



100 Civic Drive  
Washington C.H., Ohio 43160  
740-335-0477

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

June 2022

Dear Families,

Thank you for your interest in our School Age Before and After School Program! Your child will have a positive, safe and fun program to attend each day while meeting new friends and experiencing new adventures.

We are pleased to announce that we are A Step up to Quality Three Star rated program!

This parent handbook will provide information and policies to help answer questions about our program. 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 myself, Tosha Niciu, School Age Child Care Director.

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 packet, YMCA School Age registration packet, Request for Administration of Medication (if applicable), Child Care Plan for Health Conditions (if applicable), and Child and Adult Food Program Enrollment, Income Eligibility Application and Automatic Payment Form.

These forms must be completed before your child is officially enrolled into our program. These forms are due **7 days before your child's first day.**

Thank you again for enrolling your child into our Before and After School Program! We look forward to providing a memorable school year for you and your child.

Tosha Niciu  
School Age Childcare Director  
(740) 335-0477 ext. 106  
[tniciu@faycoymca.org](mailto:tniciu@faycoymca.org)



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Welcome to the Fayette County Family YMCA School Age Child Care (SACC) Before and After School Program!

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

### **Philosophy**

The SACC Before and After School Program is operated by the Fayette County Family YMCA. The YMCA SACC Program 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 YMCA SACC Program strives to help children develop into 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 School Age Child Care Before and After School Program is licensed to operate by The Ohio Department of Job and Family Services.

### **Admission**

To enroll your child in the center, contact Tosha Niciu, School Age Child Care Director, about availability. If openings are available you will be advised of the steps necessary to complete enrollment.

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

A child is considered enrolled in the program ONLY after availability of space has been confirmed, the registration fee has been paid, and 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 SACC Program is open to serve youth between the ages of 5 (enrolled in kindergarten) to the age of 12. 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 to determine the center's ability to meet your child's needs.

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



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### **Hours of Operation**

Monday – Friday      6:00am – 9:00am  
   3:00pm – 5:30pm

Center will be open during school days off from 6:00am – 5:30pm.

The SACC Program will be closed in observance of the following holidays: New Year’s Eve (close early), New Year’s Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve (close early), and Christmas Day. Full tuition is due for the weeks in which these days fall. We will also be closed Sept. 2, 2022 and Nov. 25, 2022 for Professional Development days.

### **Before and After School Director Hours of Availability**

Tosha Niciu, School Age Child Care Director 6:00am-10:00am/2:00pm-5pm. Appointments available by request.

### **Inclement Weather Policy**

Level 1: YMCA SACC will be open for normal operating hours. Classes/programs will follow their regular schedule.

Level 2: We may have a delay in opening or early closure. All classes/programs scheduled will be automatically canceled. The pool and child watch will be closed as long as a Level 2 is in place. Announcements will be made through our mobile app, website, and local media outlets.

Level 3: The YMCA SACC will be closed. All classes/programs will be cancelled for as long as the Level 3 snow emergency is in place. Announcements will be made through our mobile app, website, and local media outlets.

*Credits will not be issued due to conditions beyond our control.*

### **School Days Out/Cancellations**

**All children attending on school days out/cancellation must arrive by 9:00am. If your child will be late, parents will need to call the SACC Director for approval on late arrivals. This helps us with staff to child ratio.**

**Please note that if your child arrives after 9:00am without prior communication/approval they may be denied care for that day.**

### **Fees and Payments**

Please note that all families must set up an automatic withdraw from a debit/credit card or bank account for payment of fees. Cash payments are not accepted. Your payment schedule will be set up as a weekly automatic payment. When the schedule is generated for the year we will supply you with a copy, if requested. For families who have two or more children enrolled in the SACC program, a 15% discount will be given to the second child.

Failure to keep your child care account current will result in your child’s care being suspended until the account is settled.

### **Registration Fee**

A non-refundable registration fee of \$50 per family is due at the time of registration. Registration fees must be paid prior to the first day of attendance. A child is not considered enrolled until this fee is paid.



