



# LEARN GROW THRIVE



**PARENT  
HANDBOOK  
YMCA OF NORTH  
CENTRAL OHIO  
PRESCHOOL & EARLY  
LEARNING CENTER'S**



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The YMCA is the nation’s leading nonprofit organization dedicated to strengthening communities through youth development, healthy living and social responsibility. The YMCA childcare program philosophy is to provide an enriching environment, giving children opportunities to develop naturally. We want to enrich the whole child: spirit, mind and body. At the YMCA, we provide opportunities for children to learn, hands-on, through age appropriate activities.

**OUR VISION:** Preparing youth to succeed and serve.

**OUR VALUES:** Our values embrace the universal truths inherent in relationships with others - Respect, Responsibility, Caring and Honesty.

**OUR MISSION:** To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.



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## YMCA MANSFIELD PRESCHOOL & EARLY LEARNING CENTER LOCATIONS: ALL CENTERS ARE OPEN MONDAY – FRIDAY, 6:00AM – 6:00PM

### FRAN’S AT THE YMCA

750 Scholl Road | Mansfield, Ohio 44907  
(419) 522-3511 x247  
franschildcare@ymcanco.org

- Infant Care
- Toddler Care
- Comprehensive Preschool

### CARPENTER CENTER

71 Carpenter Road | Mansfield, Ohio 44907  
(419) 522-3511 x276  
carpchildcare@ymcanco.org

- Infant Care
- Toddler Care
- Comprehensive Preschool
- A.M. & P.M. School-Age Care (Mansfield City)
- Summer/Holiday School Age Care

### LEXINGTON

215 W. Main Street | Lexington, Ohio 44904  
(419) 522-3511 x379  
lexchildcare@ymcanco.org

- Infant Care
- Toddler Care
- Comprehensive Preschool

### ONTARIO

1745 Walker Lake Road | Mansfield, Ohio 44906  
(419) 522-3511 x277  
ontchildcare@ymcanco.org

- Infant Care
- Toddler Care
- Comprehensive Preschool

## KIDS CLUB

### KIDS CLUBS LOCATIONS:

#### CENTRAL ELEMENTARY SCHOOL

124 Frederick Street | Lexington, Ohio 44904  
(419) 522-3511 x231  
ykidsclub@ymcanco.org

- Summer/Holiday School Age Child Care
- A.M. & P.M. Care

#### EASTERN ELEMENTARY SCHOOL

155 Castor Road | Lexington, Ohio 44904  
(419) 522-3511 x231  
ykidsclub@ymcanco.org

- Summer/Holiday School Age Child Care ONLY
- A.M. & P.M. Care

#### WESTERN ELEMENTARY SCHOOL

385 West Main Street | Lexington, Ohio 44904  
(419) 522-3511 x231  
ykidsclub@ymcanco.org

- A.M. & P.M. Care

#### SHELBY KIDS CLUB

109 W. Smiley Road | Shelby, Ohio 44875  
(419) 522-3511 x231  
ykidsclub@ymcanco.org

- Summer/Holiday School Age Child Care
- A.M. & P.M. Care

#### STINGEL ELEMENTARY SCHOOL

426 Shelby-Ontario Road | Ontario, Ohio 44906  
(419) 522-3511 x231  
ykidsclub@ymcanco.org

- Summer/Holiday School Age Child Care
- A.M. & P.M. Care

# WELCOME MESSAGE

## WELCOME! A MESSAGE FROM THE CHILDCARE DIRECTOR

Dear Parents:

Thank you for selecting the YMCA of North Central Ohio's Childcare program for your child's educational growth and development. We appreciate your interest in the Y and look forward to having you join our family!

The YMCA of NCO has four different Early Learning Centers (6 weeks- 5 years): Frans Childcare, Carpenter Center, Lexington Childcare, and Ontario Childcare. Our Y Kids Club Program (Kindergarten- 12 years) offers before and after school care and a summer enrichment program in the following school districts: Lexington, Mansfield, Shelby, and Ontario. Each center provides a safe and happy environment for your child that will stimulate physical, intellectual, social and emotional growth. Our centers offer full day and part time childcare and are licensed by the Department of Children and Youth. Each center uses Creative Curriculum for all ages. Our childcare staff are trained yearly to enhance their teaching skills and support the curriculum learning. We are proud of the teaching experience of our staff.

All our childcare locations are Ohio Step Up to Quality Award Winners. This added designation signifies our commitment to the excellence for a positive learning environment.

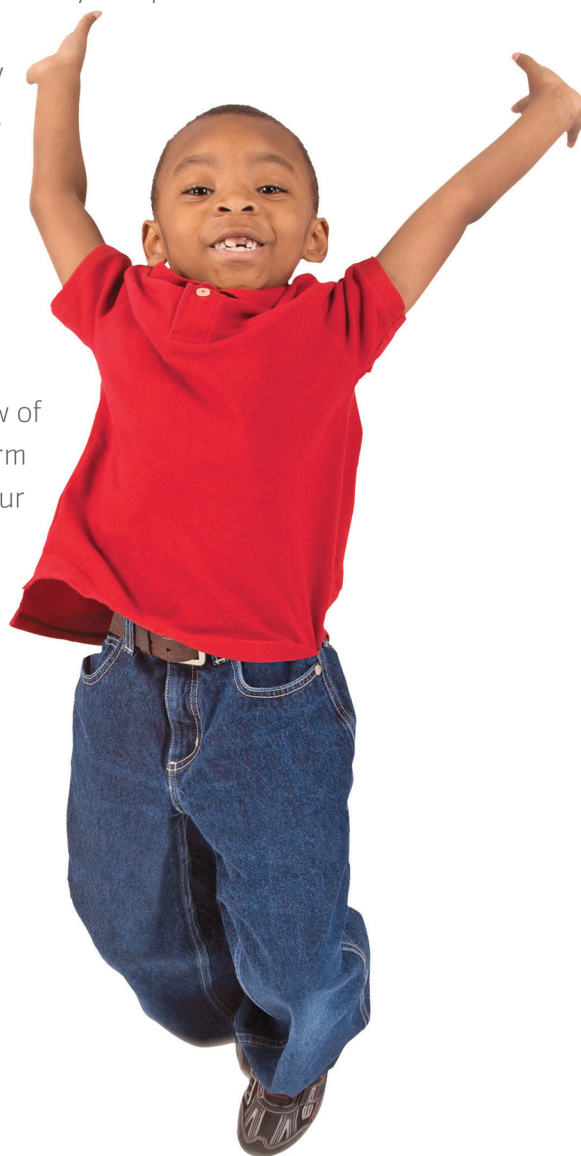
We encourage you to thoroughly read the Parent Handbook. It will answer the majority of your questions as well as provide an overview of our policies and procedures. You will be asked to sign a separate form stating that you have read the Parent Handbook and submit with your enrollment packet. It should be noted that the admission of your enrollment packet applies only to one center for which you want to attend. It does not provide access to all locations.

