YMCA OF GREATER CINCINNATI

Patri-tots Early Learning Center

Star Award Winner

Hillsboro
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Hillsboro, Oh 45133
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937-393-3431 ext.2629

Wilmington
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Tax ID # is available upon request

We build strong kids, Strong families
Strong communities

Welcome to the YMCA Early Learning Center!

We look forward to working with you and your family. This handbook serves as part of the admission agreement and is designed to help inform you of our policies and procedures, and to help you learn more about our program. Please read it through, ask us any questions you might have and keep it in a convenient place at home for future reference. Our rules are designed to meet all State of Ohio licensing requirements and to provide a high quality experience for the children and families enrolled.

YMCA Mission

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

Program Philosophy and Goals

The program is designed to meet the developmental needs toddlers and preschoolers. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical and creative development. Within the Center's daily schedule, 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. **Through play children learn the vital lessons of how to manage feelings, emotions and relationships, cooperating, sharing and listen to others. In the early years, (ages birth to 8 years old) children make no distinction between learning and playing. Children should be taught as much as they want to know, and real learning comes from a young child's experience of objects. The more ideas, activities, and skills we can offer children, the better; but only if we respect that play and having fun are essentials to learning.**

Our 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, three written references, a criminal records check, and a physical examination.

- The Administrator has a minimum of a bachelor's degree in early childhood education and previous experience as a center administrator.
- Lead teachers have at least an associate's degree in early childhood education and experience as teachers of young children.
- Teachers who are not Lead Teachers are required to be working toward their degree.
- Assistant Teachers working part time have at least a high school diploma.
- Continuing education is an important part of working for the YMCA. Each staff person attends training in first aid, communicable disease, child abuse prevention and

recognition, child development, and teaching methods. The YMCA provides numerous educational opportunities for staff to continue learning.

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 Ratio

The staff to child ratio is an important factor in quality care for children. The YMCA Early Learning Center(Patri-Tots) maintains the following staff to child ratios:

Age	Center Staff To Children Ratio	Group Size
Toddlers (18 mos. to 3)	1:4	8
	1:7	14
Preschool (3 to 5 years old)	1:10	20

YMCA Membership

The YMCA is a membership-based organization dedicated to the development of spirit, mind, and body. The goal encourages a lifelong commitment to physical health, supportive family relationships, and personal development. For information regarding membership or other YMCA programs and scholarship information, see the director of the center, or call the YMCA member services desk. 937840-9622.

Annual Support Campaign

The YMCA program receives support from the generosity of the people in the community, including parents and staff. Each year we ask families to help support the program in a variety of ways, including fund-raisers, special events, donations, and by asking for the support of others. Your support enables us to continue serving this community.

Admissions

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.

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

- Meet the child and parents, tour the Center, including explaining the program, policies, etc., and answering questions.
- Schedule parent observation/child participation.
- Explain and assist with the necessary paperwork.

- Schedule a child's beginning date.

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Required paperwork includes:

- Demographic information
- Child Enrollment and Health Information (JFS 01234)-parent **must** give permission to transport in case of emergency
- Child Medical Statement (JFS 01305) including immunizations-children not immunized will be excluded when there is a notice of communicable disease.
- Family Information for Step Up to Quality (JFS 01511)
- Authorization of Release of Information (for preschool)
- YMCA Voucher Agreement (for families using ODJFS Child Care Assistance)
- YMCA Family Agreement
- USDA Enrollment and Eligibility Forms
- Any additional paperwork deemed necessary for center.

The Center does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, special needs, or economic status.

Special Services

Any special needs a child has can slow his or her development and 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.

The center has available a community resource directory in each classroom and in the office for families to view. Please let us know if you need assistance finding the resource you are seeking. The center has a teacher activity room to also be used as a place for mothers to breastfeed and/or pump as needed.

Child Abuse

Ohio law requires that we report any suspicions of child abuse or neglect. All staff members are required to take a course in child abuse identification and prevention. Please understand our concern about injuries your child has had. We have a legal obligation to question bruises, marks, etc. We do not determine whether abuse has or has not occurred, we simply report any suspicions, based on special training, as we are required to do by law.

Safety Guidelines

- No child will ever be left alone or unsupervised. All children are within sight and sound of a staff member at all times.

- Upon arrival and departure, a staff person greets or acknowledges each child as he/she comes and goes. Parents are responsible for accompanying their child to the classroom door upon arrival, and signing him/her in at arrival and out at departure.

- There is always immediate access to a phone. Telephones are located in the Director's and Administrative Assistant's offices, kitchen, and the classrooms.

- Fire and tornado drills are held monthly to insure that fire or tornado emergency is understood and easily managed. A record of fire drills will be maintained in the Administrative 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 away from the building. A person qualified in First Aid will attend all field trips and administer First Aid as necessary. All children will wear a nametag with the Center name, address and telephone number. For security reasons the nametag will not include the child's name.

- 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 also be completed for any bump or blow to the head, or the unlikely event of emergency transportation, via ambulance, of a child. (see page 9, Emergency Transportation for more information) Parents receive a copy of the report on the day of the accident.