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Delinquent Accounts

A bank return charge of \$30 may be charged by a third party vendor and/or the YMCA for recovery of fees. If a payment is delinquent for any reason a late charge of \$25 may be charged. Delinquent accounts of two-weeks will result in removal from the program until the balance is paid in full.

Contact Amanda List at 740-335-0477 x.112 to set up your automatic payment method and schedule on your account.

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.**

In the event a child has not been picked up after closing time and the center has not been notified, the teacher will make any and 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.

Discounts/Vacation

YMCA members receive a discounted rate. If more than one child in a family is attending the program a 15% discount is available on the least expensive child.

Program participants will receive two weeks' vacation at ½ off tuition rates per school calendar year. (August-May)

Withdrawals

Parents may withdraw their child at any time. A two week notice, in writing, is requested to ensure proper billing.

Child Care Fees

	<b>YMCA Members &amp; Sugar Creek</b>	<b>Non-Members</b>
<b>Registration Fee:</b>	\$50.00	\$50.00
<b>Family Discount:</b>	15% on least expensive child	15% on least expensive child
<b>Full Time-AM &amp; PM</b>	\$80.00	\$90.00
<b>School Day Out-per day</b>	\$5.00	\$5.00
<b>Part-Time AM or PM</b>	\$45.00	\$55.00
<b>School Day Out-per day</b>	\$12.00	\$12.00
<b>Summer Camp</b>	\$125.00	\$175.00

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

The YMCA SACC Program 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 Tuesday each week once attendance has been verified, unless otherwise noted on the Automatic Payment Form.

Families receiving ODJFS assistance must keep all punches on the TAP System current as this is also your form of payment. Missed punches that are over a week delinquent will result in suspension from the program until missed punches are made current. Families receiving ODJFS assistance will not be enrolled until approval for assistance has been confirmed by the SACC Director.



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### **Child Abuse Reporting**

All child care 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 concern.

### **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 before entering the program and checked out on the TAP tablet when picked up from 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 any and 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.

### **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. This includes if the child was picked up from school early or riding the bus home instead of coming to childcare. Should a child be absent on a day they would normally attend, we will contact the parent/guardian to ensure the child is absent. Should a child not arrive from school off the bus, the staff will contact parent/guardian, bus garage, child's school and emergency contacts if necessary to locate and ensure the safety of the child.

### **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 permission for someone else 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 and volunteers are not permitted to care or to transport children at any time outside of the YMCA program.

**Staff / Child Ratio**

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

**Curriculum**

Our curriculum is designed to meet the needs of each child as an individual. Activities include reading readiness, creative play, art, science, math, health, physical education and building.

It is the teacher’s 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.

Observations, Assessments & Goals

Observations, assessments and goals are completed per our Step Up To Quality (SUTQ) rating. These reports are shared with and provided to parents upon request.

Our teachers conduct and record observations daily/weekly to enable us to learn more about each child’s development and unique qualities.

The teachers also conduct informal child assessments four times a year. These assessments are done by taking anecdotal notes throughout the course of the year.

Personal and academic goals are written for each child based on their input, observations and assessments.

**Daily Program Schedule**

The children’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 their classroom as a safe and comforting place, where they know what to expect and when to expect it.

Sample Daily Schedule for Before and After Care

6:00am – 6:30am	Arrival / Quiet time (Coloring, Reading, Drawling, homework)
6:30am – 7:30am	Hand washing / Breakfast / Breakfast clean up
7:30am – 9:00am	Bathroom breaks, small group activities, prepare to depart for school
3:00pm – 4:30pm	Arrival from school / Hand washing / Snack / Snack clean up
4:30pm – 5:00pm	Homework / Small Group Activity
5:00pm – 5:30pm	Outside Activity / Large Group Activity / Departure from program / Cleaning



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## **Transitions**

### Enrolling in the program

To complete enrollment of a child at the center, the parent will need to visit the center with their child, and fill out and return the following:

- Enrollment Packet including Health History and Child and Adult Care Food Program
- Registration Fee to be paid the first week of care with the School Age Child Care Program

Parents will schedule an orientation meeting with the Director, and a time for the child to visit the classroom prior to starting the program. This allows the student to meet his or her teachers and peers, and to become familiar with the environment. We can also allow for the child to attend for a few hours a day during the first week of enrollment, if deemed beneficial for the child.

