

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Marietta Family

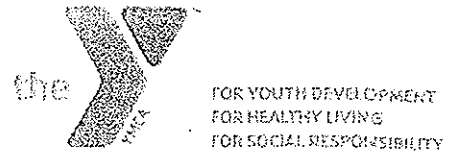
YMCA

Parent Handbook

For All Child Care Programs

Revised November 2017





Dear Parents,

Welcome to the Marietta Family YMCA Child Care Programs. Choosing a child care program for your child can be a difficult and challenging decision to make, which is why we are committed to making your transition as smooth as possible.

Our mission is to provide an environment that will enhance and nurture your child's emotional, physical and social needs by offering age developmentally appropriate programs.

Here at the YMCA, we have an open door policy for parents we graciously invite, and encourage you to visit or have lunch with your child, or meet with staff or myself anytime during the day. We also encourage you to share your thoughts and ideas concerning any or our programs. We value your opinion and appreciate your participation.

We hope to develop a mutually fulfilling partnership with all of our families. By doing so, we are assuring your child a loving, healthy and safe experience in our program.

Sincerely,

Trish Stille
Child Care Director
740-373-2250
tstille@mariettaymca.org

Marietta Family YMCA
300 North Seventh Street
Marietta, Oh 45750
(740)373-2250
tstille@mariettaymca.org

HOURS OF OPERATION

Guided Discovery Learning Center: Monday – Friday; 6:30 am to 5:30 pm

**Guided Discovery Preschool: M,W,F; 9:00 am to 11:30 am or M,W,F; 1:00 pm to 3:30 pm
T, TH; 9:00 am to 11:30 am
M-F; 9:00 am to 3:30 pm**

Camp Caterpillar: Monday – Friday; 6:30 am to 5:30 pm (Summer Only)

Off Site Programs Hours of Operation

Kids Company (Before and After School Care): Monday - Friday

	Phillips	Washington
Hours:	6:45 am to 8:50 am 3:45 pm to 5:30 pm	6:45 am to 8:50 am 3:30 pm to 5:30 pm
Address:	300 Pike St Marietta, Oh 45750	401 Washington St. Marietta, Oh 45750
Phone:	(740)374-6514	(740)374-6520
Cell Phone:	(740)350-1643	(740)538-2556

Camp W.I.L.D.: Monday – Friday; 6:45 am to 5:30 pm

Marietta Middle School
242 North Seventh St.
Marietta, Oh 45750
(740)3746530

Child Care Fees (2017-18) School Year:

Guided Discovery Learning Center All Day Child Care (Ages 2 ½ to 5 years old):

Registration Fee:	\$25.00	(One time per year fee)
Weekly:	\$105.00	YMCA Member
	\$125.00	Non-Member
Three Day Week:	\$85.00	YMCA Member
	\$105.00	Non-Member
Two Day Week:	\$60.00	YMCA Member
	\$70.00	Non-Member
Daily Rate:	\$35.00	YMCA Member
	\$40.00	Non-Member

Guided Discovery Preschool:

Registration Fee:	\$25.00	(One time per year fee)
Monthly Fees:		
Mon. – Fri. 9:00 to 11:30	\$190.00 \$230.00	YMCA Member Non-Member
M,W,F 9:00 to 11:30	\$120.00 \$140.00	YMCA Member Non-Member
T, TH 9:00 to 11:30	\$100.00 \$120.00	YMCA Member Non-Member
Mon. – Fri. 9:00 to 3:00	\$320.00 \$380.00	YMCA Member Non-Member

Kids Company:

Registration Fee	\$25.00	(One time per year fee)
AM <u>OR</u> PM	\$30.00 \$35.00	YMCA Member Non-Member
AM <u>&</u> PM	\$55.00 \$65.00	YMCA Member Non-Member
Two Days (AM & PM)	\$30.00 \$35.00	YMCA Member Non-Member
Drop In (per session)	\$8.00	YMCA Member & Non-Member

Child Care Fees (2017-18) cont.

