



BEFORE AND AFTER SCHOOL PROGRAMS

BUCKEYE VALLEY FAMILY YMCA | BVFYMCA.ORG

PARENT HANDBOOK

West Licking County Family YMCA



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Welcome

We welcome you and your family to the Buckeye Valley Family YMCA School Age program. We are honored to be your partner and stand committed to creating opportunities for your child to learn, grow and thrive.

We strive to provide a positive experience for you and your child. The Parent Handbook is designed to help answer questions you may have regarding our program. Please feel free to contact us with questions, comments or suggestions as we strive to design a program that is responsive to the needs of your family.

Sincerely,
Buckeye Valley Family YMCA
School Age Team

About the Y

Our Mission

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

Our Cause

At the Y, strengthening community is our cause. Every day we work side-by-side with our neighbors to make sure everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

About the Y: Who We Are

The Y is a leading nonprofit committed to strengthening communities through youth development, healthy living and social responsibility.

The Buckeye Valley serves communities across Licking and Muskingum counties through our three areas of focus; youth development, healthy living and social responsibility. The Y nurtures the potential of every child and teen, improves the nation's health and well-being and provides opportunities to give back and support our neighbors.

Areas of Focus

Youth Development: Nurturing the potential of every child and teen
We believe that all kids deserve the opportunity to discover who they are and what they can achieve. That makes for confident kids today and contributing and engaged adults tomorrow.

Healthy Living: Improving the nation's health and well-being



The Y is the leading voice on health and well-being and plays an important role in the education and prevention of obesity in Ohio. We bring families closer together, encourage good health and foster connections through fitness, sports, fun and shared interests.

Social Responsibility: Giving back and providing support to our neighbors

The Buckeye Valley Family YMCA has been listening and responding to our communities' most critical social needs for over 147 years. Whether we are developing education skills, providing weekend meals to kids that might otherwise go hungry, or preventing chronic disease through collaborations with policymakers, the Y fosters the care and respect all people need and deserve.

Why Choose the Y?

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in Licking & Muskingum Counties and neighborhoods around the nation are taking more interest in learning and making smarter life choices. Every day our impact is felt when an individual makes a healthy decision, when a mentor inspires a child and when a community comes together for the common good. Together we make a difference.

YMCA School Age Philosophy and Goals

In keeping with the YMCA's philosophy, we strive to build wellness of spirit, mind and body in children. To achieve these goals the YMCA School Age program:

- ❖ Provides a safe, secure environment for children, K-5, in a before and/or after school program.
- ❖ Offers a structured, affordable, quality program for families in the community.
- ❖ Provides qualified and caring professional staff, who understand and meet the needs of children.
- ❖ Nurture children in a positive manner that allows children to grow emotionally, socially and physically.
- ❖ To teach and instill the YMCA's 4 core values: Respect, Responsibility, Honesty and Caring.



YMCA School Age Program Overview

Locations/Leadership Team

Licking Heights South Elementary

6623 Summit Rd. SW, Pataskala, OH 43062
740.975.2989

Northridge Elementary

9200 Northridge Rd., Johnstown, OH 43031
740.973.0712

Jessica Calvelage

Child Care Director
740.975.3365 ext. 30255
jessica.calvelage@bvfymca.org

YMCA School Age Staff

Supervision

The YMCA School Age Program maintains a staff to child ratio of 1:18. Each child will be assigned a group supervised by a designated staff member for their time at the program.

Safety of the Children

The safety of your children is our first priority at the YMCA. The following guidelines will help ensure their safety:

- ❖ A staff member trained in First Aid, CPR, communicable diseases and child abuse/neglect recognition and prevention is on duty when the program is open.
- ❖ When an accident or incident occurs, a written report will be filled out, with a copy given to the parent/guardian.
- ❖ Fire and weather emergency plans will be posted, including emergency numbers. Monthly fire drills will be conducted.
- ❖ A working telephone is available for use in case of emergencies.
- ❖ All children will be within sight and hearing of a staff member at all times. No child will be left alone or unsupervised.
- ❖ The use of spray aerosols is prohibited when the children are in attendance.
- ❖ A fully stocked First Aid kit is available for use by the staff.

