



Dearborn County YMCA Child Care

**POLICIES AND
PROCEDURES
HANDBOOK**

Dearborn County YMCA
404 Green Blvd.
Aurora, Indiana 47001
812-926-6262
www.cincinnatiymca.org

Center Program Information

Days and Hours of Operation:

North Dearborn Elementary:

School Age Child Care: Before-6:30-7:45 a.m.; After-3:00-6:00p.m. M-F.

A.M. Kindergarten Care: 6:30-8:00 a.m.; 11:00-6:00 p.m. M-F.

Goals and Philosophies:

Philosophy: The purpose of the Dearborn County YMCA Childcare programs meet the developmental needs of children and to serve family needs for quality care whatever their needs may be. Our School Age programs focus on facilitating the child's sense of industry, promoting a sense of competence, and creating an environment conducive to positive peer interaction, encouraging initiative, and supporting growth and self-direction and free choice under the guidance of nurturing and caring staff. This is done in a setting built with acceptance, respect and encouragement. Through all of our programs we work in cooperation with educational efforts through parents and communities. This is to ensure strong character development in caring, respect, honesty and responsibility is built for children's futures and that they have positive self-esteem.

Goals: In the context of a warm and caring environment, our staff strives to provide:

- 1) A Safe and Inviting Environment
- 2) Emotional support and warmth
- 3) Responsive adults who serve as good adult role models
- 4) Opportunities to enrich one's character, with an emphasis in Respect, Caring, Responsibility, and Honesty
- 5) Freedom of Choice in a facility full of age appropriate materials
- 6) Freedom to be alone or work and play with peers
- 7) Encouragement to be creative and imaginative
- 8) Opportunities to learn about diversity
- 9) Opportunity to learn confidence in dealing with the physical world through games, hobbies and exercise
- 10) An opportunity to learn to accept one's own personal abilities
- 11) An exciting and active place for Kids to Learn and have FUN

Daily Schedules: The School Age Child Care is open Monday – Friday when school is in session. Each day will include Outdoor Play (weather permitting), homework time, nutritious snack, individual and group activities.

Character Development: It is our mission at the YMCA to put Christian principles into practice through programs that build healthy spirit, mind and body for all. The YMCA has become a leader through this mission by incorporating four core values

in all of our programs. Those 4 core values are Caring, Honesty, Respect, and Responsibility. We chose these values as a common ground, for they are not exclusive to Christianity but transcend through all religions and cultures. You will find these four key values in all the programs at the YMCA including the Child Care. We will incorporate them through our everyday activities.

Staff Child Ratios and Group Size

School Age staff to child ratio will never be higher than 1:18 and group size will never be over 36.

Guidance and Management Policy

Each child is treated with respect and concern for his/her developmental needs. Guidance and discipline are positively productive, non-punitive and appropriate to the situation and to each child's individual development. Verbalization of feelings for children, redirection and problem-solving techniques are the methods used by the staff to guide children's behavior.

There will be no physical, cruel, harsh, or unusual punishment, nor will physical restraint be used as a form of discipline. No child shall ever be isolated from activities as a form of discipline, or placed in a locked room, or confined in an enclosed area. In case of physical fighting among children, restraint by the teacher may be used for the safety of the children involved.

Discipline will never be imposed for failure to eat or toileting accidents, nor will food, rest or toilet use ever be withheld as a means of discipline. No child will ever be humiliated, subjected to profane language, or other verbal abuse, or abused or neglected while in the care of the Center. No child will ever be shamed, humiliated or frightened by any form of discipline. No discipline technique will ever be delegated to another child. "No" shall only be used if followed by an explanation.

Sometimes some children exhibit behaviors which are either excessive or present a danger to themselves or others. In these cases, we have a three-step procedure. Before a child ever receives a discipline form they are given three strikes. These strikes are not carried over from day to day. However, if an action is serious enough it can warrant more than one strike. If a parent would like to see the strikes that their children have accrued in a day's time, they are documented in the parent communication notebook and can be explained by the leader that is working with the child's group. **After three strikes are accrued, 1) the first step is a discipline form.** Copies of these reports are sent home with you, and kept in your child's file. **Should excessive or dangerous behavior continue to occur we would move to the second step. 2) It will involve a conference with the child, parent, and Site Administrator. During this conference the three will develop a plan of action. If this behavior still continues there will be a step three, which also involves a conference. 3) This conference will also include either suspension or termination from the program. These steps are in place to have**

a quality program for all the children in attendance. The Site Administrator or Director also reserves the right to skip a step in the discipline plan depending on the severity of the behavior.