- The use of aerosol sprays during program hours is prohibited.

Parent Participation/volunteers

Parents are welcome at the Center anytime between 7:00 a.m. and 6:00 p.m. to visit their child. No appointment is necessary, although all visitors to the classrooms are required to check in with the office staff prior to visiting the classroom. Please share some of your time with us when you drop off or pick up your child. Observations of the classroom by parents and informal conversations are very valuable for us and for your child. Parents are welcome to participate as classroom volunteers, administrative volunteers, or serve on the Program Advisory Committee. Parents and guardians are encouraged to volunteer. Trained and supervised volunteers are an important part of the quality program at the Center. Three written references, a background check and an orientation session are required for volunteering. Although conferences are scheduled twice a year, a parent may request a conference at any time.

Sample Classroom Schedules:

Hillsboro

7:00-8:00	Arrival/Quiet Time
8:00-8:15	Restrooms/Diapers
8:15-8:45	Breakfast
8:45-9:00	Observations/Free Play
9:00-9:15	Clean Up Centers
9:15-9:30	Circle Time
9:30-10:15	Work Job/Craft Project
10:15-10:30	Clean Up
10:30-11:00	Restrooms/Diapers

11:00-11:10 Outdoor Play
11:10-11:15 Wash for Lunch
11:15-11:45 Lunch
11:45-12:15 Free Play
12:15-12:30 Restrooms/Diapers
12:30-12:45 Story Time
12:45-2:30 Rest/Quiet Time
2:30-2:45 Restrooms/Diapers
2:45-3:00 Snack
3:00-4:00 Outdoor Play/Gross Motor
4:00-4:15 Restrooms/Diapers
4:15-5:00 Gross Motor/Creative Arts
5:00-6:00 Free Play/Departure for Home

Sample Preschool Daily Schedule

7:00-8:00 Arrival/Quiet Time
8:00-8:15 Restrooms/Hand Washing
8:15-8:45 Breakfast
8:45-9:30 Observations/Center Time
9:30-9:40 Clean Up Centers
9:40-10:00 Circle Time
10:00-10:30 Work Job/Individual Help
10:30-10:55 Outdoor Play
10:55-11:05 Restrooms/Wash for Lunch
11:05-11:15 Music Time
11:15-11:45 Lunch
11:45-12:40 Outdoor Play
12:40-12:50 Restrooms/Hand Washing
12:50-1:00 Story Time
1:00-2:30 Rest/Quiet Time
2:30-2:45 Restrooms/Hand Washing
2:45-3:00 Snack
3:00-4:00 Creative Arts/Small Group Time
4:00-5:00 Outdoor/Gross Motor Play
5:00-6:00 Free Play/Departure for Home

Sample Pre-K Daily Schedule

7:00-8:00 Arrival/Quiet Time
8:00-8:15 Restrooms/Hand Washing
8:15-8:45 Breakfast
8:45-9:30 Observations/Center Time
9:30-9:40 Clean Up Centers
9:40-10:05 Circle Time
10:05-10:40 Work Job/Individual Help
10:40-11:05 Outdoor Play

11:05-11:15 Restrooms/Wash for Lunch
11:15-11:45 Lunch
11:45-12:45 Outdoor Play
12:45-12:55 Restrooms/Hand Washing
12:55-1:00 Story Time
1:00-2:15 Rest/Quiet Time
2:15-2:30 Restrooms/Hand Washing
2:30-2:45 Music Time
2:45-3:00 Snack
3:00-4:00 Creative Arts/Small Group Time
4:00-5:00 Outdoor/Gross Motor Play
5:00-6:00 Free Play/Departure for Home

Wilmington

Sample Toddler Daily Schedule

7:00-7:45 Arrival/Quiet Activities
7:45-8:00 Restrooms/Diaper Changing
8:00-8:30 Breakfast
8:30-9:00 Free Play
9:00-9:15 Clean Up
9:15-9:45 Circle Time
9:45-10:00 Clean Up
10:00-10:30 Work Job/Project
10:30-11:00 Free Play
11:00-11:15 Restrooms/Diaper Changing
11:15-11:45 Lunch
11:45-12:15 Outdoor Play/Gross Motor Activities
12:15-12:30 Restrooms/Diaper Changing
12:30-2:45 Rest/Quiet Time
2:45-3:00 Restrooms/Diaper Changing
3:00-3:15 Snack
3:15-3:30 Free Play
3:30-4:00 Afternoon Activity
4:00-4:45 Outdoor Play/Gross Motor Activities
4:45-5:00 Restrooms/Diaper Changing
5:00-6:00 Free Play/Departure for Home

Sample Preschool Daily Schedule

7:00-7:45 Arrival/Quiet Activities

7:45-8:00 Restrooms/Hand Washing
8:00-8:30 Breakfast 8:30-
9:00 Free Play
9:00-9:40 Outdoor Play/Gross Motor Activities
9:40-9:50 Restrooms & Hand Washing
9:50-10:15 Circle Time
10:15-11:00 Table Activities (Art/Work Jobs)
11:00-11:30 Outdoor Play/Gross Motor Activities
11:30-11:45 Restrooms & Hand Washing
11:45-12:15 Lunch
12:15-12:30 Books & Puzzles
12:30-12:45 Restrooms & Hand Washing
12:45-2:45 Rest/Quiet Time
2:45-3:00 Restrooms & Hand Washing
3:00-3:15 Snack
3:15-3:45 Table Activities
3:45-4:45 Outdoor Play/Gross Motor Activities
4:45-5:00 Restrooms & Hand Washing
5:00-6:00 Free Play/Departure for Home