Kids Co. Camp:

Registration Fee	\$15.00	(if enrolled in Kids Company \$0)
Weekly	\$77.00	YMCA Member
	\$97.00	Non-Member
Three Day	\$62.00	YMCA Member
	\$77.00	Non-Member
Two Day	\$42.00	YMCA Member
	\$52.00	Non-Member
Daily Rate	\$30.00	YMCA Member
	\$35.00	Non-Member

Camp Caterpillar:

Activity Fee	\$75.00	Must be currently enrolled in a child care program
	\$100.00	For new and returning children
Weekly	\$97.00	YMCA Members
	\$117.00	Non-Members
Three Day	\$77.00	YMCA Member
	\$97.00	Non-Member
Two Day	\$52.00	YMCA Member
	\$62.00	Non-Member
Daily	\$35.00	YMCA Member
	\$40.00	Non-Member

Camp W.I.L.D:

Activity Fee	\$75.00	Must be currently enrolled in a child care program
	\$100.00	For new and returning children
Weekly	\$77.00	YMCA Members
	\$97.00	Non-Members
Three Day	\$62.00	YMCA Member
	\$77.00	Non-Member
Two Day	\$42.00	YMCA Member
	\$52.00	Non-Member
Daily	\$30.00	YMCA Member
	\$35.00	Non-Member

YMCA Mission Statement:

The Marietta Family YMCA is an association of persons of diverse ages, ethnic groups, religious affiliations, and socioeconomic levels who are united in a common effort to put Christian principles into practice, to enrich the quality of spiritual, mental, physical and social life for our families, our community, and ourselves.

YMCA Child Care Services/ Total Quality Management Services Statement:

“The YMCA Child Care Center promises to provide a comfortable environment, focusing on exciting learning programs for the entire family. Quality services are provided by nurturing, caring and trained professionals. We will promote values, self-esteem, leadership and diversity”.

Our Philosophy:

The Marietta Family YMCA Child Care Programs offer an environment that is both individually and age-appropriate to meet each child’s needs. We provide a nurturing and safe environment that promotes social, emotional, cognitive and physical development. We encourage parent participation in all programs and welcome ideas and suggestions you may wish to contribute to better the overall quality of the children’s learning environment.

Enrollment Into A YMCA Child Care Program:

If parents wish to enroll a child into a YMCA child care program, they must contact the front desk. There, they will be able to pay the registration fees and obtain the enrollment packet. The enrollment packet must be completed and returned prior to the child being officially enrolled and eligible to begin in the program. The enrollment packet consists of parent/ guardian information, emergency transporting information, permission slips, parent statement of understanding, payment policy, CACFP documents, family information sheet, and a medical form that must be signed by a doctor or certified nurse practitioner within 30 days of admission (for preschool children) and must be updated every 13 months. Once this packet is reviewed and approved by the Child Care Director your child is able to begin in the program. If any changes in the information you provide occur you must communicate to the Child Care Director immediately so that current information is always on file.

Arrival/ Departure and Attendance:

All of our programs keep a daily attendance record to ensure the safe arrival and departure of every child. If a child will be absent from a program, please call the Marietta Family YMCA at (740)373-2250 and leave a message for the child’s teacher informing them of the child’s absence. It is critical that every parent or guardian arrive with the child and sign them in and out daily with the time and initials of the person dropping off or picking up. Failure in doing so

could possibly result in disenrollment from the program. Please make sure that the teacher is aware of the arrival of your child. When someone other than a parent or legal guardian is picking up, their name must be listed on the enrollment form, or written permission must be given by the parent or legal guardian for that person to pick up a child. The first time a new person picks up a child, they will be asked to provide identification.

Release of Children:

In the event of the parent/ guardian being unable to pick up their child, it is our policy that the parent/ guardian notifies the child's teacher in written form if someone else is designated to pick up the child. Without written verification, we will be unable to release a child to another person. Any person who arrives to pick up a child will be asked for identification if the staff does not know them.

Aquatics:

Children participating in Guided Discovery Learning Center (all-day care) will swim up to two days per week. The Guided Discovery Preschool will swim once per week for M,W,F classes and twice per month for the T-TH classes. The Camp Caterpillar will swim at least two days per week and Camp W.I.L.D. will swim four days per week at the YMCA. Written permission is required for children to participate in all water activities. This will include the child's name, a statement indicating whether the child is a swimmer or a non-swimmer, the child's date of birth and the parent's signature granting permission for the child to participate. The child care staff will remain in the pool area or may swim with the children, but they will supervise the children at all times and our teacher/ child ratio will remain the same. A certified lifeguard will always be on duty when children are in the pool. The lifeguard is not counted in child/ teacher ratio.