Supervision of Children Information

All children attending our Child Care programs must be signed in upon arrival and signed out upon departure each day, by the parent, guardian, or designated caregiver. **If a parent does not follow this procedure it is the right of the child care staff to not accept the child into the program that day.** Staff will be taking attendance daily, so they have records of the children that are in attendance on as daily basis. Our staff will not release a child to anyone other than the adults listed on the release form unless written verification is received from parent or guardian, which may include a custody agreement. The childcare staff member will ask for identification, from someone that they do not recognize, and verify that this person is allowed to pick up the child before they are released. If there is not identification shown, the child will not be released to the person in question.

Children participating in the before school child care will stay with the program staff until it is time to go to school, at that time they will be dismissed to their classrooms. For children participating in after school child care, attendance will be taken when the children arrive at the program. The children are released to their parents or guardians when they come to pick them up and sign them out.

Children who wish to participate in activities outside of the YMCA program, but held during regular YMCA program hours, may do so only with written permission from the parent or guardian. The Site Administrator will provide the necessary permission form.

When your child will be absent from the program, please notify the Site Administrator or staff. If we do not receive notification from you our staff must verify absences and will be doing so by telephone, please, be courteous and notify our Site Administrator of absences, this will allow our staff to concentrate on quality programming. You may notify us by documenting an absence ahead of time in the parent communication notebook or by calling the Site Administrator or staff on duty that day.

A group of six school children, fourth grade and older, may be engaged in safe activities without a child care staff member as long as a child care staff member can see or hear the children at all times and a child care staff member checks on the children periodically.

Policies for Operation when school or other programs are delayed or cancelled

Scheduled Non-School Days: We are not open. Our School Age Child Care participants are not charged for these days that are published in their school calendars as non-school days. On designated “non-school” days and during school vacations, the Dearborn County YMCA offers a School’s Day Out program at other locations. Our School Day’s Out Program is the perfect

alternative on these dates. A list of dates for each school year is available and appropriate fees are associated with those programs.

Severe Weather Policy:

School Delays: If your child's school is on delay, due to inclement weather, all Before and After School Program Sites will open at regular time. Children enrolled in the before program will be dismissed from the program to school at the later time. In addition, ***there will be no kindergarten program for that day!***

Snow Days: We will not offer a "School's Out" Program for snow days.

Early Dismissal: Should the school have a scheduled early dismissal for teacher in service or training, our program will open at the early dismissal time.

If there is unannounced early dismissal due to severe weather conditions our program will be open for kindergarten and after school, but we ask that you try to pick up your child as soon as you can, so that everyone can get home safe.

YMCA facility closure: If at anytime the Dearborn County YMCA is closed all childcare programs will not be in operation. This information is available on local radio and television stations and parents will be notified by one of our staff members of closure.

Food Information

A choice of a nutritious breakfast and snack is provided each morning and afternoon to all children that are in attendance. Each snack served will contain at least one food from two of the four food groups. A weekly menu is posted. Snacks are served buffet style allowing children to make daily choices. At this time staff and children spend quality group time together in a relaxed atmosphere. Center staff will develop a plan with the parents of those children who have special dietary needs, or each child may purchase a school lunch and set up an account with the school.

In full day programs each child should bring a nutritious lunch that has foods from all four-food groups. These foods should fulfill one-third of the child's recommended daily dietary allowances. If parent's need assistance in determining what these allowances are the center can provide this information. All lunches should be ready to eat, with no need for refrigeration or a microwave.

If a parent provided meal does not include the required supplement from all four food groups, the center shall provide appropriate substitutes and make them available to children as an option. However, if parent provided food habitually lacks required food groups the Site Administrator reserves the right to counsel with that parent and help them to make the appropriate choices.

