



Fayette County Family YMCA  
100 Civic Dr  
Washington CH, Ohio 43160  
740-335-0477

**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Summer 2024

Dear Families,

Thank you for your interest in our Summer Camp! We have been busy planning exciting activities for a great summer of fun. Your child will have a positive, safe and fun summer meeting new friends and experiencing new adventures.

The Fayette County Family YMCA will be collaborating with the Washington City Schools Big Blue Bus program, as they will be providing a sack lunch service for the Summer Camp.

This parent handbook will provide information and regulations to help answer questions about your child's summer camp. You and your child will be held accountable for all information covered in this handbook. If you have any additional questions, please feel free to contact the Summer Camp Director, Tosha Niciu at 740-335-0477 ext. 106.

Along with this Parent Handbook, you will receive a registration packet that includes Ohio Department of Job and Family Services Child Enrollment and Health Information forms, Permission to participate in swimming activities, and an Automatic Payment Form. These forms must be completed before your child is officially enrolled into our program. The completed packet must be returned no later than seven (7) days prior to the first week to be attended by your child.

Thank you again for enrolling your child into our Summer Camp! We look forward to providing a memorable summer for you and your child.

Sincerely,

Tosha Niciu  
Summer Camp Director  
tniciu@faycoymca.org  
740-335-0477 ext. 106



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Welcome to the Fayette County Family YMCA Summer Camp!

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

### **Philosophy**

The Summer Camp is operated by the Fayette County Family YMCA. The YMCA Summer Camp recognizes and values each child as a unique individual who should be encouraged to explore new experiences at his or her own pace. This is accomplished in a warm, secure, play centered environment that provides a balance of developmental activities that promote social, physical and cognitive growth. It is the mission of the YMCA to put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

### **Goals**

The Fayette County Family YMCA strives to help children develop to their fullest potential, to support and strengthen the family unit, and to deliver the program in a positive YMCA environment of safety, support and care.

- Help children develop to their fullest potential in a caring, safe, and positive environment.
- Support and strengthen the family by fostering all-around health and well-being.
- Teach, model, celebrate, practice, praise, and reinforce the four core values of character development: caring, honesty, respect, and responsibility.

### **License**

The Fayette County Family YMCA Summer Camp is licensed to operate by The Ohio Department of Job and Family Services. We are also a Step up to Quality Three Star rated program since March 2020!

### **Admission**

To enroll your child into the Summer Camp, please complete the proper summer packet and return it to Tosha Niciu, Camp Director. The completed packet is due no later than seven (7) days prior to the first week to be attended by your child.

Enrollment is open first to current program families and then to new enrollees.

A child is considered to be enrolled in the program ONLY after the required paperwork has been received, reviewed, and approved. Once enrolled, any change to this information must be communicated to the office immediately so that current information is on file. This is for the safety of your child.

### **Eligibility and Non-Discrimination Statement**

The YMCA Summer Camp is open to serve youth that have finished Kindergarten up to Sixth grade. Children are enrolled regardless of race, color, religion, sex, economic level, national orientation or physical abilities.

The center is not staffed to provide one on one ratio that may be required for a child with behavioral or severe handicapping conditions. However, the center will make all reasonable attempts to accommodate children with special needs including physical and developmental needs. All children enrolling into the center MUST be fully potty trained. Please contact Tosha Niciu for an interview and an individualized assessment to determine if the program can meet the needs of the child.

The center reserves the right to restrict admission of any child if the administration determines that it is not in the best interest of the child/center to enroll.



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### **Hours of Operation**

Monday – Friday 6:00am – 5:30pm (Hours subject to change based on staffing)

With the official Summer Camp Day being 9:00am – 4:00pm

The Summer Camp Program will be closed in observance of the following holidays: Memorial Day and Independence Day. We will also be closed to observe a Professional Development Day on July 5<sup>th</sup>.

### **Summer Directors Hours of Availability**

The Summer Camp Director's office hours are 9:00am – 12:00pm. You may reach the Summer Camp Director at 740-335-0477 ext. 106. If the Director is unavailable, please leave a message with the Front Desk Staff.

