

CLIPPARD FAMILY YMCA



MISSION STATEMENT

We are the Y for youth development, for healthy living, and for social responsibility.

SCHOOL AGE CHILD CARE PARENT INFORMATION HANDBOOK

PHILOSOPHY OF THE Y'S KIDS PROGRAM

The purpose of our Child Care program is to meet the developmental needs of school-aged children and to serve family needs for quality care before and after school hours. The program focuses on facilitating the child's sense of industry, promoting a sense of competence, creating an environment conducive to positive peer interaction, which encourages initiative, and supports growth of self-direction and free choice under the guidance of nurturing and caring staff. Our goal is to complement the school (not duplicate it), and to emulate a warm home setting with intellectual stimulation, supportive of the school age child's emotional, social, cognitive, and physical developmental needs. Our program assists children in developing positive attitudes of caring, respect, honesty, and responsibility for themselves and others.

PROGRAM GOALS

In the context of a home-like environment, the program provides:

- ❖ Safe environment
- ❖ Emotional support and warmth
- ❖ Responsive adults who serve as good adult role models and especially good listeners
- ❖ Opportunities to work with real tools for play and/or for purposeful real world work as well as learning confidence in dealing with the physical world through games, hobbies, and exercise
- ❖ Freedom of choice in a facility full of age appropriate materials
- ❖ Freedom to work and play individually or with peers
- ❖ Encouragement to be creative and imaginative
- ❖ Options to be active in extracurricular school activities
- ❖ Ample time and space to engage in reading, computing and problem -solving through self-selected tasks
- ❖ Time and space to study
- ❖ Time and appropriate space for rest or quiet time
- ❖ Opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships, and using community resources responsibly
- ❖ Learning to accept one's own personal abilities
- ❖ Opportunities to learn about nutrition and other components of a healthy, safe life

FAMILY INVOLVEMENT

(The term "parent" is meant to include parents or legal guardians in all cases). Family involvement and input is essential to our program. Family input will be received through the use of suggestion boxes and surveys. We appreciate any suggestions or criticisms that families may have. In providing an open relationship with all family members, we believe that we provide better care for their children. We encourage families to visit our program at any time. Any family member with a special interest or skill to share should notify the Site Administrator. Conferences are available upon request.

2. No cruel, harsh or unusual punishment, and no corporal punishment including but not limited to punching, pinching, shaking, spanking, or biting is ever permitted.
3. No child is ever isolated from the center, placed in a locked room, or confined in an enclosed area as a form of discipline.
4. In case of physical fighting among children, restraint by the teacher may be used for the safety of the children involved but no form of physical punishment or physical restraint is ever used.
5. Discipline is never imposed for failure to eat or toileting accidents nor is food, rest, or toilet use ever withheld as a means of discipline.
6. No child is ever humiliated, subjected to profane language or other verbal abuse, or abused or neglected while in the care of the center.
7. No child is ever shamed, humiliated, or frightened by any form of discipline.
8. No discipline technique is ever delegated to another child.
9. "No" is used only if followed by an explanation.

ADDITIONAL DISCIPLINE POLICY

Unfortunately, there are times when our usual guidance techniques are not effective and despite working with parents, inappropriate behavior continues. When this happens the YMCA staff have the option, after consulting their supervisor, to suspend a child from the program for a period of one to three days. The purpose of the suspension is to emphasize to the family the seriousness of the child's actions and behaviors. If problems continue despite the suspension and no progress is demonstrated, the child will be subject to dismissal from the program.

Serious behavior problems may include:

- ❖ Verbal or physical aggression toward staff or other adults
- ❖ Repeated incidents of physical aggression toward other children
- ❖ Exhibiting behavior that endangers the safety of the children
- ❖ Leaving the center without staff permission
- ❖ Consistently disregarding the rules and authority of the staff
- ❖ Possession of weapons

If a child is affected by this policy the parent will be notified in writing prior to any action taken by the staff. As we state in our program goals, our program promotes "opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting the rights and property of others". We strive to help each child reach his or her full potential as a productive, responsible human being. The specification of these policies applies to all employees on the premises.

SAFETY

1. All efforts to ensure safety are made at all times.
2. Emergencies and accidents will be handled as requested by the parent(s) on the emergency forms. Minor accidents (cuts, bruises, etc.) are treated by the approved and first aid trained staff member. If a child is injured at the center, in the event of the transportation of a child to the source of emergency medical/dental care, the staff will complete an accident report.