Procedures for Emergencies and Accidents

General Information: The First Aid Kit is located in the childcare program area's primary space. Phone Numbers for all emergency services are posted above the Child Care Site phone located in the primary area. Children's medical records, health records, and emergency transportation authorization (filed alphabetically) are kept in the Child Care administrative areas.

In the case of an emergency and/or illness the Site Administrator or a staff person in charge will attend to the emergency and/or illness. All other staff shall clear the area and supervise the other children. The Site Administrator will then immediately contact the appropriate emergency number. If the parents or guardians cannot be reached, the physician or dentist (dental emergency) will be notified. If necessary, the child will be transported, by the emergency life squad to the hospital of their choice. YMCA personnel will NOT transport children in emergency situations.

Dental emergencies will be cared for as prescribed by the Dental First Aid Chart posted in the program's primary area.

General Emergency: Our program staff will follow posted procedures in regards to general emergencies. General emergencies include: Threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, etc., and loss of power, heat or water. If the program has to be evacuated for any reason, all emergency contact paperwork will accompany the participants and staff, once children are in a safe place, our staff will implement a phone tree to alert parents of whereabouts and the emergency situation at hand. If you would like a detailed copy of any general emergency plans you may request that from the Site Administrator. All procedures are clearly posted in the program.

Serious Incident and Accidents: Emergencies and accidents will be handled as requested by the parent(s) on the emergency forms. Minor accidents (cuts, bruises, etc.) are treated by staff members trained in First Aid. If a child is injured at the center and requires transportation to a hospital or practitioner indicated on the medical/dental care form, our staff will call 911 and an emergency squad will transport the injured child to the appropriate facility. In any case of emergency transport a staff member will accompany the child until a parent or guardian arrives to be with the child. The staff member will take with them a copy of the child's emergency transportation form as well as any other vital medical information in the child's file. A copy of the child's emergency transportation form is kept on all vehicles that transport children as well as their central file. The YMCA program room has a telephone available for emergencies, as well as for communication with parents. The phone number is 812-656-8383 ext 248.

Fire and Tornado: Fire and tornado drills are held monthly. A plan is posted which explains the responsibilities of the staff and actions taken in care of fire emergency and weather alerts.

Child Abuse or Neglect: The Site Administrator and each employee of our programs are required by law to report any suspicion of child abuse or neglect. Our Child Care staff will protect all children from abuse and neglect while in the care of the center.

Incident/Injury Report: Our program staff will fill out incident/injury reports on any suspicious or negligible incident or injury. Incidents or injuries that require an incident/injury report include but are not limited to: illness, accident or injury which requires first aid treatment, a bump or blow to the head, unusual or unexpected event which jeopardizes the safety of children or staff. In the event that an incident/injury report is filled out, parent(s) of all children involved will receive a report to sign and will also receive a copy of the report. All incident/injury reports are filed with the site administrator as well as copied to Greater Cincinnati YMCA Human Resources.

Management of Illness

All staff persons are trained to recognize the signs of communicable disease and other illnesses, hand washing and disinfecting procedures, through first aid and “childhood disease” training by the Red Cross, a registered nurse or a licensed physician. A trained staff person will observe each child as he or she enters the program. The Communicable Disease Chart furnished by the Ohio Department of Health is posted in the cafeteria or multi-purpose room that is utilized by the Center.

Any child who develops the following symptoms while in our program will be isolated immediately on a cot in a portion of the room not being used for the childcare and discharged to his/her parent or guardian. They may return with a doctor’s note stating that the child’s condition is not contagious. These symptoms are:

- 1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
- 2) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- 3) Difficult or rapid breathing.
- 4) Yellowish skin or eyes.
- 5) Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- 6) Unusually dark urine and/or gray or white stool.
- 7) Stiff neck with elevated temperature.
- 8) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

A child exhibiting other symptoms will be isolated and discharged and may be readmitted to the program after he/she is free from all symptoms for 24 hours. Those symptoms include:

- 1) Diarrhea (three or more abnormally loose stools within a twenty-four hour period).
- 4) Evidence of untreated lice, scabies or other parasitic infestations.
- 5) Untreated infected skin patches, unusual spots or rashes
- 6) Sore throat or difficulty in swallowing.

Isolation Precautions: A child isolated due to suspected communicable disease (or symptoms listed above) shall be:

- 1) Within site and hearing of an adult at all times.