### Withdrawing from the Program

We know that "saying good-bye" is hard for everyone. We strive to make the process as smooth as possible for each child and family. We ask parents to give us a two week notice when withdrawing so that we can help their child say goodbye to their friends and begin to talk about the experience of going to a new school. Parents may request an additional conference with their child's teachers to discuss their child's growth and development. Parents will receive their child's assessment information when the child leaves the program.

Resources are available for families to make the transition process as smooth as possible.

### Transition Activities

The center has supplied the classroom with an Our Classroom Book that will be available for the families. The book contains pictures of the building, playground, and staff, describes some of the activities that the child will be participating in when they come to the Before and After School Program. Transitional activities will also be created for each individual child to cater to their specific needs.

### Age Specific Activities

#### School-Age Transition Activities:

- Into the Center:
  - Children will be paired up with a buddy that will introduce them to the classroom and their peers. The classroom Book will be available for children.
- Within the Center:
  - There are no transitions for school age children within the center.
- Out of the Center:
  - Children may have a small going away party and will receive a card from their classmates.

## **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.

## **Outdoor Play**

Weather permitting the SACC Program will spend a minimum of 30 minutes a day outside. Children will not be taken outside when the temperature (with wind chill and heat index factored) drops below 35 degrees F or above 90 degrees F. If the situation requires, we will adjust the outdoor time due to rain, ozone warnings, snow, etc. On days that outdoor play is not provided, we will include indoor gross motor activities in the gym. Please send your child with the proper clothing so they may be comfortable and safe whenever we are outside.



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**Swimming**

Swimming activities may be provided throughout the school year during school days out/holiday vacations. Parents will be asked to sign a written permission slip prior to the scheduled day of swim activity. **Students are to provide their own bathing suit and towel.** A lifeguard will be present at all times and SACC staff will also be actively supervising children.

**Meals, Snacks & Nutrition**

The Fayette County Family YMCA Before and After School Program participate in the Child and Adult Care Food Program (CACFP). This program allows the YMCA to provide nutritious meals to the children up to 2 times a day (breakfast & snack). Please ensure that all income and enrollment information is filled out completely upon submission of your child’s enrollment packet. Breakfast is served from 6:30am – 7:30am and snack is served from 4:00pm – 4:30pm. **On school days out children will need to bring a packed lunch** which will be served from 11:30am – 12:30pm. The packed lunch must contain a meat or meat alternative, grain, fruit/vegetable and milk. 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.

**Sample Daily Menu**

Breakfast	Lunch (When applicable)	Snack
1% Milk Peaches Granola Cereal	*Parent to provide a packed lunch* Must contain: Meat or meat alternative Grain Fruit/Vegetable Milk	Water String Cheese Whole Wheat Crackers

**Food Supplements or Special Diets**

In February 2017 the YMCA joined the Child and Adult Care Food Program and any meals, snacks or milked claimed for reimbursement must meet program requirements. Food accommodations must be made when the food 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”.

**Due to children with severe food allergies we are a Peanut Free Center.**







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### **Incident/Injury Reports**

In the case that your child is involved in an accident or incident while in the care of the YMCA SACC Program 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 contact 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 closet 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 in the event that 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. In order 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 parent 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, in the kitchen 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 has to 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**

#### **Routine/Field Trips**

If a child needs routine transportation, parents will be required to fill out an additional form giving permission to transport. Transportation for routine trips will be done in the YMCA ASE Inspected Van.