Sample Pre-K Daily Schedule

7:00-7:45 Arrival/Quiet Time
7:45-8:00 Restrooms & Hand Washing
8:00-8:30 Breakfast
8:30-8:45 Books & Puzzles
8:45-9:30 Outdoor Play/Gross Motor Activities
9:30-9:45 Restrooms & Hand Washing
9:45-10:15 Circle Time
10:15-10:25 Story Time
10:25-10:50 Table Activities
10:50-11:20 Centers (variety-daily rotation)
11:20-11:50 Outdoor Play/Gross Motor Activities
11:50-12:00 Restrooms & Hand Washing
12:00-12:30 Lunch
12:30-12:45 Books & Puzzles
12:45-1:00 Restrooms & Hand Washing
1:00-2:45 Rest/Quiet Time
2:45-3:00 Restrooms & Hand Washing
3:00-3:15 Snack
3:15-3:50 Afternoon Activity
3:50-4:20 Outdoor Play/Gross Motor Activities
4:20-4:30 Restrooms & Hand Washing
4:30-5:00 Finish Centers/Music Time
5:00-6:00 Free Play/Departure for Home

NOTE: Schedules may vary slightly due to weather and other circumstances.

Field trips, special visitors, and special projects appropriate to the developmental needs of children will be offered.

Daily Routine

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.

When you arrive, please walk with your child to his/her cubbie, put personal belongings away, and take your child to the classroom. Sign in, and then you may want to speak with the teacher and help your child find something to do. If you arrive after 8:30 a.m., please suggest to your child that hands be washed for breakfast. **A kiss, hug, and friendly good-bye are important for you and your child**.

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 call us at any time to reassure yourself that your child is fine. It is important that *you* have a good day too!!

Meals

CENTRAL: Breakfast will be served between 8:00-8:30 a.m. Lunch will be served between 11:15-12:00 p.m. Afternoon Snack will be served between 2:45-3:15 p.m. There will also be a late afternoon snack served at 5 p.m., if required.

NORTH: Breakfast will be served between 8:00-8:30 a.m. Lunch will be served between 11:15 a.m.12:30 p.m. (approximately). Afternoon Snack will be served between 3:00-3:15 p.m. There will also be a late afternoon snack served at 5 p.m., if required.

North Campus Patri-Tot Learning Center does not provide lunch. Parents are required to provide packed lunches that include all food items needed to satisfy state requirements: All lunches ***must*** contain full servings of a protein and a grain, in addition to two *different* servings of fruits and/or vegetables (two different fruits ***or*** two different vegetables ***or*** one fruit *and* one vegetable). Please do not send any drink item in your child's lunch. We will provide the state-required milk. Families will be charged $2.00 per serving for each item that must be supplemented in their child's lunch to make it meet state requirements. Parents are strongly encouraged to ask questions concerning what items do, and do not, count as creditable toward their child's lunch. Parents are not allowed to bring fast food meals for lunch since these do not meet the state-mandated requirements.

Breakfast will consist of a grain, milk and juice/fruit. The afternoon snack will consist of two (2) food groups in the appropriate amount for the child's age. Your child will be served milk as the beverage for breakfast and lunch, and juice will be served at some meals -- unless the Center receives a physician's written notice that your child has a dairy or fruit allergy. If your child has any allergies to food (such as peanut or wheat) or special dietary restrictions due to a medical condition, please let us know and make sure to fully disclose this information on the registration forms. You must provide us with a written physician statement, along with a description of the expected allergic reaction and treatment procedures to follow (i.e., use of epi-pen, etc.). Special meal requests for non-medical

reasons will be considered, but may not always be able to be accommodated due to state requirements. Families should discuss these requests with the Site Administrator.

Children are given the opportunity to help set the tables. Safe drinking water will be available and accessible to the children at all times. During celebrations we encourage all snacks brought into the center to be healthy. Sugar sweetened beverages are not permitted.

Civil Rights:
The Child and Adult Care food program is available to all eligible participants regardless of race, color, national origin, sex, age, or disability. Any person who believes that he or she has been discriminated against in any USDA related activity should write immediately to the administrator, Food and Nutrition Service, 3101 Park Center Dr. Alexandria, VA 22302

Outdoor Play

The children will go outside to play every day. Please provide clothing for outdoor play – including hat, mittens or gloves, coat with a working zipper, no drawstrings please, and boots or extra shoes. Snow pants are nice when there is snow on the ground. You may want to include a sweat shirt or light sweater on spring and fall days and even in the summer if your child is not used to air conditioning. We request that jellies or other sandals not be worn.
We will provide opportunities for light, moderate, and vigorous physical activity for at least 60 minutes per day while children are in our care.
We are unable to keep one child inside even when you ask us to. If your child is healthy enough to attend school, he or she should be healthy enough to play outdoors. 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.
Exceptions: Outside play will be redirected to vigorous activities in the classrooms if the weather is not acceptable for outdoor play. Children will not go outside if the temperature is below 25 degrees Fahrenheit or above 90 degrees Fahrenheit, or if it is raining. If there is any form of weather alert (i.e. smog, severe weather, etc.), outside play will be moved indoors.