Medical Emergencies and Transportation:

The YMCA Child Care Programs require that all families give permission to the YMCA Child Care Programs to have their child transported to a medical facility in case of an emergency. The safety of the children is most important to us. If a medical emergency occurs, the child care staff will refer to the medical emergency information within the child's enrollment forms and to the Emergency Procedure Plan located in each child's program area. If there is a medical emergency, the Marietta Fire Department will be contacted to transport the child to the hospital of the parent's choice. If we are unable to reach the child's parent/ guardian, we will attempt to call the emergency contacts listed on the child's enrollment forms. The child care staff member will accompany the child to the hospital, and will stay with that child until the parent/ guardian arrives. In a non-emergency situation the staff person will assess the situation and administer first aid, if needed, and contact the parent' guardian. Parent's may be asked to

pick up their child in some medical instances. An accident/ incident report will be completed. A copy of the report will be signed by the parent/ guardian and a copy given to the parent.

Safety Policy:

The safety of all children in our programs is of the upmost importance to us. No child will ever be left alone or unsupervised. We will have immediate access to a working telephone at all time. At least one staff member will be trained in First-Aid, CPR, Communicable Diseases, and Child Abuse Awareness & Recognition at all times. A first-aid kit, which meets the state licensing standard, is located in or on the shelving/ cabinet. All child care staff members are mandated by law to report any suspicious of Child Abuse or Neglect to Washington County Children's Services. No staff member shall abuse or neglect any child and they will protect children from abuse and neglect while in our care. Spray aerosols or harsh chemicals will not be used in the presence of the children. A fire emergency and weather alert plan are posted in each classroom, and explains the action to be taken and the staff responsibilities in case of a fire, or an emergency and/ or weather alert. All classroom have a diagram posted that depicts the evacuation routes for that space. All staff members are required to sign a safety policy that states they agree to comply with its provisions. Parents of children enrolled in the program receive a parent handbook which contains this section.

Accidents or Illness:

If a child has an injury (defined as illness, accident, or injury which requires first-aid treatment), or bump or blow to the head, or an unusual or unexpected event which jeopardized the safety of children or staff. The child care staff who witness the accident will complete an accident/ incident report immediately and have the parent sign the original on the day of the incident, and the parent will be provided a copy. A staff member with first-aid training will attend to minor injuries as recommended. If a child incurs an injury that requires further medical attention or receives any type of head injury, the staff will contact the parent/ guardian immediately to inform them, as well as for further instructions. A copy of all accident/ incident forms will be kept in the child's file, and then filed at the YMCA at the end of the year.

Guidance/ Discipline Policy:

The Marietta Family YMCA Child Care 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 teachers and their friends. 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 "right" thing) and positive redirection (removing a 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 time to regain control if they are having a difficult time. Time outs will be age appropriate in length and done in the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The first action step will be a written warning, followed by the first formal discipline report. At this time it will be discussed with the parent/ guardian if it would be beneficial to start a behavior management plan for the child. This plan would be developed in consultation with the parent/ guardian and would be consistent with the requirements of Rule 5101:2-12-22 OAC. The second discipline report will require a parent/ teacher conference before the child can return to the program. The third discipline report results in permanent disenrollment from the program.

All families and all child care employees of the YMCA are required to follow all policies and procedures included in this parent hand book. The Guidance Management Policy of the Ohio Department of Job and Family Services applies to all child care employees of the YMCA.

All families in all child care programs may confer with teachers on a daily basis in regards to their child's behavior and concerns they may have in relation to care and guidance of their child. In addition, families may request a time they may talk with teachers if their drop-off and pick-up times are inconvenient for lengthy discussions.