We are available for any questions, concerns, or just a visit with us. Our contact information is below. Again, thank you for selecting the YMCA of North Central Ohio Childcare program.

Sincerely,

*Nicolle Cherry*

Nicolle Cherry  
Executive Director of Childcare  
(419) 522-5311 Ext. 225  
[ncherry@ymcanco.org](mailto:ncherry@ymcanco.org)



## LICENSING INFORMATION

The center is licensed to operate legally by the Ohio Department of Children & Youth (DCY). This license is posted in a noticeable place for review.

A toll-free number is listed on the center’s license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

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

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all 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 parent, or guardian shall notify the Administrator of his/her presence.

The administrator’s hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the DCY. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program’s latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call: HHS  
 Region V, Office of Civil Rights 233  
 N. Michigan Avenue, Suite 240  
 Chicago, IL 60601  
 (312) 886-2359 (voice) (312) 353-5693 (TDD)  
 (312) 886-1807 (fax)

Write or Call: DCY  
 Bureau of Civil Rights  
 30 E. Broad Street, 37th Floor  
 Columbus, OH 43215-3414  
 (614) 644-2703 (voice) 1-866-277-6353 (toll free)  
 (614) 752-6381 (fax)  
 1-866-221-6700 (TTY) or (614) 995-9961

As a state licensed center, we have an obligation to meet state requirements with staff /child ratio of:

| AGE                           | RATIO | MAX GROUP SIZE |
|-------------------------------|-------|----------------|
| Infants under 12 months       | 1-5   | 12             |
| Infants 12 to 18 months       | 1-6   | 12             |
| Toddlers 18 to 30 months      | 1-7   | 14             |
| Toddlers 30 months to 3 years | 1-8   | 16             |
| Preschool 3                   | 1-12  | 24             |
| Preschool 4 & 5 year          | 1-14  | 24             |
| School-Age up to 12 years     | 1-18  | 36             |

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

# INFANT/TODDLER PROGRAM

6 WEEKS TO 3 YEARS

The number of children that can be enrolled is reflected on the license. The license is posted in the Parent information area at each center. Meals provided are breakfast, lunch and PM snack.

## WHAT TO BRING

1. Complete change of labeled clothing
2. Plush toy/blanket for rest time
3. Diapers/training pants
4. Diaper Wipes
5. **\*\*Bottles (labeled & dated). Parents provide bottles for each meal. Bottles will be sent home for washing and disinfecting. Table food provided when child is ready. Speak to your classroom leader for details. Breast milk bottles need to be labeled with the infant's name, the date pumped, and the date the bottle was prepared. For formula, please label with the infant's name and date prepared.**
6. **Infant/Toddler changes for diapers is every one and one-half hours for infants, or as needed and two hours for toddlers.**

The Infant/Toddler programs have a warm and loving atmosphere. There is continuous interaction between staff and children – socially, emotionally, physically and intellectually. All activities in the Infant/Toddler rooms are conducted in a caring and safe environment.

## BREASTFEEDING

Parents are encouraged to breastfeed their child. They can use the infant room classroom or private space to breastfeed or pump breast milk. Each child care site will supply a rocking chair for comfort if the Infant classroom is used. If the Infant classroom doesn't work for your needs see the site director for other options.

### INFANTS

**Infants will be kept on their own schedule.**

\* Activities are provided with creative curriculum to help with child's development.



## A TYPICAL DAY

6:00 – 7:30am: Arrival

7:30 – 8:00am: Breakfast

8:00 – 10:30am: Indoor & Outdoor Activities

10:30 – 11:00am: Large Motor Activities

11:00 – 11:45am: Lunch Time

11:45am – 2:00pm: Rest Time

2:00 – 2:30pm: Snack Time

2:30 – 3:30pm: Large Motor Activities

3:30 – 6:00pm: Free Choice/Departure



# PRESCHOOL PROGRAM

3 TO 5 YEARS TOILET TRAINED

The number of children that can be enrolled reflected on the license. The license is posted in the parent information area at each center. Meals provided are breakfast, lunch and PM snack.

## WHAT TO BRING

1. Complete change of labeled clothing
2. Plush toy/blanket for rest time
3. Swimsuit and towel

Preschoolers need to be actively involved in the learning process. A creative classroom environment, with varied learning center, provides children with the educational experiences and opportunities to become actively involved in the process of learning—a process that will lead to self-direction and self-responsibility as life-learners. A specific theme is used for each week, which reinforces the areas of development in a motivating manner. Indoor and outdoor learning centers are designed to meet the developmental needs and interest of young children.

- Creative curriculum.