Field Trips:

When the children leave the building or playground, either by walking, bus or parent provided transportation, the outing will be treated as a field trip. Advance notice will be given and a written permission slip is required for all field trips. No child is ever transported in a private car. If you do not want your child to go on a field trip, please make other arrangements for their care and education the day of the trip. We choose not to expose a child who is not going on a trip to the excitement of his classmates and the other preparations we make for field trips. Parents are always welcome on field trips with advance notice. Children will always be supervised by a qualified staff person. When the children leave the premises on a field trip, the first aid kit will accompany the group, there will always be a staff member qualified in First Aid and CPR. Children's records including transportation authorization (health and enrollment information) and medical care plan will accompany the children. Records listing each child on the trip and a means of communication such as a cellular phone will also accompany the children.

Tuition

Tuition is due every Friday for the upcoming week. Late tuition may result in you being asked to leave the program. If there is a problem meeting this deadline for any reason, please notify the director immediately. We will sincerely do all within our power to work out a solution that works for everyone concerned.

Check, money order, credit, or debit cards with the Visa, MasterCard or American Express logos must be used to pay for all tuition. If you are paying with cash, make sure it is paid to office personnel only and you are given a receipt immediately. Please deposit your check or money order into the locked box outside the office. Credit/debit cards payments must be made in person or over the phone at the YMCA. EFT Draft for payments is the preferred method of payment. Forms are avial in the office.

A registration fee of $25.00 per child, max $50.00 per family and is required upon enrollment and is not refundable. We must charge tuition whether or not your child is in attendance. There are no refunds at any time or for any reason.

Tuition rates are as follows:

Category	**Part-time**	**Full-time**	**Student PT**	**Student FT**
Toddlers (18 mos. to 3 yrs.)	$ 135.00	$ 165.00	$121.50	$148.50
Pre-School (3, 4, & 5 yrs.)	$ 125.00	$ 150.00	$112.80	$135.00
Emergency Drop	$ 45.00 daily flat rate			

The rate schedule is based on the child's age and the number of hours a family uses the Center. Use the following definitions for the scale:

Definitions:

Part-time: 12.00 to 24.99 hours weekly
(children are required to attend a minimum of 12.00 hours *each week* in order to maintain enrollment)

Full-time: 25.00-55.00 hours weekly

Student Rate: This rate is reserved for part-time and full-time SSCC students who are actively enrolled during the time of service. Discount applies during the academic terms only. During breaks, students will pay the regular rate *(see College Student Class Schedule section for additional requirements)*.

Drop in: Emergency situations not to exceed two drops in a month. Space permitting. Must call in advance. This service is only available for *currently enrolled and regularly attending children*.

☐ Only one type of discount can be applied per family.
☐ 15% sibling discount will be applied to the oldest child for families with multiple children enrolled.

COLLEGE STUDENT CLASS SCHEDULES

An official printed class schedule is required to be submitted with a child's registration paperwork and again prior to the beginning of each academic term that a child attends the Center. Also, students are required to provide an official printed class schedule at any time during an academic term that the Site Administrator requests one. Usually these are requested mid-term. All mid-term schedules are to be dated within 48 hours of the requested due date. Additionally, students are required to sign the consent form included in the registration packet that authorizes the Site Administrator to verify class schedules and attendance. This requirement applies to all students, not just those attending SSCC.

If the Center is closed for a holiday or due to inclement weather, parents will not be charged for that particular day. A credit will be calculated based on the number of hours that the child was scheduled to be in the Center on that particular day. (Note: This credit will not change a family's status of part-time or full-time).

A one week notice (one week meaning Monday through Friday) is required when your child is leaving the program. The tax ID number is furnished upon request.

Arrival, Departure, Escorts (Release)

Procedure insuring that staff are aware of who is present: All children are to be escorted to and from their classroom (or outdoor area) and signed in/out and left in (or taken from) the care of one of the teachers. The sign in sheet must be filled in completely (full name of parent/guardian), including the column specifying the child's planned departure time. Staff will initial each time a parent/guardian signs a child in and signs a child out thereby indicating their awareness that the child has arrived or the child has left. We must stick to the posted arrival and departure times, so if you arrive before 7 AM, make yourself at home but you may not leave until 7 AM. Please feel free to read or engage in an activity with your child.

Procedure releasing a child to persons other than the parent or guardian: Children will be allowed to leave the YMCA property only with those persons designated on the enrollment health form and/or emergency card. Please inform escorts to carry identification. Parents must talk to the Director or give written notification to the Director or Teachers that their child is departing with someone other than those listed.