Routine Trip:

Routine trips are defined as "regularly scheduled excursions away from the child care centers". Example would be: participating in regular walking field trips that are within the vicinity of the child's program, or picking up or taking a child to and from school. Written permission from the parent/ guardian is required for routine and field trips. The teacher will provide a form including the child's name and the destination. The parent/ guardian will be required to sign and date this form. We will keep this form in each child's enrollment folder and update accordingly. The following will be available for routine trips and field trips: a complete first-aid kit, an emergency transportation authorization for each child, and a health record for any child who may have a special health condition or allergy. Teachers will ensure that all children stay with their group and will additionally account for them frequently during that outing. At least one teacher trained in first-aid and CPR will be on the routine trip or field trip. Two staff members will accompany children on any routine walking trips, and when van/ bus is used for a

routine trip, we will staff a second employee, if we are transporting more than six children. Child will be transported by the YMCA vehicle for routine trips. Upon arrival at, and returning from a field trip destination, the teachers will make sure by checking that no child will be left in the vehicle.

Field Trips:

The same safety procedures will apply on field trips and routine trips. Please refer to the above procedures. In addition to the above, we provide parents with a field trip form designated for each particular field trip that will include the following: the location or destination of the trip, the date and time the children will be going, the child's name, and place for the parent/ guardian to sign and date. Written permission from the parent/ guardian is required for all field trips. Each child will wear a form of identification in the form of a wrist band or a t-shirt which will include the centers name, address and phone number. Children who are three years old and enrolled in Camp Caterpillar must have adult accompany them on field trips. Children enrolled in Camp Caterpillar, Guided Discovery Learning Center or Guided Discovery Preschool must bring in a high back booster for all driving field trips. If you do not bring a high back booster your child will not be able to attend our program that day. If you arrive after your child's group has left you can choose to take your child to the field trip location or bring them back to the program once their group has returned.

Parent Custody Agreements:

In the case of separated or divorced parents, where there are concerns, the YMCA will require parents to provide a copy of the divorce decree section related to the children. The YMCA will follow the court documentation and direction from the custodial parent, if needed.

Outdoor Play Policy:

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the time outside when temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 95 degrees. If the situation requires it we will adjust outdoor time due to rain, threatening weather, ozone warning, etc. On days that outdoor play is not provided due to these conditions, we will include a time for 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. This includes snow pants, hats, mittens and boots in the winter time.

Staff/ Child Ratios and Maximum Group Size:

The Marietta Family YMCA Child Care programs will not exceed the following required ratios:

- 1:8 Toddlers (30-36months)
- 1:12 Preschoolers (3-4 years old)
- 1:14 Preschoolers (4 years until eligible for kindergarten)
- 1:18 School-aged children

The maximum group sizes for the ages of children the YMCA child care programs serve are:

- 16 2 ½ year olds
- 24 3 year olds
- 28 4-5 year olds
- 36 School-aged children

Because we desire to provide a higher level of quality, we will strive to maintain a 1:8 ratio in all classrooms that hold 3 to 5 year olds who are not eligible for kindergarten. Also, with our school-aged children, we will strive to maintain a 1:12 ratio. Ratios for toddlers and preschoolers may be doubled for 1 ½ hours during nap time, as long as the children are resting quietly on their cots and enough staff is in the building to meet regular staff/ child ratio if there is an emergency. Also, please refer to our staff/ child ratio signs posted on the parent board in each classroom.

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include nap time, lunch time, outdoor play or special activities.

Transportation:

The Marietta City Schools are able to transport children from St. Mary's Catholic School and Putnam Elementary via school bus to Washington Kid's Co. and Harmar children will be transported to Phillips Kid's Co. via school bus. In the event that your child will be attending a school that does not have an on-site program, please check with the Child Care Director for information regarding transportation needs. Children who are transported by the Marietta City Schools will be escorted to and received from their assigned bus by a member of the YMCA staff. If your child will not be transported to our program in the afternoon, please call the YMCA and notify us of this change. If we do not receive notice that your child will not be attending, we will immediately implement our "child tracking procedures" to locate your child.

Child Tracking Procedures:

The Before and After School programs will begin "child tracking procedures" when a child unexpectedly does not attend the afternoon session of Kid's Co. The staff will immediately follow these steps: staff will go to the office and ask the secretary, principal or teacher if the child attended school that day. If, after speaking to them and knowing the child was absent from school or picked up early, all will resume as normal. If the child did attend school that day and was to go to Kid's Co. the Administrator will immediately telephone the parent/ guardian to inform them that the child did not make it to the program. The staff person will notify the Child Care Director at the YMCA, and they will follow up with the parent/ guardian to make sure the child is safe.