Mandated Reporters

Ohio law requires that all child care staff are mandated reporters of child abuse. By law all YMCA School Age staff are required to take a course in child abuse identification and prevention. We have a legal obligation to question bruises, marks, etc. We do not determine whether abuse has



occurred, however we are required to report any suspicions to Children’s Services.

Outside Contact between Staff and Children

Y staff are prohibited from having outside contact with children in Y programs. This includes, but is not limited to, birthday parties, babysitting, sleepovers, transportation, social media and any non-Y events. Any exceptions require a written explanation before the fact and are subject to administrator approval.

Praise and Concerns

We love to hear your praises for our school age program! We also want to make sure we’re taking care of your concerns. If you have a praise or concern please contact the School Age Director.

Schedule

Licking Heights Elementary

Before School: Monday through Friday 7:00am-8:45am

After School: Monday through Friday 3:00pm-6:00pm

Northridge Elementary

Before School: Monday through Friday 6:30am-8:45am

After School: Monday through Friday 3:00pm-6:00pm

Sample Daily Schedule

Before School Care	
Drop off - 7:50 a.m.	Arrival: attendance/table activities
7:50 – 8:05 a.m.	Restroom/handwashing/Breakfast
8:05 a.m.	Clean up and pack up for departure
8:05-8:25 a.m.	Handwashing and depart for bus
After School Care (*varies based on bus schedule)	
Upon Arrival	Attendance/handwashing
30-40 minutes	Snack/Homework Help and/or Silent Reading
30 minutes	Table Activities/Group Activity
30 minutes	Outside, Gross Motor, Group Games
30 minutes	Free Choice Activities
5:30:-6:00 p.m.	Clean up/Free Time/Departure

Delayed Starts/Emergency Dismissal/Closings

The YMCA will notify families if care is being provided for delayed starts, emergency dismissals and closings.



Holidays

The Buckeye Valley Family YMCA programs will be closed for 6 of the major National Holidays. These are as follows, New Year's, Memorial Day, July 4th, Labor Day, Thanksgiving, Black Friday and Christmas. We will close early on Christmas Eve and on New Year's Eve. We will also close for 4 professional development days (quarterly). These professional development days will help to allow our staff attend mandatory trainings and better provide quality care for your family.

Miscellaneous

Snacks

The Y provides students with a morning and an afternoon snack. Please do not allow your child to bring in additional food or snacks to the program. We provide all snacks to ensure that there are no issues for children with food allergies.

Routine Trips/Field Trips

Routine Trips: During the course of the day, children may take "routine" trips away from the Site, which may include walks elsewhere for example to the playground. Routine trips will not receive special parental permission since the parents have signed the blanket permission form at enrollment. This form is updated annually.

Field Trips: Advance notice will be given and a written permission slip is required for field trips and is included on their registration paper filled out for those days. Children may be transported by Licking Heights Schools. No student is ever transported in a private vehicle. If you do not want your child to go on a field trip, please make other arrangements for their care for that day of the trip. *Field Trips are at Licking Heights only at this time.

Parents are always welcome on field trips with advance notice. Children will always be supervised by a qualified staff person that is current in CPR, First Aid, Communicable Disease and Child Abuse training. The staff will supervise the children by doing a name to face count and are assigned certain children on each trip.

Lost & Found

Although the staff will make every effort to help children keep track of their belongings, the final responsibility is that of the child. Personal belongings brought into the program that are lost or broken are not the responsibility of the YMCA or its staff. There is a lost & found bin onsite. Anything in the lost & found bin over 3 weeks old will be donated to a charity.



Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis in the School Age program. Children will not be taken outside when the temperature (with wind chill and heat index factored in) drops below 25° F or rises above 90° F. We will also adjust outdoor time due to rain, threatening weather or air quality warnings. Please send your child with the proper attire so that they will stay comfortable and safe when outside. This includes snow jackets, pants, hats, mittens and boots in the wintertime. On days that outdoor play is not provided due to weather conditions, there will be a time for gross motor activities inside.