### **Fees and Payments**

The weekly Summer Camp fee is \$125 for Member and \$175 for Non-Member. There is a one-time \$15 registration fee per family due at registration as well as a non-refundable \$25 weekly deposit per week registered. The \$25 will go towards the weekly rate and will secure your spot for that week.

The fee for families paying the full-time weekly rate is due by Wednesday of the week care is provided. Please note that all families must set up an automatic withdraw from a debit/credit card or bank account for payment of fees. For families who have two or more children enrolled, a 15% discount will be given to the second child.

Summer Camp Scholarships are available for those families who have been denied through the Ohio Department of Job and Family Services.

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

Failure to keep your childcare account current will result in your child's suspension until the account is settled.

### **Late pick up charge**

A late fee of \$1.00 per minute per child will be charged after 5:30pm. **This fee must be paid before the child can return to our care.**

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 all attempts to contact the parents or emergency contacts. If the parents or emergency contacts cannot be reached, the childcare staff reserves the right to contact Child Protective Services.

### **Publicly Funded Child Care (Title 20)**

The YMCA Summer Camp does accept Publicly Funded Childcare for those who qualify for assistance through Ohio Department of Job and Family Service (ODJFS). Families receiving ODJFS assistance must have a credit/debit card on file for weekly payment of co-pays. Your card will be charged on Wednesday each week, unless otherwise noted on the Automatic Payment Form. Any returned payments must be paid within one week to maintain enrollment. Unpaid returns will result in suspension of care until payment is made in full and subject to a \$25 CC or \$35 EFT return fee.

**Enrolled children with ODJFS assistance must attend at least 25 hours weekly to maintain enrollment.** The SACC Director will monitor these hours through the TAP (Time, Attendance and Payment) System. Parents must keep all taps on the TAP System current as this is also your form of payment. Missed taps not completed within one week will result in suspension from the program until missed taps are made current. **Parents are responsible for payment for taps not completed in the allotted time to receive ODJFS payment.**



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### **Child Abuse Reporting**

All childcare staff members are mandated reporters of child abuse. If the staff has suspicions that a child is being abused or neglected, they MUST make a report to the local Child Protection Services. The safety of the children is always our first priority.

### **Supervision Policy**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff is alert to the safety needs of their children, anticipate possible hazards and take necessary appropriate precautionary and preventative measures.

### **Arrival/ Departure**

All children, parents, and guardians entering the building MUST wash their hands before entering the classroom. **Parents are required to bring their children into the YMCA and to sign the child in on the attendance located on the clipboard.** Any special messages, medications, pick-up notes, etc., are to be given to the Director or 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 to sign their child out with the time and their signature on the attendance located on the clipboard and then inform their child's teacher they are leaving. A signature is required under the signature column, signing "mom" or "dad" is not permitted.

Those families receiving Publicly Funded Childcare (ODJFS), your child must be checked in on the TAP Tablet (located outside the classroom) before they enter the program. This is your form of payment to the state of Ohio.

Parents are responsible for the supervision of their children before sign-in and after sign-out.

At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within sight and sound of a staff member.

In the event a child has not been picked up after closing time and the center has not been notified, the teacher will make all attempts to contact the parents and/or emergency contacts. If the parents or emergency contacts cannot be reached within an hour of closing, the child care staff reserve the right to contact Child Protective Services.

### **Late Arrival**

All children attending the Summer Camp should arrive by 9:00am. If your child will be late, parents will need to call the Summer Director for approval on late arrivals. This helps us with staff to child ratio and accurate lunch counts.

### **Absences**

If your child will be absent on a day they would normally attend, please notify the staff as early as possible at 740-335-0477.

### **Release of a child**

Staff will release children only to persons on the release form provided by the parent. All persons picking up children will be required to show a form of ID to staff to verify. If an emergency arises, the parent must provide a written signed note giving the person permission to pick up their child. Staff will check any person's ID before they release the child. Please inform anyone picking up your child that they will be required to show a form of ID. The children's safety is our first priority.

Staff will not release a child to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.



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### Custody Agreements

If there are custody agreements involving your child, you must provide the center with CERTIFIED Court Papers indicating who has permission to pick up the child. The center may not deny access to any parent without proper documentation.

### After Hours Care

YMCA staff/volunteers are not permitted to care for or to transport children at any time outside of the YMCA program.

