



A PLACE TO

IGNITE CURIOSITY

YMCA EARLY CHILDHOOD
EDUCATION

PRESCHOOL HANDBOOK

West Licking County Family YMCA



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Welcome

We welcome you and your family to the Buckeye Valley Family YMCA Preschool 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, inform you of policies and procedures. Our program is designed to meet all of the Ohio Department of Job and Family Services licensing requirements. Please feel free to contact us with questions, comments or suggestions as we strive to design a high-quality program that is responsive to the needs of your family.

Sincerely,
Buckeye Valley Family YMCA
Preschool 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 Preschool Philosophy and Goals

In keeping with the YMCA's philosophy, we strive to build wellness of spirit, mind and body in children. The program is designed to meet the developmental needs of infants, toddlers and preschool aged children. To achieve these goals the YMCA Preschool program:

- ❖ Provides a safe, secure environment for infants, toddlers and preschool age children.
- ❖ 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.
- ❖ Nurtures 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.
- ❖ Provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical and creative development. The schedule allows each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self-directed and teacher directed activities. Opportunities for solitary play as well as group activities are provided.



YMCA Preschool Overview

Locations/Leadership Team

YMCA Preschool at Licking Heights

Licking Heights Central Elementary

6565 Summit Rd. SW, Pataskala, OH 43062
740.975.2989

YMCA Preschool at 325 *(coming soon)

325 West Broad St., Pataskala, OH 43062
740.973.0712

*YMCA Preschool at 325 will be opening late Fall 2023.

Jessica Calvelage

Child Care Director

740.975.3365 ext. 30255

jessica.calvelage@bvfymca.org

Kimberly Eisan

Site Administrator

740.975.3365 ext. 30255

kimberly.eisan@bvfymca.org

YMCA Preschool Staff

We select our staff carefully in order to provide the best possible care and education for your child. We employ people who are warm and nurturing, who understand child development, who can apply their knowledge in the classroom, and who respect each child as an individual. We seek employees who value working as a team with parents and colleagues. Each staff person has on file a criminal record check and a physical examination.

Ongoing professional development is an important part of working for the YMCA. Each staff person attends required hours of Step Up to Quality Ohio approved professional training annually, as well as training in first aid, CPR, AED, communicable disease recognition, and child abuse and neglect recognition. The BVFYMCA provides numerous professional development opportunities for staff to continue learning and growing. The Preschool closes 4 days annually to assist in providing these required professional development training classes for the teachers.

Goals for Staff

- ❖ Serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs.
- ❖ Respect parents as the primary and most important provider of care and nurturing. We believe that parents and teachers are partners in children's care and education.



- ❖ Work in collaboration and cooperation with other organizations, such as schools, churches, social service agencies and other non-profits that are committed to serving the needs of children and families and who have goals similar to those of the YMCA.
- ❖ Be able to accept, demonstrate and teach the YMCA Character Development Values of Caring, Honesty, Respect, and Responsibility.
- ❖ Seek to expand each child’s potential by providing a creative environment for preschool/school age children to develop individual capacities, socially, intellectually, physically and emotionally.

Staff to Child Ratio

The staff to child ratio is an important factor in quality care for children. The YMCA Child Care Center maintains the following State of Ohio staff to child ratios:

Age	Center Staff to Children Ratio	Group Size
Infant (0-12mo.) *	1:5	10
Toddlers (12-18mo) *	1:6	12
Twos (18-30mo) *	1:7	14
Preschool (30mo-3 yrs.) *	1:8	16
Preschool (3 yrs.)	1:12	24
Preschool (4 yrs.)	1:14	28
Pre-Kindergarten	1:18	36

*At this time WLCFYMCA only offers Preschool for children 3yrs of age and up that are potty trained.

Safety & Supervision of the Children

The safety of your children is our first priority at the YMCA. We continually supervise the children throughout the day with a series of headcounts, name to face counts and a transition tracking attendance sheet.