Fire, Tornado and General Emergencies:

A fire drill is held monthly at all child care locations. A record of these drills is documented and posted in one of the following locations: Child's Care Director's office door or the Parent Information Board in the classrooms/ sites. Emergency phone numbers, evacuation routes, and plan of action are posted in each program space. If fire occurs, all children and staff will evacuate and Marietta Fire Department will be contacted immediately. A fire and emergency and weather plan is posted in each program space and explains the staff responsibilities in case of a fire emergency or weather alert. If there is a tornado warning or watch, the children will follow the teacher's directions, which are dictated by the weather alert plan, keep the children clam, and conduct normal class routines. For the safety of the children during a natural disaster, environmental threat, or situation or threat of violence, children will be taken to a safe place, such as the tornado safe areas. Teachers will take the First-Aid kit and a copy of the children's enrollment for with pertinent information relating to the child. Teachers will attempt to be clam and conduct normal classroom routines. If the center loses heat, power or water for an extended period of time, parents will be contacted and children will be sent home. Each situation will be handled according to the circumstances of the emergency. Staff will monitor the radio for updated information and proceed accordingly. If the child care site would need to evacuate to another location due to an emergency, the following lists where each program will evacuate to.

Primary Location:

YMCA On-Site Child Care: Giant Eagle

Phillips Kids Co.: Front of School in the fields towards Papa Johns

Washington Kids Co.: Far side of playground behind school by 5th St.

Camp W.I.L.D.: Track/ Field in front of school, the far end

Secondary:

YMCA On-Site Child Care: Mound Cemetery (across 7th St. and up the steps)

Phillips Kids Co.: Back of the building past playground, at far end of the field towards Phillips St.

Washington Kids Co.: Public Library, 5th St. side

Camp W.I.L.D.: YMCA, down the hill

Menus:

All menus for each program will be posted monthly in each classroom/ program area. If for any reason we are unable to serve what is posted, we will make a substitution and this will be changed on the menu for that particular day.

Snacks:

Nutritional snacks will be provided for every child care program. If you would like to bring a special treat or have a birthday party for your child, please inform your child's teacher. In accordance with Marietta City Health Department, we can only accept items for snack and parties that are pre-packaged from a grocery store or is actually prepared on-site. Nutritional snacks are snacks that provide nutritional value in addition to calories, and contains at least one food from two of the basic food groups.

1. Meat/ meat alternative group
2. Bread/ bread alternative group
3. Milk group
4. Fruit/ vegetable group

Lunches:

We will provide your child with a nutritional lunch that meets state requirements. This means the meal will consist of nutritional foods from the following food groups: (minimum portion sizes for 3-6 year old) protein (1 ½ oz.), grain (½ slice of bread or ¼ cup pasta, etc.), and two foods from the fruit/ vegetable group (½ cup), and fluid milk (8oz.). You may choose to send your child with a lunch. The lunch must meet the listed state requirements or we will have to supply the missing food items at a cost of \$1.00 per item that will be billed to your account. We will provide 8 oz. of milk free of charge. All lunches brought must be in a lunch bag or box and be clearly marked with your child's name. These lunches will be stored in the child's cubby so please make sure to include an ice pack if food's need to be kept cool. Please let us know ahead of time if your child is not permitted to have any types of food due to allergies or religious beliefs.

Parent Concerns and Participation:

Our staff is committed to working together with parents to ensure a positive and consistent experience for each child. We operate with an open-door policy, which means you, as the parent, have access to your child's classroom at all times. Please notify your child's teacher, or administrator, when you enter the facility. We will communicate via phone calls, notes home, newsletters, conferences, surveys, website and Facebook. We encourage parents to participate in several special programs throughout the year, including open houses, holiday parties, and family nights at the YMCA. If you need assistance with a problem, concern, or complaint related to the program, you may speak with a teacher in your child's classroom. If you feel that your concern was not addressed to your satisfaction please feel free to contact the Child Care Director. In each classroom, a teacher completes weekly lesson plans, monthly newsletters and calendar. The monthly newsletters are given to parents and lesson plans/ calendars are posted.