- 2) Cared for in another room or portion of a room away from other children.
- 3) Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomitus or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

Dearborn County YMCA Child Care programs cannot allow “mildly ill” children in the program. Mildly ill is defined as a child who is experiencing minor cold symptoms. If a child cannot participate in the regularly scheduled programs, he/she should remain at home.

A child who becomes ill during the day shall be discharged to the care of his/her parent or guardian as promptly as possible. If the parent or guardian is unable to come to the program center, the staff will discharge the ill child to the person who has been designated by the parent.

Administration of medication or special diets will be undertaken by the program, after receipt of a completed, Request for the Administration of Medication by the Child Care Personnel form, signed by a parent/guardian and doctor if applicable. This form can be obtained from the Site Administrator.

Employees will also abide by the same communicable disease policies as the children. This means that no employee shall be permitted to work if they display any of the symptoms that are listed above.

In the case of exposure to a communicable disease, parents will be notified by word of mouth and written signage.

Inhalers and other emergency medication: All inhalers and other emergency medications are readily accessible to child care staff members who are working with the children that may need such items. No child in Dearborn County YMCA childcare programs shall carry these medications on their person.

Transportation of Children

Emergency Transportation: All children who need to leave the premises because of an accident or injury shall be transported by emergency squad. Please see “Procedures for Emergencies and Accidents” for more details.

Field Trip Procedures (routine and special): The Dearborn County YMCA shall only use the YMCA vans or a reputable bus service for routine and special field trips. These vehicles undergo regularly scheduled maintenance to insure our participants’ safety. For routine field trips, attendance is recorded regularly upon arrival and departure of the participants. Attendance is kept with the childcare staff member at all times. All childcare staff members have radio communication with each other at all times for routine and special field trips. **WRITTEN PARENT/GUARDIAN PERMISSION IS REQUIRED FOR ALL TRIPS.**

Whenever children are transported by vehicle away from the program on field trips the following items must be in place:

- A first aid kit is available on the trip, which meets childcare requirements.
- A person trained in First Aid is available on all trips.
- Each adult follows special safety guideline, including use of safety belts, locked doors, etc.
- Each child on the trip shall have attached identification containing the Center's name, address and telephone number.
- The Emergency Transportation Authorization form and health record will accompany children on trips away from the center.
- Each child care staff member has radio contact with each other.
- Lower staff ratios are observed.

Outdoor Play Policy

Our YMCA program shall provide outdoor play each day in suitable weather for preschool and school children in attendance for four or more consecutive daylight hours. Our facility may limit outdoor play due to weather or safety issues. In cases where outdoor play is limited we will insure large muscle play through time in our gymnasium or through games and activities in an appropriate area.

Parent/Employee Participation Policy

Problem assistance: At anytime a parent or guardian feels they need assistance with problems at our center they may feel free to call the Site Administrator or Program Director at 812-926-6262. They may also request special consultation with either of these people or childcare staff members that work directly with their child. Our staff wants your child to have a safe and enjoyable experience at our center and we will do anything possible to alleviate problems that your child is experiencing.

Parent Participation: The term "parent" is meant to include parents or legal guardians in all cases. Parental involvement is essential to our program. We appreciate any suggestions or constructive criticisms that parents may have. In providing an open relationship with all parents, we believe that we provide better care for your children. Parents are welcome and highly encouraged to participate in all activities planned for the children by the center staff. Parents are especially welcome on field trips. Any parent who has a special interest or skill to share should notify the Site Administrator. Parents will be notified of events through flyers and/or oral messages. Parent conferences with childcare staff are available upon request.

Center Staff: It is the policy of our program to have an "Open Door Policy". Any concerns from parents or guardians will be met with concern and care from our staff. If a parent or guardian would ever like to meet with center staff, they just need to schedule with the appropriate staff member. We will also have opportunities throughout the program for parents to meet on a more casual basis with the childcare staff that is working with their child.

Other Information

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

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

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Fees: An annual registration fee of \$25.00 per child is required for admittance into any childcare programs .

