



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

IT'S MORE THAN KID STUFF

EARLY EDUCATION, CARE
AND AFTERSCHOOL ADVENTURE PROGRAMS



Supported by:



ymcatoledo.org

WELCOME

The YMCA/JCC staff would like to welcome parents and children to our YMCA/JCC Early Education & Care, Afterschool Programs and Learning Centers that provide a variety of services for parents in Northwest Ohio and Southeast Michigan. We offer: infant, toddler, preschool, kindergarten and school-age before and after school care, summer care, all day programs when there is no school, evening, early opening, preschool enrichment, kindergarten readiness and school age 21st CCLC.

YMCA MISSION

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

The YMCA of Greater Toledo takes great pride in living out our Christian mission every day. It may be a simple prayer before a meal, singing a song or reading a Bible story. Please know that our staff is committed to helping build a healthy spirit in your child while they are in our care.

JCC MISSION

To serve the needs of the entire community in a manner consistent with Jewish values.

YMCA/JCC CHILD DEVELOPMENT VISION STATEMENT

The YMCA/JCC promises to provide a healthy and helpful environment focusing on programs for the entire family. Quality services will be provided by nurturing, caring and trained professionals. We will promote values of respect, honesty, caring, responsibility and faith.

PURPOSE

The purpose of the YMCA/JCC Child Development Programs is to provide safe, educational and enriching programs for children. Children will develop physically, emotionally, socially and intellectually while in our care.

All activities planned for the children must meet one or more of the following purposes:

1. To help children grow personally.
2. To teach the Ohio Department of Education state standards or guidelines.
3. To help children learn to clarify values.
4. To help children improve personal and family relationships.
5. To help teach children to appreciate diversity.
6. To provide children with the opportunity to become leaders and supporters.
7. To teach children specific skills.
8. To teach children about healthy lifestyle choices.
9. To allow children to have fun.



PROGRAM DESCRIPTION

CREATIVE CURRICULUM®: INFANTS AND TODDLERS

Creative Curriculum includes safe, healthy and creative indoor and outdoor environments, physical activity that encourages gross and fine motor development, cognitive development using all senses, interactions to promote curiosity, and communication to encourage children to communicate through feelings and help develop listening and speaking skills. It also includes social and emotional activities, interactions and routines for young children to feel successful, develop trusting relationships, express feeling and encourage self discipline.

CREATIVE CURRICULUM®: PRESCHOOLERS

Creative Curriculum includes activities to support children’s development through interest areas while teachers create environments that encourage children to learn at their different developmental stages. The content areas include literacy, mathematics, science, social studies, arts and technology. Healthy habits are encouraged through personal safety, rigorous activities indoors and outdoors. Social skills and expressions of feeling and connectedness with others are also encouraged.

CREATIVE CURRICULUM®: SCHOOL AGE - HEALTHY KIDS

The Healthy Kids Curriculum is designed to help children grow physically, emotionally and intellectually. The YMCA/JCC has partnered with ProMedica Health Systems, The Andersons, The University of Toledo, Danberry Realtors and United Way of Greater Toledo to implement a Healthy Kids program that involves nutritional education along with physical activity. Developmentally appropriate environments and activities include arts and crafts, board games, building, dramatic play, quiet area, reading, floor games, music, homework completion, outdoor play, and physical activities. The YMCA/JCC uses the “40 Developmental Assets” developed by the Search Institute of Minneapolis as tools for developing theme activities and the promotion of healthy choices.



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PAYMENT POLICIES

Our payment policy provides a way to budget your continuous YMCA/JCC Child Care fees on a monthly or weekly basis. With your authorization, the fees are deducted from your checking/savings account or credit card. If accounts are not paid to date parents/guardians will lose care and will not be allowed to re-enroll for future care until the balance is paid.

REGISTRATION FEES/MEMBERSHIP

There are no registration fees to attend the YMCA/JCC Early Education, Care and Afterschool programs. Associate Memberships will be given to each child and families have the opportunity to purchase MAX Memberships if so desired. Max Memberships allow members unlimited access to all of the YMCA/JCC facilities as well as **reduced** pricing for child care, classes, programs and YMCA Storer Camps. Visit www.ymcatoledo.org for additional information.

