



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**



# **FAMILY HANDBOOK**

Early Learning | Preschool | School Age | Summer Camp

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**Great Miami Valley YMCA**

Childcare Branch

GMVYMCA.ORG

Welcome to our YMCA Family,

Thank you for allowing the Great Miami Valley YMCA to care for your children. The Y's programs will always reflect the needs of our communities through affordable, high-quality early childhood and school-age education in a safe, warm, and nurturing environment.

The GMV YMCA has a staff of creative, knowledgeable individuals from diverse backgrounds who care! We invest in our staff by providing benefit packages, competitive salaries, paid training, opportunities for professional growth, and encouraging a healthy workplace environment.

Parents are always welcome as we are partners in caring for your children. We invite you to share ideas, give feedback, and get involved through volunteerism and participation in school events. Family potlucks, community celebrations, and fundraising involvement are just a few ways families can contribute.

I sincerely hope your GMV YMCA experience will be as rewarding to you and your family as it has been for countless other families. For you and your child to have the best experience possible, please review this handbook and keep a copy for reference.

If you have any concerns, please contact your on-site Administrator/Director directly. I can also provide help if further support is needed.

Sincerely,

Karen Richardson  
Childcare Executive Director  
[krichardson@gmvymca.org](mailto:krichardson@gmvymca.org)

# TABLE OF CONTENTS

## **Program Overview**

### **[Page 1]**

Program Philosophy  
YMCA Mission  
YMCA Staff Members  
Supervision of Children  
Staff: Child Ratios  
Clothing  
Outdoor Play  
Parent/Caregiver Involvement  
Meeting with Teachers  
Communication Between Staff and Parents/Caregivers  
Sleeping, Napping and Resting  
Assessments and Screenings  
Infant Care  
Diapering Policy

## **Registration & Enrollment**

### **[Page 6]**

Registration  
Enrollment  
Child Information and Enrollment File

## **Financial Policies**

### **[Page 7]**

GMV YMCA Childcare Financial Policies  
Childcare Vouchers Financial Policies  
Tax Statement

## **Attendance Policies**

### **[Page 9]**

Arrival  
Departure  
Absences  
Vacation Week

## **Delays/Early Dismissals/Closures**

### **[Page 11]**

Delays & Early Dismissals  
Closures

## **Child Guidance & Consequences**

### **[Page 12]**

Positive Guidance  
Suspension and Expulsion/Disenrollment

## **Child Health & Safety**

### **[Page 14]**

Food & Dietary Policy  
Emergency, Serious Illness or Injury  
Incident Reports  
Illness Instructions  
Allergies  
Non-Prescription Medication  
Prescription Medication  
Fire Drills & Evacuation Procedures  
Swimming and Water Safety  
Field Trips

## **Assistance & Concerns**

### **[Page 20]**

YMCA Leadership  
Licensing Information.

## **Locations**

### **[Page 22]**

Early Learning Centers  
Preschool  
Before and After School Enrichment (Y BASE)  
Schools Day Out (SDO)  
Discovery Camp

## **Sample Schedules**

### **[Page 25]**

Early Learning Centers  
Preschool  
Before and After School Enrichment (Y BASE)  
Schools Day Out (SDO)  
Discovery Camp

## **Family Handbook Acknowledgement**

# PROGRAM OVERVIEW

## PROGRAM PHILOSOPHY

Our programs are designed to meet the developmental needs of young children. We provide experiences that enhance and enrich each child's cognitive, social, emotional, physical, spiritual, and creative development. We also strive to support and strengthen the family unit and to provide an environment of safety, support and care. We emphasize five-character values: Caring, Honesty, Respect, Responsibility and Faith.

Within the daily schedule, each child has opportunities to create, explore the environment, develop problem solving and personal interaction skills and develop concepts through a balance of self-directed activities and teacher assisted activities. Staff will serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's needs.

## YMCA MISSION

The mission of the Great Miami Valley YMCA is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

## YMCA STAFF MEMBERS

The YMCA childcare staff members are here to assist your family and help your child meet their goals. They have been selected to work with your child(ren) through an interview process which included FBI/BCI background checks, reference checks, and an individualized orientation.

All staff members receive professional development training opportunities through the YMCA as well as the Ohio Child Care Resource & Referral Association (OCCRRA). The training courses below are the minimum requirements that all staff members have completed within the first 30 days of employment. Many staff members will continue their development by adding more training opportunities.

- Child Abuse Recognition and Prevention
- Duty to Report: Mandated Reporter Training
- Communicable Disease Prevention
- Safety and First Aid
- Sexual Harassment Recognition and Prevention
- Child Development
- Quality Childcare Programs
- CPR and First Aid Certification



YMCA childcare staff will always remain professional in behavior and appearance. Staff members are not permitted to drive any children in their personal cars or babysit children enrolled in any YMCA childcare program.

## SUPERVISION OF CHILDREN

All children will be directly supervised by a YMCA childcare staff member during the duration of the time that they are signed into the program. Children will always be within sight and sound of a teacher. Teachers will be actively engaged with children and will not be involved in other duties such as heavy cleaning, cell phone use, excessive paperwork, or long conversations with parents/caregivers or co-workers while supervising children. Ratio expectations will be always met.

School-age children may run errands inside the building, use the restroom, or engage in a short-term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision if the following conditions are met:

- Children are within the hearing of a childcare staff member, without the use of electronic equipment.
- The childcare staff member checks on the children who are in kindergarten through third grade at least every five minutes until they return to the group.
- The childcare staff member checks on the children in fourth grade or higher at least every ten minutes until they return to the group.
- The center has exclusive use of the childcare space being used by the children.

