

Massillon/Perry Local Childcare Handbook



Massillon Family YMCA

131 Tremont Ave SE

Massillon, OH 44646

(330) 837-5116

We would like to welcome you and your child(ren) to the Massillon Family YMCA's School Age Childcare program at our school sites/Massillon YMCA. This handbook contains information regarding our program and policies. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many questions you may have about the YMCA School Age program. This Childcare Handbook is not inclusive and is subject to change without notice at any time and at management's discretion. This handbook supersedes and replaces all previously existing.

Philosophy and Goals

The YMCA has a mission to put Christian principles into practice through programs that build a healthy spirit, mind, and body for all participants. Our childcare program strives to embody the YMCA mission by providing children with a well-rounded program that includes daily art projects, daily games and active play in the gym, homework time, a great selection of games and toys, and a team of quality caregivers who model Christian values, provide developmentally appropriate guidance and activities, and promote healthy, positive interactions.

Our goal, as an organization and as a quality childcare, is to support and strengthen the family and to help children develop to their fullest potential. We strive to achieve this goal in an environment that is positive, safe, supportive, and nurturing and we are deeply committed to providing quality care for all children regardless of social-economic background.

Here at the YMCA, we understand that each child develops at his or her own unique rate, in his or her own unique way. We are committed to providing your child with a program that not only meets the developmental needs of his or her age group, but a program that meets the needs of your child as an individual. Each child's individuality is respected and children are encouraged to share their thoughts and feelings as they try new things, grow, and experience the world around them.

License

At the end of this handbook, you will find an attachment about licensing and other valuable information. Please take the time to read the information provided in this attachment.

Admissions

To enroll your child in the School Age Childcare program at the YMCA, you must complete an enrollment packet. You may obtain an enrollment packet at either the front desk or from a childcare staff member. This packet must be completed and returned BEFORE your child may attend the YMCA childcare program. This packet includes a health and enrollment form prescribed by the Ohio Department of Jobs and Family Services.

Hours and Days of Operation

The Massillon Family YMCA provides before and after school care Monday through Friday. Before school care begins at 6:00 AM **Massillon Schools/ 6:30am Perry Local** and continues up until the time your child leaves for school. After school care begins from the time your child enters the meeting place for **Y Care** at the **School site**, or gets off the bus at the Y for Franklin kids or Perry Schools that bus, until 6:00 PM. In addition to before and after care, we provide parents with all day childcare, Monday through Friday, on many of the days that the Massillon City School District is closed. These days include snow days, most of Christmas Break, Spring Break, Teacher In-service Days, and throughout the summer. On these days, YMCA childcare begins at 6:00 AM and ends at 6:00 PM.

The YMCA childcare program does NOT provide services on the following days: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.



Staff/Child Ratios and Maximum Group Size

The YMCA childcare program will maintain the state required ratio of at LEAST one staff member for every 18 school age children or two staff members for every 36 school age children at any time. In an effort to provide a higher level of quality care, the YMCA will strive to maintain a ratio of one staff member for every 15 school age children. Also, in accordance with state requirements, the YMCA will maintain a maximum group size of 36 school age children. Maximum group size is defined by the number of children that can be cared for at any time in one room or area. Group size limitations do not apply during lunch time, snack time, outdoor play, or special activities and field trips.

Daily Schedule

Before School Care Daily Schedule/Time varies at each school site

- 6:00: You may sign in your child beginning at 6:00 AM. 6:30A Perry
- 6:00-7:00: Children play with toys and games and have breakfast.
- 7:00-8:30: Physical Activity time

After School Care Daily Schedule/Time varies at each school site

- 3:30-4:30: Children arrive, have snack, and complete their homework.
- 4:30-5:00: Group games in the Gym or outside
- 5:00-6:00: Children can play with toys or games or participate in a craft.
- 6:00: Please sign out your child no later than 6:00 PM.

*When the weather allows, in accordance with our Outdoor Play Policy, time on the playground may substitute gym time.