Napping/Resting

As we recognize in our Before and After School programs some children will need an area to rest on occasion, we will provide them a mat to rest on. The YMCA does not offer nap time for participants enrolled in school-age programs. However, if your child is having problems at home with bedtime please talk with your child's Site staff. Often bedtime problems can create a "vicious" cycle-children may have a hard time falling asleep at night, then have issues staying awake at school or in our program, and again have a hard time at home, etc. We will need to work together as a team if this should happen.

Water Activities and Swimming

Swimming activities may be provided as a field trip in the YMCA School-Age program. When children are swimming, a lifeguard will be present at all times and the school-age staff will also be actively supervising the children. Parents/guardians will be provided with permission slips ahead of time which will need to be signed. The permission slip will also include the staff/child ratio that will be followed while the children are at the pool and specify if additional adults will be in attendance. Please remember to send bathing suits and towels for your children.

If the swimming activity is outdoors, please send sunscreen. Sunscreen **can not** be aerosol.

Assessments

Students/participants will be assessed during the months of October and April using Hello Insight. The data resulting from the assessments is used for in-house program quality review and is available for review by program funders.



Attendance & Drop off/Pick up

Drop Off

A parent/guardian is required to escort the child to the program area. As they enter the program the parent/guardian must ensure that the child care staff member is aware of the child's arrival to the program. YMCA Staff members will also be taking attendance as the children arrive.

Please notify the YMCA staff if a child will be absent from the program. It is the parent's responsibility to notify the YMCA if their child will be absent. Please call the WLCFYMCA office at 740-975-3365 ext. 30255, if your child will not be in attendance of the program. **YMCA Staff may contact the parent/guardian and emergency contact if necessary to locate an absent child.**

Attendance/ Locating a Student

During the arrival of students, we track students systematically to know whether or not a student is in attendance. In the event a student does not arrive to the program as expected (i.e. cafeteria/gym or program space) the YMCA staff will first contact the school office to verify attendance for the day and how the student went home for the day. If school personnel are unable to verify the whereabouts of the student the YMCA staff will contact the parent/guardian or emergency contact for that child to verify where the child is located.

Authorized Pick up

Children may be picked up by someone other than their parents as long as:

- ❖ The parent/guardian has notified the YMCA in writing that the person is authorized to pick up their child
- ❖ The person is 16 or over (this includes siblings)

The YMCA Staff is authorized to ask for a photo ID from anyone before releasing a child into their care. Please be sure anyone picking up your child is carrying their photo ID. The person picking the child up will sign the child out and indicate the time that they are released from the program.

Children will not be released to anyone suspected of being under the influence of drugs or alcohol.

Special Circumstances-Custody

If there is a special circumstance involving custody of a child in which one parent or another is not allowed to pick up a child or is restricted to only picking them up on certain days, please submit copies of any legal documentation relating to the custody of the child to be kept on file at the site.



Emergency Contacts

If the YMCA Staff is unable to reach the parent/guardian of a child for any reason, they will contact the listed emergency contacts. Emergency contacts are automatically authorized to pick up your child. Be sure that your contacts are aware of where the school is located and that they may be asked to pick up the child in case of an emergency.

Emergency Transportation

The center obtains written emergency transportation authorization and health information from each parent or guardian before the child begins attending the program.

We will not accept any children whose parents or guardians refuse to grant permission for emergency transportation.

Enrollment/Registration Procedures

Enrollment/Registration

Registration in the School Age Program includes:

- ❖ A completed School Age Registration Packet.
 - Including the ODFJS prescribed Health/Enrollment Forms and additional YMCA forms
- ❖ Weekly payments are due Friday for the following week of care.
- ❖ **All forms must be filled out completely and registration fees paid before a child can begin the program.**
- ❖ No adjustments in the weekly fee will be made for partially attended weeks when care is not provided due to holidays that the Y is closed or inclement weather days.

YMCA Membership

By being a YMCA member, your child is eligible for member pricing in Child Care programs as well as all other programs. These programs do have separate registration procedures and fees. Please contact WLCFYMCA at 740-964-6522 for more information about these programs.

Termination of Services

The YMCA reserves the right to deny enrollment or discontinue service to any child at its discretion.