### Staff to Child Ratio

The Summer Camp will not exceed the state required ratio of 1 adult to 18 children with a maximum group size of 36. The only exception to the rule is if the program takes a field/walking trip and then the ratio will be 1 adult to 10 children.

### Daily Schedules

During the Summer Camp participants will enjoy a wide variety of fun, new and safe experiences. The program is broken into groups based on the grade level the child has just completed and/or the child's age. Participants will stay with this group all summer.

The participant's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view the Summer Camp as a safe, fun, and comforting place where they know what to expect and when to expect it. Activities will vary according to the theme of the week, weather, or special events.

Every day at the Summer Camp participants will have 30 minutes of intentional physical activity, 30 minutes of intentional reading (DEAR - Drop Everything And Read), crafts and games.

Sample daily schedule for the Summer Camp

6:00am – 7:00am	Arrival / Quiet Time (Coloring, Reading, Drawing, Board Games)
6:30am – 7:30am	BREAKFAST
7:30am – 8:45am	Centers / Sunscreen / Bathroom Break / Transition to Outside
8:45am – 9:00am	Opening Ceremonies / Program Announcements
9:00am – 11:00am	Rotation of Program Areas
11:00am – 12:00pm	LUNCH
12:00p – 12:30pm	Lunch Clean Up / Sunscreen
12:30pm – 3:00pm	Rotation of Program Areas / Weekly Themed Activities
3:00pm – 4:00pm	PM SNACK / DEAR / END OF DAY
4:00pm – 5:30pm	Outside / Indoor Play Until Pick-up

### Children Participating in YMCA Activities

If your child is registered for a YMCA program that takes place during program hours, a note is required for us to allow them to leave our program and go to the other program.



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### Sunscreen

The YMCA will provide a basic sunscreen with an SPF 50 (Banana Boat Sport Ultra Lotion). List of ingredients will be available upon request. If parents choose to supply the sunscreen, please make sure it is a non-aerosol lotion, labeled with the child's name and given to their counselor. Please apply the first application of sunscreen to your child upon arrival at the YMCA. Counselors will make sure sunscreen is applied periodically throughout the day. If your child is extra sensitive to the sun and needs to take extra precautions, please inform their counselor.

**NO AEROSOLS (They will be returned if brought in).**

### Water

Please send a full water bottle with your child daily. This may be a reusable bottle. These bottles are for **WATER ONLY**. This ensures that your child will have immediate access to water when they are thirsty.

### Outdoor Play

During the Summer Camp, most of our day is spent outside. Please make other arrangements if your child does not feel well enough for outdoor play. We will limit the amount of time outside when temperatures are extreme. 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, the summer camp will be moved indoors with appropriate activities.

Due to the amount of time we spend playing outside; participants need to be mindful of their attire while in the program. Participants will be playing outside in the dirt and grass. It is recommended that children NOT wear their "nice clothes", skirts, or dresses to the program.

Participants **must** wear closed toed shoes when in attendance. Tennis shoes are best. Participants are **NOT** permitted to wear sandals, flip flops or Crocs.

### Swimming

Swimming activities will be provided during camp. **Campers are to provide their own bathing suit and towel.** A lifeguard will be present at all times and camp staff will also be actively supervising the children.

Children will be split into two different swim times, Little Swim (Kinder-2<sup>nd</sup>) and Big Swim (3<sup>rd</sup>-6<sup>th</sup>).

The children listed as non-swimmers on their permission form will swim in the 3-foot area of the pool **ONLY**. This includes all swimmers who must wear a floatation device. The children listed as swimmers on their permission form will be allowed into the 5-foot area. If a swimmer wants to go farther out into the deep end of the pool, the swimmer must pass a swim test to go past the 5-foot area into the deep end, which goes down to 9 feet.

The swim test includes swimming the length of the pool, from the shallow end to the deep end, treading water for 30 seconds, and swimming the length of the pool back to the shallow end. If at any point the swimmer touches the bottom or the side of the pool, the test is ended and the swimmer will have to try again another day.

### Meals, Snacks & Nutrition

Breakfast is served from 6:30am – 7:30am, lunch is served from 11:00am – 12:00pm, and snacks are served from 3:00pm – 4:00pm. Please be aware that if your child has special dietary restrictions proper documentation is required and could result in the parent or guardian providing the meals.