The Center closes at 6:00 p.m. If you arrive after 6:00 p.m., you will be expected to pay a late fee of $1.00 per child per minute. We will sympathize with any explanations such as flat tires or traffic jams, but unfortunately we must charge you the late fee regardless of the reason. Chronic lateness, as defined by the Director, may result in the doubling of late fees and/or the termination of the family from our program. If you are going to be later than the time you listed on the sign in/out sheet, please call to let us know.

The center on occasion has a child that may arrive from another program or activity. If that child does not arrive at their normally scheduled time, center director will contact said program/activity via contact information provided and/or the parent of the child.

Emergency Contact Information

It is important that we be able to contact at least one parent or relative at **all times** when your child is at the center. There should be someone available to pick up your child in case of emergency. Notify

us in writing immediately of any change of address, telephone number, or place of employment or training. There are special forms for updating your contact information but any piece of paper will do. Please call us ahead of time if a new person will be picking up your child. We will not release your child to any person unless that person's name is on the pick-up list or you call us and ask us to add it.

Hours of Operation/ Holidays

The center is open 7:00 a.m. to 6:00 p.m. daily, Monday through Friday, Jan 1 through December 31, with the exception of the following holidays. The center will be closed on the following holidays:

New Year's Day
Martin Luther King, Jr. Day
Presidents Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving
Day after Thanksgiving
Christmas
*All college class closures the center will be closed (Dec. 24-Jan 1)

If the holiday falls on a weekend, we will reschedule it for the day observed by the State of Ohio. On other holidays and eves of 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, and food ordering. At this time, if advance registration is made and child is absent, it may be necessary to charge you for food ordered. We reserve the right to modify the scheduled opening/closing times with advance notice to parents.

Attendance

Regular attendance at the Center is important so that children receive the full benefit of the program. Children who do not attend regularly often do not feel comfortable and/or are unable to fully adjust to and trust the staff, other children and the environment. Please call the center in the morning if your child will be absent.

Payment from the Department of Job and Family Services is limited to 10 absences per 6-month period, and United Way scholarship programs are(Wilmington Campus Only) limited to 19 days per 6month period for preschool and 24 days for a toddler. Therefore, parents will be required to pay the entire fee (up to $140 per week) for absences beyond the allowed number of days. Children that use vouchers from a county must maintain authorization for the program in which the child/ren are enrolled and meet the attendance requirements for that program. Parents will be charged for any tuition not paid by the county for failure to meet required attendance or maintain the proper authorization for the program in which the child/ren are enrolled.

Termination of Services

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

Center Conduct Policy

The YMCA Child Development programs have a clear responsibility to protect and promote the YMCA's goals, which include teaching children to resolve conflicts in nonviolent and non-aggressive ways. This policy identifies unacceptable behaviors by parents, staff and visitors while at the YMCA. 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. The 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

Anyone found in violation of this policy is subject to immediate termination of services.

Weapons policy

Unless otherwise authorized by law and except as provided below, pursuant to the Ohio Revised Code, no person shall knowingly possess, have under his control, convey, or attempt to convey a deadly handgun or dangerous ordnance onto these premises. This includes, but is not limited to, all employees, members, and guests.

A person who has been issued a valid concealed handgun license may transport and store a firearm and ammunition inside the person's privately owned motor vehicle if that vehicle is legally parked in the YMCA parking area and if one of following applies: (1) the person is physically present inside the motor vehicle, or (2) each firearm and all of the ammunition is locked within the trunk, glove box, or other enclosed compartment or container within or on the person's privately owned motor vehicle.

Child Custody

Please make sure we are fully informed of any issues of child custody that may affect us. We are not able to assist in the monitoring of compliance with parenting agreements, each parent has unlimited access to the center. However, orders of protection are implemented when copies are provided to the Director.

School Pictures

A private photographer takes school pictures each year. Purchases are voluntary.

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.

In the 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. If the life squad decides to transport the child, 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 meet the child and staff person at the hospital and the staff person will remain at the hospital until the parent arrives.

Naps

The law requires us to provide a daily scheduled rest time. Our experience has been that almost every young child needs and will take a nap. Each child has a cot assigned to him or her. We ask that you bring a small pillow, blanket, and a soft toy to make nap time cozier. 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 will need to work together as a team if this should happen.

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.

Individual conferences will be scheduled twice a year, in spring and fall. 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. Please call between 12:45 p.m. and 2:15 p.m. Monday through Friday at the Center. It can be a problem discussing your child during the hours the children are awake and working. It is always better to allow the teacher to pay full attention to you. Please be sensitive and do not talk about concerns in front of children.

Personal Items

Personal items, including coats, hats, etc. should be labeled with the child's name. Please supply a small pillow, blanket, and soft toy for naptime to be kept in your child's cubbie and then taken home to be washed each Friday. Please dress your child for school in comfortable, washable play clothes that he/she 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 cubbie at all times. A light sweater is helpful as well. Soiled clothes will be put in your child's cubbie in a plastic bag for you to take home at the end of the day. Please check the cubbie each day for soiled clothes and be sure to bring a fresh set of clothing for the next day. 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.