Billing Policies and Procedures

Weekly Fees

Tuition payments are due each Friday by 5 pm for the following week. Fees received after this time will be charged a late fee. Once registered for the school year, tuition is due weekly regardless of attendance. There are no refunds at any time or for any reason. The Y will prorate fees for any



planned days out reflected on the district calendar. If it is an unplanned day out due to snow, no electric, etc., we **do not prorate**.

The YMCA does not charge for the break weeks of Christmas break and Spring break. If you choose to send your child to our School's Out program during those weeks, there will be a daily school's out fee associated with each day.

Vacation/Sick Days

The YMCA School Age program **does not prorate** for times when a child is sick or on vacation. If you are aware that your child will be on vacation for a period of time you may remove the child from the program. Upon your return you will then be required to complete enrollment for your child, however the YMCA does not guarantee that there will be space available when you want to return.

If you participate in PFCC and your child does not attend, you will be billed privately. You will be expected to pay privately for any care provided that is not covered by PFCC for any reason.

Payment Options

- ❖ Pay with weekly bank or credit card draft
- ❖ Pay with a credit card online at the YMCA Self Service Portal
 - Your email must be on file with the YMCA to register www.bvfymca.org and click Register Online
 - Having trouble logging in? Call the YMCA at 740-454-4767 Pay with a credit card by phone at the YMCA: 740-454-4767.
- ❖ Pay by check or credit card in person at the West Licking County Family YMCA, 355 W. Broad St., Pataskala, OH 43062.
- ❖ Participants in the PFCC program must complete daily sign in and out requirements by using the TAP system. Failure to complete this will cause the full fees to be the parent's sole responsibility, and ultimately result in termination of the program.

Late Fees

Late Pick Up

We must strictly enforce our arrival and departure times. The After-School Program ends promptly at 6:00 p.m. If you arrive after 6:00 p.m. you will be expected to pay a late pickup fee of \$10.00 for the first 10 minutes or portion of 10 minutes that you are late. After that, an additional \$1.00 per minute will be charged for any time over 10 minutes. Chronic lateness, as defined by the Director of Child Development, may result in the doubling of late fees and/or the termination of care. We reserve the right to modify the scheduled opening/closing times with advanced notice to parents.



Late Weekly Payment

Weekly payments are due on Friday for the following week of care.

Payments made after Friday at 5pm will be assessed a late fee of \$15.

Ultimately the payment responsibility of the child's account is designated to the "sponsor" listed on the registration paperwork. Failure to pay your weekly school age fees on time can result in your child being un-enrolled from the program. If your child does become un-enrolled from the program, you will be required to pay all past balances and if wanting the membership discount purchase a membership to re-enroll the child. If there is a wait list, your child will be placed at the bottom of the wait list.

Withdrawing

The YMCA School Age programs require a written, two weeks' notice when withdrawing from the Before and After School Program. Any outstanding balance must be paid in full at the time of termination of services.

Any overpayment of fees can be applied to online credit and used at a later time or for other programs or membership fees.

ODJFS/T.A.P.

Any child receiving ODJFS Child Care assistance must be linked prior to attending Before, After School, and/or School Days Out. You must provide a copy of their approval letter stating their eligibility period at the time of registration. In order to enroll with ODJFS assistance your eligibility period must be open for the school year/School Days Out. An extracurricular fee may apply for trip days on School Days Out.

Any participants receiving ODJFS Child Care assistance must T.A.P. their child(ren) in and out daily in order to attend. Failure to T.A.P. your child in and out correctly for all attended times will result in your account being billed privately for that week. Co-pays and any private billing due to failure to T.A.P. must be paid Friday by 5pm in order for your child to attend the following week. It is your responsibility, not the YMCA's responsibility, to ensure you have completed all T.A.P. in the back time entry period. All ODJFS participants must attend Before/After School a minimum of 7 hours per week or for 7 hours per day for a School Day Out.

Financial Assistance

Financial Assistance is available to those who qualify and are *not* eligible for assistance through the Department of Job and Family Services, through the YMCA Financial Assistance Program.



