

School Age Child Care Program
Fayette County Family YMCA
100 Civic Drive
Washington Court House, Ohio 43160
740-335-0477

Welcome to the **School Age Child Care Program (SACC)**!

This handbook contains information regarding the day SACC program. It is very important that you read this handbook and keep it as long as your child is enrolled in the program.

Philosophy:

SACC is operated and managed by the Fayette County Family YMCA. It is the YMCA mission to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all. Our curriculum is designed to meet the needs of each child as an individual. Activities include reading readiness, play, music, stories, art, science, math, health, physical education, crafts, swimming on school days out, and Bible Lessons.

It is the teachers' role to encourage, assist, and guide each child in reaching his/her fullest potential by recognizing each stage of development and creating a curriculum that will nurture and facilitate each child's growth during that stage through participation in positive experiences, planned environments, and stimulating activities.

License:

SACC is licensed to operate by the Ohio Department of Job and Family Services.

Admission:

Enrollment is open first to YMCA members and then to non-members.

A child is considered to be enrolled in the program only after the registration fee has been received, the administrator confirms the availability of space, and the proper paperwork is received. This includes the basic enrollment health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Children are enrolled regardless of race, color, sex, religion, or national orientation. The center is not staffed to provide one on one ratio that may be requires for a child with behavioral or severe handicapping conditions.

The center reserves the right to restrict admission of those children who are unable to function satisfactorily within our staffing ratios and the facility.

When possible, the center will enroll handicapped children, as both handicapped and non-handicapped children will benefit from being together on a regular basis, especially during the years when their attitudes and perceptions of themselves and others are most pliable.

Hours of Operation:

SACC is open Monday – Friday 5:45 until 8:45 AM after the last school bus has picked up children. SACC opens again when the first group of school children arrives at 2:15 until 6:15 PM.

Director's Information:

If you should need to speak with Miss Stephanie for any reason, her office hours are 7:00 – 12:00 and 3:30-6:30.

Miss Amy's office number is 740-335-0477 ext. 112.

Miss Amy is used in ratio during some of these hours and may be unavailable to speak with you immediately. Please leave a message with the front desk and she will get back to you as soon as possible.

Staff/Child Ratios:

SACC will not exceed the state required ratio of 1 adult to 18 School Age Children.

Daily Schedules:

The SACC daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for the children. We want them to view SACC as a safe, fun, and comforting place where they know what to expect and when to expect it.

Swimming Information:

Swimming activities will be provided during scheduled School Days Out according to pool flexibility. Children are to provide their own bathing suit and towel. A lifeguard will be present at all times and staff will also be actively supervising children.

Meals:

Breakfast is served until 8:00AM and consists of 3 food groups.

Lunch will also be provided on School Days Out from 12:30 – 1:30. Lunches include 1 serving of protein, 2 servings of fruits and vegetables, 1 dairy (milk) and 1 serving of grain.

If your child packs his/her lunch, these same serving guidelines must be followed.

An afternoon snack consisting of 2 food groups will also be provided daily around 3:00PM.

Sunscreen and Bug Spray:

Each child is to supply their own sunscreen and bug spray.

Please apply sunscreen to your child at home before arrival at the YMCA. Teachers will make sure sunscreen/bug spray is applied periodically throughout the day.

If your child is extra sensitive to the sun and needs to take extra precautions, please let a counselor know.

Transportation of Children:

The center will be providing transportation periodically. This transportation will be done in vans owned by the YMCA. A staff member with first aid/communicable disease and CPR training will be present.

Tuition/Fees and Payment Policies:

The fee for families paying the full time weekly rate is due on Monday of the week care is provided. Families who have two or more children enrolled in YMCA child care programs, a 15% discount will be given which is applied to the child(ren) enrolled in the least expensive program(s). The weekly fee is:

	Members	Non-Members
Full Time – AM & PM Care	\$75	\$85
School Day Out – per day	\$5	\$5
Part-Time – AM or PM Care	\$40	\$50
School Day Out – per day	\$12	\$14
Drop-In rate (Daily)	\$35	\$45

Please note that there is a discount for YMCA members. Memberships may be purchased at the Fayette County Family YMCA. For more information on memberships contact the Membership Specialist, Tosha Larch at 335-0477.

The YMCA does accept reimbursement for those who qualify for assistance through Ohio Department of Job and Family Services. The co-payment established by ODJFS is due on Monday of the week child care is provided.

Charges for SACC will be based on weeks enrolled.

Weekly tuition may be paid by cash, check, or money order made out to the Fayette County Family YMCA, or a credit card. For your convenience, you are also able to set up a bank draft or credit card charge for automatic payment each week. Failure to keep your child care account current will result in your child's suspension until the account is settled.

Registration Fee:

A non-refundable registration fee of \$50 is due by cash or check at the time of registration. Registration fees must be paid prior to the first day of attendance. This fee is for each child enrolled. A child is not considered enrolled until this fee is paid.