Summer Day Camp/No School Days

Over the summer and other times when school is not in session, the children will follow a varied schedule that includes regular field trips, interest clubs, and special activities and projects in addition to arts and crafts, games, and gym time. The program will also include swimming and walking to the park on a regular basis. The schedule will vary on a day to day basis, but parents will receive a weekly schedule, at least one week in advance. This schedule will list all field trips and special programs as well as all projects, daily activities, and swim times for the entire week. In the summer, children will be separated into groups according to age. Group size will not exceed 36 children per group. Depending on the number of children enrolled, a *typical* group breakdown may be as follows:

- Camp Purple Completed Kindergarten, 1st, 2nd Grade
- Camp Red 3rd, 4th and 5th grade
- CIT's Entering 6th grade, to age 14

Each group will have a different schedule designed to meet the developmental needs of that age group. In addition, each group will have its own home room in the building and its own group of dedicated staff members. The groups will rotate use of shared space during the course of the day but will be combined for field trips and special activities as needed.



Tuition/Fees and Payment Policies

Before and After School Fees/Summer Camp

The Before and After School/ Summer camp registration fee is \$25.00 per child unless enrolled in autopay.

For more information on this year's Summer Day Camp registration and fees, please contact the Child Care Director at 330-837-5116 ext. 107.

Payment Policy

Payment is due one week in advance for the days your child is scheduled to attend. It is important that you notify us of your child's schedule in advance to avoid being charged for days that your child is not in attendance. You can notify us of your child's schedule for the upcoming week over the phone, in person, or in writing. Please notify us no later than the Friday before by 6:00 PM to avoid being charged for days that your child is not in attendance.

Financial Assistance

If you participate in the childcare assistance program offered through Jobs and Family Services, your monthly co-payment is due on the 10th of each month. If you do not qualify for this assistance and would like a special payment arrangement or financial aid, please call the Child Care Director at 330-837-5116 ext. 107.

Late Fees

Our childcare program closes promptly at 6:00 PM each evening. If your child has not been picked up by that time, you will be charged a \$1.00 late fee for every minute your child remains at the center past 6:00 PM. By 6:20 PM if you have not contacted us we will call the local authorities.



Calling Your Child Off

If your child will not be attending the program on a day that he or she is scheduled to attend, you **MUST** call the YMCA to let us know that your child will not be here, prior to 3:30 PM on that day. This policy is for the safety of your child.

Withdrawing Your Child

If, at any time, you wish to withdraw your child, on a temporary or permanent basis, you must inform the YMCA at least one week in advance to avoid being charged when your child is not in attendance.

Tax ID

The YMCA's tax ID number is 34-0719180. Our tax identification number will also be on your YMCA receipts.

Supervision Policy

Child Supervision Policy

In order to ensure that children are supervised at all times, children are **NOT** permitted to be in any area of the room or building where they cannot be both seen and heard by a childcare staff member regardless of the child's age. The only exception to this rule is when children are in the bathroom. At all other times, children will be supervised by the childcare staff.

Arrival and Departure Policy

When dropping off or picking up your child, you are required to sign your child in or out. Children are not permitted to enter the childcare room or designated area in the morning unaccompanied by a parent or guardian. This policy will help assure that your child is supervised in the building at all times and is implemented for the continued safety of your child. Parents are responsible for the supervision of their children prior to signing them in for the morning and after signing them out in the evening.

Child Release Policy

A child may be released only to those persons authorized by the child's parent or guardian in the child's enrollment packet. A child may be released to a person not listed as an authorized pick-up ONLY if the parent or guardian of the child provides the childcare staff with a written statement, signed and dated, granting such a person permission to pick up the child on a specific date or dates in advance. A person not authorized in the enrollment packet may ONLY pick up the child on the dates specified in writing by the parent or guardian. Parents may authorize **emergency** pick-ups over the phone, but parent must verify their identity. Parents or guardians may authorize by fax ONLY if the fax is written, signed, and dated by the parent or guardian. If a parent wishes to *permanently* add or remove a person from his or her child's regular pick-up list, the child's enrollment packet may be amended or updated in person at any time.

Persons authorized to pick up children should be at least 16 years old. If a parent or guardian wishes to have a person under the age of 16 pick up their child, they must provide the childcare staff with a written statement to be kept on file, signed and dated, granting that the person has permission to pick up their child. They must provide this statement even if the person is listed on the child's regular pick-up list.