## STAFF: CHILD RATIOS

<b>Age of Children</b>	<b>Staff: Child Ratio</b>	<b>Maximum group Size</b>
<b>Young Infants</b> (birth – 12 months)	1:5 or 2:12 in the same room	12
<b>Older Infants</b> (12 months – 18 months)	1:6	12
<b>Young Toddlers</b> (18 months-2 ½ Years)	1:7	14
<b>Older Toddlers</b> (2 ½ Years – 3 Years)	1:14	28
<b>Young Preschool</b> (3 Years – 4 Years)	1:12	24
<b>Older Preschool</b> (4 Years – not enrolled in kindergarten)	1:14	28
<b>School-age</b> (Enrolled in Kindergarten – 15)	1:18	36

## CLOTHING

Dress your child for action! Clothing should be comfortable, easy for the child to manage and age-appropriate (fit and style as well as messaging). Remember, clothing should be suitable for outdoor recreation as well as messy activities such as arts and crafts. Sneakers or other soft-soled, close-toe shoes are advised for the prevention of injuries. Please be sure that your child's name is clearly marked on all articles of clothing. The YMCA is not responsible for any lost items.

If a child is dressed in clothing considered inappropriate by YMCA staff, the parents/caregivers will be asked to assist the child in changing their clothes to attend the program.

## **OUTDOOR PLAY**

The YMCA will provide outdoor play in suitable weather for any infant over twelve months of age in attendance for more than 4 hours. When determining suitable weather, staff will take factors into consideration such as temperature, heat index, humidity, wind chill, ozone levels, pollen count, and precipitation. Program staff will utilize the Child Care Weather Watch chart to help determine suitability if the temperatures are below 40 degrees Fahrenheit or over 80 degrees Fahrenheit.

## **PARENT/CAREGIVER INVOLVEMENT**

There will be family engagement events held throughout the year that we encourage parents, caregivers, and family members to attend. These events will be scheduled by the Directors and Site Administrators and communicated to all parents/caregivers.

Occasionally parents/caregivers have questions, concerns, or suggestions about our program. We encourage you to contact the Director or Site Administrator during their posted working hours. We want both you and your child to be happy and satisfied with our program and value your input to help us achieve this goal. We encourage parents/caregivers to spend time observing your child within our programs.

When you are visiting outside of engagement events, please:

- Notify the Director or Site Administrator that you will be visiting when you arrive or ahead of time if you would like to see specific activities.
- Keep physical contact with your child only (no holding, hugging, or wrestling other children.)
- Leave reprimanding other children to the teacher.
- Respect the classroom rules and expect your child to follow them.
- Consider the environment when choosing your words and tone of voice.
- Do not physically discipline your child in front of other children.
- Do not engage in lengthy conversations with staff. They need to supervise and interact with the children. You may set an appointment for longer conversations.
- Be professional and respectful to our staff and other parents.

## **MEETING WITH TEACHERS**

In the Early Learning Centers, conferences will be held in November, February, May, and August. Teachers will review and share your child's progress and set goals for all children enrolled in full-day programs.

A conference can be requested at any time, in any of the YMCA programs. Parents/Caregivers may contact the Site Administrator, Director, or their child's teacher/group leader to request a conference.

## **COMMUNICATION BETWEEN STAFF AND PARENTS/CAREGIVERS**

The YMCA believes that communicating with parents about children's development is an important aspect of our programs. Staff will use the app Brightwheel as the main form of communication with parents/caregivers. Make sure appropriate parents/caregivers have an account set up with Brightwheel and are checking the app for any information that may be passed from the program.



## **SLEEPING, NAPPING AND RESTING**

For children in our preschool program or under, there is time set aside in the day for nap/rest time. Children will be assigned a cot or crib and are allowed to bring nap items (a small pillow, blanket, and stuffed animal). The pillow and blanket must be taken home each Friday to be laundered. We do not provide evening or overnight care in any of our programs; therefore, children will not sleep overnight in our programs. Any children enrolled in GMV YMCA programs that would like to rest will be provided a cot or suitable soft space for use.

## **ASSESSMENTS AND SCREENINGS**

Formal Assessment and Screenings are completed on every child. The information collected is utilized to guide and individualize teaching and activities to better fit the needs of each child. All assessments are kept on file at the program and will only be shared with parents/caregivers or ODJFS if requested.

## **INFANT CARE**

Diapers, wipes, baby food, prepared bottles (formula or breast milk), diaper rash ointment (if needed), and 2 spare changes of clothes are the responsibility of the parent/caregiver. Any supplies given to the program should be clearly labeled with your child's name. Staff would notify parents if any supplies stored at the program are low.

Infants are given bottles (formula or breast milk) and soft foods based upon parent preference and scheduling. Staff will not provide new food items unless parents/caregivers have requested or provided new food options. The program will supply solid food options to children over 12 months of age. If a parent/caregiver would like their child under 12 months to start solid foods, written permission is required. A menu listing all solid-food meals will be provided to all parents/caregivers enrolled in the program.

Hair ties, small hair clips, buttons or any other potential choking hazards will be removed from the room by YMCA staff. Please keep this in mind when entering the infant classrooms.



A daily report will be provided to the parents/guardians of infants every day. This report will include meal information, nap information, and diaper change information. Infants will participate in individualized age-appropriate activities that assist children in reaching important developmental milestones.

**DIAPERING POLICY** (N/A for School-age and Summer Camp)

GMV YMCA programs that accept Infants (6 weeks old – 18 months old) and Toddlers (18 months old – three years old) require that our teachers change diapers at a minimum of every 3 hours or immediately when it is obvious that the diaper is soiled.

Staff will work in partnership with parents/caregivers to ensure children ready for toilet training are getting the proper assistance while attending the program.

GMV YMCA programs that are for Preschoolers (3 years old – kindergarten) and school agers (kindergarten and up) require that all children are fully toilet trained. A fully toilet trained child does not wear diapers or pull ups and can do the following:

- Tell staff that they need to use the restroom ahead of time before an immediate or emergency circumstance occurs
- Pull their underwear and pants down and back up
- Get on and off the toilet on their own
- Wipe and clean themselves after using the toilet
- Wash and dry their hands.