3. As the children arrive at the center for the after school program, the staff takes attendance immediately and checks the school absentee list to verify absences. Parents will be contacted if child cannot be accounted for. Children arriving by bus from other schools are met at the bus by the staff and the above procedure is followed.
4. Children must be picked up by 6:00 PM. **Any child pick up after 6:00 PM will be assessed a fee of \$1.00 for each minute until they are signed out.** This is a per child fee and will be added to your next weeks payment. Parents must enter the center and notify staff that they are removing their child from the center and sign their child out on the appropriate form.
5. If the closing teacher has not heard from the parent or has not been able to reach the parent or an emergency contact and has waited a reasonable amount of time after 6:00 PM, he/she will call 241-KIDS (Hamilton County Department of Human Resources) to care for the child until the parents can be contacted.
6. No child will be released from the center to anyone other than the parents, legal guardians, or other persons specifically indicated on the Enrollment Applications. WE REQUIRE THAT YOU GIVE ADVANCE, WRITTEN NOTICE TO THE CENTER WHEN CHANGES OCCUR. STAFF CAN AND WILL ASK FOR VERIFICATION OF IDENTITY BEFORE RELEASING A CHILD.
7. Parents must notify the center when children are absent or leaving the school day early by calling the center directly or leaving a message at the school office. If a child does not arrive at the center as expected in the afternoon and the center has not heard from the parent(s) the Site Administrator will immediately call the parent(s).
8. Children who wish to participate in activities outside of the program and in the school building, during the program hours of operation may do so **ONLY** upon the center's receipt of a completed "Activities Permission Form" signed by the parent or legal guardian. This form can be obtained from the Site Administrator. **PRIOR TO ATTENDING THE ACTIVITY, THE CHILDREN MUST FIRST REPORT TO THE CENTER TO BE SIGNED IN BY A STAFF MEMBER.**

LICENSING

1. The YMCA Child Care Center has been issued a license to operate legally by the Ohio State Department of Human Services. The laws and rules that govern this license are available at the center for review.
2. The center's licensing records, including but not limited to compliance report forms and evaluation forms from the Health and Fire Departments that inspected the center, are located in a conspicuous area at the center.
3. The center is funded through parent fees.

STAFF

Our staff consists of dedicated people with degrees in education and/or training that provide special care and warmth for each child as well as a quality recreational program. We plan relaxing, age appropriate activities for children in a structured and safe environment. Each site has a Site Administrator who is responsible for program plans and staff supervision.

If the Northwest Local Schools are **delayed** because of bad weather, the YMCA School Age Child Care programs **WILL OPERATE ON NORMAL SCHEDULE** and will provide care until school begins. If Northwest Local Schools would go from delayed to closed; parents will be contacted to pick up their children as soon as possible from the center. In this event the Emergency Day Off Program at the Clippard Family YMCA will **attempt** to open, please call 923-4466 to check program status. Because some staff have other work and school commitments after our program is scheduled to close, our normal 1:12 ratio may also change to the state ratio of 1:18 during these delays.

If the emergency occurs during program hours and we need to relocate the children, we will move them to a designated space. Parents will be contacted at this time to come pick up their child.

SCHOOL'S OUT THEME DAYS/EMERGENCY OFF DAYS

Extended hours of care on certain holidays, school vacations, and snow days are offered at each site. The cost for these days is \$30.00 per day for Y's Kids Participants and 50% off for those on subsidy. See the Site Administrator for registration or contact the Clippard YMCA at 923-4466.

IN THE EVENT OF SCHOOL CLOSURE DUE TO ILLNESS THE EMERGENCY DAY OFF PROGRAM WILL NOT OPERATE.

MANAGEMENT OF COMMUNICABLE DISEASES

1. All staff persons are trained to recognize the signs of communicable diseases and other illnesses and hand washing and disinfection procedures through first aid and "childhood diseases" training by Red Cross, a registered nurse, or licensed physician. A staff person trained as explained above observes each child as he or she enters the center.
2. The "Day Care Center Communicable Disease Chart" furnished by the Ohio Department of Health is posted in the center on the wall by the cabinet.
3. A copy of these policies will be given to each parent during the pre-enrollment process.
4. Employees will abide by these same communicable disease policies as the children.

POLICIES FOR SICK CHILDREN

1. In a case of doubt about the severity of a communicable disease, the Department of Health will be contacted for suggestions. Parents of other children ill are notified through written communication if a communicable disease is discovered.
2. Any child who develops the following symptoms while in our center will be isolated immediately on a cot in a portion of the room not being used for child care and discharged to his/her parent or guardian:
 - a. A temperature of at least 100 degree Fahrenheit when in combination with any other sign or symptom of illness.
 - b. Diarrhea (three or more abnormally loose stools within a twenty four hour period.)
 - c. Severe coughing, causing the child causing the child to become red or blue in the face to make a whooping sound.