The following guidelines will help ensure their safety:

- ❖ No child will ever be left alone or unsupervised. All children will be within sight and hearing of a staff member at all times. Children may go into the bathroom by themselves while the teacher watches from the hallway.
- ❖ Children are tracked through the HiMama app as they transition during the day from classroom to classroom.
- ❖ 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.
- ❖ There is always immediate access to a telephone. Telephones are located in the Director’s office, front desk, and the classrooms.
- ❖ 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.
- ❖ Upon arrival a staff person greets or acknowledges each child as they come in. Parents will drop the child off with the staff member who escorts him/her to the classroom.
- ❖ At departure, parents will pick up the child in the classroom.



- ❖ Fire and tornado drills are held monthly to ensure that fire or tornado emergencies are understood and easily managed. A record of fire drills will be maintained in the office.
- ❖ A plan is posted in each classroom indicating staff responsibilities in case of fire emergency and weather alerts.
- ❖ Field trip safety—the First Aid kit is available when classes are away from the building. A person qualified in First Aid will attend all field trips and administer First Aid as necessary.
- ❖ An incident/injury report (JFS 01299) shall be completed by the child care staff member in charge of the child in the event of an illness, accident or injury which requires first aid treatment. A report will be completed for any bump or blow to the head or the unlikely event of emergency transportation, via ambulance, of a child, or any unusual event which jeopardizes the safety of the children or staff. Parents receive a copy of the report on the day of the accident.

Assessments and Student Observation

Students/participants will complete an ASQ (Ages & Stages) parent questionnaire within the first 30 days of child starting attendance in our program. Assessments are ongoing, tracked and reported using the ELA (Ohio Early Learning Assessment) guidelines.

Parent-Teacher Conferences

- ❖ Parent-Teacher conferences provide an opportunity for parents and teachers to get to know each other better and to promote a closer working relationship between home and school.
- ❖ Teachers will share assessments and general information regarding the child and provide parents opportunity to ask questions related to their child's time in Preschool.
- ❖ Individual conferences will be scheduled twice a year, in the Fall and Spring. We would like to schedule the conference at your convenience. Each family will be notified well in advance of the date and the parents can set the time. Additional conferences may be scheduled at any time by either the parents or teacher. If you have any questions concerning your child, you are invited to call your child's teacher either to discuss it on the phone or set up an appointment for a conference. This enables the teacher to step away from their classroom and give you their full attention. We also want to be sensitive and not talk about concerns in front of children.

Transitioning to the Next Age Group

The parents will be notified in writing when a child is transitioning to the next age group. Parental input on transitioning is encouraged, although children cannot transfer into the next age group unless an opening in that classroom exists. The notification will include the days and times in which the child will be "visiting" the next group for transitioning purposes, and the date of the enrollment into the next group. Parents acknowledge written notice by returning it with a signature.



Teachers will solicit parent's information about a child's readiness. At any time during the process, should you have questions or concerns, please contact either teacher. The teacher will also set up a time to meet with the family of the child transitioning to go over expectations in the child's new classroom.

Mandated Reporters

Ohio law requires that all child care staff are mandated reporters of child abuse. By law all YMCA Child Care 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 preschool program! We also want to make sure we're taking care of your concerns. If you have a praise or concern please contact the Preschool Director.

Grievances

Complaints and problems should be discussed with the teachers and the Director. We want to know right away if anything we say or do causes you concern or worry. We will do our best to resolve any problems that arise. If any problem you have discussed with the teachers **and** Director is not resolved to your satisfaction, or if you wish to appeal your child being asked to leave the Center, you may file a written grievance within 10 days to:

COO
Buckeye Valley Family YMCA
470 W. Church St.
Newark, OH 43055

Please include your daytime phone number. The COO will respond as soon as possible.



Schedule

Sample Daily Schedule

Each classroom may have a different daily schedule; it is posted on the classroom wall. Each classroom spends ½ hour both morning and afternoon in outdoors or engaged in gross motor activities. The following is an **example** of a sample daily schedule for a preschool.