LATE PICK-UP

Our program closes at _____. If your child has not been picked up by _____ and you have not contacted the staff, the following action will take place:

1. Staff will try to contact the parents to determine arrival time.
2. If contact can't be made, the staff will contact the alternate adults on the child's enrollment form to arrange pick-up.
3. If this action fails, staff will call the local police or children's services for assistance.
4. For every minute you are late to picking up your child, \$1.00 will be added to your invoice for that week.

FAMILY DISCOUNTS

Second child discounts are credited to the older child enrolled in a YMCA/JCC Early Education, Care and Afterschool programs. No discount for infants, toddlers, preschool enrichment, kinder-readiness or flex time.

HOLIDAY OBSERVANCES FOR CENTERS

Full-day centers will be closed: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the day after Thanksgiving, Christmas Day and New Years Day. School sites will be open when school is open. Alternative care for school sites is available.

FINANCIAL ASSISTANCE

Families who qualify may receive assistance through Lucas County Job and Family Services 419-213-8641, Ottawa County Job and Family Services 419-898-3688 or Wood County Job and Family Services 419-246-3029. YMCA Scholarships are also available for families that do not qualify through Job and Family Services. Please contact your local YMCA/JCC center for an application.

RETURNED DRAFTS

A \$35 fee will be assessed to cover the amount the bank charges the YMCA/JCC for drafts returned to our office marked "Insufficient Funds".

TERMINATION

A two week written notice to your center director is required when terminating your child/children attendance from the program.

PROCEDURES

Children will be supervised at all times by YMCA/JCC staff. When in the restroom, children will have privacy in the restroom stall, but staff will be in or just outside the restroom area to assist if necessary.

For centers that have exclusive use of their facility:

School-age children may run errands (staff helper) inside the building or use the restroom alone in groups of six or less children without adult supervision as long as they are within hearing distance of a child care staff member. A staff member will check on the children every five minutes until they return to the group.

A group of six or less school children in 4th grade or older may engage in activities (which pose no physical risk to their safety) in a room without a child care staff member as long as the staff can see or hear the children at all times and checks on the children every five minutes.

RATIOS AND GROUP SIZES

<u>AGE</u>	<u>STAFF/CHILD RATIOS</u>	<u>MAXIMUM GROUP SIZE</u>
Infant	1 staff to 5 children	12
Toddler 18 months - 2 ½ years	1 staff to 7 children	14
Toddler 2 ½ - 3 years	1 staff to 8 children	16
Preschool - 3 years	1 staff to 12 children	24
Preschool - 4-5 years	1 staff to 14 children	28
Schoolage - 5-12 years	1 staff to 18 children	36

ARRIVAL AND DEPARTURE

Upon arrival, the parent/guardian must escort the child into the YMCA/JCC facility and sign the sign-in sheet and escort the child to their group. When picking up the child, the parent/guardian must sign the sign-out sheet and escort the child out of the YMCA/JCC facility. Upon arrival and departure, a staff person will greet each child as he/she comes and goes.

CUSTODY AGREEMENTS

If there are any issues regarding custody or restraining orders issued against any primary guardian or immediate relative of the child enrolled, a copy of those arrangements must be on file at the center. If these orders are not on file, the center can release the child to either parent. The custodial parent and proper authorities will be notified in case any issues or concerns relating to the arrangements on file arise.

TRANSITION OF CHILDREN

Transition is the term used when a child is ready to move to the next age group classroom. The transition procedure includes a written agreement between the parent/guardian and the center. The agreement will specify the beginning and ending date of the transition period, including the transition schedule.

EMERGENCY RELEASE

Individuals listed on the enrollment form will be allowed to pick up the child/children. Occasionally parents may wish to send someone to pick up the child who is not on the list. The center staff must have written or verbal authorization and this person must present a valid driver's license before the release of the child. For release permission, parents should make every attempt to put all possible adults and their phone numbers on the enrollment information.

CHILD ABSENCE

If your child will be absent due to illness, doctor appointment etc; you must call the YMCA/JCC center and leave a message for the staff.