## A TYPICAL DAY

6:00 – 7:30am: Arrival

7:30 – 8:00am: Breakfast

8:00 – 9:00am: Group Activity

9:00 – 11:00am: Preschool Learning Activities

11:00 – 11:30am: Music, Finger Play & Clean-Up

11:30am – 12:30pm: Lunch Time

12:30 – 2:30pm: Rest Time

2:30 – 3:00pm: Snack Time

3:00 – 3:30pm: Large Motor Indoor/Outdoor Play

3:30 – 6:00pm: Free Choice/Departure



# SCHOOL-AGE PROGRAM/KIDS CLUB

5 - 12 YEARS OLD / AUGUST - JUNE

The YMCA of NCO School-Age Programs provide before and after-school care in a safe and stimulating social learning environment. Your child will experience group sporting activities, arts, crafts and music. Quiet areas for homework are provided.

It is the bus driver's responsibility to watch children enter into the building. Once the child enters the Y Child Care, they are the responsibility of the Y Child Care Program.

## SCHOOL DAYS OFF (SDO) AND SCHOOL HOLIDAY BREAKS

NOTE: This program follows the Local City School District's Calender. Full day care will be provided (6:00am – 6:00pm). The program requires a separate registration form. The School Days Off Registration Forms may be picked up at the Y-kids office. This program is **in addition to** your regular child care fees.

## ARRIVAL / DEPARTURE

1. After school, each child checks in with the staffmember taking attendance at the start of the program. This is done to assure that the staff member knows that each child that is scheduled has arrived. We will call parent(s) after three days absent. Children must be signed out each evening by their parent/guardian or an authorized adult. Additionally, children must be signed in the program each morning by a parent/guardian or authorized adult. Additionally, children need to be walked into the program by a parent/guardian.
2. If your child does not arrive at the expected time for after school care, the child care staff will first check with the child's teacher or school office to find out if they attended school that day. If the child did attend school and is scheduled to be in the program, the child care staff member will call the parent/guardian to see if there has been an error in communication. Parents are reminded to please call the program when your child is not going to attend as the above action can cause great concern. If the parent/guardian is unsure of the whereabouts of the child, staff will work with the parent/guardian to locate the child.
3. The program staff has immediate access to a cell phone at all times.

## BEFORE SCHOOL

**6:00 – 7:30am:** Arrival, Free Choice

**7:00 – 7:30am:** Breakfast

**7:30 – 8:30am:** Games, Arts & Crafts

Each site will have their local school district buses pick-up and drop off, if the center is not within the school building.

## AFTER SCHOOL

**3:30 – 4:00pm:** Arrival, Free Choice

**4:00 – 4:30pm:** PM Snack Served

**4:30 – 6:00pm:** Active play, Outdoor, Arts, Crafts, & Departure

Homework assistance available per student request.

## SUMMER SCHEDULE

**6:00 – 7:30am:** Arrival, Free Choice

**7:30 – 8:00am:** Breakfast

**8:00 – 9:00am:** Centers

**9:00 – 11:00am:** Learning Activities

**12:00 – 12:30pm:** Reading/Quiet Time

**12:30 – 3:00pm:** Arts & Crafts, STEM

**3:00 – 4:30pm:** Games / Outdoor Time

**4:30 – 6:00pm:** Active Play & Departure

\* If a Lexington Kids Club child does not bring a breakfast the YMCA of NCO will provide a small breakfast item during the time of 7:30 a.m. – 8:00 a.m.. We ask that children pack a lunch daily, if a child forgets to pack their lunch a nutritious meal will be provided.

## 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. The 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 teacher
  - the teacher checks on the children regularly until they return
  - the restroom is for the exclusive use of the program
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. When children assist school personnel in their classroom, parents will complete the YMCA Form for Students Assisting School Personnel on Program Premises.

## ENVIRONMENTAL THREATS

The Y Kids Clubs put safety first when it comes to the children that we care for within our YMCA Child Care Programs. All staff receives and are trained to follow our YMCA of Central Ohio's Child Care Crisis Management Booklet. Included within the Crisis Management Booklet are crises which include, but are not limited to, severe weather warnings, bomb threats, and threat of a weapon on site. While we do not foresee these kinds of emergencies happening frequently, it is our job to make sure that our staff are well trained and prepared for any type of emergency situation that may arise.

Each YMCA child care site has an emergency alternative location or safe spot in case there is a threat to or in the program building which causes the staff and children to evacuate. **The safe spot for each site is listed in the EMERGENCY & ILLNESS PLAN section on page 17.** Staff will contact parents as soon as possible in a situation that calls for evacuation.

In terms of weapons or look-alike weapons on site, the YMCA has a zero-tolerance policy. Any participant, parent/guardian or family-authorized adult that uses or possesses or threatens to use or possess a weapon or a look-alike weapon at any time may be permanently expelled from Kids Club. Children are encouraged and should feel comfortable approaching the Kids Club staff if they have any fear or concern about a weapon being in the vicinity of Kids Club.

Fire drills will be held monthly at varying times and a record of these fire drills will be maintained at the center. The fire emergency and weather alert plans are posted in each classroom.



# CHILD CARE RATE SCHEDULE

## CHILD CARE & KIDS CLUB

### YMCA of North Central Ohio Child Care Rate Schedule

Last updated 3/26/2026

**Annual Registration Fee** | \$25 Single Child | \$35 Multi Child

**Sibling Discount (Full Time Only)** | 10% Two Children | 15% Three+ Children

Part Time = Up to 3 days of care | Full Time = 4 or 5 days of care

#### Child Care Center/Preschool Early Learning Pricing

|                        | YMCA Member |           | YMCA Non Member |           |
|------------------------|-------------|-----------|-----------------|-----------|
|                        | Full Time   | Part Time | Full Time       | Part Time |
| Infant                 | \$213       | N/A       | \$268           | N/A       |
| Toddler                | \$190       | \$169     | \$242           | \$208     |
| Preschool/Kindergarten | \$164       | \$127     | \$212           | \$162     |

#### School Age Pricing

|                                 |      | Additional Per Day |                  |
|---------------------------------|------|--------------------|------------------|
|                                 |      | Late Start         | No School        |
| Before <i>or</i> After School   | \$50 | \$12               | \$25             |
| Before <i>and</i> After School  | \$80 | \$7                | \$20             |
| No School Drop In               | N/A  | N/A                | \$30             |
| <b>Summer/Breaks Full Time*</b> |      | <b>Full Time</b>   | <b>Part Time</b> |
|                                 |      | \$180              | \$130            |

\*\$20 weekly tuition discount for families who pay for a YMCA membership to receive member pricing for their non school age children.