The Fayette County Family YMCA will be collaborating with the Washington City Schools Big Blue Bus program, as they will provide a sack lunch service for the Summer Camp. Children are welcome to pack their lunch. However, if you choose to pack your child's lunch it will need to be in accordance with current ODJFS meal requirements (ie: a meat, a vegetable, a fruit and a grain). Milk will be provided to all children. We ask that you do not send your child with any fast food, soda, junk food or candy. They may bring a reusable bottle for water only.



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### Food Supplements or Special Diets

Food accommodations will be made when the accommodation is due to a disability (a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having a special impairment). Reasonable food accommodations may be made for children/participants without disabilities who may have special medical or dietary needs. Food accommodations are to be supported by a statement signed by a recognized state medical authority which is defined as a state licensed health care professional who is authorized to write medical prescriptions under state law. If your child falls under this category, a "Special Diet" form will need to be filled out and signed by a physician, as well as a "Request for Administration of Medication" (signed by a physician) form and the ODJFS "Care Plan".

### Incident/Injury Reports

In the case that your child is involved in an accident or incident while in the care of the YMCA Summer Camp a written incident/injury report will be filled out and provided to a parent or guardian. If your child suffers a serious injury you will be contacted immediately and referred to additional care if necessary. If your child suffers from an injury that requires immediate medical attention parents or guardians will be contacted as well as emergency services. If emergency services decide that your child needs further medical attention a staff member will accompany the child to the closest emergency room. Staff members will remain in constant communication with parents or guardians and will remain with the child until a parent or guardian arrives.

### General Emergencies

The center has devised several procedures to follow if an emergency would occur while the child is in the center's care. In the event of a fire or tornado, staff will follow the written procedures posted in the classroom describing the emergency routes and procedures to be followed to assure that children arrive at the designated spot. In the unlikely event there would be an environmental threat or threat of violence, the staff will: secure the children in the safest location, contact and follow the directions provided by the Child Care Director, Designee, or law enforcement authorities and contact the parents as soon as possible. To prepare children for the unlikely need to evacuate, drills will be performed monthly.

There is always one staff member present at the center that has received training in First Aid, CPR, Communicable Disease Prevention and Recognition of Child Abuse and Neglect. In the case of a minor incident/injury staff will administer basic first aid. If the injury is more serious, first aid will be administered, and the parents will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life threatening, EMS will be contacted, parents will be notified, and a staff member will accompany the child to the local hospital with all available enrollment and health records. Staff may not transport children in their personal vehicles. Only parents or EMS will transport.

General first aid kits are kept in the classroom and in the Director's office. Each kit is clearly marked, within easy reach of staff but out of reach of children.

An incident/injury report will be completed and given to the parent or guardian for review and to be signed on the day of the incident/injury. Incident/injury reports will be given for the following reasons: illness, accident, injury which requires first aid, child receives a bump/blow to the head, child must be transported by emergency squad, a behavior concern, or an unusual or unexpected event that occur which jeopardizes the safety of the child. If a child requires emergency transportation, the incident/injury report will be available within 24 hours of the incident/injury. It is the responsibility of the administrator to self-report to Ohio Child Licensing and Quality System any serious incidents within 24 hours of the incident/injury.

### Transportation for Emergencies

For medical emergencies children will be taken to the nearest hospital by Ambulance. If children need to be transported by ambulance parents will be notified immediately and will be required to meet staff at the hospital. The Fayette County Family YMCA reserves the right to refuse enrollment into the center if parents or guardians refuse to grant consent for transportation to the source of emergency treatment.



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### Management of Illness

Having a completed Medical Statement ensures that your child is receiving all the necessary health screenings available to them. While there are optional assessments/screenings available we recommend they are completed annually as well. Optional assessments/screens are vision, hearing, dental health, height and weight, and blood hemoglobin levels. Most health screenings can be completed at your child's Doctor's office. If you do not have a doctor for your child, you can go to The Fayette County Health Department. If you would like more information on the importance of health screenings, please speak to the childcare director.

The YMCA provides children with a clean and healthy environment. However, we realize 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 the program as they will be sent home.** This also exposes the rest of the children and staff. 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 backup care plan if you are unable to take off work. Parents will be notified in writing by a note on the clipboard if children have been exposed to a communicable disease.