# REGISTRATION & ENROLLMENT

## ENROLLMENT & REGISTRATION PROCESS

Parents/Caregivers are required to complete the pre-registration information via the link on the GMV YMCA website. The Site Administrator/Director at the location you selected will then notify you about the next steps in the process. There are several steps to enroll, and your child's enrollment is not finalized until all paperwork is completed. The Site Administrator/Director will walk through the enrollment process and will confirm when all steps are completed. They will then finalize the enrollment by setting a start date and communicating with you once the process is complete.

## CHILD INFORMATION & ENROLLMENT FILE

The Site Administrator/Director will audit all child files to ensure compliance with the state licensing regulations. The Site Administrator/Director will contact parents/caregivers if any documents are expiring. It is the parent/caregiver's responsibility to ensure they meet deadlines set by the Site Administrator/Director when this occurs. Your child's enrollment may be discontinued if proper documentation is not on file and updated in a timely manner.

Required documentation may include:

- Enrollment Form: This is completed at the time of enrollment. The form is reviewed annually, but it is important to always keep all information on this form up to date. Please notify the Site Coordinator/Director if there are any imperative changes so the form can be updated.
- Medical Plan Form (if applicable): This form will be completed at the time of enrollment if your child requires medical assistance during program hours.
- Emergency Transport Authorization: The Great Miami Valley YMCA requires parents/caregivers to give permission to transport your child by emergency vehicle if the need arises.
- Completed Child Medical Statement: This form shall be on file at the center within 30 days of the child's start date. The form must be signed by a physician and updated every 13 months. (This is not required for school-age children.)
- Immunization Record or Exemption Form: In accordance with licensing requirements, the GMV YMCA requires that each parent/caregiver submit a doctor's certificate and immunization record upon enrollment. These records are retained and must be updated as your child receives immunizations. For child who are not immunized, the medical statement must be signed by the child's physician showing the child was examined and the parent/caregiver must sign the form stating the reason for declining the required vaccines.
- Other forms required by the GMV YMCA for program participation

## **GMV YMCA CHILDCARE FINANCIAL POLICIES**

- The regular tuition rate has been established for enrollment, not attendance. This means that while your child is enrolled, full payment is required, regardless of attendance. There will be no pro-rated amount or discounts for absent days.
- There is a \$50.00 registration fee per child for all early learning center programs, preschool, and summer camp. This fee is non-refundable.
- There is a \$25.00 per child registration fee for school age children (grades K-6) during the school year. This fee is non-refundable.
- A weekly automatic credit card draft is the required method of payment.
- Weekly payment is due in full on Wednesday for the following week of care. Your child will be unable to attend unless payments have been processed.
- There is a 5-business day waiting period from the time you register for the program and turn in all required paperwork until your child can start attending the program.
- There is a \$1.00 per minute charge per child for late pick up after the program hours. The late fee will be added to your weekly automatic draft charge.
- A 10-business day written notice is required when withdrawing your child from any childcare program. Written notice may be given to the Director or Site Administration.

## **CHILDCARE VOUCHERS (PUBLICLY FUNDED CHILD CARE) FINANCIAL POLICIES**

- A credit card must be kept on file with the finance department.
- Co-payments are required to be paid in compliance with the same payment schedule listed for full tuition. Weekly payment is due in full on Wednesday for the following week of care. Your child will be unable to attend unless payments have been processed.
- I understand that my childcare vouchers (PFCC) case is required to be in the Kinderconnect system before my child can attend any GMV YMCA childcare program. If my child attends before my childcare vouchers (PFCC) case is approved, I am required to pay the full childcare tuition rate. Applicable credits or refunds will be applied if my co-pay is reduced or eliminated.
- I am responsible for using the TAP system to complete TAPs in/out every day.
- Failure to keep TAPs current will result in the discontinuation of childcare services until TAPs are current. Repeated failures to remain current will result in termination of childcare services from the GMV YMCA. The YMCA will immediately notify the Department of Children and Youth (DCY), which could result in voucher termination.
- I am responsible for keeping my voucher (PFCC) case current within my county, including the placement to the proper childcare center. Failure to have an open case in the Kinderconnect system will result in full tuition payments being required for childcare services to continue.
- School-age children, during the school year, are expected to attend at least 7 hours per week for the Department of Children and Youth (DCY) to pay the full tuition rate. Full time

children (early learning centers, preschool, and summer camp) are expected to attend at least 26 hours per week.

- If hours are not met the Site Administrator or Director will utilize absence days to make up the hours. If no absent days are available, the parent/caregiver will be charged the difference between the tuition rate and the partial payment GMV YMCA receives from DCY.

## **TAX STATEMENT**

Parents/Caregivers can retrieve their yearly summary of childcare payments for tax purposes from their Great Miami Valley YMCA online account. If there are any questions, please contact the Finance Department. The Great Miami Valley YMCA tax ID number is 31-0536719.

# ATTENDANCE POLICIES

## ARRIVAL

The YMCA staff will not take full responsibility for a child until a parent/caregiver has walked the child to the designated drop-off area and signed the child into the program. All children should wash their hands upon arrival. It is the parent/caregiver's responsibility to sign the child in every day on the provided attendance sheet and complete a TAP if you are utilizing county vouchers.



## DEPARTURE

Parents/caregivers are expected to walk into the program to sign your child out of the program on the provided attendance sheet. Children will only be released to adults (18+ years old) who are listed as an authorized pick up on the enrollment form. Parents/caregivers may notify staff in writing if a child should be released to an adult not listed on the paperwork. YMCA staff will check identification if they are unfamiliar with a person who is picking a child up and they will not release a child without a parent/caregiver signature. All children should wash their hands before departure from the program.