#### Credit Weeks - Full Time Private Pay Only

- 1 Free Credit Week per Half Calendar Year. Do not roll over year to year.
- 2 Partial Credit Weeks per Year. Child can attend for \$25 per day up to 3 days.

#### Publically Funded Child Care Choice Voucher Program Participants

Families are responsible for costs not covered by voucher.

|                        | PFCC Monthly Voucher |
|------------------------|----------------------|
| Infant                 | \$900                |
| Toddler                | \$800                |
| Preschool/Kindergarten | \$750                |
| School Age             | \$375                |

To be able to provide a quality program, the YMCA of North Central Ohio has enrollment based tuition. This means the price is based on enrollment, regardless of attendance.

## ENROLLMENT BASED TUITION

To help ensure quality services, it is important to understand that the YMCA bills Child Care Tuition based on enrollment, not on attendance. If your child is enrolled in the program, you will be charged for that spot whether you chose to bring your child or not. Some allowances are made to reduce the cost of care for certain circumstances like vacations or illness. See the Full and Partial Credit Weeks and Extended Leave sections.

**The YMCA reserves the right to unenroll from the program due to breach of any tuition policies and spaces will not be held.**

The Y also reserves the right to remove a child from the center due to lack of payment or inappropriate behavior. Correspondence between the Center Director and the parent will be documented.

It is the Parent/Guardian's responsibility to ensure they understand and follow the Ys Tuition Policies in full.

The YMCA encourages open communication directly with the billing department for any questions, changes, or concerns for billing. This helps us to ensure your child/children can receive uninterrupted care in our program.



## GENERAL TUITION GUIDELINES

Tuition is due each Monday for the care that week. Tuition can also be paid bi-weekly if a signed payment schedule is on file. For bi-weekly, payment is due every other Monday for the current and following care week. If the payment due date is missed, the family risks not being accepted back into the program for care until payment or payment arrangements have been made with the billing department.

## PAYMENT TYPES

Payments must be made through the Procure app or website with Credit Card or ACH. We do not accept cash, check, or money order. Autopay can be set up through the Procure system.

## PAYMENT PLAN AGREEMENTS

Payment Plan Agreements are available to families with past dues balances that cannot afford to pay in full. The arrangements can be negotiated with the billing department. Once the Payment Agreement is signed, it will be monitored. Any deviation from a Payment Agreement without prior authorization from the billing department will result in immediate placement in No Return Status. Payment will then need to be made in full to return to the program.

## TERMINATION OF SERVICES

To remove your child/children from the program, please provide one week's written notice to the center. If the Center does not receive this notice, parents will be charged an amount equal to one week of care.

Credit days cannot be used for the last week of service.

Once care is terminated, any open balances that remain unpaid will be turned into Job & Family Services or a debt collections agency.

# REGISTRATION & PAYMENTS/SCHEDULE OF PAYMENTS

## PRE-REGISTRATION, REGISTRATION, PAYMENT POLICY & OPTIONS AND NSF CHARGE

The YMCA of NCO recognizes that the family is the most important part of a child's life, and we encourage parent involvement to create a bond between the home and the center. In our programs, your child will be provided with opportunities for the development of wholesome social relationships and appropriate play experience that contribute to the individual needs of your child. Your child will be in an environment that provides multicultural activities through which they may develop an understanding of differences and similarities of others and the world around them.

To achieve these goals, the YMCA of NCO Children's Programs developed the following beliefs about children: they are active, full of fun, social, curious, creative, spontaneous, talkative and both dependent and independent.

### PRE-REGISTRATION

Before enrollment, the parent or guardian of the child must meet the Site Director.

The parent interview should be by appointment. We encourage you to bring your child with you to the appointment. Arrangements will be made for her/him to visit the classroom she/he will be attending.

All enrollment forms must be completed before enrollment can be accepted.

In order to assure a place in the program of your choice, advance registration and payment is necessary.

The non-refundable registration fee shall be paid at the time of enrollment, and renewed annually on the enrollment date.

Registration fees are non-refundable.

### REGISTRATION

**For our records, each enrolled child must have the following forms completed and updated annually:**

1. Emergency and Health Form
2. Medical Statement Form
3. Ohio Child Care Food Application
4. Registration, Swimming, Permission, handbook Form

5. Alternate Pick-up Form
6. Custody agreement, if applicable

Parents are responsible for keeping the Center informed of any necessary changes to be made in your child's file. These changes must include home address, telephone number, emergency numbers and authorized pick-up persons.

### LATE PICK-UP POLICY

Overtime fees for a child left after the closing hours of the center will be charged at \$10.00 for the first 5(five) minutes and \$2.00 for every minute thereafter. Only two late pick-ups are permitted per six months. Payment must be made for any late pick up fees within one week of each incident. After every attempt is made to contact parents or emergency contacts, the staff will contact children services or law enforcement if a child is left at the center after 6:30pm.

### FULL AND PARTIAL CREDIT WEEKS

Credit Weeks can be used for any week a child will not be attending the center. Their spot will be held at no cost. One credit week will be granted for the period January- June and another for July -December. Credit weeks cannot be carried from year to year but may be carried within the same year. Credit weeks are not available for –

- Part Time Enrolled Students
- Families with Job and Family Services Public Assistance (see PUBLIC ASSISTANCE AND TAP TUITION POLICY (JFS) section).
- Summer Only Enrolled Students

Partial Credit Weeks can be used for any week a child will not be attending their regular full-time hours. The rate for the week will be reduced to \$25 per day for up to 3 days of attendance. Two partial credit weeks are available each year to be used at any time.