Photo ID

Anyone picking up a child must be prepared to show a photo ID, including the child's parents or guardians. Any person unknown to the childcare staff on duty MUST show a valid photo ID as well as be on that child's pick-up list or otherwise authorized by the parent or guardian. Any person unable to produce a photo ID will NOT be permitted to leave with a child until their identity has been confirmed by the child's parent or guardian or until he or she can produce a photo ID.



Safe Transportation

For the safety of your child, the childcare staff will NOT release a child to any person or persons who appear to be intoxicated or otherwise impaired. Emergency contacts will be called to transport the child home safely. Police will be notified if necessary.



Custody Agreements

If there are any custody agreements/issues that staff should be aware of, please notify the childcare staff immediately and provide appropriate court documentation. The YMCA is not permitted to deny a parent access to their child without proper documentation

Policy for Determining the Whereabouts of Absent Children

If your child will not be attending on a day he or she is scheduled to attend, you MUST call the YMCA at 330-837-5116 to call your child off for that day. If your child does not get off the bus on a day that he or she is scheduled to attend Afterschool Care and has not been called off, the childcare staff will attempt to determine the whereabouts of your child. A childcare staff member will try to reach a parent or guardian by phone, to confirm that the child is safe. If a parent or guardian cannot be reached, the childcare staff will call the persons listed by the child's parent or guardian as emergency contacts. The staff will also call the child's school and the bus garage as needed. The childcare staff will leave detailed messages at all numbers and will continue to call until the child's whereabouts are determined. In the event that the staff is still unable to confirm the whereabouts of a child after calling all the child's contacts, his or her school, and the bus garage, AND a time period of twenty-five minutes or more has elapsed since the child failed to get off the bus, the police will be notified and the child will be reported missing. This policy is implemented for the safety of your child.

Fieldtrips/Transportation of Children

Summer Day Camp Fieldtrips

Over the course of the summer the campers will be going on a variety of field trips. Transportation for these field trips will normally be provided by a contracted bus service. Campers will also regularly walk to nearby parks or other locations. Parents and guardians will be informed, prior to any fieldtrip, how children are being transported. Under no circumstances will children leave the YMCA without written parental consent. To ensure that children are accounted for at all times during field trips each staff member will have specific children that he or she is responsible for supervising during the trip. Each staff member will carry both a group roster and a field trip check list for that group. On the field trip check list, additional counts will be taken of all the children prior to leaving the center, on the bus both ways, upon arrival at the field trip destination, at intervals during the field trip, upon leaving the destination, and upon arriving back at the center.

Emergency Transportation

The YMCA will not be transporting children in emergency situations. If a child requires transportation due to injury, illness, or any other emergency, the emergency squad and the parent will be contacted.

Please Note:

YMCA staff members are not permitted to transport your child in personal vehicles for any reason.



Swimming Information

Swimming takes place in the YMCA/Perry High School pool during Summer Day Camp, on school days off and weekly during the school year. During swim time there will be AT LEAST one life guard on duty for every 35 children in the pool area. There will also be AT LEAST one childcare staff member on duty for every 18 children in the pool area. The childcare staff will actively supervise the children in the pool. There is a written swim permission form included in your child's enrollment packet. Before your child may participate in swimming activities he or she must have written permission from a parent or guardian on file. Also, please remember to send your child with a bathing suit **and towel**.



Guidance Policy

Here at the YMCA, your child will always be treated with respect. We believe that treating children with respect teaches them to respect others. We also believe that helping children learn self-control is important. Children will have clear, age-appropriate expectations for their behavior while at the YMCA. The child care staff will use positive reinforcement and positive redirection to encourage and help children meet these expectations whenever possible. When necessary, children may be asked to sit out from an activity for an age appropriate period of time (time-out). Staff will be consistent, caring, and fair when giving consequences. In the event that a child is having difficulty meeting expectations on a regular basis, has been fighting, or has used derogatory or disrespectful words, the child's parent or guardian will be notified in writing. If needed, a meeting may be set up with the child, his or her parent/guardian, and the childcare staff to discuss possible solutions. If indicated, an individual behavior plan will be implemented. Every attempt will be made to work together with the parents and the child to correct the behavior, however, the safety of the children is always our primary concern. If a situation arises where a child is consistently endangering him or herself, peers, or staff, or is behaving inappropriately in any way (including derogatory remarks) that causes harm to another individual, it may be necessary to suspend or dis-enroll the child from the program. **WE HAVE A ZERO TOLERANCE POLICY FOR PHYSICAL VIOLENCE.**

All the specifications in Rule 5101:2-12-19 of the Ohio Administrative Code applies to all persons in the center at all times.