Preschool: Monday-Friday 7:00am-6:00pm

Time	Activity
7:00 – 8:10	Arrival, activities in classrooms
8:10 – 8:30	Breakfast in classrooms
8:30 – 9:00	Circle Time: Large group activity that starts each day. During this time the theme and activities for the day are introduced.
9:00-10:50	Learning center time: self-selected, individual and small group activities in all curriculum areas. The area may consist of activities in science, mathematics, block building, language arts, dramatic play, creative art, large and small motor skills
10:50-11:15	Clean-up and outside time/motor room
11:15-11:30	Care Routines
11:30-12:00	Lunch Time
12:00-2:30	Bathroom/ Nap or Quiet Time
2:30-3:00	Care Routines and Snack Time
3:00-4:30	Learning Center Time: Activities from the morning are again available; other activities may be added from the curriculum.
4:30-6:00	Outside time and other activities will be available. Children will be engaged in a variety of activities until parents arrive.

Special visitors and special projects appropriate to the developmental needs of children will be offered.

Delayed Starts/Emergency Dismissal/Closings

The YMCA Preschool program does not follow the Licking Heights school calendar. Including the Preschool program operating on days that school has been dismissed early due to severe weather OR if the school system cancels all after school and evening activities due to severe weather. . The YMCA Preschool makes every attempt to stay open, but decisions as to safety of staff and participants will be made at the YMCAs discretion.

- ❖ The YMCA Preschool is automatically **closed** when Licking County is under a **Level 3 snow emergency**.
- ❖ Parents will be notified via HiMama if there are any unexpected delays, weather conditions or closures related to the YMCA Preschool that would cause disruption in care.
- ❖ **In the event Licking Heights is on a two-hour delay or is closed for the day the YMCA will open and operate at 7:00 a.m. and close at normal business hours at 6:00 p.m.** Please be advised as you travel in certain conditions, we also ask our staff to do the same. Understand we want



everyone to always arrive on time but most importantly arrive safely. In advance we apologize for any late openings due to road conditions.

- ❖ If Licking Heights is closed on a calamity (weather) day, the YMCA program will remain open.
- ❖ If Licking Heights does not have power or water, we cannot open or keep students at school. Parents will be contacted to pick-up their child

Weather Emergencies Occurring During Center Hours

In the event of tornado or severe weather alerts, all classes gather in the hallway where we will be safe. Staff may bring books and activities. Parents who arrive during such an emergency will be strongly encouraged to remain at the Center until the alert has been lifted. If it appears that the weather will make travel dangerous, the director reserves the right to close the center early. The center will be staffed until all children have been picked up.

Holidays/Professional Development

The Buckeye Valley Family YMCA programs will be closed for the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Black Friday and Christmas Day. We close early on Christmas Eve and on New Year's Eve. The Preschool also closes 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.

On other holidays, we will remain open, and at such times, you may be requested to sign up in advance so that we can make appropriate arrangements for staff scheduling. With advance notice, we do ask you to indicate your schedule for holidays or closing days, in the event you have indicated you are not attending and end up attending, we may turn away services due to scheduled staff and having the ability to maintain proper ratios. We reserve the right to modify the scheduled opening/closing times with advance notice to parents.

When the Licking Heights School District is not in session, parents will be asked to pack a lunch for their child. -See *Packed Lunch*

Miscellaneous

Daily Routine-Drop off/Pick up

A consistent daily routine helps you and your child start the day well. If you work irregular hours, try to keep arrival and departure times as consistent as possible. Children prefer to have the same things happen day after day. They often feel uncomfortable when they arrive earlier or later than usual and they notice and worry if you arrive later in the afternoon than usual.

Many parents wave as they walk out the door to the car. If your child has a hard time saying goodbye, the teachers are happy to help and may give you some ideas to make parting easier. Please don't leave without saying good-bye. Don't hesitate to contact us at any time to reassure yourself that your child is fine. It is important that you have a good day too!