It is the parent's responsibility to notify the office if they wish to use a credit week. Parents will be charged in full for all scheduled days missed when all full and partial credit weeks have been used for the year or notification is not received.

Credit weeks do not need to be used if a child is hospitalized or quarantined if the billing department is notified.

### EXTENDED LEAVE

If a family needs extended leave and would like their spot held, they can contact the billing department for more details. If a child is on an extended leave of absence, you MUST notify the administrator to obtain an early return to the center.

### SCHOOL BREAKS

School district spring and winter breaks will be optional, and weekly tuition will not be required if your child does not attend. It is the parents responsibility to inform when care is needed for breaks. School breaks will be charged to the families account before or after the week of care and charges will reflect care provided during breaks.

### NSF CHARGE

A charge of \$5.00 will be added to your account for any returned ACH payments due to insufficient funds.

### REFUNDS

Any refunds due will be applied to any open YMCA balances for membership or programing first. Then the remaining balances will be paid back to the families.

### TUITION ADJUSTMENT FOR CENTER CLOSURE

If a center will be closed for 1 day during the week, all full-time enrollees' tuition will be discounted 10%.

If a center will be closed for 2 days during the week, all full-time enrollees' tuition will be discounted 30%.

If a center closure means you are unable to receive any care that week, you will not be charged.

### REPEAT OFFENDER

Any accounts that repeatedly goes into delinquent or No Return status may result in unenrollment from the program.

### PUBLIC ASSISTANCE AND TAP TUITION POLICY (JFS)

Families that have an open public assistance case with Job and Family Services (JFS) are fully responsible for knowing and following all the YMCAs tuition policies for any amounts owed.

Upon enrollment, if a family has applied for JFS, but not yet been approved, they will be charged at the private pay rates until the case is approved. Once approved, if the case is backdated, the family will need to complete their back TAPs. They will then be refunded any amounts of overpayment.

JFS families are fully responsible for making sure that they are signing their child in and out every day through the KinderSmart Ohio App or on the JFS TAP system tablet at their center. Any week that TAPs are not correctly completed will result in a \$10 late TAP fee on the account per effected child. TAPs that remain uncorrected after two weeks may result in the family being charged privately at our full rates and/or their child unenrolled from the program. If payment from the state is not able to be collected due to incorrect or incomplete TAPs, the family will be charged privately.

Enrollment fees are not charged for approved JFS families, however late fees for delinquent accounts, late pick up fees, returned payment fees, and late TAP fees will still be charged.

JFS families are responsible for paying any JFS or center charged copayments in accordance with the tuition policies outlined in this handbook.

JFS families are fully responsible for communicating any changes in their case to the billing department in a timely manner to ensure their account is updated. This could be a change in case status, change in copayment amount, or any other case adjustment.

JFS families are fully responsible for ensuring that their cases remain open and that they reapply in a timely manner so there is no service interruption.

**The YMCA reserves the right to unenroll children from the program due to breach of any of the Public Assistance and TAP Tuition Policies.**

# ATTENDANCE

## BACK-TAP, ARRIVAL/DEPARTURE PROCEDURES, TRANSPORTATION, FIELD /ROUTINE TRIPS

Credit weeks are not available to families with Job and Family Services assistance. JFS provides families with 20 absent days for use on January 1st and again on July 1st of each year. JFS families are still responsible for their copayment when they are absent.

Families that are approved for Part Time care through JFS can attend Full Time for a fee. Arrangement can be made with the Center Director.

### JFS CHILD CARE CHOICE VOUCHER PROGRAM

Families that have an open public assistance case with Job and Family Services that are part of the voucher program may be required to pay a copayment to the center to cover the portion of the cost of care that is not covered by the state. These weekly copayment rates are outlined on the enrollment rate sheet

### ARRIVAL AND DEPARTURE PROCEDURES

A parent and/ guardian must walk their child into their room each day and be sure that the teacher is aware the child has arrived. Parents are also responsible for dropping off and picking up their children inside the building. If a parent wants another person to pick up their child from the program, the parent must place the names on the Custody Pick Up Form and leave a note or place a phone call telling the center who will pick the child up. The person picking up the child will be asked to show picture identification.

Both parents' right to pick up: Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). Absent that document, the center may release the child to either parent, provided that parent documents his paternity/her maternity of the child.



In cases of legal separation or divorce, the child will be released only to the parent having legal custody. Any person designated by the custodial parent will follow drop-off and pick up procedures. Each Center requires a copy of the custody agreement to be placed in the child's file.

Parents are responsible for notifying the Center of changes in custody status.

The Center Program policy dictates children must arrive by 9:30am.

### TRANSPORTATION, FIELD AND ROUTINE TRIPS

Children are transported in a 15 passenger Y bus. Field and routine trips are supervised by at least two adult staff members, one of whom is trained in first aid. A first aid kit, emergency medical authorization forms, and special health records will be taken on all trips. Each child will wear a wrist band containing the center name, address and phone number.

## OUTDOOR PLAY, PARENT ACCESS, PARENT VISITS AND COMPLIANCE WITH ADA

A child care staff member in charge of child or group of children shall be responsible for their safety. No child shall be left alone or unsupervised. All staff is kept informed of emergency procedures.

Whenever children are transported by vehicles on field trips, there will be at least one adult in each vehicle.

Whenever seven or more children are transported in one vehicle, a second adult will be in the vehicle. This adult in the vehicle may be a parent or volunteer.

Whenever seven or more children are present on a walking field trip, a second adult must be present.