If there is a custody agreement involved for a child, the YMCA must be provided with up-to-date documentation. Staff will follow the visitation schedule or non-visit order as defined in the documents. A parent/caregiver cannot remove another parent from the enrollment forms without proper court documentation and staff cannot withhold a child from a parent/caregiver that is listed on the enrollment form without court documents.

All children should be picked up from YMCA programs by 6:00 PM. If a parent/caregiver or designated adult cannot be to the program before 6:00 PM please communicate with the Administrator on site. There will be \$1.00 per minute charged (per child). The on-site Administrator/Director will complete a form with your signature indicating the time of pick-up and charges incurred. The YMCA finance department will add the late fee to your account and charge the card on file.

## **ABSENCES**

If your child will be absent for the day, we ask that you notify the Site Administrator or the classroom teacher via a phone call or Brightwheel message. Tuition rates will not be pro-rated for absences. If you are utilizing county voucher assistance to pay for childcare, the Site Administrator may utilize an absent day to ensure weekly hours requirements are met.

If your child attends our Before and After School Enrichment program (Y BASE), please make sure to communicate directly with the Site Administrator as well as your child's school. We cannot guarantee the school will pass any information on to the Site Administrator for the Y BASE program. If the Site Administrator is not notified of an absence, they will reach out to the school and the parents/caregivers on file with the child to ensure the child should not be in attendance.

## **VACATION WEEK**

Families utilizing enrollment in a YMCA Early Learning Center have the option to take 1 week of vacation each year. Parents/Caregivers will not be charged tuition during this week if the Site Administrator is provided with notice, in writing, at least 10 days prior to the vacation week. The YMCA will not retroactively discount a vacation week. The YMCA Preschool and Before and After School Enrichment programs (Y BASE) do not offer a vacation week.

# DELAYS/EARLY DISMISSALS/CLOSURES

## DELAYS & EARLY DISMISSALS

The YMCA will make every effort to keep the programs running on a typical schedule. In the event of inclement weather or other unforeseen circumstances, the programs may need to operate on a delayed start time or close early. If this is the case, the Site Administrator/Director will reach out to parents/caregivers via Brightwheel and will relay the message to local news sources to be posted alongside other school and company delayed starts and early dismissals.

Before and After School Enrichment (Y BASE) programs will be closed for morning programs if the school the program is held in decides to delay their start time. Y BASE programs will also be closed for afternoon programs if the school decides to unexpectedly dismiss early. We will not provide care and YMCA staff will not be present at the school. We may be able to hold Schools Day Out (SDO) programs for children affected by Y BASE closures at the Fitton Family YMCA or the Atrium Family YMCA branches. SDO days in the event of unexpected school closures are no additional cost to families enrolled in our Y BASE programs. Please contact your Site Administrator for more information.

There will be no pro-rated tuition or refunds for unexpected delays and early dismissals.

All programs close at 12:00pm on:  
Christmas Eve  
New Years Eve



## CLOSURES

The YMCA will close programs if the county is in a Level 3 Weather Emergency. If this occurs the Site Administrator/Director will notify parents/caregivers via Brightwheel and will relay the information to local news sources to be posted alongside other school closures.

Y BASE programs held in schools that are closed will be closed when the schools are closed. YMCA staff will not be present in the building. We may be able to hold Schools Day Out (SDO) programs for children affected by Y BASE closures at the Fitton Family YMCA or the Atrium Family YMCA branches. SDO days in the event of unexpected school closures are no additional cost to families enrolled in our Y BASE programs. Please contact your Site Administrator for more information.

There will be no pro-rated tuition or refunds for unexpected closures unless care is unable to be provided for a full week.

The YMCA will be closed on:

Memorial Day	Thanksgiving
Fourth of July	Christmas Day
Labor Day	New Years Day

*The YMCA may take up to 2 Professional Development Days per year. These days will provide teachers with trainings and updates to the program. A 30-day notice will be provided.*

# CHILD GUIDANCE AND CONSEQUENCES

## **POSITIVE GUIDANCE**

Child guidance will be positive in nature with the purpose of teaching, leading, and guiding children into appropriate behavior. The following techniques or practices may be used by all childcare staff members and employees of a licensed childcare center to guide children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

- To prevent issues, teachers will set clear limits, show children positive alternatives to inappropriate behavior, model the desired behavior and encourage children to control their own behavior by cooperating with others and solving problems by talking.
- Teachers will utilize positive language in correcting inappropriate behavior by recognizing and verbalizing the appropriate behavior. Teachers will never use harsh, profane, derogatory, humiliating, frightening, or threatening language with any child.
- Separation from an activity or other children will be utilized when redirection measures are failing. Separation shall be brief and appropriate to the child's age and circumstances. The child shall be within sight and hearing of a childcare staff member in a safe, lighted, well-ventilated space. The child will never be left unsupervised.
- Teachers will never use cruel, harsh, corporal punishment or any unusual punishments when disciplining a child, such as punching, pinching, shaking, biting or restraining a child. The teacher may give the child a short protective hug if needed, so that the child may regain control.
- Children will never be subjected to methods which may humiliate, threaten or frighten children. Children will never be subjected to profane language, verbal abuse, derogatory or sarcastic remarks about children or their families.
- Teachers will never withhold food (including snacks and treats), gross-motor play time, rest or toilet use.
- Teachers will never punish an entire group due to the unacceptable behavior of one or a few.
- The center shall not abuse or neglect children and shall protect children while in the center's care.