INFANT INFORMATION

FOOD The YMCA/JCC provides snacks for older infants that are accustomed to table foods. Baby food is supplied in locations that are on the State of Ohio food program. (CACFP)

FORMULA The YMCA/JCC can provide formula for infants at the locations on the CACFP food program.

CARE SHEETS Parents will receive a daily report on their child. We ask that parents report to their child's teacher about any issue/s that might have come up over night with their child.

CLOTHING In the event of soiled clothing, parents should maintain two extra sets of clothing at the center for their child.

DIAPERS AND DIAPERING MEDICATION Parents are asked to provide enough diapers for the day for their child. An Administration of Medication form must be completed for our staff to apply diaper ointment.

BREAST FEEDING Mothers who wish to breast feed their babies are encouraged to make arrangements with the infant teachers.

SCHOOL AGE INFORMATION

SCHOOL DELAYS AND CANCELLATION FOR SCHOOL AGE CHILDREN

1. If school is delayed the program will be held at _____
2. In the event of a school cancellation there will be an all day program held at: _____

PLEASE NOTE: Space is limited. There is an additional fee for all day care. Your child will need a sack lunch and drink except for those locations where a hot meal is provided. Early arrival to the full day site is recommended. Phone reservations are accepted.

ABSENT CHILD/"NO SHOW" PROCEDURE FOR SCHOOL AGE CHILDREN AFTER SCHOOL

The staff will take attendance children's arrival at the program. If a child who is expected to be in attendance at the center (from school or another program) does not arrive and the parent does not provide a verbal or written note, then the following procedure is followed:

1. A follow-up call to parent or guardian is made immediately.
2. If the parent is not accessible, the staff must make contact with emergency numbers for verification of the child's location.
3. The school office will be contacted for information.
4. If the child cannot be located with the help of the parent, school personnel or emergency contacts, the police and or children's services will be called for assistance.
5. In the event of a "no show", an incident report must be issued and District Director must be notified.

ATTENDANCE FOR SCHOOL AGE CHILDREN

If a child is suspended from school, they may not attend the YMCA/JCC before- or after-school program during that time period.

SCHOOL ARRIVAL FOR SCHOOL AGE CHILDREN

Once a child enters the school district school bus or is dropped off at school at the appropriate location by the YMCA/JCC, and is dismissed from the morning YMCA/JCC program to go to their classroom, the YMCA/JCC is no longer responsible for the supervision of the child.

EMERGENCY SCHOOL DAY CLOSING FOR SCHOOL AGE PROGRAMS

If your child's school has a situation where they must evacuate and close the building in the middle of the day, you will be required to make necessary arrangements to pick your child up at the school. The YMCA/JCC will make every attempt to provide care at your full day YMCA/JCC site in the event of any emergency school closing, but parents will be responsible for the transportation to that location.



TRANSPORTATION OF CHILDREN

MEDICAL EMERGENCIES

The YMCA/JCC staff is instructed to contact 911 in the event of an emergency. If necessary, children will be transported by ambulance to receive medical treatment.

ROUTINE TRIPS

The routine trips for this center include: _____

ROUTINE TRIP SAFETY

During routine trips, staff/child ratios will be maintained and children will be under the supervision of the staff. A staff member or driver trained in First Aid/CPR and the management of communicable diseases will be present on all routine trips. First aid kits are located on each mini-bus. Vehicles are inspected on a weekly basis by the site director, and yearly by an ASE Certified Mechanic.

FIELD TRIP SAFETY

Transportation for school-age children to and from field trips will be provided by YMCA/JCC vehicles. Written permission from parent or guardian is required for all field trips. All children will be required to wear appropriate identification tags that include the center's name, phone number and address in the event the child becomes lost. Children will be under the supervision of their assigned staff at all times. Staff/child ratios will be maintained throughout the trip. All transportation authorizations and health records will be transported with the child and first-aid kits will be available in all vehicles.

EMERGENCIES AND ACCIDENTS

Incident/injury report will be completed by the child care staff member in charge of the child when the following occur:

1. An illness, accident, or injury which requires first aid treatment; or
2. A bump or blow to the head; or
3. Emergency transportation; or
4. An unusual or unexpected event which jeopardizes the safety of children or staff, such as, a child leaving the center unattended.