School Age Child Care Weekly Fees

	Full Time (Attend 4-5 Days)	Part Time (Attend 1-3 Days)
Before & After	\$75.00	\$50.00
Before Only	\$35.00	\$25.00
After Only	\$45.00	\$30.00
Kindergarten	\$93.00	\$54.00

*If school is cancelled more than one day during a week, then we ask that the following week you only pay the part time rate.

Overtime (after the centers regular closing time): \$10.00 for every 10 minutes will be charged if children are not picked up by the center closing time, 6:00 P.M. You must pay that evening or your child will not be allowed in our program the following day.

Checks Returned for Non-sufficient Funds: It is not our wish to cause any undue hardships, but we cannot afford to provide your child (ren) with quality care without sufficient funds. Our policy for returned checks is as follows:

- You will receive a letter from YMCA administration
- A \$25.00 service charge must be paid for all returned checks
- If there is a second occurrence of a check returned you will be required to pay by money order the remainder of the school year.
- Failure to follow this policy will result in your child(ren) being asked to leave the program until all fees are collected.

If you are experiencing financial difficulties, we are willing to work with you. Please contact the YMCA Program Director for more information.

Payment Procedures: Payments are due the Wednesday before the week of service. Your fees are to be paid every week, regardless of the number of times your child attends the program, unless you have a doctor's note. Your fees will only be prorated when there is a scheduled day off from school. You **Do Not** pay for only days you attend; you pay for your fee rate for every week unless we prorate it. This can help us to insure good quality programs. We also have limited spaces in our programs. You must pay your weekly fees to insure your spot is reserved for you. If at any time the number of days changes, we need to be notified of this change immediately. This notification must be done on a Childcare Status Change form and must be completed prior to the change. We only change from full-time to part-time (or part-time to full-time) once a school year and based on the number of children in our program. We are unable to switch back and forth week to week.

All checks or money orders should be made out to "Dearborn County YMCA". For your safety and ours we are unable to accept cash. **IF PAYMENT IS NOT MADE THE FRIDAY BEFORE THE WEEK OF SERVICE, YOUR CHILD(REN) MAY NOT ATTEND PROGRAMS THE FOLLOWING WEEK, THERE ARE NO EXCEPTIONS AND REMITTANCE TO OUR PROGRAMS IS CONTINGENT ON ALL FEES BEING CURRENT.**

Information needed for admission: All paperwork included in the childcare/preschool packet must be completed and have ALL appropriate signatures before admittance to our programs. This includes all enrollment and health information as well as a signed statement of receipt of this policies and procedures handbook. If a parent refuses to grant permission for emergency transportation, the center reserves the right not to admit that participant without having proper paperwork approved by Greater Cincinnati YMCA Risk Management personnel as to alternative arrangements.

Tax ID Information: Our center will provide our tax i.d. number and payment history upon request. All requests should be directed to the YMCA Program Director and should be made with ample time for completion.

Permanent Disenrollment of a Child: The Dearborn County YMCA reserves the right to permanently disenroll a program participant at anytime. Reasons for permanent disenrollment may include but are not limited to: Non-Payment or habitual insufficient funds, continued disciplinary actions with a participant, parental or participant abuse of staff members, actions or behaviors by a participant that has or could severely harm themselves or another participant or any other reason that is deemed fit by the Site Administrator, Program Director and the Executive Director.

Babysitting: YMCA policy prohibits our staff from baby-sitting children met through the School Age Child Care Program. Please do not ask our staff to baby-sit for you. This may cause an uncomfortable situation.

VERIFICATION OF PARENT/GUARDIAN REVIEW AND RECEIPT OF CENTER
POLICIES AND PROCEDURES:

Licensing information (In Handbook and Complete Rules available at Center)
Center Program Information
Guidance and Management Policy
Supervision of Children Information
Food Information
Procedures for Emergencies and Accidents
Management of Illness
Transportation of Children
Swimming Policy (Complete Prescribed Permission Form)
Outdoor Play Policy
Parent Participation Policy
Evening/Overnight Care Information (Not applicable to SACC/Pre-K programs)
Fees, Overtime Charges
Registration, Permanent Disenrollment Information
Enrollment and Health Information (Required for Admission into Program)
Additional Center Policies

I have received and reviewed all of the above information.

Parent/Guardian Name
(print)_____

Parent/Guardian Name
(signature)_____.