas, rice, corn, grits		1/4 cup
1/2 cup		
Crackers small	4 to 6 small	2 to 3
Biscuit, roll, muffin regular size	1 regular size	1/2
Pancake, 4" diameter		1
2		
Waffle, 7" diameter		1/4
1/2		
Bun, bagel, English muffin size	1 regular size	1/2 regular

**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 cup (8oz.)	1/2 cup(4oz.)	3/4 cup(6oz.)	
Calcium equivalents			

<b>Cheese</b>	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)**

## **INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE**

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 review at the facility upon request.

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

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

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

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

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

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 violating of the Americans 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.*

**JFS 01237 (Rev. 9/2006)**