Parent Conferences:

We conduct parent/ teacher conferences at least once during the school year to give parents and teachers the opportunity to sit down and discuss the child's behavior, progress, social and physical needs and/ or any other pertinent matters. Teachers will evaluate each child in written form and keep a record of the evaluation in each child's information folder. If the parent is unable to attend the scheduled individual conference date, but would like to discuss the evaluation of their child, the staff may conduct a phone conference with the parent. If the parent chooses not to participate in the individual or phone conference, we will supply a copy of this report upon request. A parent may request an individual conference at any time during the year by contacting their child's teacher or the Child Care Director.

Parent Rosters:

Each classroom/ program has a completed roster of names and telephone numbers of parents/ guardians of children enrolled in that program. We will provide parents with a roster upon request. However, only the names and phone numbers of parents/ guardians who gave consent on the enrollment form will be given out. The roster is used for a convenient resource for families planning birthday parties, play dates, etc. Staff will update the parent roster every six months to adjust any changes that occur.

Teacher Concerns or Complaints:

All teachers are encouraged to try and resolve any problems or concerns related to the program as soon as possible. If the teachers have problems, concerns, or complaints and feel they have not been addressed to their satisfaction, they should then contact and discuss the issue with the Child Care Director.

Formal Assessments:

Formal assessments are conducted on the GDLC programs. Results are used to help plan for further skill building/ mastery. Results are reviewed at each parent/ teacher conferences then a copy goes home with the family at the end of the school year. Non-formal assessments are conducted on school age children, results from these are also used for future planning to help children work on needed skills.

Transitioning Children:

As children grow and learn in the young child care programs, they master skills and grow in age. The child care staff and Child Care Director will meet and discuss the need for these children to move into an older classroom at certain times during the year. If we feel that a child is ready to transition, and space is available, staff will discuss this with the family. The parent/ guardian will then sign a permission form for their child to transition to another age group.

Withdrawing From A Program Or Changing Enrollment Status:

If parents wish to withdraw a child from any child care program, or change their enrollment status, the YMCA requires at least one weeks' notice prior to the last date of attendance. If that is not possible, families will be required to pay current tuition fees for an additional week.

Late Pick-Up Charges:

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute will be charged after 5:35 pm (we will go by the clock in the classroom). Please remember our staff are anxious to get home to their families and commitments.

Communicable Disease Policy:

Training – Staff are trained in the signs and symptoms of illness and communicable disease, and in the hand-washing procedures, as well as disinfection and sanitation procedures of toys and furniture.

Illness – A child who display's the following signs or symptoms of illness shall immediately be isolated and released to their parent/ guardian, or person designated by the parent/ guardian.

1. Temperature higher than 100 degrees Fahrenheit, taken axillary (armpit) method when in combination with any other sign or symptoms of illness.
2. Diarrhea (three or more times of abnormally loose stool within a 24 hour period).

3. Sever coughing, causing the child to become red or blue in the face or to make a whooping sound.
4. Difficult or rapid breathing.
5. Yellowish skin or eyes.
6. Redness of the eye or eyelid, thick or purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
7. Untreated, infected skin patches, unusual spots or rashes.
8. Unusually dark urine and/ or grey or white stool.
9. Stiff neck with elevated temperature.
10. Evidence of untreated lice, scabies, or other parasitic infestations.
11. Sore throat or difficulty swallowing.
12. Vomiting more than one time or when accompanied by any other sign or symptoms of illness.

A child who is discharged due to illness, or a child that has been absent due to illness, will be readmitted after securing verbal information from the parent/ guardian that the child has not exhibited any signs of illness above in the past 2 hours. Any child diagnosed with a communicable disease must receive 24 hours of antibiotic treatment before being readmitted. Children must be fever-free for 24 hours before being readmitted.

Employee Illness – All child care staff will follow the same guidelines that are enforced for the children.