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 or higher
- Vomiting
- 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 lice or nits, scabies, or other parasitic infestation
- Sore throat or difficulty swallowing.

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

Should a parent be called to pick up their child, they must do so within 1 hour of notification. Children will be readmitted to the program after being 24 hours free of fever and other symptoms (untreated by fever reducing medications). If the child is not symptom free, a doctor's note will be required stating the child can return to a group care setting and is not contagious.

### COVID-19 Policy/Procedure

If COVID-19 is suspected please test your child and keep them home until you have received results. A doctor's note will be required so we can properly communicate any communicable disease with families and the Health Department. The CDC (Center for Disease Control) COVID-19 Guidance is as follows:

If Positive, the child must remain home for a minimum of 5 days. If after 5 days symptoms have improved and the child has been fever free for 24 hours (without the use of fever reducing medications) they may return to care with a mask for 5 days.

If Negative, the child may return to care as long as they have been fever free for 24 hours without the use of fever reducing medication and no signs of symptoms.

Staff and Administration will take all precautions to keep your children safe and healthy; we ask that you do the same. If you suspect that your child is ill, please keep them at home.





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### Care of Children without Immunizations

The Fayette County Family YMCA reserves the right to refuse care to any child that is not up to date with current immunizations as required by the State of Ohio Department of Job and Family Services.

### Medications

Child care staff will administer medications to a child only after a parent completes a Request for the Administration of Medication (JFS01217) or Child Care Plan for Health Conditions or Medical Procedures (JFS01236) and a doctor has signed off, when applicable. *Child care staff will not administer any medication to a child that has not previously received a dosage.* 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 is a child that requires the immediate use of an inhaler for a medical condition. Parents must sign a release form stating they are permitting their child to have access at all times to the inhaler. The child must keep the inhaler on his/her person at all times. Anytime the child is unable to maintain control of the inhaler, it must be handed directly to the teacher responsible for the child.

### Prescription Medications

Any child with a prescription medication must have the "Request for Administration of Medication" form filled out and signed by a physician and a "Child Care Plan" form filled out and signed by a parent/guardian. Prescription medications must be in their original container and administered in accordance to the instructions on the label or provided by the physician.

### Over the Counter Medications

Over the counter medications must be administered in accordance with label directions and will require a "Request for Administration of Medication" form. Over the counter medications will not be administered for more than three days without instructions from a physician.

### Topical Products

Children are allowed to carry/use their own topical products if it is in its original container and written parent permission has been given. If it is a prescription, please refer to prescription medications.

### Personal Belongings from Home

Children enrolled in the Summer Camp are not permitted to bring toys (stuffed animals, dolls, action figures, etc.). Children are not permitted to bring electronics of any kind. If a staff member observes a child enrolled with electronics, the electronics will be confiscated and brought to the Director's office and will not be returned until the child's parent arrives.

**THE YMCA STAFF ARE NOT RESPONSIBLE FOR LOST, STOLEN, OR BROKEN PERSONAL ITEMS OR ELECTRONCS.**

### Videotaping/Photographing

Parents/Guardians are prohibited from taking any form of photograph of any child while they are signed into the Summer Camp. Any violation of this policy could result in termination of child care from the Fayette County Family YMCA.

### External / Internal

From time-to-time activities at the center may be photographed or videotaped by center staff, other YMCA, the media (newspaper or TV) or any of our affiliated programs (public library). These may be used for promotional purposes or news articles of interest. A parent signed permission form is required.

You may elect to allow photography or videography for internal purposes. In this case, photos or video would be used within the classroom, the YMCA, or our Facebook page. A parent signed permission form is required.



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### Video Monitoring

The Summer Camp has a camera in the classroom and other areas except the bathrooms. This is for the safety of your children. If you request to view footage, please make a formal written request to the Summer Camp Director and allow 24-48 hours for your request to be processed.

### Parent Involvement

Parents are encouraged to participate, whenever possible, in the activities at our Summer Camp. Parents may wish to attend special activities or simply join in the daily fun. If you would like to participate, please reach out to the Summer Camp Director to make arrangements.