A sliding-fee scale is used to determine appropriate levels of assistance. To apply for financial assistance:

- Pick up a financial assistance packet at the Y or download the application at www.bvfymca.org
- Complete the application, bring in the required documentation and return it to the member services desk at your local Y.

If you plan for your child to attend the program prior to review of your financial assistance application, you will be required to pay the regular fee until a decision on your application is reached.

Please refer to the section ODJFS/T.A.P. for information regarding ODJFS assistance.

Conduct/Discipline Policy

Conduct Policy

The YMCA has a clear responsibility to protect and promote the YMCA's goals, which include teaching children to resolve conflicts in nonviolent, non-aggressive ways. This policy identifies unacceptable behaviors by children, parents, staff and visitors while at the site. We expect that staff, parents, and visitors will treat each other kindly and with respect, keeping in mind that we are role models for our children. Unacceptable behaviors include, but are not limited to the following:

- ❖ Profanity
- ❖ Threats, intimidation or harassment
- ❖ Mental or bodily harm
- ❖ Disruption and obstruction
- ❖ Destruction of property
- ❖ Disturbing the peace
- ❖ Dishonesty or misrepresentation
- ❖ Violation of criminal law
- ❖ Smoking

Discipline Policy

All efforts will be made to guide children to appropriate behavior. Respect for your child will be demonstrated at all times, and the same respect will be expected from your child for his/her peers and the Y staff. Attention will be given to the specific needs of each individual child, while at the same time the child is encouraged to become part of the group and participate. Children are made aware of the rules and expectations while in Y programs. Redirection, suggestions from parents on what they have discovered works at home, as well as natural consequences may be used when appropriate. We believe children typically want to conform to rules as soon as they know what is expected of them. We do not want children to hurt themselves or



others. We want to encourage respect for people and for property. Stealing, borrowing or touching other camper's possessions without their consent will NOT be tolerated.

When disciplinary action is necessary, age-appropriate methods will be implemented. Because children are children, and discerning right from wrong is a continual learning process, we shall first talk to the child when unacceptable behavior occurs. If it is reoccurring, we may separate the child from the group. We hope this encourages the child to understand the importance of acceptable behavior patterns and results in an early return to the group.

Too often discipline is thought of synonymously with punishment: it involves much more. We want to approach it with a positive action so there is reinforcement for acceptable behavior and a learning process taking place as a natural growth and development.

In order to help accomplish these goals, the following steps are taken:

OBSERVE and **LISTEN** in order to prevent conflict by anticipating any unacceptable behavior.

RE-DIRECT the child to another activity (when available).

TALK to the child individually.

SEPARATE the child from his/her group

DISCUSS the situation with the child.

If the behavior is not corrected, the following steps will be taken:

- A character contract will be completed, and may require the signature of a parent/guardian.
- If the child continues to demonstrate the inappropriate behavior, he/she may be given a second behavior contract completed or they may be suspended for one day.
- The next serious infractions will result in a three-day suspension and then a five-day suspension.
- If the behavior has not improved, the child may be removed from the program for its duration.

The YMCA reserves the right to deny enrollment or discontinue service to any child/family at its discretion.

A child's attendance may be terminated for things such as, but not limited to: excessive disruptive behavior; emotional outbursts; or behaviors that cause a safety risk to themselves or others in the program.

The YMCA has a **ZERO TOLERANCE POLICY** for the following behaviors:

- Bully/Harassing/Threatening Behavior
- Intended Physical Harm/Violent Behavior
- Campers who deliberately flee/run from Camp and/or Camp Staff



- Fighting, hitting, kicking, slapping pushing, etc. has no place in our Summer Camp programs. This includes, but it not limited to, camper(s)-to-camper(s)
- Physical contact by hand or other item (stick, rocks, shoes, etc.).

If a child is suspended or removed from the program, no refund will be given.

Health/Safety Guidelines

Illness/Communicable Diseases

The health and safety of your child is a priority for us. A sick child is to be kept at home. If your child becomes ill in our program, we will call you. Call the Y by 9:00am on the days when your child is ill or will be absent from Day Camp. We need to know where your child is every day for the child's own safety and accountability. The Y should be informed about the nature of any illness. If your child has a communicable disease, please inform us when it first appeared.