Please do **not** allow your child to bring toys from home except for special activities that the teacher encourages all to participate in and bring something from home. If your child needs to bring something to ease the transition between home and school we will work with you. 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 cubbie. 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.

Discipline Policy

The goal of discipline is to help the child develop self-control. Children are encouraged to **express their feelings** (tell him, "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 2 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 the tape to fix the ripped book."). Time out is limited to children who are out of control and need our assistance to regain control of them, 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 on Center property nor are parents permitted to spank or slap children at the Center. 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 Center and encourage the 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 work out a 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 reason, is unacceptable in our center this is not a difference that can be worked out by compromise. The specifications of this rule apply to all employees of the center.

Licensing Regulations

The YMCA Early Learning Center is owned and operated by the YMCA of Greater Cincinnati and is licensed to operate by the Ohio Department of Job and Family Services. We are members of 4C, and are Star rated by the state of Ohio. Individual staff members belong to various professional groups, such as the National Association for the Education of Young Children (NAEYC). We uphold the Ohio AEYC Code of Ethics. The licenses are posted as well as current compliance information. Our compliance with licensing requirements is monitored and licenses are renewed regularly. Should you have any questions regarding licensing, contact: Department of Job and Family Services toll free number 1-866-886-3537.

Grievances

Complaints and problems should be discussed with the Teachers and 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 then the Administrator that remain unresolved, or if you wish to appeal your child being asked to leave the Center, you may file a written grievance within 10 days to:

Kellie Kiser
Associate Executive Director

YMCA OF GREATER CINCINNATI
Highland Family YMCA Branch
201 Diamond Dr. Hillsboro, OH 45133
(P) 937-840-9622
(E) kkiser@myy.org (W) MyY.org
(O) Facebook | Twitter | YouTube

Please include your daytime phone number. The Associate Executive Director will respond as soon as possible.

Medication, Food Supplements, Modified Diets:

We will give prescription medication to your child at your request. A doctor's signature on the approved form will be required if you wish for us to give your child an over-the-counter remedy such as cough medicine. A doctor's signature is not required for a prescription medication as long as the prescription is in the child's name, is in the original container, and is dated and the parent completes the appropriate form. Medication forms will be available from the Director or your child's teacher. Please remember that we give medication as a special service to the parents and children. Parents are expected to take the full responsibility for properly completing the appropriate forms and for dropping off and picking up medicines that need to be refrigerated in the kitchen. There is a special storage place for medicine in the refrigerator. We reserve the right to ask your child's doctor the purpose for which the medication is being used. The Center does not allow children to self medicate, including inhalers. Any special medical needs, including regularly administered medications, will be documented on the Ohio Department of Job and Family services medical care plan. We are sorry that we are not able to accept your delivery of medication if there are any items uncompleted on the forms—even if we don't give a child medication, if we have it on the premises and there is an issue with any of the paperwork, it is a violation of a "serious risk rule" and puts our Stars in jeopardy.

Emergency Closings

We will make every effort to keep the center open. In the event of bad weather the centers will follow these hours:

- If the college is closed, the center will be closed.
- If the college is on a 2-hour delay the center will open at 9:00am

Although we make every effort to be open and on time, in very unusual circumstances parents will not be able to leave children at the center until enough staff arrives to maintain appropriate staff child ratios. You can stay at the center and play with your child until another staff person arrives or the decision is made to close the center.

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 free from flying glass and furniture. Staff may bring books for reading to children in the hall. 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.

Fire Emergencies

The Center holds monthly fire drills during which the staff escorts the children to the nearest exit. It is the role of the Administrator to check all rooms and playgrounds to make certain they have been evacuated.

General Emergencies

In the event of an emergency that requires the building 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 well being and safety of children, parents will be called to immediately pick up their children.

Illness and Communicable Diseases

The YMCA Early Learning Center maintains a strict policy to exclude children from the Center who may be contagious and/or who may not feel able to participate.

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 and throughout the day 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 at the Center, we expect the parent to come and pick up the child as soon as possible. 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 use, 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 in the Administrative office. When your child has been exposed to a communicable disease other than a cold, you will be notified in writing within 24 hours.

When a child has symptoms of communicable disease, she/he will be isolated from the other children and supervised by an adult. Ill children will be provided with a clean cot and personal blanket and pillow (which will go home to be laundered). The cot 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:

1. Temperature of at least one hundred degrees F when in combination with any other signs or symptoms of illness
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
3. Severe coughing (causing child to become red or blue in the face or make a whooping sound)
4. Difficult or rapid breathing
5. Yellowish eyes or skin
6. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
7. Untreated infected skin patches, unusual spots or rashes

8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies, or other parasitic infestations
11. Sore throat or difficulty swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness

Children may return to the Center as listed below:

1. With a physician's statement that the child is free from communicable disease and that returning to the program presents no risk to the child or others. Or
2. Visibly free from communicable illness AND
    a. Fever free without fever reducing medicines for 24 hours
    b. 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 center 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 on the side of caution rather than allow healthy children and staff to be exposed to communicable illnesses.**

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 Administrator 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.