EMERGENCY PROCEDURES

In case of severe emergency or accident a trained staff member will:

1. Administer First-aid
2. Contact the parent/guardian immediately and/or call emergency medical transportation if the situation warrants.
3. Stay with the child until released to the parent or emergency medical transportation.
4. Complete incident report and give to parent/guardian for signature.

Parents or guardians will be immediately notified in the event of any serious accident, injury or illness, and notified if the child will be transported to a source of medical or dental treatment.

EMERGENCY CLOSING OF A YMCA/JCC CHILD CARE LOCATION

If a site must close due to a building or snow emergency, the YMCA/JCC will make every attempt to make care available at an alternate YMCA/JCC location. Parents will be required to provide transportation to the alternative site. Call the YMCA/JCC Child Development Department (419-474-3995) or visit ymcatoledo.org for updated information.

FIRE DRILLS

Fire drills are held monthly to assure that fire emergency is understood and easily managed. A plan is posted in each room indicating staff responsibilities in case of fire emergency or weather alerts.

TORNADO DRILLS

Tornado procedures are reviewed and practiced at least twice in a calendar year.

EMERGENCY EVACUATION/ALTERNATE SITE INFORMATION

In the event of an emergency evacuation, the group leader/teacher will take the children and group to _____

OUTDOOR PLAY WEATHER CONDITIONS

The YMCA/JCC believes that outdoor play is important for all children. Our weather policy for outdoor play is as follows: If the temperature is below 32°F, children will not be out any longer than 10 minutes at a time. If the temperature is above 90°F, children will not be outside without a water source for drinking and adequate shade and limited to 10 minutes.

Large motor play will be provided for children in case of extreme weather when outdoor play is not available.

SNOW EMERGENCY INFORMATION

If a snow emergency is declared by the county where the program is located, the following plan will apply:

Level I- YMCA/JCC Early Education, Care and Afterschool programs will operate as usual. If schools are closed, the full day sites will be open.

Level II- YMCA/JCC Early Education, Care and Afterschool programs may have a two-hour delay in opening. Evening care will operate normal hours.

Level III- The YMCA/JCC Child Care programs and second shift sites will be closed. If a level III is called during the middle of the day, the center will close early. Parents will be called to come and pick up their children from the site. If a Level III is downgraded to a Level II in the middle of the day, the center will open the next morning.

MANAGEMENT OF ILLNESS

The symptoms for which a child shall be sent home:

1. Temperature of one hundred degrees Fahrenheit, when in combination with any other sign or symptom of illness.
2. Diarrhea (3 or more abnormally loose stools within a 24 hour period).
3. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
7. Untreated infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/or grey or white stools.
9. Stiff neck with elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestation.
11. Sore throat or difficulty in swallowing.
12. Vomiting more than one time or when accompanied by other sign or symptom of illness.

An ill child will be isolated, supervised by a staff member and the parents will be called to pick up their child. Upon departure from the center, parents and/or guardians will be notified verbally or by written statement that a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

If the child is well enough to attend school, they may return to the YMCA/JCC program. If the child has a communicable disease, a return note from the physician may be requested.

ADMINISTRATION OF MEDICATION AND SPECIAL SERVICES

We will administer prescription medication only. In order to administer the medication we must have the following:

1. Parent/guardian must complete the Request for Administration of Medication form
2. The medication must have a prescription label that includes the child's name, current date, and exact dose, specific number of dosages and route of administration.
3. School-age children may carry an labeled inhaler or labeled EPI pen in their pocket as long as the proper paperwork has been completed

YMCA/JCC staff may assist children applying sunscreen if the parent completes the Request for Administration of Medication form.

We will administer food supplements, fluoride supplements or modified diets as long as a licensed physician or dentist has completed the Request for Administration of Medication form. These forms are available at the center.

YMCA/JCC INFORMATION

YMCA/JCC PROGRAM/MAX MEMBERSHIPS

YMCA/JCC program and membership opportunities are available throughout the YMCA/JCC service area. Programs include aquatic classes, gym classes, youth sports, fitness classes, teen leadership programs and resident camping. Program and registration is available at each center and on the YMCA/JCC Web site at www.ymcatoledo.org.