This fee is waived if your child has been in a YMCA child care program during the 2015-2016 year. (This includes KWOL and Camp Coyote Run.)

Delinquent Accounts:

Any returned check will be subject to the current bank fee for returned checks plus the amount of the check. The YMCA may suspend child care services until a returned check issue is settled. Recurrent checks returned for insufficient funds will be required to pay in cash.

Arrival/Departure:

Parents are required to bring their children into SACC and to sign the child in on the clipboard. Any special messages, medications, pick-up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or sent inside alone. Staff must be made aware of each child's presence before the parent departs.

At the time of pick up, parents are required sign out the child on the clipboard. Signing "mom" or "dad" is not acceptable, the full name must be signed. Parents are responsible for the supervision of their child before sign-in and after sign-out.

If you receive assistance from Ohio Department of Job and Family Services, your child must be in BEFORE they enter the program and the swipe ticket must be presented to a teacher in the room before you leave your child. The same goes for swiping out – it must be done BEFORE you pick up your child and the swipe ticket presented to a teacher. That way, if there is a problem, it can be addressed immediately.

Late Pick Up Charges:

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. Notification does not cancel the late pick up charges.

A late fee of \$1 per minute per child will be charged after 6:15 pm Monday – Friday. **This fee must be paid before the child can return to our care the next day.**

If the center has not been notified and the child has not been picked up after the designated pick up time, the teacher will make the first attempt to contact the parents. If the parents cannot be reached, the person(s) on the Emergency Transportation Form will be contacted to pick up the child.

If no one can be reached, the center will call Human Services.

Children Participating in YMCA Activities:

If your child is registered for a YMCA program that takes place during SACC hours, please let staff know in order to make sure your child attends that program. Written permission must be given in order to allow the child to leave SACC and participate in the other program.

Release of a Child:

Staff will release children only to persons on the release form provided by the parent. If an emergency arises, the parent must notify the SACC Director by phone call stating the name of the person picking up the child or a written signed note giving the person permission to pick up the child.

Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring picture ID and they are not offended. The children's safety is our first priority.

Custody Agreements:

If there is custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny access to any parent without proper documentation.

Child Abuse Reporting:

All staff members are mandated reporters of child abuse. If staff has suspicions that a child is being abused or neglected, they MUST make a report to the local children's service agency. The safety of the children is always our first concern.

Accidents/Emergencies:

The center has devised several procedures to follow in the event that an emergency would occur while the child is in the center's care. In the event of fire or tornado, the staff would follow the written instructions posted in the classroom, describing emergency routes and procedures to be followed to assure that children arrive at the designated spot. In order to prepare children for the unlikely need to evacuate, drills will be performed periodically.

In Case of an Emergency:

Staff insures the safety of the children and supervision of the children. Immediately contact the director or designee for assistance. Director or Designee will call 911 if necessary and contact the child's parents. In case of emergency, staff will take the sign in sheets and attendance books with them. Staff will complete an incident for serious incident, injury, or illness.

In the Event of Serious Incident, Injury, or Illness:

In the event of a life threatening situation, the director or designee will call 911. The child's family will then be contacted. A staff member will accompany the child to the emergency room. All medical records will accompany the child to the ER. Staff will complete the incident form and the director will forward a copy to the Ohio Department of Job and Family Services licensing office.

In a situation where a child walks away from the center, the Director or Designee will immediately contact Law Enforcement and the child's parents.

Incident forms will be completed for the following things:

- An illness, accident, or injury requiring first aid treatment
- A bump or blow to the head
- Emergency transportation
- An unusual or unexpected event which jeopardizes the safety of children or staff

Management of Illness:

The YMCA provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter our program to assess his/her general health. Please do not bring a sick child to SACC as they will be sent home. We will not accept children for the day that would be too sick to go to school or participate in daily activities. Please plan ahead and have a back up care plan if you are unable to take off work or school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F- in combination with any other signs of illness
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in SACC activities, the parents will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Parents will be notified in writing by a note on the clipboard if children have been exposed to a communicable illness. Children will be readmitted to SACC after at least 24 hours free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

Medication:

SACC will administer medications to a child only after the parent completes a Request for Medication form. Medication will be stored in a designated area inaccessible to children. Medication may NOT be stored in a child's backpack. The only exception to this requirement would be a child that requires the immediate use of an inhaler for a medical condition. In that instance, parents must sign a release form stating that they are permitting their child to have access to the inhaler at all times. The child must keep the inhaler on his person at all times; it may not be stored in a backpack. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the teacher in charge of the child.

Prescription medications must be in the original container and administered in accordance to the instructions on the label. Over the counter medications will not be administered more than three days without instructions from a physician. Over the counter medications must be age appropriate and given in the correct dosage unless written permission is obtained from the physician on the Administration of Medication form.