REGISTRATION/ORIENTATION

All participants in our program are school age children. We do not discriminate in enrollment on the basis of race, color, religion, sex, or national origin. Before attending the YMCA Child Care Center, all children must be registered. Parents must submit a completed application. A \$30.00 non-refundable registration fee per child/\$50 maximum per family must be paid upon enrollment. Orientation will be held at the beginning of the school year in conjunction with the school open house. Families that start after the beginning of school, or who are unable to attend the open house, will receive an orientation by the staff, before your child starts the program.

Prior to the child's first day of attendance, parents must notify the Site Administrator in writing as to when the child will be attending the YMCA School Age Child Care Program. If at anytime this schedule changes, the Site Director must be informed of the changes. Statements of Health and all Enrollment forms must be completed and on file at the staff PRIOR to the 1st day of attendance.

PERMANENT WITHDRAWALS

If you plan to withdraw your child from our program, please notify the center in writing one week in advance stating the reason for withdrawal. Upon the receipt of your written withdrawal notice, you will be asked to complete an exit interview by the Site Administrator.

The center reserves the right to deny admittance or terminate enrollment of any child if the Site Administrator and YMCA determine it is in the best interest of the center to do so.

FINANCIAL AID

The YMCA welcomes everyone. Financial assistance is available through the Ohio Department of Job and Family Services or via YMCA Sustaining Scholarships. Enrollment and financial funds are limited and as a result we encourage you to apply early.

RETURNED CHECKS

A \$20.00 handling charge will be assessed for all checks returned for insufficient funds.

TAX INFORMATION

The YMCA School Age Child Care Program can provide year-end statements regarding your child care account. Please let us know how we may be of assistance. **OUR TAX IDENTIFICATION NUMBER IS 31-0537178.**

PROGRAM OPERATION

The program operates Monday through Friday every day school is open. When school is closed due to holiday, in-service, inclement weather, or other emergencies, the YMCA Child Care program will be closed.

TYPICAL DAILY SCHEDULE

6:30-8:55 AM (7:00-8:15 AM for early schools) Staff welcomes children for an early morning activity period until school begins. This period includes activities in several different areas. For example: Arts & Crafts, Science, Music, Blocks, Creative Drama, Homework, Individual and Group Games, Large Muscle Skills in Gym or Outdoors. The program offers selection encouraging the children to make choices that will satisfy their needs. A nutritious morning snack following USDA Guidelines is offered to the children.

2:55-4:00 PM Staff meet the children in the cafeteria and take attendance. This time is offered for children to be with their peers and adults who are listeners. Children have time to discuss their day's activities and talk about plans for the rest of the day.

4:00-5:30 PM the children have a choice of activities throughout this period. For example, Arts and Crafts, Science, Music, Blocks, Creative Drama, Homework, Individual and Group Games, Large Muscle Skills in Gym or Outdoor Areas. A nutritious afternoon snack following USDA guidelines is offered to the children.

5:30-6:00 PM Clean up and maintenance of environment which is viewed as an integral part of the total program. Children and adults will share in maintenance of the space so all have a vested interest in the beauty, neatness and cleanliness of the space they share daily.

Activities are examples and schedules are flexible.

EVACUATION SITES

All sites except for will evacuate to a site that is across the parking lot, in the grassy area in front of the school.

ACCIDENT POLICY

In case of an emergency, the Site Administrator is to be notified immediately. If the Site Administrator is not available the next senior staff member must be notified. The Site Administrator will then immediately notify the parent(s) and make contact with the appropriate emergency number. If necessary, the child will be transported by an emergency vehicle to the hospital of the parent(s) choice.

An Accident/Injury report shall be completed by the child care staff member in charge of the child when the following occur: Illness, accident or injury occurs which requires first aid treatment, a bump or blow to the head, emergency transporting, or unusual event which jeopardizes the safety of children or staff such as, a child leaving the site unattended.

The other children in the class will be removed to another part of the center and will be supervised by the second responsible adult until the emergency situation is concluded.

In the case of illness of a child, he/she will be removed from other children and will be cared for by either the Site Administrator or another staff member. He/she will be kept in an area away from the other children while the parent(s) or designated adult is notified and is en route to the center.

In case of dental emergency, the staff will follow the procedures as indicated on the Dental Emergency Chart posted on the center storage cabinet.

SNACK/FOOD POLICY

Due to licensing requirements the YMCA Y's Kids program will provide am and pm snack. Although we will offer two food groups this snack is not to be considered a full breakfast. Licensing does not allow for children to bring food of any kind into the program, this includes breakfast items, candy and gum.

EMPLOYEE CONCERN POLICY

Employee questions or concerns should first be reported the Site Administrator. If further action is necessary or if employee is not comfortable reporting the question or concern to the Site Administrator, concerns/questions should be referred to the Family Life Director or to the Executive Director of the Clippard Family YMCA. Concerns and Questions may also be referred to the Human Recourses Director of the YMCA of Greater Cincinnati.