ANNUAL CAMPAIGN

In February, YMCA/JCC volunteers come together to raise money to provide scholarship assistance for families in need. Please consider the YMCA/JCC in your annual gift giving.

SWIMMING POLICY

1. Written permission with parent or guardian's signature is required for swimming and water activities when the water is over 2 ft. in depth.
2. For other swimming, children are required to pass a swim test or be tall enough to touch the bottom of the pool with their heads clearing the top of the water, before being allowed to participate in recreational swim activities. Staff/child ratios will be maintained at all times. A certified lifeguard will be available during swim time. Staff will review swimming and water safety rules each time children participate in water activity.

NEIGHBORHOOD SAFETY

The center may be notified by the local sheriff's department of a sexual predator that has moved into the neighborhood. Should the center receive this information, we will place a red flag on the parent information board that contains the local sheriff's department telephone number. Please contact the sheriff department for more information.

POSSESSION OF A WEAPON

A weapon includes guns, pellet guns, knives, pocket knives or club type implements. It may also include a toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another person.

If a child brings a weapon to, or uses a weapon at, any YMCA/JCC Early Education, Care and Afterschool site, the following actions will happen:

1. YMCA/JCC Site: The YMCA/JCC staff will take the weapon away from the child and conduct an investigation to determine the consequences. Consequences of bringing a weapon to the site may lead to immediate suspension from the program.
2. YMCA/JCC School Site: The YMCA/JCC staff will take the weapon away from the child. The school principal will be notified and the school consequences will be followed.

EMPLOYEE POLICY

The YMCA/JCC of Greater Toledo has a policy that prohibits staff relating to children who participate in the YMCA/JCC programs outside of scheduled YMCA/JCC activities. This includes, but is not limited to, babysitting, social outings and phone conversations.

SAFETY AND INSURANCE

While in our program, every precaution is taken to assure your child has a safe and fun experience. If an accident should occur while your child is in the program, please note that the YMCA/JCC does not furnish accident insurance. All medical bills are the responsibility of the child's parent or guardian.

TOILET TRAINING

If a child has an accident, YMCA/JCC staff will use paper towels with soap and water to clean the child. Toddlers and Preschoolers must have a change of clothes available. If clothes are not available, the parent will be called to bring a change of clothes. Soiled clothes will be placed in a plastic bag and stored out of the reach of children until the soiled clothes are sent home the same day.

ENROLLMENT FORMS

Upon enrollment, each child must have on file with completed forms as required by licensing and mandated federal programs.

PARENTAL CONCERNS

We want our families to feel that they can share their concerns. If you have any questions, please talk with the director of the program. If you feel your questions have not been answered or your problem is not resolved please contact the Site Director or District Child Care Director. See the cover of this manual for phone numbers.

If you have additional questions or concerns please contact Sarah Otis (Vice President of Child Development) at 419-729-8135.

PARENT PARTICIPATION

PARENT CONFERENCES

Conferences may be scheduled to discuss your child's progress, social, behavior and physical needs, or any other pertinent matter. Parents are free to request a conference with the child's teacher or group leader at anytime. For our Early Education & Care children, families will have a parent teacher conference in May/June to review his/her developmental progress.

FAMILY AND SPECIAL EVENTS

Family events will be held at least two times during the school year. These events are designed for family fun and an opportunity to meet other families from the YMCA/JCC.

PARENT VISITATION

Any custodial parent or guardian of a child enrolled in our program shall be permitted unlimited access to the center during its hours of operation for the purpose of contacting their children, evaluating the care provided by the center, or evaluating the premises. Upon entering the premises, the custodial parent or guardian shall notify the center director of his/her presence.

REGISTERED SEX OFFENDER OF A CHILD ENROLLED IN A CENTER

If the YMCA/JCC of Greater Toledo is made aware that a parent/guardian of a child is listed on a registered sex offender database, the center director will be notified and the director will inform the center staff of the situation.

Parents who are registered sex offenders are able to enter YMCA/JCC childcare programs for the purpose of enrollment, conferences and to drop-off and pick-up their children from the center. For the protection of the parent and the children, the parent/guardian must be under the direct supervision of a YMCA/JCC staff at all times when they are in the facility.