Outdoor Play:

At SACC, we allow the children time to play outside. We will limit the amount of time outside when temperatures are extreme. Children will not be taken outside when temperatures are above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not possible due to these conditions, SACC playtime will be moved indoors with appropriate activities.

Bullying:

SACC has a zero tolerance policy when it comes to bullying. If your child feels like he/she is being a victim of bullying, please instruct them to tell the SACC Director.

If your child is identified as being a bully, the SACC Director will talk with the child about why bullying is not acceptable or appropriate. Parents will also be notified.

If the bullying behavior persists, the child may be dismissed from the SACC program.

Fighting:

SACC has a zero tolerance policy for fighting. If a fight happens, SACC reserves the right to send the child home. If notified about a fight, your child must be picked up within 30 minutes.

Parent Responsibilities and Reminders:

In order to assure that your child's association with SACC is a pleasant, positive experience, we ask that parents follow these suggestions:

1. Do not send your child to SACC if you suspect illness or if he/she is not well enough to participate in the days activities.
2. Escort your child into SACC making sure you sign-in on the clipboard.
3. ODJFS Parents: You must swipe your child in/out and bring the ticket from the machine to the counselor with the clipboard before signing in/out your child.
4. Check for papers, projects, notes, or reminders on a daily basis.
5. Keep tuition paid in full
6. Check the wall for mail daily
7. Update the information in your child's files when changes occur by informing the SACC Director.
8. On School Days Out, your child is to supply their own bathing suit, towel, sunscreen, and bug spray with their name written clearly on it.
9. Remember to notify the SACC Director:
 - o If your child will need transported to KWOL.
 - o If someone else will be picking up your child from SACC.
 - o If your child was picked up from school by a parent.
 - o If your child will be out sick.
 - o If your child will be out for an extended period of time (vacations).
10. Sign your child out with the time and a signature. "Mom" and "Dad" does not count.

Personal Belongings from Home:

Children are not to bring toys (stuffed animals, dolls, action figures, beyblades, etc.) to SACC.

Electronics (MP3 players, smart phones, cell phones, game boys, tablets, etc.) are not permitted for use during SACC.

The YMCA or YMCA staff is not responsible for lost, stolen, or broken electronics or any other personal item(s) which a child brings to SACC.

SACC Participant Rules:

Please sign and return this page to the Fayette County Family YMCA with your registration packet.

If you have more than one child enrolled, you can have all children sign the same paper.

I have received a copy of the School Aged Child Care Parent Handbook and reviewed it with my child.

By signing below, we, my child and I, agree to adhere to the policies & procedures listed, including the SACC Participant rules and Discipline Policy as stated below:

These rules and regulations are necessary so that we may enhance the enjoyment and safety of all participants. *The staff reserves the right to add to or modify the rules as needed to create a positive and safe program for all participants.*

1. Children will use appropriate behavior and language at **ALL TIMES** and will use materials and supplies in a safe and appropriate manner.
2. Respect and follow the directions of SACC Staff. This includes participating in all scheduled activities.
3. Respect the property of the Fayette County Family YMCA, all YMCA Staff, and fellow campers.
4. Absolutely no bullying, fighting, or disruptive behavior will be tolerated. Please be sure to read the discipline procedure to your child so they are aware of the consequences.
5. All SACC participants must stay within the designated boundaries of group as outlined by SACC personnel. SACC participants must ask a staff member before leaving the designated area. Any participant found out of the designated area will be written up.
6. Have Fun!

Discipline Policy:

Violations of the camp rules will result in the following action:

FIRST OFFENSE:

A verbal warning from the SACC Teacher, or at the SACC Director's discretion, an ejection may be warranted.

SECOND OFFENSE:

A written warning from the SACC Teacher, or at the SACC Director's discretion, an ejection may be warranted.

THIRD OFFENSE:

A second written warning will be issued, plus a meeting/phone call between the participant, his/her parents, the SACC Teacher, and the SACC Director; or at the SACC Director’s discretion, an ejection may be warranted.

FINAL ACTION:

Dismissal from SACC for a period of time deemed appropriate by the SACC Director.

* If any child is dismissed from SACC for a discipline reason the parents will be notified immediately. No refunds or credits will be issued by the Fayette County Family YMCA.

* We reserve the right to dismiss a child from camp as we see needed regardless of whether they’ve had previous warnings or not.

The success of the program and the safety of all participants are contingent on each individual respecting and obeying the rules listed above. We hope each child will have a positive, fun experience during camp. We are committed to working together with you and your child to ensure this happens. We appreciate your time, respect, and support on these rules and regulations.

I have read the rules, regulations, and discipline procedures written above to my child. My child understands that they must follow the rules to help make camp a safe program for everyone and agrees to follow the policies.

Parent Name – Please Print

Parent Signature

Date

Child Name – Please Print

Child Signature

Date