For field trips and routine trips, the Center shall have written and signed permission from the parent or guardian before transporting or escorting a child to and from the Center.

Written permission shall include the child's name, the destination, the estimated time of arrival and departure, the signature of the parent or guardian and the date the permission signed.

### WEATHER POLICY

Our center policy requires that children in our care for more than four hours will have outside play each day, weather permitting. The following are a list of the guidelines that are used to determine outside playtime.

1. The temperature must be more than 30 degrees and less than 90 degrees, with wind chill and/or humidity and heat index factored in to the temperature reading.
2. Children will not be permitted outside if there is thunder, lightning or rain.



3. Children will not be permitted outside if there is an icy condition on the playground.
4. Children will not be permitted to be outside if the ozone level or pollen counts are reported to be at an unsafe level per the Weather Channel.

### PARENT ACCESS

Parents or guardians are always welcome to visit the Center. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the non-residential parent. If you would like to talk with the Administrator or a staff member, we suggest that you make an appointment. This will allow ample time with a minimum of disruptions. Upon entering the premises, the parent or guardian shall notify the Administrator or staff of their presence.

### PARENT VISITS

Parents may visit the center at any time. However, if there are problems arising from parent visits that interfere with the deliverance of quality childcare, then the parent(s) will not be permitted in the classroom.

### COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA)

YMCA of NCO child care programs will enroll children of any race, color, religion, sex, nations origin, or disability in accordance with the American's Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 1210 et seq. Children with disabilities may be assessed on an individual basis to determine if our program can meet their needs. Children with special needs will be enrolled based upon their ability to be mainstreamed into the program. We plan to enroll children with disabilities into the classroom with children of the child's developmental age, and plan to implement practices supportive of the child's developmental needs. Our program will ensure compliance with administering medication and care procedures in accordance with the ADA.

# EMERGENCY & ILLNESS PLAN

## HEALTH CHECK, EMERGENCY & ILLNESS PLAN AND IN CASE OF INJURY

### EMERGENCY & ILLNESS PLAN

Centers will notify the parent or guardian in the event of a serious accident, injury or illness.

The parent or guardian must complete the emergency and health form provided by the Center before enrollment.

Medical and Dental Emergency Plans will be posted on the Center's licensing board used by the Center and in each classroom used by the children at the Center.

### THE EMERGENCY PLAN STATED THE FOLLOWING INFORMATION:



1. Location of the first aid kit
2. Current emergency telephone numbers for the emergency squad, fire department, hospital, poison control center, children's protective agency, police department
3. Location of children's records including medical records
4. General instructions in case of emergency
5. General instructions in case of illness of children
6. Location of Ohio Department of Health Dental First Aid Chart
7. Instructions in case of dental emergency

If a child is in need of emergency assistance at a source away from the Center and Center has obtained consent from the parent or guardian to have the child transported, the child's records will be transported with the child to the source of emergency assistance. This will be done by calling 911.

When an administrator or a staff member accompanies a child to a source of emergency care, they will remain with the child until the child's parent or guardian assumes responsibility for the child's care.

If a parent or guardian refuses to grant consent to transport the child to a source of emergency treatment, specific action to be taken at the time of emergency will be put in writing on the emergency and health form.

In case of a building evacuation, the children at Frans will be taken to Catalyst, located at 741 Scholl Rd, Mansfield. The children at Lexington childcare will be taken to the fire department, located at 199 W. Main Street, Lexington. The children at the Ontario childcare location will be taken to 1225 Home Rd, Ontario. The children at Carpenter childcare will be taken to Ohio Health Hospital, located at 335 Glessner Ave, Mansfield.

In case of a building evacuation for our Kids Club locations, the children at Central Elementary School will be taken to Lexington High School, located at 103 Clever Lane, Lexington. The children at Western Elementary School will be taken to Lexington Church of the Cross, located at 236 Otterbein Dr, Lexington. The children at Eastern Elementary School will be taken to the Lakewood Racquet Club, located at 10 Lakewood Dr, Lexington. The children at Ontario Kids Club location will be taken to Ontario Middle School, located at 467 Shelby-Ontario Rd, Ontario. The children at the Shelby Kids Club location will be taken to the Shelby YMCA, located at 111 W. Smiley Rd, Shelby.

The staff person that is with a child during a general emergency, serious incident, injury or illness will be responsible for filling out an incident report. The report will be completed on the form provided by the Department of Jobs and Family Services. It will be the responsibility of the director or designee to report this to the Ohio Department of Jobs and Family Services.

### IN CASE OF INJURY

Basic first aid will be performed. In the event of a serious injury, a parent will be notified. If the parents are not available, the emergency numbers on the child's

# INJURY, IMMUNIZATIONS & MEDICATION

## CHILD ABUSE, CHILD IS ILL, SCREENINGS, IMMUNIZATIONS, PHYSICALS, HAND WASHING & DISINFECTING

emergency paperwork will be called. If the person(s) cannot be reached, the child will be taken to OhioHealth Hospital Emergency Room, unless the parents have designated a different emergency plan.

### CHILD ABUSE & NEGLECT

The YMCA takes allegations of abuse and neglect very seriously. YMCA staff is trained on Child Abuse, Sexual Abuse, and Neglect Prevention. The YMCA reports all suspected child abuse, sexual abuse and neglect. Reports are made to local law enforcement, Child Protective Services, or The Department of State & Health Services Abuse Exploitation Division.

### WHEN YOUR CHILD BECOMES ILL AT THE CENTER

When your child becomes ill while at the center, we will call you; if you cannot be reached your emergency contacts will be notified and asked to pick up your child. Please ensure that emergency contacts are aware that they have been listed on your emergency contact list. Please be sure to notify us the very day your work phone number changes so that you are most efficiently reached.

Children with contagious illnesses need to be picked up within an hour to limit their exposure to the other children.