After School Care Snack

On days when Massillon City Schools are in session a small nutritional snack will be provided. There are also vending machines available and snack storage space.

Summer Day Camp

During Summer Day Camp breakfast and lunch will be provided through the SFSP. An afternoon snack will be provided from the YMCA.

When parents provide lunch for their children, the lunch must contain foods from four of the food groups listed. A criterion for meeting nutritional requirements for meals in child care is provided to parents. The food groups are Bread/bread alternative group, Milk group, Fruits and Vegetable group, and Meat/meat equivalent group. As a childcare center, the YMCA is required to have foods from these four groups available in case lunch is not brought or does not meet the mandated nutritional requirements.

Accidents/Emergencies

The YMCA has emergency procedures and policies in place and all new staff members are trained in these emergency procedures before starting work at the YMCA. Should an emergency occur while your child is in child care, staff will follow the procedures outlined below. A disaster plan has been put into place.

In the Case of a Fire

In the event of a fire, children will be instructed to drop what they are doing and get in line quickly and quietly. Childcare staff members will take their attendance sheets with them. One staff member will lead the children out of the building in an orderly fashion via the appropriate fire escape route and take them to the sidewalk along the parking lot. One staff member will follow the last child out of the room or area. Staff members will check that no children are in the bathrooms and the last staff member out of the room will turn off the lights and shut the windows and doors. When the children are out of the building and removed to a safe spot the childcare staff will do a head count and take attendance to confirm that no child has been left in the building. Children will participate in monthly fire drills and will be aware of the procedures followed in the event of a fire.

In the Case of a Tornado

In the event of a tornado, Children will be taken to the **Boys Locker Room** Located on the 1st floor of the building. Children will be instructed to kneel down facing the wall, put their heads down, and cover the backs of their necks with their hands, as practiced in tornado drills. Staff members will take their attendance sheets with them and confirm that all children are present. Children will participate in tornado drills at intervals throughout the year and will be aware of the procedures to be followed in the event of a tornado.

In the Case of Loss of Power, Heat, or Water

In the event that the YMCA loses power, heat, or water, staff will evaluate whether or not power/heat/water will be working again shortly, confirm whether or not the phones are working, and assess any possible danger to the children. If the power is out the emergency lights will come on and there is a flashlight in the First Aid bag located in the childcare room. In a power outage, staff will remain calm and instruct all children to sit down quietly to ensure that children do not sustain injury while moving or playing in the dim light. Bathrooms will be checked and all children will be accounted for. If it is determined that power, heat, or water will not be restored soon parents will be contacted and asked to pick up their children and the program will close for the remainder of the day. Childcare staff will remain at the site until all children are picked up by a parent, guardian, or other authorized person.

In the Case of a Bomb Threat or any other Threat Requiring Evacuation

If the safety of the children is threatened by a bomb threat or any other threat that requires the evacuation of the building the children will be taken to their designated areas depending on their sites. The childcare staff members will ensure that children are all accounted for and evacuated in an orderly fashion. Childcare staff members will bring the attendance records. Only when the police or fire department has given the all clear, will the children return to the building.

If the safety of the children is threatened in any way, the childcare staff will follow the procedures outlined in this emergency plan and the Emergency Procedure Handbook, remain calm, notify the Executive Director, Associate Executive Director, or Staff Director on duty, call 911 if indicated, notify parents if indicated, and ensure that all children in the care of the center are accounted for, adequately supervised, and removed from or protected against any threat to their safety.



In the Case of a Serious Incident, Injury, or Illness Affecting a Child

Most staff members are trained in First Aid and Communicable Disease and are CPR certified and at least one staff trained in these areas in on site at all times. In the case of a minor accident/injury the childcare staff will administer basic first aid and the child's parent or guardian will be notified, as indicated by the severity of the injury. In the event that a child in the care of the YMCA requires

emergency medical treatment, professional consultation, or transportation for emergency medical treatment, 911 will be called and the child's parent/guardian will be immediately notified. Staff may not transport children in their vehicles in the case of an emergency. Transportation will be provided by EMS or by the child's parent or guardian. If EMS transports your child, a childcare staff member will accompany the child to the hospital with all available health records and will stay with the child until the child's parent or guardian arrives.