Staff members have received training by the Red Cross, registered nurse, or licensed physician, in recognizing communicable illnesses. Staff members are also trained in hand washing and disinfecting procedures. A trained staff person will observe each child upon arrival for evidence of communicable illness.

Parents need to be aware of the policies and will be given the policies in writing so that they can keep a child home who has any unusual symptoms.

When a child becomes ill while in attendance, we expect the parent to come and pick up the child as soon as possible. We understand that it is often inconvenient for parents to leave work and/or stay home due to a possible communicable illness, however, the Center's policy of strictly excluding children with possible communicable illness is designed to protect all of the children and staff. Although the staff may certainly sympathize with your difficulty in leaving work or staying home, we cannot and will not care for sick children.

Of all the policies and procedures, we have in place, communicable disease seems to cause the greatest conflict, since many employers expect you to be at work regardless of your need to care for your sick child. We encourage you to plan for illnesses that your child may have.

The Ohio Department of Health has provided us with a **Day Care Center Communicable Disease Chart** that is posted at all sites. When your child has been exposed to a communicable disease other than a cold, you will be notified in writing within 24 hours.

When a child has symptoms of communicable disease, she/he will be isolated from the other children and supervised by an adult. Ill children will

be provided with a clean space to rest. The space will be disinfected after use. The parents and/or the designated emergency contact will be contacted to pick up their child immediately.

Children will be sent home or not accepted with the following conditions:

- Temperature at or over 100°F
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- Severe coughing (causing child to become red or blue in the face or make a whooping sound)
- Difficult or rapid breathing
- Yellowish eyes or skin
- Redness of the eye or eyelid, thick purulent discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- Evidence of infection – red/swollen or draining sores, green or yellow nasal discharge, or ear discharge
- Excessive fatigue (child sleeps during activities, had normal sleep the previous night)
- Children that take a COVID-19 test cannot return until a negative test result. If the test is positive, the child may return after quarantine is complete.
- Additional Covid-19 symptoms- including:
 - Chills
 - Shortness of breath
 - Muscle or body aches
 - Headaches
 - Loss of taste or smell
 - Congestion or runny nose

Children may return to the Center as listed below:

Visibly free from communicable illness AND Fever free without fever reducing medicines for 24 hours.

Free of vomiting or diarrhea for 24 hours while eating a normal diet.

A mildly ill child (minor cold symptoms or not feeling well enough to participate fully in the program) will be cared for at the site and watched closely. If any of the above symptoms develop, the parent will be called to come and take the child home. **We prefer to err by being too cautious rather than allow healthy children and staff to be exposed to communicable illnesses.**



It is the policy of the Buckeye Valley Family YMCA that any child that has had minor surgery or been under anesthesia will be excluded for 24 hours following release for observation by the parents before returning to the center.

The Center retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the Center's policies. The Center has the final say in caring for children who may be contagious. Please feel free to discuss these policies with the Director if you have questions or problems.

A staff member who has a communicable disease will not work with children, and will be replaced by a qualified substitute. Illness reports will be sent home with the ill child to document symptoms and times for parent's records.

Medication Administration

The YMCA strives to ensure compliance with the Americans with Disabilities Act (ADA) for all participants. It is strongly recommended that all medications, vitamins, and special diets be stored and administered by the school office or at home. However, if that is not possible, medication may be administered by our staff. Parents are required to complete the necessary documentation and provide the medication to be administered directly to a staff member. Use of inhalers is permitted with parental direction on usage and accompanying the child's medical forms. All medication will be stored in a locked box at the site. Children are not permitted to carry any medication while in attendance at the Before and/or After School program. Children are permitted to have lip ointment in their possession while in attendance at the program.

All prescription medications must be in original container with current pharmacy prescription label in order for the YMCA to distribute the medication to your child.