### EXCLUSION FROM THE PROGRAM

- Excessive diarrhea
- Excessive vomiting
- Mouth sores with drooling
- Uncontrollable behavior changes
- Unknown severe rash
- Fever over 100.4 (taken under the child's arm)
- Abnormal breathing (in urgent cases 911 will be called)
- Child cannot deal with symptoms or other signs that the child may be severely ill
- Your child must be symptom free for 24 hours before they may return to the center.



- Children who contract lice must be nit free before they return to the center.
- Any contagious disease requiring medical attention, in which a doctor has restricted the child from being in care, requires a "release to care" from the doctor.

### IMMUNIZATIONS AND PHYSICALS

All children who attend child care programs are required by law to be fully vaccinated. Immunization Waiver forms are available at our office for those who wish to file an exemption to this law. A Healthy Medical Statement is required prior to enrollment. This form requests a record of your child's immunizations and date of last physical examination and must be updated annually.



We require to have on file proof of each child's immunization as well as proof of hearing and vision testing. As long as each child has these items on file at their elementary school that he or she attends, we meet this requirement.

We do not require staff to be vaccinated/immunization, however we require all staff to be Tuberculosis screened prior to working with youth in our child care programs. We also recommend our employees receive the following vaccines: Influenza (annually) and Pertussis.

### HAND WASHING & DISINFECTION PROCEDURES

Hand washing is the single most effective measure to prevent the spread of disease. All children and staff will practice good hygiene and will wash hands thoroughly with liquid soap upon entering the center, after toileting or diaper changes, after wiping noses or covering coughs and sneezes, and before preparing or eating foods.

## MEDICATIONS AND SUNSCREEN

Disinfection procedure, to inhibit the spreading of germs, are strictly adhered to by the Center. On a daily basis, cots, toilets and tables are cleaned with soap and water, and disinfected with a germicidal agent.



### MEDICATIONS

The administration of medication includes prescription medications. In accordance with ADA requirements the Children's Center will only administer medication if it is required for a "life threatening illness" or for "behavior disorders" that have been diagnosed by a licensed physician.

School Age children are permitted to carry and/or use emergency medications with them, ie: inhaler, Epi-Pen, etc. All other medication must be stored at the program's designated medication area and parent must fill out the appropriate medication forms. Head teacher in each room will be responsible for administering the medication per instructions.

### PRESCRIPTION

Each prescription label shall contain, at a minimum, the child's name, a current date (within the last six month) an exact dosage to be given, the specific number of dosages to be given daily, and the method of administration.

According to state licensing requirements, the medication must be kept in its original container with the original label and clearly state the following: The child's name, current date (within the last twelve months), the exact dosage to be given.

Medication shall be kept in the director's office. Medication requiring refrigeration shall be refrigerated immediately upon arrival at the Center and shall be stored so as not to contaminate foods in the refrigerator. The first dose of medication may not be given at the Center (except for life saving medications like Epi-Pens).

Prior to the administration of a prescription medication, the center shall secure and follow the written instructions of a licensed physician, advanced practice nurse certified to prescribe medications or a licensed dentist on the form provided by the Department of Children and Youth.

The center will also secure written instructions from the parent or guardian. A prescription label also serves as written instructions for medication and food supplements.

The staff member responsible for administering medication shall verify administration by completing the form provided by the Center each time a medication is administered.

The completed form shall be kept on file at the Center for a period of one year following administration of a medication.

Parents/guardian of children with allergies or other special condition such as, but not limited to, cognitive, physical or social development, shall, along with child's teacher and director of the center, develop a signed, dated, written plan. This plan will outline any instructions necessary for the health of a child.

Only staff trained by the parent or certified medical professional can follow the outlined plan.

While your child is receiving a prescribed medication, our illness policy will remain in force.

All medications, as well as your health care plan, MUST be current and updated yearly. If not, care will be terminated.

### SUNSCREEN

Should your child be required to use sunscreen while in any childcare program, the following procedures MUST be followed in accordance with the YMCA of NCO policies.

- **Must have written permission for application of sunscreen**
- **Keep the sunscreen in the original container, labeled with your child's name.**
- **YMCA staff will remind children to apply sunscreen multiple times per day.**
- **YMCA staff will apply sunscreen to children under the age of 9 years old. All children that are older than 9 years old will be permitted to apply their own sunscreen.**
- **Aerosol sunscreens are not permitted.**

# SAFETY POLICIES AND MEALS

## SAFETY POLICY, DRILLS AND LOCK DOWN, SWIMMING & WATER SAFETY AND MEALS & SNACKS

### SAFETY DRILLS/LOCK DOWN

Staff and children participate in regular fire drills, tornado safety, and evacuation procedures in accordance with the Ohio State Law. We conduct monthly fire drills; children are required to exit the building, dressed as they are, for a few minutes.

Evacuation routes and weather alert plans are posted in each Center classroom. Tornado drills are practiced during required months and lockdown procedures are practiced quarterly.

### SWIMMING AND WATER SAFETY

Swimming pools, wading pools and other bodies of water more than two feet deep shall be fenced in or otherwise made inaccessible to the children. Staff members shall always accompany and supervise children at swimming sites. Routine permission slip must be signed, dated, and the appropriate "swimmer" or "non-swimmer" blank checked. A certified lifeguard will supervise in bodies of water two or more feet in depth. All children must wear Center bracelets for water play.

### MEALS AND SNACKS

All programs are funded by the Ohio Child and Adult Care Food Program through the Department of Education. Our agency participates in the program and receives payments to assist Centers to provide children with well-balanced, nutritious meals and supplements.

"In the operation of the child feeding programs, no child will be discriminated against because of race, color, national origin, sex, age, or handicap. Anyone who believes that he or she has been discriminated against in any U. S.D. A. related activity should write immediately to the Secretary of Agriculture, Washington D.C. 20250."