An incident/injury report will be completed by the childcare staff and given to the person picking up the child on the day of the incident or injury, if any of the following occur: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by EMS; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If the child requires emergency transportation, the report shall be available within twenty-four hours of the incident's occurrence. The YMCA will also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury, or illness." The report will provide to licensing staff within three days of the incident's occurrence.

Management of Illnesses

The YMCA provides children with a clean and healthy environment. However, we realize that children become ill from time to time. Please do not send your child to the YMCA if he or she is ill. If a child is suspected of having a communicable disease, a staff member will immediately notify a parent/guardian or emergency contact of the child's condition. A child with any of the following symptoms will be immediately isolated from the other children and discharged to the parent/guardian or emergency contact:

- Temperature of 100 degrees Fahrenheit in combination with any other signs of illness
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Severe coughing (causing child to become red in the face or make a whooping sound)
- 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 gray or 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 and the parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated he or she will be kept within sight and hearing of a childcare staff member. The cot and any linens or blankets used will be washed and disinfected before being used again. A child discharged for illness may return to the center after 24 hours of being symptom free. If the child is not symptom free a doctor's note will be requested stating the child is not contagious.

Parents will be notified with a flyer located on the sign in and out table if their children have been exposed to a communicable illness.

Medications

The YMCA will administer medications to a child only after the parent/guardian has completed a Request for Medication Form. All proper sections of the form must be completed and the parent must hand the medication to a childcare staff member each day. Medications will be stored in a designated area inaccessible to children and taken on field trips in the first aid kit when needed.

The only exception to this requirement is children that require the immediate use of an inhaler for a medical condition. School age children will be permitted to maintain control of their inhalers if a parent/guardian signs a release form stating that they are permitting their child to have access at all times to the inhaler. The inhaler can be stored in the child's backpack, however, staff needs to be aware.

Prescription Medications

Prescription Medications must be in their original containers and administered in accordance with the instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If a parent requests any different dosages or uses, a physician must provide written instructions on the Request for Medication Form. Over the counter medication will not be administered for more than three days without instructions from a physician.

Food Supplements or Modified Diets

If your child requires a food supplement or modified diet, you must secure written information from your physician regarding this matter. Please speak with the Child Care Director for more information in regards to food supplements or modified diets.

Sunscreen

In order for your child to apply sunscreen during childcare, a parent/guardian must complete a Request for Medication Form. Sunscreen must be given to a childcare staff member and will be stored in a designated area inaccessible to children and will be taken on field trips as needed. Sunscreen may NOT be stored in a child's backpack or purse. Children may apply their own sunscreen with adult supervision. Childcare staff members will help any child that needs assistance applying his or her sunscreen appropriately.

Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, the YMCA will provide opportunity for outdoor play on a daily basis as the weather allows.

Outdoor play will NOT be provided when the temperature drops below 32 degrees or above 90 degrees.

Consideration will also be taken in regards to humidity, wind chill, ozone levels, and pollen count. The children will not be provided with outdoor play if the weather conditions are deemed unsafe. The children will also remain inside if it is raining, hailing, or if the ground is icy. The safety of the children is our utmost concern. On days when outdoor play cannot be provided the children will be provided with opportunities for large motor play in the gymnasium or the all-purpose room.



Please keep in mind that the children wait outside for their bus, even in inclement weather. Please send your child with proper outdoor clothing as needed, including hats, gloves/mittens, and snow boots.

Parent Participation/Parent Concerns

Parents/guardians are encouraged to participate whenever possible and have unlimited access to all areas of the building used for childcare during hours of operation.



Please feel free to approach a childcare staff member or the Child Care Director with any and all comments, questions, or concerns regarding your child and his or her childcare experience at the YMCA. The childcare staff is available to discuss any concerns you may have, but due to staff responsibilities, we ask parents to make appointments when it is necessary to engage in any lengthy conversations. You may make an appointment by speaking directly to the on-duty staff, the director, or you may make an appointment over phone.

Center Parent Information (*JFS Appendix C to rule 5101:2-12-07 (12/6/2016)*)

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 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 Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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>

The USDA is an equal opportunity employer. CACFP/SFSP