Personal Items

Personal items, including coats, hats, etc. should be labeled with the child's name.

What to bring: Please supply your child daily with a backpack, water bottle, nap supplies, sunscreen (no aerosols), appropriate clothing for indoor and outdoor play, no sandals or jellies.

Nap/Rest supplies: Please supply a small pillow, blanket, and soft toy for naptime to be kept in your child's cubby. Nap supplies are sent home to be washed each Friday.

What to wear: Please dress your child for school in comfortable, washable play clothes that they can manage in the bathroom. We require that an additional outfit, including shirt, shorts or pants, socks and underpants be kept in your child's cubby at all times. A light sweater is helpful as well. Soiled clothes will be put in your child's cubby in a plastic bag for you to take home at the end of the day. Please check the cubby each day for soiled clothes and be sure to bring a fresh set of clothing for the next day.

Extra clothes: Please remember to keep extra clothes here so that we do not have to call you at work to bring some to the Center. If Center clothing is loaned to your child, these clothes must be washed and returned as soon as possible. We do not want to bother you at work, so please make sure that weather appropriate clothing is available at all times.

What NOT to bring: Please do not allow your child to bring toys from home. If your child needs to bring something to ease the transition between home and school we will work with you whenever possible. Please recognize the challenges we face monitoring each child's belongings. The best way to handle this is to give your child a choice of sharing the toy with his/her friends or of putting it in his cubby. We will make every effort to keep track of your child's personal belongings, but cannot be responsible for losses. We do not allow guns, knives, or other violent toys into the Center. Please do not send your child with or allow your child to bring jewelry, money, candy or chewing gum.

Meals

We provide a breakfast snack, lunch*, and an afternoon snack. Menus are posted on the Parent Bulletin Board and in each classroom. Our goal is to provide tasty, well-balanced meals and to develop the children's healthy eating habits by exposing them to a variety of foods. The program will meet one-third of the child's daily dietary allowance. Menus include choices such as fresh fruit in season so you may want to check it for the most accurate listing of foods served. We encourage the children to taste everything. We serve a nutritious breakfast and encourage everyone to eat when they arrive. Please let the teacher know if your child has had breakfast.

The Y ensures that supplemental food is on-site at the center and that no child goes more than four hours without at least a snack or meal, except when sleeping.



** Please note on days when the Licking Heights school district is closed, but the YMCA preschool is in session parents will need to pack lunch for your child. Children will not be able to attend on these days without a packed lunch. -See Packed Lunch*

Breakfast is served between 7:30-8:00. and includes milk, grain, and fruit. Lunch is served between 11:30 am and 12:00 pm and includes foods from all four of the basic food groups: meat/meat alternate; vegetable/fruit; bread/bread alternate; and dairy products. A snack including foods from two of these groups is served at approximately 2:40 p.m.

Every effort will be made to provide special diets to children when required by the child's doctor. We will work with you to meet your child's nutritional needs when certain foods are prohibited for philosophical or religious reasons, including providing you with the menus so that you can supplement the center's offerings. A form concerning special diets (exactly the same form utilized for medications) is available and will need to be completed by the doctor whenever your child cannot have any foods for medical reasons and/or parent request. Children will occasionally participate in supervised cooking activities.

Packed Lunch: For days Licking Heights is not in session parents need to pack a healthy, nutritious lunch for their child. The packed lunch will need to meet all nutritional guidelines and include food from the following food groups: meat/meat alternative, fruit, vegetable, grain and dairy. We will provide milk on these days. We ask that you do not bring in any fast food.

Naps/Rest Time

The State of Ohio child care licensing rule requires us to provide a daily scheduled rest time. Our experience has been that almost every young child needs and will take a nap or needs the rest period. Each child has a cot assigned to them.

We do make some provisions for non-nappers, after we have made every effort to help the children relax and sleep. We must, however, help the children learn to be quiet at naptime so that their classmates can sleep. If you are having problems at home with bedtime, talk with your child's teacher. Often bedtime problems can create a "vicious" cycle – children may have a hard time falling asleep at night, then take a very long nap at school and again have a hard time at home, etc. We want to work with you as a to assist your child in developing a healthy sleep cycle.

