



MUSKINGUM COUNTY FAMILY YMCA

Before & After School Parent Handbook 2022-2023

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YMCA School Age

Thank you for choosing the YMCA School Age program for your child's care. 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.

Buckeye Valley Family YMCA Mission Statement

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

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 5 core values: Respect, Responsibility, Honesty, Caring and Faith.

YMCA Tax ID-Tax Letters

The Licking County 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.



YMCA Before & After School Program

Days and Hours of Operation:

Monday – Friday 6:30am to 6:00pm the MCFYMCA front desk is open and someone is available to answer questions.

Before School:

Monday through Friday 6:30am-8:30am.

After School:

Monday through Friday 3:00pm-6:00pm.

If delayed start, we will operate the Before School program based on the availability of staffing; if early dismissal, we will **not operate the After-School program.

Schedule (sample daily schedule)

Before School Care	
6:30-8:00 a.m.	Arrival: attendance/handwashing/table activities
8:00-8:30 a.m.	restroom and handwashing/breakfast
8:30-8:25 a.m.	Clean up and pack up for departure
8:35-8:30 a.m.	Handwashing and depart for bus
After School Care	
3:00-3:30 p.m.	PM Arrival: attendance and handwashing
3:30-4:15 p.m.	Restroom and handwashing/snack
4:15-4:45 p.m.	Homework, reading, journals
4:45-5:30 p.m.	Outside, gross motor, group games
5:30:-6:00 p.m.	Clean up, handwashing and departure



Miscellaneous

Snacks and Meals

We provide students with a morning breakfast snack containing 2 food groups and an afternoon snack containing 2 food groups. Snack items are offered to all. Water is offered to students regularly. For the safety of children with allergies, 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. If your child has a modified diet, in addition to noting that on the enrollment paperwork, please notify the administrator of your child's special needs. No meals are provided at this site. In the event of a full day program parents will be responsible to provide a healthy lunch consisting of something from all five food groups.

Routine Trips

During the course of the day, children may take "routine" trips away from the Site, which include walks elsewhere around the YMCA and adjoining property. Routine trips will not receive special parental permission since the parents have signed the blanket permission form at enrollment. This form is updated annually. Staff will supervise the children and maintain accurate attendance by doing a name to face count and be assigned certain children on each routine walk.

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.

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. Parents are required to complete the necessary documentation for any special care need, and provide training to the staff to ensure that care can be and is provided properly. 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.

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

Since this site is located at the Muskingum County Family YMCA, swimming activities may be provided as part of the YMCA School-Age and School Days Out programs. 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 not be provided with separate permission slips as the permission is addressed in the enrollment paperwork. An additional adult will be available during swim times. Please remember to send bathing suits and towels for your children.

Drop off/Pick up

Drop Off

Anyone dropping off a child is required to escort the child to the program area. As they enter the program this person 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 MCFYMCA office phone, **740-454-4767**, 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.**

Locating the Whereabouts of 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 (program space from bus drop off) 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)

Anyone picking up children from the program must walk into the building and address and be acknowledged the staff at the time of pickup. 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: 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.**



Termination of Services

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

Fees

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).
- ❖ A \$50 registration fee. This payment must be paid prior to the child's first day.
- ❖ 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.**

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 the MCFYMCA at 740-454-4767 for more information about these programs.

Weekly Fees

Tuition payments are due each Friday for the following week and are considered late after 5pm on Monday. A \$15 late payment fee will be assessed to all late payments. Tuition is due weekly regardless of attendance, besides the 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.

Payment Options

- ❖ Pay by check or credit card in person at the Muskingum County Family YMCA front desk located at 1425 Newark Road, Zanesville.
- ❖ Pay with a credit card by phone at the YMCA: 740-454-4767
- ❖ 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.



- ❖ 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.

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 and Christmas. We will close early on Christmas Eve and on New Year's Eve. We will also close for 4 professional development days annually. These professional development days will help to allow our staff attend mandatory trainings and better provide quality care for your family.

Delayed Starts/Emergency Dismissal/Closings

The MCFYMCA will offer extended care when school is planned not to be in session. These School Day Out (SDO) programs will have separate enrollment forms. Registration for the SDO programs is required in advance for attendance during these days. Please see the Child Care Coordinator or the Front Desk for more information.

Tuition

Once registered for the school year, fees are due whether or not your child is in attendance. There are no refunds at any time or for any reason. The fees for the Before and After School Program **are not prorated** due to the availability of a School's Out/Snow Day Program. ***We will not charge for the Before and After School Program during the weeks of Christmas Break and Spring Break.***

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 purchase a membership 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.***



General Emergencies

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 this site is: Zanesville High School.

Emergency Evacuation

We have prepared two locations in the event the program would need to evacuate due to water main break, bomb threat, gas leak or other unforeseen instances that would prohibit the program from operating inside the building. These locations are listed on the General Emergency Plan for the site. Both locations are accessible for parents in the event we may not be able to return to the building. If the building must remain closed, YMCA staff will notify parents and distinguish an appropriate pick up time.

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. At least one staff member will be trained in 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 whoever picks up on the day of the incident. The parents will sign and receive a copy for their records. Serious incidents will be reported in OCLQS and reported to ODJFS within 1 business day.

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. **A late fee of \$15.00 will be assessed for anyone paying after Monday at 5pm.**

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 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.

Illnesses/Communicable Disease

Management of Communicable Diseases

The Buckeye Valley Family YMCA Child Care Programs maintain a strict policy excluding children from the program who are not feeling well and may be contagious.