Child Medical Statements:

All children are required to have a current medical statement signed by their physician and dated. They must then be updated annually from the date of the examination. If a parent declines immunization for their child, they will need to complete the medical statement required by ODJFS. If there is any sign of communicable disease, any child not immunized against that illness will be excluded from the program until a full maximum incubation period has elapsed since the last case was discovered.

Diapering Procedure:

In general, you can count on your child's diaper being checked at least every two hours to see if a change is appropriate. In addition, diapers are checked before or after meals, sleeping, and before or after moving to another area. When the aroma in the classroom indicates that a child needs diapering attention, immediate attention is provided. If you desire for any special attention or instructions to be followed, please provide those to us, a special form is provided. If you do not give us any special instructions, we will know that you are fine with the procedures that we already follow.

Swimming and Water Play:

The children may participate in water play in tables or other vessels. We avoid any water play that the children get into such as a wading pool, due to worries about communicable illness being spread. If we did go somewhere on a field trip where there was a body of water such as a lake, this information and how we would handle it would be provided to you in advance.

Toilet Training

Toilet training is an ongoing process that begins at birth and ends when a child seldom has accidents. People often have differing opinions about the timing and methods for toilet training. The purpose of this section is to outline our philosophy and methods.

We respect the family's right to make decisions for the child and the family's knowledge of the child. If a family disagrees with this statement about toilet training, a conference must be held well in advance of any toilet training efforts so that we can work out differences and proceed with a basic agreement. It is crucial that we have reasonable consistency between home and school.

Each child is different and will proceed at different rates. The goal of toilet training is for the child to go to the bathroom independently. Toilet training can actively begin when the following signs are observed:

1. The child is physically ready. Signs of readiness include:
   a. ability to stay dry for over one hour
   b. ability to remove clothing with limited help
2. The child is interested or motivated. Signs of interest include:
   a. wanting to sit on toilet
   b. stating that s/he needs to go to the bathroom or that s/he needs to have their diaper changed.
3. Both teacher and parent agree that it is time to begin active toileting.

It is common for a child to be more successful at home than at school in the beginning. Parents are able to tune into just their child and his/her needs and rhythms. It is more challenging for us to know exactly when a child may have to go to the bathroom. We have a group of children to work with. It is unusual for a child younger than two years of age to be interested in toilet training. It is more common for children who are at least 2 1/2 to be ready--and we have had many who are almost three and who are three before they are independently using the toilet.

When the parents and teachers have discussed toileting and agreed that the child is ready we will:

a. Encourage the child to sit on the toilet (when dry) at regular times throughout the day. If the child should wet a diaper, it is no big deal; we will just encourage him/her to get to the toilet next time. This stage may go on for a long time, depending upon the child. We are working toward success on the toilet at this stage.
b. When the child is successful (dry diaper most of the time) for two weeks, we would encourage the parent to provide underpants (along with 2 or 3 changes of clothes). The child will need to wear clothes that are easy to remove. A diaper will still be needed for nap time for most children.

WE WILL NEVER:

- Force a child who is strongly protesting to sit on the toilet.
- Act negative or say negative things about accidents.
- Ask children more than hourly (1/2 an hour if they were dry last time) if they need to go to the toilet.

Training pants and rubber pants are hard to manage and don't really protect the environment from urine. Regular underpants are easier for the children to pull up and down. For some children wearing diapers until they are somewhat successful is helpful--for other children wearing underpants that feel wet when wet is more helpful.

Disposable training pants such as pull-ups don't seem to be of much help to children learning to use the toilet. They cost more, too. We believe that the only value they have is that the children can pull them up and down. This might be a valuable characteristic for your child, or it might not matter. They are really a diaper, and children's shoes have to be taken off before new disposable training pants can be put on. This is very inconvenient. They are more expensive than regular disposable diapers and we think diapers work just as well.

Screenings and Assessments

Attached is a list and description of all of the screening and assessment tools we use to help us prepare your children for success. We also use the data gathered from these screenings and assessments to report to ODJFS and other organizations we are partnered with for use in determining the positive effects early learning has on kindergarten and school readiness.

Transitioning

Because we believe that a smooth transition can be a key factor to a child's success, we have a detailed policy in place for all transitions including entering into the program, switching classrooms within the program, and leaving the program.

Upon entry to the program preschool, and toddler families are required to schedule a 1-2 hour visit in the classroom in which the child will be enrolled. All families will receive a list of suggestions to help their child with the transition into the program.

Transition of children from one class to another is based upon several factors including but not limited to:

1. Lengthened attention span
2. Emotional stability
3. Physical dexterity
4. Social maturity

As children exhibit signs of readiness to transition, there will be consultations with both teachers and parents to develop individualized transition plans.

When children are ready to transfer into kindergarten, teachers will prepare them by incorporating things pertaining to the start of kindergarten into their lesson plan.

If children are leaving our program for any reason (i.e. starting kindergarten, moving away, etc.) we request that families provide a 1 week notice so that children are given time to celebrate the time they have spent here and have a chance to say goodbye to teachers and friends.

For families wishing to have records transferred to another center/school, there is a "Records Transfer Form" available upon request.