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.

School Pictures

The YMCA will schedule school picture day during the year. Picture day material will be sent home prior to picture day scheduled and purchases are voluntary.



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. 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. We request that jellies and other sandals not be worn. On days that outdoor play is not provided due to weather conditions, there will be a time for gross motor activities inside.

We are unable to keep one child inside even when you ask us to. If your child is healthy enough to attend school, they should be healthy enough to participate in all activities including outside times. If your child has a medical condition that the doctor feels makes outdoor play unsafe, please have the doctor inform us of this condition in writing. We will make every effort to accommodate you after we have received the written notification from the doctor.

Swim/Water Activities

This program will not offer swimming activities at this facility. During the summer we try to provide water-based activities such as sprinklers.

Attendance & Drop off/Pick up

Drop Off/Pick Up

A parent/guardian is required to escort the child to the classroom or a Y staff member at drop off. 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. In addition, YMCA Staff will ensure that children are leaving with an authorized person.

*-See Authorized Pick Up
Up*

Please notify the YMCA staff by 9am if a child will be absent from the program. Parents can send a message via HiMama or 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.



We are not permitted to allow parents to leave their children with us before 7:00 a.m. We must strictly enforce our arrival and departure times. **The Center closes at 6:00 p.m. See-Late Fees**

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.

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 Preschool Program includes:

- ❖ A completed Preschool 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.

Admission to the Program

- ❖ Children are accepted in the program in the order in which their parents have contacted and visited the Center. When the Center is full, a waiting list is maintained. We do reserve the right to consider age in order to maintain a balance in each classroom. All registration is by appointment only. Students are enrolled based on completed paperwork and program availability. All children must be at least 3-5 years of age and potty trained to be considered for enrollment. If a child is on an IEP with Licking Heights an observation is required prior to enrollment with the YMCA preschool.

When parents are ready to enroll their child, we will make arrangements for the family to:

- ❖ Meet the director and staff, tour the Center, explain the program, policies, etc., and answer questions.
- ❖ Schedule parent observation/child participation.
- ❖ Explain and assist with the necessary paperwork. (must be complete)
- ❖ Schedule a child's beginning date, including several visits if possible.
- ❖ A visit in the classroom by the child and the parent is required prior to enrollment. As well as all paperwork and program fees paid prior to starting.
- ❖ The Center does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or economic status.

Special Services

Any special needs a child has can slow their development, we will help in any way we can so that your child is able to progress. Throughout the year, we have specialists from community agencies who assist us in providing the best possible services to our children. These services may include speech and hearing screening, dental screening, consultation on classroom management with the teachers, or other special assistance. We will seek your permission in advance before consulting with an outside specialist for your child. When a specialist recommends that your child see a doctor or other specialist, we expect you to follow up on that recommendation at your earliest convenience.

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-See *Late Fees*. 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**.

Winter/Spring Break

If your child attends the YMCA half day only program your child is not to attend during winter and spring break. You will not be obligated to pay tuition for these three weeks. Tuition payment will resume Friday prior winter and spring break

If your child attends the 5-day LH/YMCA program/s you will still be responsible for maintaining tuition payments during winter and spring break. You will be billed regardless of your child's attendance during any vacation weeks.

School Schedules

There are weeks that the Licking Heights program will open on days beyond their regular schedule (Monday-Thursday). It is important for the YMCA to know if your child will be following a different schedule during these weeks. Please note if your child is registered for the 4-day LH/Y program and your child plans to attend all 5 days during the following weeks, your tuition rate may be adjusted.

If your child attends the YMCA AM only program we follow the Licking Heights school calendar for attendance for this program. Your child may only attend on days when Licking Heights school is in attendance. If Licking Heights does not have school then your child does not attend the AM YMCA program.