#### **Emergency**

For medical emergencies children will be taken to the nearest hospital by Ambulance. If children need 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.



### **Management of Illness**

Having a completed Medical Statement ensures that your child is receiving all of 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, hearing and blood level and 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 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 the program as they will be sent home.** This also exposes the rest of the children in the program. 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.

A child with any of the following symptoms or combination of 3 or more 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/eyelid, obvious discharge, matted eyelashes, burning, itching or eye pain
- 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
- Vomiting
- 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 program activities, the parent 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 disease. 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/diarrhea 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 your child presents a fever of 100 degrees F or higher and the fever is accompanied by any of the symptoms listed on the CDC (Center for Disease Control) website while in the program you will be called to pick up your child. Per our policy, you will have one hour to pick up your child. Your child MUST remain home for 24 hours and may return if they are fever free without the aid of fever reducing medications (Tylenol/Motrin). A doctor's note will be required so we can properly communicate any communicable disease with families and the Health Department. Children may return sooner with a diagnosis from a medical professional that states the child is not contagious and may return to a group care setting. 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 home.



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### Care of Children without Immunizations

All children must be current on all required immunizations before enrolling into the program unless reasons of conscience, including religious convictions.

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.

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) and 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 to 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 as long as it is in its original container and written parent permission has been given. If it is a prescription, please refer back to prescription medications.

### **Personal Belongings from Home**

Children enrolled in the SACC Program are not permitted to bring toys (stuffed animals, dolls, action figures, etc.).

With the exception of school laptops for school work only, children are not to bring electronics of any kind. If a staff member observes a child enrolled with electronics, the electronic 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 ELECTRONCS OR ANY OTHER PERSONAL ITEMS WHICH A CHILD BRINGS TO THE PROGRAM.**



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### **Videotaping/Photographing**

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

#### External

From time to time activities at the center may be photographed/ 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.

#### Internal

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

#### Video Monitoring

SACC 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 SACC 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 SACC Program. Parents may wish to attend class parties, special activities or simply join in the daily fun. Teachers are available to discuss a child's progress or needs; however due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on your child at these times. If parents have a concern or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Child's Teacher
2. SACC Director
3. YMCA CEO

Please feel free to bring up concerns when they occur. Often they can be addressed when they are small problems, before they grow into bigger problems. Our staff fully understands that you are entrusting us with your children and we want our relationship to be open and positive.

#### Open House and Conferences

In August, an open house will be scheduled to meet your child's teacher, see the classroom and get important information. Conferences may be scheduled as the teacher or parent deems necessary.

#### Family Events

Throughout the year special family events are planned. Please watch for flyers with details.

#### 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.



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### Other Communication

The SACC Program utilizes the Remind APP for communication. Please ask about an invite if you are interested. Each child/family has a folder in a mailbox that will be used for routine communication, papers or statements/invoices. Please check these folders often to stay best informed.

### **Parent Responsibilities and Reminders**

In order to assure that your child's association 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 into the School Age classroom making sure you sign them in on the attendance attached to the clipboard.
4. ODJFS parents: You must TAP your child in on the POS tablet provided.
5. Check for papers, projects, notes or reminders on a daily basis.
6. Keep tuition paid in full.
7. Update the information in your child's file when change occurs by informing the Child Care 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 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.



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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 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.

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 teachers, or at the Director's discretion, an ejection may be warranted.

#### **SECOND OFFENSE:**

A written warning from the teachers, or at the 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 teacher, and the Director; or at the Director's discretion, an ejection may be warranted.

#### **FINAL ACTION:**

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

\*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 the Before and After School program as we see necessary regardless of whether they have 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, SACC Director or Douglas Saunders, YMCA CEO.



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(Detach and Return)

Please sign acknowledging you have read and went over the handbook with your child. Once signed and dated please hand it in with the completed packet.

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 Before and After program a safe program for everyone and agrees to follow the policies.

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

Date \_\_\_\_\_

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