YMCA Staff have received training from the American Health and Safety Institute in CPR and First Aid. A registered nurse or licensed professional also trains the staff in recognition of communicable diseases. Staff members are also trained in hand washing and disinfecting procedures. Children will be observed upon arrival and throughout the program for evidence of any communicable illnesses.

Parents need to be aware of the conditions as listed below so that they can keep a child home if they exhibit any of these symptoms. When a child becomes ill while at the YMCA School Age program, parents are expected 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 YMCA's policy of strictly

excluding children with a possible communicable illness is designed to protect all of the children and staff. We sympathize with the difficulty of leaving work or staying home with a sick child, but by law we cannot care for a child with a communicable disease. We encourage you to plan for any illnesses that your child may have.

The Ohio Department of Health has provided us with a "Day Care Center's Communicable Disease Chart" that is posted at every site. This chart is available for viewing by the staff, parents and children in case of any questions or concerns of a possible Communicable Disease. 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 a clean mat to rest. The mat will be disinfected after use. The parents and/or the designated emergency contact will be contacted to pick up the child immediately.

Children will be sent home or asked to stay home with the following conditions:

- ❖ Temperature of at least 100° Fahrenheit when in combination with any other sign or symptom of illness.
- ❖ Diarrhea (three or more abnormally loose stools within a 24-hour period.)
- ❖ Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- ❖ Difficult or rapid breathing.
- ❖ Yellowish skin or eyes.
- ❖ Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, 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 in swallowing.
- ❖ Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Children may return at the discretion of the program director with:

- ❖ A physician's statement that the child is free from all communicable diseases and that returning to the program presents no risk to the child or others.
- ❖ Visibly free from communicable illness AND **symptom free** for 24 hours.



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 contacted to 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.

The YMCA retains the right to exclude a child despite a physician's statement if that statement contradicts the YMCA's policies. The YMCA has the final say in caring for children who may be contagious. Please feel free to discuss these policies with the program administrator or the Director of Child Development. The same policies apply to the staff. An ill staff member 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.

Child immunization

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

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

The goal of discipline is to help the child develop self-control. Children are encouraged to express their feelings (*"I don't like it when you take my toy"* or *"I'm angry"*). They are reminded of the rules in a positive way. (*"Please walk in the hall"*, *"Use your words"* *"Build with the blocks"*) and are redirected (*"You may not throw the block, but here's a ball you can throw"* or *"Books are for reading – you may tear this old magazine"*). Children are encouraged to solve problems (*"What should we do about two people wanting the same toy"* or *"What would happen if..."*) and are encouraged to take responsibility for their own actions through logical consequences (*"When you poured the water out onto the floor, it got wet. Please use the sponge to clean it up"* or *"Here's tape to fix the book that you ripped."*) Time out is limited to children who are out of control and need some assistance to regain self-control, and is not a punishment.

Guidance and discipline are positive and appropriate to the situation and to the child's developmental level. Discipline will never be imposed for failure to eat or for toileting accidents. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. Discipline will not be delegated to children –they are not permitted to hit each other nor are parents permitted to spank or slap their children while at the YMCA School Age Program. In case of physical aggression, teachers may restrain children for the safety of those involved, but no form of physical punishment or restraint is ever used. "NO" shall always be followed by an explanation. The teachers may consult with the parents about problems that are occurring at the site and encourage parents to discuss any problems they are having at home. It is very important for us to work together for the benefit of the children.

If you find that you do not agree with our discipline policy, please share your feelings and beliefs with us. We will attempt to work out our differences. However, if you find yourself uncomfortable with our methods and we haven't been able to compromise you may need to consider other childcare arrangements for your child. An example of this problem is if you believe that it is necessary for your child to hit other children when conflicts arise. Since hitting by anyone, no matter what the circumstances, is unacceptable in the YMCA program, this is not a difference that can be worked out by compromise. The specifications of this rule apply to all employees for the YMCA.

In the case of serious or recurrent disruptions or issues with behavior, parents will be called and expected to pick up the child immediately from the program. If disruptive behavior continues, the student may be suspended



from the program. If at any time the staff determines that a child is unable to benefit from the program or poses a danger to himself or other children, the child's enrollment in the program will be terminated.

Behavior incidents will be documents and shared with the parent/guardian when they occur. Repeated incidents will result in documentation and proceed to suspension and then to separation from the program for an extended period of time. The decision for suspension and or removal from the program is as the discretion of the Child Care Coordinator and the Youth Development Director. All discipline methods will follow the Ohio Department of Job and Family Services rule 5101:2-12-19 regarding Child Guidance and Management. Specifications of this rule apply to all employees and persons on the premises.

Assessments

Students/participants will be assessed during the months of October and April using the Social and Emotional Learning Program Quality Assessment (SEL-PQA). The data resulting from the assessments is used for in-house program quality review and is available for review by program funders. The resulting data is not shared with the Ohio Department of Jobs and Family Services.

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 740-454-4767 to schedule a time to meet with the Child Care Coordinator and/or the Youth Development 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 YMCA location, mothers can utilize the Preschool Classroom located in the hallway to the right of classroom 107 for their lactation needs.

YMCA School Age Staff

Supervision

The YMCA School Age Program maintains a staff to child ratio of 1:18 with a maximum group size of 36 children and 2 teachers supervising. 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.

Child Abuse

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.



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>.

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.

*Must include attachment required by ODJFS
Update 08/2022hh