Vacation/Sick Days

The YMCA Preschool 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.** -See *ODJFS/T.A.P.*

Payment Options

- ❖ Auto-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 740-964-6522



- ❖ 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 Preschool 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, 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 Preschool requires a written, two weeks' notice when withdrawing from the Preschool. 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 PFCC/T.A.P.

Any child receiving ODJFS Child Care assistance must be linked prior to attending Preschool. 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.

Any participants receiving ODJFS PFCC 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, to ensure you have completed all T.A.P. in the back time entry period. All part time ODJFS participants must attend a minimum of 7 hours per week and full time ODJFS participants must attend a minimum of 25hrs per week.

Payment from the Department of Job and Family Services is limited to 10 absences per 6-month period. Therefore, parents will be required to pay up to date the entire fee for absences beyond the allowed number of days. All PFCC families are required to swipe your child's attendance daily

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 children'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 their 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.



DISCONTINUATION OF CHILD CARE SERVICES

The YMCA reserves the right to terminate child care services under any of the following conditions:

- ❖ Failure to abide by any of the terms of the enrollment agreement or to fulfill any of the responsibilities or conditions included herein.
- ❖ Severe behavior by the child, which disrupts the group by severe actions requiring one-on-one supervision or is at risk of hurting themselves or others.
- ❖ Failure of parent(s) to treat staff, other children or other parents respectfully.
 - Disrespect includes, but is not limited to, abusive/threatening language/behavior or failure to follow program policies.
- ❖ Continual disregard for program closing time.
- ❖ The YMCA reserves the right to discontinue services with no notice upon the occurrence of any of the above conditions.

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

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

Health/Safety Guidelines

Child immunization/medical statement

Child Immunization

The YMCA Preschool program does not require immunizations for enrollment or participation.

Medical Statement

1. Within 30 days of enrollment, you must bring to the office a complete JFS Child Medical Statement.
2. A photocopy of a dated and signed certificate is acceptable. The information must not be altered or changed, scratched through or whited-out.
3. The information must include:
 - a. Name of child
 - b. Name of parent/guardian
 - c. Child's Birth
 - d. Date of Expiration
 - e. Vaccine Administration Dates
 - f. Date of Issue
 - g. Signature of the issuer must be readable
 - h. Name and Address of Physicians or Health Department
4. All children entering Child Care Facilities should have the Certificate of Immunization.

You will be notified at least a month prior to the date that your child's Medical Statement expires. We appreciate your cooperation in bringing us an updated form as soon as possible. Please be advised that the updated form must be in the office within 30 days after the Date of Expiration. If we do not have an updated form at



that time, the law requires us to exclude your child from attending, until an updated form is submitted.

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. Please notify the Y through HiMama or call the Y by 9:00am on the days when your child is ill or will be absent from the program. 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, they 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 including administering medication and care procedures for children with disabilities. A medication your child needs 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. 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.

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 Center 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 of the Center, 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 Central-Licking Heights South
Y Preschool at 325-West Licking County Family YMCA

Parent Involvement

Parents/guardians are welcome to visit and observe the YMCA Preschool 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:

Please call 740-975-3365 ext. 30255 to schedule a time to meet with the Preschool 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 Central: 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.

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 child care are available for review at the center.

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the 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
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)
1-866-221-6700 (TTY)

Write or Call
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)
(614) 995-9961

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>.

What information regarding children's records can be shared?

Children's records shall be confidential but shall be available to the Ohio Department of Job and Family services for the purpose of administering Chapter



5104. of the Revised Code and Chapter 5101:2-12 of the Administrative Code. The immunization records shall be subject to review by the Ohio department of health (ODH) for disease outbreak control and for immunization level assessment purposes.

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.

Federal Food Program

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

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

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

1. mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. fax:
(833) 256-1665 or (202) 690-7442; or
3. email:
Program.Intake@usda.gov

This institution is an equal opportunity provider.
12/09/2022



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Changes/Amendments

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

Updated 08/2023 dm