The YMCA/JCC of Greater Toledo reserves the right to limit or refuse admittance to any center to any registered sex offenders if they do not follow our policy for staff supervision.

PROGRAM EVALUATIONS

Evaluations are sent out through each center two times a year. Please take a few minutes when these are distributed to give the YMCA/JCC feedback on its programs. Evaluations may be returned to your center director or the YMCA/JCC Child Development Department, 1500 N. Superior 2nd Floor, Toledo Ohio 43604



MANAGEMENT POLICY

PHILOSOPHY

The approach to guidance at the center is positive which encourages self-control, self-esteem and cooperation. Smooth, healthy functioning of the group requires limitations, which are clearly defined, consistent and developmentally appropriate. Through preventive discipline techniques such as suitable program planning, positive verbal communications and the setting of an appropriate emotional tone in the center, the need for disciplinary action will be limited.

METHOD

We will value mistakes as learning opportunities, and patiently remind the children of the rules and why they are important. We will guide children to resolve conflicts and model problem solving skills that will encourage eventual internalization of self-control. In addition, children will be given the opportunity to share their feelings and frustrations with an attentive adult. Inappropriate behavior will be directed to an acceptable activity. If this does not work, the child may be placed in a time-out. The time-out is never longer than the age of the child, and allows the child to sit calmly and reflect on their behavior. If necessary and successful, behavior modification may be used such as stickers, awards, stamps etc. The center's methods of management and guidance apply to all employees of the center. Staff will avoid the use of competitive situations, comparative remarks, threats, physical punishments, shaming or labeling children. At no time will delegation of discipline from another child be allowed. Children will not be deprived of meals, snacks, rest or necessary toilet use as a source of punishment, nor will any child be confined in an enclosed area.

REMOVAL FROM PROGRAM

The YMCA/JCC reserves the right to remove a child from our programs for any of the following reasons:

1. Chronic failure of the parent/guardian to pick up child from program on time.
2. Failure of parent or guardian to pay weekly fees as outlined in this manual.
3. The child's needs are not being met in our small or large group setting.
4. Failure of parent or guardian to provide information and/or follow the guidelines required of the YMCA/JCC by the Ohio Department of Job and Family Services.
5. The child is a safety threat to himself/herself, other children or YMCA/JCC staff. This includes behavior such as fighting, striking others, biting and wandering away from the program. In the event of repeated inappropriate behavior by a child, any of the following actions may be taken:
 - A. An incident report completed and shared with the parent/guardian
 - B. The parent/guardian's are called to talk to the child.
 - C. A conference is held with the parent/guardian to discuss how the parents can participate in resolving the situation.
 - D. Request that the parent seek additional professional help such as counseling, or another type of intervention for their child.
 - E. Temporary suspension from the program.
 - F. Permanent withdrawal from the program. (The YW Child Care Connections may help find alternative care. They can be reached at 419-255-5519).

It is our goal to make your child's time spent with the YMCA/JCC a positive and successful experience. Therefore, a teamwork approach is the only way to correct repeated inappropriate behavior. Parents' patience, support and follow through are appreciated.

CARING FOR CHILDREN WITH SPECIAL NEEDS

We believe it is important to create an inclusive child care setting responsive to children with special needs who can be cared for in a group setting.

To fulfill the mission of the YMCA/JCC of Greater Toledo to provide affordable, quality settings for all children, guidelines for children with special needs have been developed to insure that the needs of all children are met, program quality is maintained and the safety of the children is maintained. The procedure for enrolling a child with special needs is as follows:

1. Prior to a child with special needs attending the program, the director will meet with the child and his/her parents or guardians. The meeting is for parents/guardians to offer suggestions for care of their child. Parents/guardians will be responsible to share what they know about their child's disability. The child will have the opportunity to become familiar with the program setting. In addition to the usual YMCA/JCC orientation materials, a "Child Health Care Plan" form must also be completed.
2. The child with special needs must be able to be safely supervised in a group setting. Ratios in a group setting are the State child care licensing maximum ratios listed in this handbook.
3. The child has not yet reached the chronological age of 13. Children turning 13 during the school year will be served until the end of the school year.
4. The director will share information from the meetings with staff who will be caring for the child.