Procedures for Isolating and Discharging an Ill Child – If a child becomes ill in childcare, he/ she will be separated from the class under the supervision of a YMCA child care staff. They will be kept away from other children and a staff member will contact a parent/ guardian. A child may return to child care when he/ she is symptom free for 24 hours, and has met the controls. As listed on the Ohio Department of Job and Family Services Communicable Disease Chart, which is posted in each classroom and in the hallway by restroom. It is also posted at each of the off-site program, and is accessible to parents and staff at all times. Staff members who exhibit signs or symptoms of a communicable disease will be sent home. Notification of child or teacher with a confirmed communicable disease will be posted in the classroom or program area.

Mildly Ill:

A child who is “mildly ill”, which is defined as a child who is exhibiting only minor cold symptoms, and demonstrating none of the symptoms listed, or a child who does not feel well enough to participate in activities, will be permitted to stay within their class and will be observed carefully for signs and symptoms of worsening conditions. In the event that a child is

absent for illness from any of the programs, please remember to contact the YMCA at 740-373-2250 and leave a message for the child's teacher.

Non-Prescription Medication:

Our child care staff may administer non-prescription medications that do not contain aspirin or non-prescription cough or cold medicine that do not contain codeine. The medication may be administered by the center without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent/ guardian on the form provided by the center. The parent must complete the form listing the name of the medication, name of the child, birth date of the child, height and weight, date and the parent/ guardian instructions on the amount to be given and a signature.
2. The medication shall be in its original container with its original label attached.
3. The label shall specify appropriate dosages based on the child's age or weight.
4. The written instructions of the parent/ guardian, dosages administered by the center shall not exceed the manufacture's recommended dosages.
5. The medication is to be administered by the center for no longer than three days at any one time.
 - Any non-prescription topical ointments, creams or lotions may be administered without instructions by a physician, but the medication form must be completed by the parent/ guardian.
 - All medications are kept in a locked medicine box in the child's room at school sites, the refrigerator outside the Child Care Director's office at the YMCA.
 - Any child enrolled in the center that has a special needs or health condition will be required to complete a form detailing a written medical/ physical care plan for the care of the child. This form will be kept in the child's confidential file.

Prescription Medication, Food Supplements or Modified Diets:

The child care staff will be permitted to administer prescription medication, food supplements, or modified diets if the following criteria are met prior to administering the item.

1. The parent shall provide the item in its original container. It must have a prescription label attached, stating the address and phone number of the pharmacy, doctors name, child's full name, a current date (within the last 12 months) and the exact dosage to be given and the means of administration.
2. If there is no prescription label with all of the above met, a licensed physician, advanced practice nurse certified to prescribe medication, or a licensed dentist must complete written instructions, times to be given and a signature on the administration of medicine form, i.e. medicine form.

3. In both cases above, the parent/ guardian must also complete a part of the “medicine form”. This will state the items to be given, if not dictated by the prescriber, and a signature indicating their permission to administer the item to their child.
4. If the above criteria are not met, these types of items will not be administered to children attending the child care program.
 - At no time can we administer a prescription prescribed to another family member.
 - We can never change the dosage to be given.
 - All medications will be kept in a locked box in the child’s room at school sites, in the refrigerator, or outside the Child Care Director’s office door. They will be out of reach of children.

Medication For School-Aged Children:

In specific cases, school-aged children may be allowed to carry medications, such as inhalers, if the following has taken place and been approved: Parents must obtain a letter from the doctor stating the child’s need to carry the medication on their person, as well as their ability to control and utilize it. Parents must also document their child’s need for the medication and state the child’s responsibility level and where/ how it would be carried. It will then be determined by the Site Administrator and Child Care Director if the child will be allowed to carry the medication with them.

Allergies:

If a child has any allergies, please note them on the child’s enrollment record and verbally discuss them with the child’s teacher. In case of allergies, parents/ guardians are asked to complete a health care plan from relating to the allergy to allow us to care for your child. The center will maintain a current list of children and their allergies. A master list will be updated and posted in the kitchen at the YMCA, in the cafeteria at the Camp W.I.L.D. program, in the classrooms at the YMCA, and on the parent information board at Kid’s Co. sites.

Policy on Enrollment of Non-Immunized Children:

We do allow enrollment of children without immunizations. We require a statement from the parent that he or she has declined to have the child immunized due to reasons of conscience, including religious convictions.