Incidents/Injuries/Accidents

Safety is our main concern and we do our best to prevent incidents and injuries from occurring. All YMCA staff are certified in First Aid and CPR, Communicable Disease Prevention and Child Abuse and Neglect Recognition. As a certified employee, the YMCA staff is obligated to provide appropriate first aid safety measures to assure the children are properly cared for. In the event of an incident or injury, YMCA staff are prepared to tend to, assess needs and provide care to your child. We will also follow up with an Incident/Injury Report (written documentation) that is given to the parent/guardian within 24 hours of the incident. The parents will sign and receive a copy for their records.



Child immunization

The YMCA Before and After School program does not require immunizations for enrollment or participation.

Allergies

All known allergies or any special dietary needs based on a medical condition must be in writing on your child's registration packet. Please talk to staff if your child has special or more serious circumstances (example: cannot be near peanut butter or latex.) An authorization to administer medication form must be filled out and signed for all medications given during program hours. This form is available online or at the child care front desk.

Emergency Transportation

The Site obtains written emergency transportation authorization and health information from each parent or guardian before the child begins attending the program. **The YMCA does not accept enrollment from a child whose parent or guardian refuses to sign the Permission to Transport section of the Child Enrollment and Health Information.**

In case of a life-threatening illness such as difficulty breathing or a seizure, or the unlikely event of a severe injury, the Site will call 911. A staff member will go to the emergency facility with the child and will take the child's records. The parents will be called to the site or to meet the child and staff person at the hospital. The staff person will wait at the hospital until the parent or guardian arrives.

In the case of an emergency evacuation off Site, the Emergency Action Plan will be followed. Permission for transportation will be obtained via the registration paperwork and will be updated in the annual registration packet.

General Emergencies/Emergency Evacuation Site

We do our best to prepare for the unexpected and in events we know the importance to remain calm, assess the situation, execute a safe plan and communicate the outcome. In the event of an emergency that requires the building to be immediately evacuated or closed including threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, etc. children may be escorted out of the building and parents notified to pick up their children immediately. If the loss of power, heat or water jeopardizes the wellbeing and safety of children, parents will be called to immediately pick up their children. Our emergency evacuation location for WLCFYMCA:

Licking Heights South-Licking Heights Central
Northridge Elementary-Northridge High School



Parent Involvement

Parents/guardians are welcome to visit and observe the YMCA School Age program at any time. Share a special interest or skill with the children or help with the various projects that are part of the regular curriculum.

Parents/guardians are encouraged to share thoughts and information about their child or any questions or concerns with the staff. A parent information center is on site where the staff will post announcements and notices regarding the program. Please feel free to schedule an appointment for a conference or a time to express concerns with a staff member. Parents and staff working together help prevent later problems and misunderstandings.

To schedule an appointment:

YMCA School Age Program: Please call 740-975-3365 ext. 30255 to schedule a time to meet with the Child Care Director.

Nursing Station

We recognize that breastfeeding has many benefits for new mothers and their children. Our center wants to support our employees and mothers whenever they need it. At our locations, mothers can utilize the following spaces for their lactation needs.

Licking Heights South: Staff Area

Northridge Elementary: Staff Area

Licensing

The Buckeye Valley Family YMCA School Age program is licensed to operate by the Ohio Department of Job and Family Services (ODJFS). The YMCA's license, compliance materials, as well as complaint response materials can be found in the office area along with other parent information. Our current license from ODJFS is posted along with current compliance information. Our compliance with licensing requirements is monitored and licenses are renewed as required.

Should you have any questions regarding licensing or the YMCA's compliance with our license, contact the Ohio Department of Job and Family Services at 1-877-302-2347. Pressing option 4 will enable you to report suspected licensing violations by the YMCA.

Licensing requirements can be found in ODJFS Chapter 5104 of the revised code or Chapter 2151.421 of the administrative code.

The Licensing Rules & Laws are available for review at the facility on the parent table in the red binder labeled "Licensing Rules"



Parent/guardian have unlimited access but must notify administrator upon entering premises.

The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

YMCA Tax ID-Tax Letters

The Buckeye Valley Family YMCA Federal Tax ID number is 31-6053101. Tax statements are available for pick up at the Child Care office in mid-January for the previous year's care as a courtesy.

Changes/Amendments

Any changes or amendments to the above policy and procedure handbook will be at the discretion of the Director of Child Development and will be made in writing.