## **SUSPENSION AND EXPULSION/DISENROLLMENT**

Failure to abide by any of the enrollment agreement conditions or failure to fulfill any of the responsibilities in this parent handbook may result in suspension or termination of childcare services. Specific examples that may result in suspension or termination include, but are not limited to:

- Severe behavior by the child which disrupts the group or puts child safety at risk.
- Refusal to follow classroom rules including repeated instances of failing to listen to the teacher.
- Excessive use of physical force, including hitting, pushing, kicking, or biting.
- Failure of parents/caregivers to remain professional and respectful while at the program.
- Failure to pay for childcare services.

If a child is unable to meet the behavior expectations of the program, teachers and administrators will document any instances that occur on an Incident Form. Parents/Caregivers will be notified of the incident and will sign the form. The form will be kept in the child's file and the parent/caregiver will be provided with a copy. If reoccurring incidents or a severe incident that threatens the safety of self or others occurs, the child may be suspended from the program until a suitable Behavior Plan is able to be created. The Behavior Plan will be a management plan developed by parents/caregivers, the classroom teacher, and the Site Administrator to guide children to appropriate behaviors for the program. The parent/caregiver will sign the Behavior Plan and will be given a copy.

If behaviors continue after the Behavior Plan has been put in place, the child will be disenrolled from our program following the guidance listed in the plan. When a child is expelled from the center for a behavioral reason, the expulsion is to be reported in the Ohio Child Licensing and Quality System (OCLQS) in accordance with paragraph (G) of rule 5101:2-12-16 of the Administrative Code.

## **EXPULSION/DISENROLLMENT – SUMMER CAMP**

Parents/Caregivers will receive child behavior expectations specific to Summer Camp programs with their Summer Camp Orientation document. Failure to abide by any of the enrollment agreement conditions or failure to fulfill any of the responsibilities in this parent handbook may result in the termination of camp services.

If a child displays inappropriate behaviors, they will be given positive guidance by camp counselors and a chance to correct the behavior. If a child continues with inappropriate behaviors or a severe incident that threatens the safety of self or others occurs, the child will be removed from the group. Parents/Caregivers will be notified, and the child will need to be picked up within the hour. If this occurs, the child will be unable to attend the next off-site field trip unless a parent/caregiver attends as a chaperone. This is to ensure the safety of the child during off-site field trips.

If the inappropriate behaviors continue to frequently occur on additional days, the child will be removed from the group, parents/caregivers will be notified, and the child will be disenrolled for the rest of Summer Camp. If disenrolled mid-week because of expulsion, no credit, refunds, or pro-rated amounts will be processed for the current week, however parents/caregivers will not be charged for future enrolled weeks due to expulsion.



## FOOD AND DIETARY POLICY

The full day program shall serve a nutritious breakfast, lunch, and afternoon snack each day, meeting one-third of the child's recommended daily dietary allowance. Before and After School programs will serve a nutritious afternoon snack.

No child shall go longer than 4 hours without being served a snack or meal, except when sleeping.

The content of meals, snacks and breakfast shall be selected from the following four basic food groups:

- Meat or meat alternative
- Breads and grains
- Fruits and vegetables (juices may be used if 100% fruit and undiluted)
- Milk (fluid cow's milk) and dairy a) 100% homogenized vitamin D fortified for children 12 to 24 months or b) 1% skim homogenized vitamin A and D fortified for children over 24 months

Supplemental food will be on-site at the center. Parents of infants will provide formula or breastmilk for their child each day (see the infant section for more details). The center will provide for the safe storage of all food, including milk (formula and breast milk for infants). If safe storage of milk is not available on routine trips or field trips, milk may be served at snack instead of at the meal. For breastfeeding mothers, we will provide a comfortable location on-site to utilize if needed.

Only in cases of medical, cultural, or religious reasons can the parent/caregiver supplement. In order to do so the parent/caregiver must provide a physician's written instructions if administering a food supplement to any child or if an entire food group is eliminated. When special diets are required for cultural or religious reasons, the parent/caregiver must provide specific written, dated and signed instructions. If the parent fails to bring the supplementary food for their child for the day, the parent will be contacted and required to bring in the supplementary food or give the YMCA permission to use the meals and/or snack options that are provided for the day.



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

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

*To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program*

*Discrimination Complaint Form which can be obtained online at:*

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

*mail:*

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

*fax:*

*(833) 256-1665 or (202) 690-7442; or*

*email:*

*[program.intake@usda.gov](mailto:program.intake@usda.gov)*

*This institution is an equal opportunity provider.*

## **EMERGENCY, SERIOUS ILLNESS OR INJURY**

In case of an emergency, the program will follow the procedures set in the center emergency plan. 911 will be contacted for life-threatening situations, while staff ensure the safety and supervision of all children. Parents/Caregivers of affected children will be contacted immediately following a call to 911. An Incident Report will be completed as soon as the safety of all children is secured. The Child Enrollment and Health Information form, and the incident report (if completed) will be sent with the life squad; staff is not permitted to transport children in their own vehicles.

Children will not be enrolled into the program without written emergency transport authorization and preferred hospital information in the event of an emergency.

## **INCIDENT REPORTS**

An incident report will be completed when:

- An illness, accident, or injury which requires first aid treatment.
- A bump or blow to the head.
- Emergency transportation.
- An unusual or unexpected event which jeopardizes the safety of the children or staff.
- Parents/Caregivers are required to sign this form and will receive a copy. A copy will be kept on file at the center/program.

## **ILLNESS INSTRUCTIONS**

Children exhibiting any of the following symptoms should not be brought to the school:

- Temperature of at least 100 degrees Fahrenheit
- Diarrhea (three or more abnormally loose stools within a 24-hour period)
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning or itching, or eye pain
- Untreated infected skin patches or any unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of head lice, scabies, or other parasite infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness



A child who becomes ill during the day shall be discharged to the care of his parents. Immediately upon discovery of illness, the teacher or administrator will contact parents/guardians by phone. If we are unable to contact parents/guardians, additional emergency contacts will be called. Children with communicable diseases will not be permitted back into the classroom until symptoms are clear for a consecutive 24-hour period, without the aid of medicine. Children who leave the school due to an illness may require a receipt of a physician's statement indicating that it is safe for the child and other children in the school for him/her to return.