### Parent Information Board

The parent information board is located just outside the classroom. Information is updated frequently for the benefit and interest of all families.

### Parent Responsibilities and Reminders

To assure that your child's time with the YMCA is a pleasant, positive experience, we ask that parents follow these suggestions:

1. Do not send your child to the program if you suspect illness or if he/she is not well enough to participate in activities.
2. Please dress your child in appropriate clothing for activities, including tennis shoes.
3. Escort your child to the classroom making sure you sign them in on the appropriate attendance clipboard.
4. ODJFS parents: You must TAP your child in and out daily. No Exceptions!
5. Check for papers, projects, notes or reminders daily.
6. Keep tuition paid in full.
7. Update the information in your child's file when a change occurs by informing the Summer Director.

### Basic Child Care Rules

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 children enrolled.*

- 1. Absolutely no bullying, fighting or aggressive behavior will be tolerated.**
2. Children will use appropriate behavior and language at all times.
3. Children will use materials and supplies in a safe and appropriate manner.
4. Children will respect and follow the directions of the staff.
5. Children will respect the property of the Fayette County Family YMCA, all YMCA staff, and fellow classmates.
6. Children must stay within the designated boundaries of the program as outlined by YMCA staff.
7. Have Fun!

### Guidance Policy

The center implements Conscious Discipline. Conscious Discipline is a comprehensive classroom management program and a social-emotional curriculum. It is based on current brain research, child development information, and developmentally appropriate practices.

YMCA SACC staff believes that helping the child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teacher and fellow students. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the correct thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. "Breaks" will be age appropriate in length and done within the classroom. Staff will not



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impose punishments for failure to eat, sleep, or toileting accidents. Nor will food, rest, or toilet use be withheld from any child as a disciplinary action. Disciplinary action will not be unnecessarily shame, humiliate, or frighten a child. This discipline policy applies to all staff and parents while they are at the center. Corporal punishment is not used and is not to be used by any family member with any child while at the center.

If a situation arises where a child is consistently endangering him or herself, peers or staff, it may become necessary to terminate the child's participation in the program. A behavioral form will be filled out on a child if they show signs of bullying, hitting and destructive/aggressive behavior toward other children or staff. If a child receives more than 3 behavioral reports a call will be made to the parents and the child will be sent home for the day. If problems continue a meeting will be held with the parents. 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 would be if you believe that it is necessary for your child to hit other children when conflicts arise. Since hitting, no matter 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. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of all children is always our primary concern. The Child Care Director will communicate with the parents any issues or concerns.

If the child demonstrates behavior that requires frequent "extra attention" from staff members, we may choose to develop and implement a behavior management program. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-19 OAC.

### **Discipline Policy**

Any kind of violent act or behavior will automatically result in a suspension or dismissal from the program. Violations of rules will result in the following actions:

**FIRST OFFENSE:** A verbal warning from the Camp Counselor, or at the Camp Director's discretion, a suspension may be warranted.

**SECOND OFFENSE:** A written warning from the Camp Counselor, or at the Camp Director's discretion, a suspension may be warranted.

**THIRD OFFENSE:** A second written warning will be issued, plus a meeting/phone call between the participant, his/her parents, the Camp Counselor, and the Camp Director; or at the Camp Director's discretion, a suspension may be warranted.

**FINAL ACTION:** Suspension from the program for a period deemed appropriate by the Summer Camp Director up to and including complete dismissal.

If any child is dismissed from the program for a discipline reason the parents will be notified immediately. Parents will need to pick up the child within 1 hour of notification. No refunds or credits will be issued by the Fayette County Family YMCA.

*We reserve the right to dismiss a child from Summer Camp as the Camp Director determines is necessary regardless of whether the child received previous warnings.*

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 the program. We are committed to working with you and your child to ensure this happens. We appreciate your time, respect, and support of these rules and regulations.

### **Policy for issues/concerns in regard to the center**

If parents, guardians or employees need assistance in resolving a conflict related to the center please contact Tosha Niciu, Summer Camp Director or the YMCA CEO.



Fayette County Family YMCA  
100 Civic Dr  
Washington CH, Ohio 43160  
740-335-0477

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**Appendix C**  
**Rule 5101:2-12-07**

**Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37th Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.



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(Detach and Return)

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

Parent Name \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_