### SAFETY POLICY

1. **Classroom attendance roster must be with staff and children at all times.**
2. **Tracking cards may be used during times of transition, etc.**
3. **A childcare staff member in charge of a child or a group of children shall be responsible for their safety.**
4. **No child shall be left alone or unsupervised.**
5. **All children will be within sight and hearing of a staff member whose only duty will be the responsibility of those children in his or her care.**
6. **A child can not be released to anyone that is not at least sixteen (16) years old.**
7. **If a child is enrolled in another program and fails to arrive as expected, the parents will be notified of the child's absence.**
8. **All children are assigned to a group.**
9. **Parents will be notified and a written agreement will be signed when children are transitioned.**
10. **The staff will be responsible for noting the child's arrival and departure times .**
11. **Staff is kept informed of emergency procedures and has access to a telephone at all time.**
12. **The use of spray aerosols shall be prohibited when children are in attendance.**
13. **The YMCA handbook states that no employee shall transport and or babysit another staff person's child or any child enrolled in at the Y.**



## USDA INFORMATION

A meal which meets the requirements of the food program shall be served to any child who is in attendance during that time of the day.

The food prepared shall be in quantities reflecting the development stage of the child and the most current recommendations published by the "United States Department of Agriculture, Washington D.C."

A nutritious meal means a meal which provides nutritional value and contains food from the basic food group. Meals served at each center shall have current menus for the entire week posted and will reflect all meals, including breakfast, lunch and p.m. snack to be served by the Center.

Special diets for cultural or religious reason will be honored. The parent must turn into the director, written and dated instructions for the diet. Diets modified for medical reasons or food supplement must be accompanied by a physician's

statement as well as instruction for the parent or guardian. This statement will be good for the period of one year.

**Additional Information:** Liquids and food hotter than 110 degrees F are kept out of reach of the children. All staff are educated on food allergies and they take precautions to ensure children are protected. On days that providers serve meals, prepared food that is brought into the program to be shared among the children is commercially prepared or prepared in a kitchen that is inspected by local health officials.

### FEEDING SCHEDULES

**7:30 – 8:00am:** Breakfast

**11:00 – 12:30pm:** Lunch Time

**2:00 – 3:00pm:** Snack Time

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

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

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

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary  
for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Fax: (833) 256-1665 or  
(202) 690-7442

Email: [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.



# BEHAVIOR GUIDANCE & SUSPENDABLE OFFENSES

## BEHAVIORAL ISSUES AND BITING PROCEDURE

### NOTIFICATION OF BEHAVIORAL ISSUES TO FAMILIES

The safety and welfare of all the children at our centers are very important to us. While the site directors and staff will make every effort to work with children and their parents to promote appropriate behaviors, there are situations when additional action may become necessary.

#### Unacceptable Behaviors

1. Continued use of physical harm on self or others.
2. Verbal threats that may cause physical harm to another individual.
3. Leaving assigned group or building.
4. Damage of YMCA property.
5. Verbal threats that may destroy property.
6. Possession of a weapon.
7. Consistent use of foul language.
8. Inappropriate touching of another individual.
9. Elopement

**\* The YMCA of NCO reserves the right to suspend or expel a child immediately for violations of the unacceptable behaviors listed above, without refund.**

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. It is our expectation that while in the childcare program, families will follow the above guidance and management techniques. All staff are available to offer support and resources.

On extreme occasions, parents may be contacted and asked to remove their child from the center for the day. The YMCA of NCO reserves the right to exclude a child from the program if the director feels they may injure themselves or others as a result of continued inappropriate behavior. If this occurs, the director or designee and parent will meet to formulate a behavior plan to aid the child upon return to the program.



If a child is still unsuccessful in the classroom, after writing a behavior plan and following the behavior plan for the specified amount of time, the child may be suspended (1 - 3 days) or expelled from the program. The family will be provided with a letter outlining the reason for the suspension/expulsion including a timeline and a return to school if applicable. Permanent expulsions will be reported to the Ohio department of Job & Family Services (ODJFS) within 24 hours in OCQLS.

### BITING PROCEDURE

Biting is a natural developmental stage that many children go through. It is usually a temporary condition. The safety of our children is our primary concern. Teachers make every effort to prevent biting in the classroom. However, we understand that there needs to be a procedure in place when dealing with this behavior. There will be three levels of biting behavior and the subsequent discipline methods for each listed below.

#### LEVEL ONE

If a child bites on one occasion, teachers will address the behavior in a developmentally appropriate manner by speaking with the child about not biting and redirecting them to another activity.

## TERMINATION PROCEDURE

### LEVEL TWO

If a child exhibits biting behavior three times within a single day or repeatedly over consecutive days, in addition to the interventions outlined in Level One, the parent or guardian will be required to pick up the child from the program. The child may return the following day, pending approval from the Site Director.

### LEVEL THREE

If a child reaches Level Two again within the same week, the procedures outlined above will be followed. In addition, the child may not be permitted to return to school the next day.

A parent meeting will be scheduled to discuss an action plan moving forward. A child who exhibits Level Three behavior for three consecutive weeks may be unenrolled from our care.

\*An incident report will be written for all involved.

When necessary, the YMCA will do everything possible to work with your child including:

- Developmental screenings at the time of enrollment
- Documenting incidents
- Seeking support services from specialists
- Making environmental modifications
- Teaching social-emotional skills
- Engaging in discussions with parents

After relevant preventative measures have been taken, the YMCA can decide to suspend/expel the child from the childcare program if the needs of the child are not being met.

### TERMINATION PROCEDURE:

A written notice by the parent or guardian must be presented to the management team at least 2 weeks before ending your child's care. If you terminate care without the appropriate notice, you will be responsible for payment of the final 2 weeks of care whether or not your child attends.







the **Y** <sup>YMCA</sup> <sup>®</sup> OF **MANSFIELD** **NORTH CENTRAL OHIO** **SHELBY** **YMCA** **YMCA**