Any child who is suspected of having a communicable disease shall be isolated immediately in a space set aside for isolation and care of a sick child.

Upon identification of a child with a suspected illness, a room or portion of a room not being used for childcare shall be set up as an isolation area and shall be used for care and isolation of a sick child.

When appropriate, the sick child shall be provided with a cot and a blanket for use until he/she is discharged to his/her parent or guardian. The cot shall be sanitized with an appropriate germicidal upon discharge of the child. An adult shall be within sight and hearing of a child who is isolated due to illness. No child is ever left unsupervised.

Parents/Caregivers will be notified of any communicable disease that is present in the center.

## **ALLERGIES**

If your child has any type of allergies, the Administrator needs to be notified in writing with specific information precautions and concerns about the allergy. This information is requested during the enrollment process, but if any changes occur, it is the parent/caregiver's responsibility to keep the Site Administrator informed and trained on your child's health conditions.

## **NON-PRESCRIPTION MEDICATION**

The only non-prescription medications allowed to be administered at the center by staff are diaper creams and sunscreen products. No children are permitted to carry their own medication and/or ointments.

For the staff to administer these types of non-prescription topical products or lotions, the parent or guardian must have the Request for Administration of Medication form completed for each product. The staff will follow all written procedures and comply with the Americans with Disabilities Act (ADA) to make the program accessible for all.

## **PRESCRIPTION MEDICATION**

The GMV YMCA will only provide prescription medication required for a life-threatening illness or allergy and diagnosed behaviors, with the recommendation from a licensed physician, dentist, or an advanced practice nurse.

The parent/caregiver must complete a Child Medical/Physical Care Plan and a separate Request for Administration of Medication for each medication. Additionally, they must train the staff and administrator in the process of medication administration. The staff will follow all written procedures and comply with the Americans with Disabilities Act (ADA) to make the program accessible for all.

The unexpired 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 and the means of administration.

All medication will be stored in a secure location, out of the reach of children and administered by a staff member trained by the parent/caregiver. We maintain dated records of each administration of medication, including the time and dosage that is available for review.

Medication will be returned to the parent/caregiver when the required dosage is completed, or the prescription is expired.

## **FIRE DRILLS AND EVACUATION PROCEDURES**

In accordance with Ohio State Law, the YMCA will hold monthly fire drills. In our effort to simulate emergency conditions during fire drills, children are required to exit the building, following the evacuation route posted in each classroom. A log of these drills will be kept and available for review.

In the unlikely event that the center is ever severely damaged or declared unsafe, the staff will evacuate all children to a designated emergency area to await the arrival of the parent or guardian. Should such an emergency occur, the director will notify each child's parent/caregiver immediately.

## **SWIMMING AND WATER SAFETY**

The center shall have written permission from the parent or guardian before the child shall be permitted to swim or otherwise participate in water activities. The written permission shall be signed and dated and shall include the following:

- The child's name
- A statement indicated whether the child is a swimmer or non-swimmer
- The parent/caregiver's signature granting permission for the child to participate in water activities.

The center shall provide enough childcare staff members to always meet the requirements during swimming and water play activities. While swimming, the children will still be under the supervision of the childcare staff.

## FIELD TRIPS

Only school age children will take field trips requiring transportation via vehicle. The children and staff will be transported by contracted bus and follow a 1:10 teacher-to-student ratio while out of the building. All field trips will be planned and require signed permission from the parent/caregiver.

If a parent/caregiver does not give permission for their child to attend the field trip, the Site Administrator will communicate with parents/caregivers about an alternative activity if one is available for the child(ren).

Each permission will include:

- The child's name
- The specific destination(s)
- The dated signature of the parent/caregiver
- The date of the field trip
- The approximate times of the field trip
- How the children will be transported

During a field trip, the conditions below will be always met:

- Staff to child ratios will be always met during the trip.
- Staff will bring a full first aid kit.
- Staff will bring the Emergency Transportation Authorization for each child.
- Staff will bring all health records and medical care plans for each applicable child, along with required medicine (which will not be accessible to children).
- Staff will bring a document listing each child on the trip and which staff members are responsible for each group.
- Each child on the trip will have identification containing the program's name, address, and phone number for the Site Administrator.
- At least one staff member trained in CPR and First Aid will accompany children on all field trips.
- Staff members will have a cell phone with multiple forms of immediate communication.



# ASSISTANCE AND CONCERNS

## YMCA LEADERSHIP

Parents/Caregivers should contact the Site Administrator with any problems or concerns. The Director/Administrator's hours of availability are posted at each program site. Contact information can be found within the *Locations* section in this handbook. For further assistance, you can contact:

Early Learning Centers & Preschool  
Karen Richardson  
Executive Director of Childcare  
513-887-0001 ext. 1134  
krichardson@gmvymca.org

School-Age (Y BASE) and Summer Camp  
Kaila Jacobs  
Director of Childcare Operations  
513-887-0001 ext. 1112  
kjacobs@gmvymca.org

## LICENSING INFORMATION

*The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.*

*A toll-free telephone 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 childcare 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 ODJFS. 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:*

<i>HHS Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601 (312) 886-2359 (voice) (312) 353-5693 (TDD) (312) 886-1807 (fax)</i>	<i>ODJFS Bureau of Civil Rights 30 E. Broad St., 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</i>
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*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>.*



## **EARLY LEARNING CENTERS**

### **ATRIUM FAMILY YMCA EARLY LEARNING CENTER**

5750 Innovation Drive #5172  
Middletown, Ohio 45005  
(513) 887-0001 ext. 1512  
[SHarrison@gmvymca.org](mailto:SHarrison@gmvymca.org)