Additional resources are needed when:

1. YMCA/JCC staff or the parents/guardians observe the child exhibiting behaviors (fighting, striking others, wandering away from the program) which cause him/her to be a safety threat to himself/herself, other children or Y staff.
2. The child exhibits signs of extreme emotional stress or frustration.
3. The child's behavior is so disruptive that it interferes with the program operation and safety on a regular basis.
4. The child is not successfully being cared for in a group setting.

The family may be asked not to send their child to the program until an intervention meeting has taken place and new accommodations are ready to be implemented.

The YMCA/JCC Site Director (or designated staff), District Director, parents/guardians and individuals the parents/guardians would like to invite (teacher, case manager) will meet to share their concerns and observations and try to work together to develop a plan on reasonable accommodation. Brainstorming ideas and strategies with parents may result in a plan that may include one or more of the following:

1. Contacting the child’s teacher, case manager or inclusion specialist to observe the child and make accommodation recommendations to staff and parents.
2. Re-examining the group child care environment.
3. Putting together a favorite box of toys for the child.
4. Provide additional training for the staff.

Parents will be kept updated by the staff and with written incident and behavior reports. Parents are encouraged to visit and observe the program at any time. Conferences are available at the request of parents or staff.

If there are still difficulties after implementing the program accommodations, the Site Director will meet with the parents to share their concerns. They will also inform the District Director and the Vice President of Child Development for the YMCA/JCC. If it is necessary to disenroll a child from the program, parents will be notified following the procedures outlined in this manual.

SAMPLE SCHEDULES

INFANTS

6:00 AM	Arrival, greeting and health check
6:45 AM	Indoor play
8:00 AM	Breakfast, clean-up, diapering
9:00 AM	Tummy time, language, developmental skills or buggy rides
11:45 AM	Lunch
12:30 PM	Rest time
2:30 PM	Snack
3:00 PM	Play and interaction with the teachers

TODDLERS

6:00 AM	Arrival, greeting, hand washing, free play
8:00 AM	Restroom/diapering and hand washing, breakfast or snack
9:00 AM	Circle time (songs, finger plays and stories)
9:15 AM	Learning centers–science, art, music, books, dramatic play
10:15 AM	Restroom and hand washing
10:30 AM	Outdoor play and/or gross motor/indoor large muscle activities
11:15 AM	Prep for lunch/hand washing
11:45 AM	Lunch
12:15 PM	Restroom/diapering, hand washing and transition to naptime
12:30 PM	Rest time
2:30 PM	Wake-up, restroom/diapering, hand washing
2:45 PM	Snack
3:00 PM	Outdoor play and/or gross motor/indoor large muscle activities
3:45 PM	Learning centers–science, art, music, books, dramatic play
4:30 PM	Restroom/diapering and hand washing
4:45 PM	Free choice, songs, finger plays, departures

PRESCHOOL

6:00 AM	Arrival, greeting, health check, hand washing
8:00 AM	Restroom and hand washing, breakfast or snack
9:00 AM	Breakfast snack
9:15 AM	Circle time (songs, finger plays and stories)
9:45 AM	Outdoor play and/or gross motor/indoor large muscle activities
10:15 AM	Restroom and hand washing
10:30 AM	Learning centers, science, reading, music, math, dramatic play, fine motor, art, multicultural activities
11:15 AM	Prep for lunch/hand washing
11:45 AM	Lunch
12:15 PM	Restroom, hand washing and transition to naptime
12:30 PM	Rest time
2:30 PM	Wake-up, restroom and hand washing
2:45 PM	Snack
3:00 PM	Outdoor play and/or gross motor/indoor large muscle activities
3:45 PM	Learning centers--science, art, music, books, dramatic play
4:30 PM	Restroom and hand washing
4:45 PM	Free choice, songs, finger plays, departures