IN CLOSING ---

We appreciate that your family has selected the YMCA to care for and educate your child. Just like you, we care deeply about your child. Your suggestions and comments will receive careful consideration as we continue to design a program responsive to the needs of your family.

APPENDIX A

PROCEDURES FOR CHILD ASSESSMENTS, SCREENINGS, PORTFOLIOS AND REFERRALS

ASSESSMENTS:

The teacher in each classroom is required to complete a *Creative Curriculum Individual Child Profile (ICP)* on each child within thirty (30) calendar days of that child's first day in the classroom. At two other times throughout the school year, usually winter and spring, the teacher shall complete additional assessments of the child's progress, again utilizing the *ICP.* In subsequent years, the ICP shall be completed three times during the year: fall, winter and spring.

The teacher shall also do supplemental assessments of each child utilizing assessment tools available from other early childhood resources or assessment tools that have been self-created utilizing developmentally appropriate milestones.

On a child's first day in the classroom, the teacher shall write a "tickler note" indicating the deadline for completion of the *Individual Profile*. Tickler notes are reviewed each morning upon arrival for any action items that are required.

DEVELOPMENTAL SCREENINGS:

A Devereux Early Childhood Assessment (DECA) questionnaire shall be included in each parent packet and will be part of the forms required to be submitted by the family prior to a child starting at the center. If the DECA is not returned with the initial registration paperwork prior to the child's first day at the center, the Site Administrator shall communicate with new families on a daily basis concerning the return of that assessment until it has been returned. Additionally, the child's teacher is required to complete a DECA after thirty (30) calendar days and before sixty (60) calendar days of each child's first day in the classroom. The information gathered on the questionnaires shall be recorded on the appropriate DECA rating sheet by the teacher as soon as she has finished her portion. Thereafter, the teacher shall send home a DECA during the first week of September of each year. The teacher shall also complete a DECA on the child at this time.

During a child's first week at the center, the teacher will send home an age-appropriate Ages and Stages Questionnaire (ASQ) for the parent to complete and return within five (5) school days. Teachers shall send home additional ASQ's annually thereafter for completion and return. The completed questionnaire shall be scored by the teacher within one week of receipt and the information recorded on the ASQ Summary sheet.

During the child's first week in the classroom, the teacher shall write a "tickler note" indicating the due date for the return of the *ASQ3* and the dated timeframe for the teacher's DECA completion. (For subsequent years, the tickler notes shall also include due dates for the latest DECA.) Tickler notes are reviewed by the teacher each morning upon arrival for any action items or reminders that are required. If a parent has not returned an *ASQ3* or DECA by the due

date, then the teacher will place a reminder note in the child's mailbox once each week for two weeks. In addition, the teacher will try to talk with the parent directly to request the return of the assessment. If the parent has not cooperated in returning the assessment within two weeks of the due date, the teacher shall advise the Site Administrator who shall communicate with the family on a daily basis concerning the return of that assessment until the assessment has been returned. Each time teachers send home a DECA or ASQ3 for the parents to complete and return, they shall write a tickler note with the appropriate follow-up dates.

PORTFOLIOS:

In addition to completing developmental screenings and assessments, teachers shall also gather items to be kept in a portfolio for each child on an on-going basis. The format of the portfolio is at the teacher's discretion and can be a notebook, folder, box or similar which contains all of the child's evidence in one place. Items gathered should include evidence of the child's progress in the numerous areas of development. These items are to help document the child's progress toward, and achievements of, notable benchmarks and should include a variety of items such as: assessments, screening results, physical items completed by the child, anecdotal notes made by the teacher/aide and pictures of the child.

If/when the child changes classrooms within the center, the portfolio shall move with the child.

RESULTS / REFERRALS / INDIVIDUALIZATION:

The results from all assessments and screenings shall be maintained in the child's classroom portfolio. Results of screenings shall be shared with families within fifteen (15) school days of scoring completion. Depending on the results and details of the information to be shared, the teacher can choose to share

the results by written communication, by informal short conversations with the parent or by scheduling an in-depth meeting with the family. The teacher shall utilize the tickler note system for tracking this deadline.

When referral to an outside source is recommended, the teacher shall share this recommendation with the family during the screening follow-up communication outlined above. The family will be given additional resource information or be referred to an appropriate professional (examples: Help Me Grow, Solutions Community Counseling and Recovery, child's primary health care provider, hearing/vision specialist). The teacher shall maintain a tickler system for follow-up with the parents within thirty (30) calendar days after the initial referral is made to determine the current status of the referral. Parents will be encouraged to provide updated information to the teacher and/or Administrator on a continual basis concerning their child's referral and progress. Parents will be asked to share with their child's teacher any special instructions or techniques that need to be implemented or adapted in the classroom to assist the child's development. The teacher shall document all communications concerning results, referrals and follow-up in the child's portfolio.

The information contained in the portfolio, including assessments and scored screenings, along with observations and other evidence, shall be used to develop and implement individualized instruction for the child. In addition to sharing screening results with families as outlined above, teachers shall also review other assessment results and relevant items from the child's portfolio at Parent-Teacher conferences held twice yearly, or more frequently if needed.

08/17 KK