#### **Hours of Operation:**

Monday-Friday  
6:30 AM – 6:00 PM

#### **Ages Served:**

6 Weeks – 5 Years Old

### **YMCA EARLY LEARNING CENTER at MERCY FAIRFIELD**

3050 Mack Road  
Fairfield, Ohio 45014  
(513) 887-0001 ext. 1900  
[IVega@gmvymca.org](mailto:IVega@gmvymca.org)

#### **Hours of Operation:**

Monday-Friday  
6:30 AM – 6:00 PM

#### **Ages Served:**

18 Months – 5 Years Old

### **YMCA LEARNING CENTER at FIRST BAPTIST CHURCH**

1501 Pyramid Hill Blvd  
Hamilton, Ohio 45013  
(513) 887-0001 ext. 1309  
[NJones@gmvymca.org](mailto:NJones@gmvymca.org)

#### **Hours of Operation:**

Monday-Friday  
6:30 AM – 6:00 PM

#### **Ages Served:**

18 Months – 5 Years Old

## **PRESCHOOL**

### **EAST BUTLER YMCA**

6645 Morris Road  
Hamilton, Ohio 45011

(513) 887-0001 ext. 1217  
[SCchilders@gmvymca.org](mailto:SCchilders@gmvymca.org)

#### **Hours of Operation:**

Monday-Friday  
9:30 AM – 3:00 PM

#### **Ages Served:**

3 Years Old – 5 Years Old  
(Fully Potty Trained)

# **BEFORE AND AFTER SCHOOL ENRICHMENT PROGRAMS**

## **BROOKWOOD ELEMENTARY**

1325 Stahlheber Road  
Hamilton, Ohio 45013  
(513)887-0001 ext.1170  
[KRice@gmvymca.org](mailto:KRice@gmvymca.org)

**Hours of Operation:**  
6:30 AM – 6:00 PM

## **HIGHLAND ELEMENTARY**

1125 Main Street  
Hamilton, Ohio 45013  
(513)887-0001 ext.1160  
[SRunnion@gmvymca.org](mailto:SRunnion@gmvymca.org)

**Hours of Operation:**  
6:30 AM – 6:00 PM

## **SACRED HEART SCHOOL**

400 Nilles Road  
Fairfield, Ohio 45014  
(513)887-0001 ext.1163  
[SSteigerwald@gmvymca.org](mailto:SSteigerwald@gmvymca.org)

**Hours of Operation:**  
Afterschool – 6:00 PM

## **EDGEWOOD INTERMEDIATE**

3440 Busenbark Road  
Trenton, Ohio 45067  
(513)887-0001 ext.1170  
[KRice@gmvymca.org](mailto:KRice@gmvymca.org)

**Hours of Operation:**  
6:30 AM – 6:00 PM

## **KRAMER ELEMENTARY**

400 W Sycamore Street  
Oxford, Ohio 45056  
(513)887-0001 ext.1161  
[HRichards@gmvymca.org](mailto:HRichards@gmvymca.org)

**Hours of Operation:**  
Afterschool – 6:00 PM

## **SCHENCK ELEMENTARY**

350 Arlington Drive  
Franklin, Ohio 45005  
(513)887-0001 ext.1171  
[EOrick@gmvymca.org](mailto:EOrick@gmvymca.org)

**Hours of Operation:**  
6:30 AM – 6:00 PM

## **FAIRFIELD PREPARATORY**

2470 Princeton Road  
Hamilton, Ohio 45011  
(513)887-0001 ext.1166  
[HRichards@gmvymca.org](mailto:HRichards@gmvymca.org)

**Hours of Operation:**  
Afterschool – 6:00 PM

## **LINDEN ELEMENTARY**

801 Hoadley Avenue  
Hamilton, Ohio 45015  
(513)887-0001 ext.1163  
[SSteigerwald@gmvymca.org](mailto:SSteigerwald@gmvymca.org)

**Hours of Operation:**  
7:00 AM – 6:00 PM

## **ST. PETER IN CHAINS SCHOOL**

451 Ridgelawn Avenue  
Hamilton, Ohio 45013  
(513)887-0001 ext.1137  
[VDemoret@gmvymca.org](mailto:VDemoret@gmvymca.org)

**Hours of Operation:**  
Afterschool – 6:00 PM

## **GERKE ELEMENTARY**

312 Sherman Drive  
Franklin, Ohio 45005  
(513)887-0001 ext.1166  
[Barrington@gmvymca.org](mailto:Barrington@gmvymca.org)

**Hours of Operation:**  
6:30 AM – 6:00 PM

## **RIDGEWAY ELEMENTARY**

267 Wasserman Road  
Hamilton, Ohio 45013  
(513)887-0001 ext.1162  
[CBurtis@gmvymca.org](mailto:CBurtis@gmvymca.org)

**Hours of Operation:**  
7:00 AM – 6:00 PM

*-Programs run Monday-Friday  
(before and/or after school) at  
local elementary schools.*

*-During the school year, the  
program will follow the school  
district calendar and will be  
closed if school is not in session.*

## **SCHOOLS DAY OUT (SDO) PROGRAMS**

### **SDO PROGRAM at FITTON FAMILY YMCA**

1307 NW Washington Blvd.  
Hamilton, Ohio 45013  
(513)887-0001 ext. 1112  
[KJacobs@gmvymca.org](mailto:KJacobs@gmvymca.org)

#### **Hours of operation:**

Monday-Friday  
7:00 AM – 6:00 PM

#### **Ages Served:**

Completed Kindergarten – 12 Years Old

### **SDO PROGRAM at ATRIUM FAMILY YMCA**

5750 Innovation Drive  
Middletown, Ohio 45005  
(513)887-0001 ext. 1112  
[KJacobs@gmvymca.org](mailto:KJacobs@gmvymca.org)