SCHOOL- AGE

6:00 AM	Greeting, health check, hand washing
6:30 AM	Interest centers
8:30 AM	Prepare for departure to school ----- Children are in school -----
3:00 PM	Arrival, attendance, restroom and hand washing
3:30 PM	Snack and homework
4:00 PM	Outdoor play or gym time
4:30 PM	Interest centers
5:30 PM	Clean-up, quiet activities and departure

FULL DAY PROGRAM FOR SCHOOL AGE CHILDREN

6:00 AM	Greeting, health check, hand washing and quiet activities
8:30 AM	Snack/Group Meeting
9:00 AM	Interest centers
10:30 AM	Outdoor play or gym
11:00 AM	Special activity/field trip
12:00 PM	Clean up, restroom, hand washing
12:15 PM	Lunch
1:00 PM	Swimming or outdoor play, special programs, or projects
2:30 PM	Restroom, hand washing and snack
3:30 PM	Interest centers
4:30 PM	Free choice, interest centers, outdoor play, departure

FOOD

SNACKS AND MEALS

The center serves the following meals and snacks _____.

SNACKS

A nutritional snack, which includes two foods from the four basic food groups, will be provided by the center twice a day for toddlers and preschoolers. School-age children will be served a nutritional snack twice a day during the summer and one snack after school during the school year.

FOOD STORAGE PLANS

Lunches brought from home must be in a labeled sack or lunch box and must contain a frozen ice pack.

MENUS

A weekly or monthly menu is posted on the parent board at the center.

FOOD PROGRAM

The Child and Adult Care Food Program is available to all child care participants regardless of race, color, national origin, age, sex or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the Secretary of Agriculture, Washington DC 20250 or call (202) 720-5964 (Voice or TDD).

NUTRITIONAL INFORMATION

- MEATS:** Meat, poultry, fish- 1oz (1-3yrs), 1 ½ oz (3-6yrs), 2oz. (6yrs and up)
- EQUIVALENTS:** Cheese- 1oz (1-3yrs), 1 ½ oz (3-6yrs), 2oz. (6yrs and up), Eggs- 1 medium or 1 large (1-3yrs.), 1 ½ medium or 1 large (3-6yrs.) 2 medium (6yrs and up)
Peanut Butter- 2 tbsp (1-3yrs.), 3 tbsp (3-6yrs), 4 tbsp (6 yrs. and up)
Cottage Cheese- 2oz (1-3yrs), 3 oz (3-6yrs), 4oz.(6yrs and up)
- GRAINS:** Bread- 1/2 slice (1-6yrs), 1 slice (6yrs. and up), Crackers- 2 to 3 small (1-6yrs.),
4-6 small (6yrs and up), Bun or Bagel- 1/2 regular size (1-6yrs), 1 regular size (6yrs and up)
- VEGETABLE OR FRUIT:** 2oz (1-3yrs), 4oz (3-6yrs), 6oz.(6yrs and up)- 2 servings required
Oranges peaches carrots
Tangerines apricots tomato juice
Prunes pumpkin green leafy vegetables
Cantaloupestrawberries mixed vegetables
Juice that is 100% Juice and 100% Vitamin C meets 1 requirement
- DAIRY:** Milk- 4oz (1-3yrs), 6oz (3-6yrs), 8oz.(6yrs and up), cheese- 1/2oz (1-3yrs), 3/4 oz (3-6yrs), 1oz.(6yrs and up)

These are minimum requirements; you may send additional foods with your child. Children with food allergies must have a signed Doctor's slip or health form on file at the center to excuse them from being offered certain foods.

SECOND SHIFT AND EVENING CARE

SUPERVISION PLAN

Please refer to supervision plan on page five of this manual.

SECURITY PLAN

Staff will adhere to same security plan as sited on page eight.

MEALS

Dinner is catered in each evening. A sample menu may include meatloaf, mash potato, bread, butter, broccoli, pineapple and milk.

SAMPLE SCHEDULE

SCHOOL AGE

ADDITIONAL INFORMATION ABOUT EVENING CARE

Please provide your child with a small pillow & blanket and the blanket home each week to be laundered.

Children will be sleeping after 9:00 pm. We ask that parents make an extra effort to quietly gather their child and his/her belongings when departing the center.

Ohio Department of Job and Family Services
**CENTER PARENT 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 parent 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. The department's website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the 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.