#### **Hours of operation:**

Monday-Friday  
7:00 AM – 6:00 PM

#### **Ages Served:**

Completed Kindergarten – 12 Years Old

## **DISCOVERY CAMP**

### **FAIRFIELD CIVITAN**

1381 Hunter Road  
Fairfield, Ohio 45014

(513)887-0001 ext.1162  
[CBurtis@gmvymca.org](mailto:CBurtis@gmvymca.org)

#### **Hours of operation:**

Monday-Friday  
7:00 AM – 6:00 PM

#### **Ages Served:**

Completed Kindergarten – 12 Years Old

### **FIRST BAPTIST CHURCH OF HAMILTON**

1501 Pyramid Hill Blvd  
Hamilton, Ohio 45013

(513)887-0001 ext.1170  
[KRice@gmvymca.org](mailto:KRice@gmvymca.org)

#### **Hours of operation:**

Monday-Friday  
7:00 AM – 6:00 PM

#### **Ages Served:**

Completed Kindergarten – 12 Years Old

### **FAIRFIELD PREPARATORY ACADEMY**

2470 Princeton Road  
Hamilton, Ohio 45011

(513)887-0001 ext.1166  
[HRichards@gmvymca.org](mailto:HRichards@gmvymca.org)

#### **Hours of operation:**

Monday-Friday  
7:00 AM – 6:00 PM

#### **Ages Served:**

Completed Kindergarten – 12 Years Old

### **FRANKLIN JUNIOR HIGH SCHOOL**

750E. 4<sup>th</sup> Street  
Franklin, Ohio 45005

(513)887-0001 ext.1171  
[EOrick@gmvymca.org](mailto:EOrick@gmvymca.org)

#### **Hours of operation:**

Monday-Friday  
7:00 AM – 6:00 PM

#### **Ages Served:**

Completed Kindergarten – 12 Years Old

## **EARLY LEARNING CENTERS**

- 6:30 AM – 8:00 AM:** Arrival / Free Exploration
- 8:00 AM – 8:30 AM:** Breakfast
- 8:30 AM – 10:00:** Gross Motor/Playground
- 10:00 AM – 10:30 AM:** Open Centers
- 10:30 AM – 11:00 AM:** Circle Time
- 11:00 AM – 11:30 AM:** Small Group Activity
- 11:30 AM – 12:00 PM:** Lunch
- 12:00 PM – 3:00 PM:** Nap/Rest Time
- 3:00 PM – 3:30 PM:** Snack
- 3:30 PM – 4:00 PM:** Free Play Activities
- 4:00 PM – 5:00 PM:** Gross Motor/Playground
- 5:00 PM – 6:00 PM:** Departure / Free Exploration

## **PRESCHOOL**

- 9:30 AM – 10:00:** Arrival / Free Exploration
- 10:00 AM – 11:00 AM:** Circle Time
- 11:00 AM – 11:30 AM:** Small Group Activity
- 11:30 AM – 12:00 PM:** Lunch
- 12:00 PM – 1:00 PM:** Gross Motor/Playground
- 1:00 PM – 2:00 PM:** Open Centers
- 2:00 PM – 3:00 PM:** Departure / Free Exploration

## **BEFORE AND AFTER SCHOOL ENRICHMENT PROGRAMS**

\*Times may shift based on individual school day schedules

**6:30 AM – 7:00 AM:** Arrival / Free Exploration

**7:00 AM – 7:30 AM:** Meeting Time

**7:30 AM – 8:00 AM:** Clean up and Dismissal to School (or School Bus)

**3:00 PM – 4:15 PM:** Arrival/Snack/Free Play

**4:15 PM – 4:25 PM:** Afternoon Meeting

**4:25 PM – 4:50 PM:** Small Group

**04:50 PM- 5:30 PM:** Gross Motor Play

**5:30 PM – 6:00 PM:** Departure / Free Exploration

## **SCHOOLS DAY OUT (SDO) PROGRAMS**

**7:00 AM – 8:30 AM:** Arrival / Free Exploration

**8:30 AM – 9:00 AM:** Breakfast

**9:00 AM – 9:30 AM:** Open Centers

**9:30 AM – 11:30 PM:** Gross Motor Play

**11:30 PM – 12:00 PM:** Lunch

**12:00 PM – 2:00 PM:** Swimming

**2:00 PM – 3:00 PM:** Open Centers

**3:00 PM – 3:30 PM:** Snack

**3:30 PM – 4:30 PM:** Gross Motor Play

**4:30 PM – 6:00 PM:** Departure / Free Exploration

## **DISCOVERY CAMP**

**7:00 AM – 8:30 AM:** Arrival / Free Exploration

**8:30 AM – 9:00 AM:** Breakfast

**9:00 AM – 9:30 AM:** Rowdy Roundup

**9:30 AM – 12:00 PM:** Station Rotation

**12:00 PM – 12:30 PM:** Lunch

**12:30 PM – 1:30 PM:** Team Building / CATCH Games

**1:30 PM – 3:00 PM:** Station Rotation

**3:00 PM – 3:30 PM:** Snack

**3:30 PM – 4:00 PM:** Closing Ceremony

**4:00 PM – 6:00 PM:** Departure / Free Exploration



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **FAMILY HANDBOOK ACKNOWLEDGEMENT**

I understand that as a parent/caregiver of a child enrolled in a Great Miami Valley YMCA Childcare or Summer Camp program, I am expected to adhere to the policies set forth in this handbook. I acknowledge that I have received a copy of the handbook and agree to review any communication from GMV YMCA leadership as the policies could be updated at any time.

\_\_\_\_\_  
Signature of Parent/Caregiver

\_\_\_\_\_  
Date

Name of Child(ren) enrolled in childcare programs:

_____	_____
_____	_____
_____	_____