What Your Child Needs To Bring When Enrolled In Full Day Care At The YMCA:

Each child needs to bring the following items on a weekly or daily basis, if they are enrolled in the all-day child care program for children ages 2 ½ through five years.

1. Extra change of clothes – those may be left in the child’s cubby during the week, or in a backpack, tote, etc. If items are not left or they have an additional need for another change of clothes, we will call the parent/ guardian to bring in more.
2. Bedding – each child needs a sheet (crib or twin size), a blanket, and a pillow. These items are extremely important. Please take the bedding home to be laundered every Friday. (Only applies to Monkey room. Zebra room has a quiet table toy time and school age children do not nap).
3. Swimsuits and Towel – they will need to be taken home daily and laundered.
4. Hairbrush or Comb – this enables the children to brush their hair after swim, or get help doing it.
5. Swim Shoes or Flip Flops – children must wear swim shoes to and from the pool. This is a policy set by the Health Department. Children cannot walk to and from swim without proper shoes. If they do not bring in shoes, they cannot swim that day.
6. Lunch – lunches will be provided. If the children are not in attendance by 9:15 am for that day, please call in and let us know your child will need a lunch. If not called in by 9:15 am, you will need to provide a lunch for your child that day. A lunch menu will be sent home each month. You may want to bring a lunch (that meets state standards) if your child does not like what is being served on a particular day. Feel free to bring in microwavable items.
7. Seasonal Clothing – In the winter, please make sure your child is dressed appropriately. A hat, gloves, and boots are necessary for outdoor play.

Please label all items with a permanent marker. Many children have similar clothing, bedding, lunch boxes, etc. The YMCA/ staff are not responsible for lost items.

Program Closings:

Kid’s Co.:

This applies to all Kid’s Company Programs. The Before and After School Programs, operated in Marietta City Schools, will not operate their program if school is closed for any reason, (parent/ teacher conferences, inclement weather, holidays, etc.). Please refer to the appropriate school calendar for school closings. The local radio stations (WMOA, WNUS, WDMX, and WVVVP), as well as WTAP News will announce any unscheduled school closings. When Marietta City Schools call an unplanned delay because of weather we will operate at the school, if the school delay goes to a closure children at the site will need to be picked up by a parent/ guardian and either transported to the YMCA for full day mini-camp (this is an additional daily fee) or the parent will need to find alternative care. If we have an early dismissal due to weather we will not operate Kid’s Co. Please feel free to call the YMCA for verification regarding Kid’s Co. operating during

inclement weather. We also offer mini-camp at the YMCA (or possibly Phillips site), on planned days off of school or weather related closure days (for an additional daily fee). You must call and have your child's name added to the list to ensure care for the day. Space is very limited for these days. Please see your child's site Administrator for more details.

Guided Discovery Preschool:

Preschool will follow the schedule and closings of Marietta City Schools. The program will not operate if Marietta City Schools are closed. The program will operate normally if the schools are on a planned or unplanned delay. Please refer to the Guided Discovery calendar for scheduled closings.

Guided Discovery Learning Center (All-Day Care):

The GDLC will be closed the following days: New Year's Day (possibly New Year's Eve in enrollment low), Memorial Day, July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Day, along with possible additional days of either Dec. 24th or Dec. 26th or possibly both. We do not close all-day child care unless we have a level 3 emergency due to road conditions. In the event we have to close early due to inclement weather or another unforeseen situation, we will notify parents immediately, to pick your child up as soon as possible.

Daily Program Schedules:

Guided Discovery Learning Center (all-day care) & Guided Discovery Preschool:

6:30 am – 8:30 am	Arrival/ Free Play in Learning Centers
8:30 am – 9:00 am	Clean Up/ Bathroom Break/ Wash Hands for AM Snack
9:00 am – 9:20 am	AM Snack
9:20 am – 9:40 am	Circle Time
9:40 am – 10:10 am	AM Enrichment Activity
10:10 am – 10:20 am	Bathroom Break
10:20 am – 10:50 am	Gross Motor Activity
10:50 am – 11:10 am	Story Time
11:10 am – 11:30 am	Table Activity
11:30 am – 11:45 am	Clean Up/ Bathroom Break/ Wash Hands for Lunch
11:45 am – 12:30 pm	Lunch
12:30 am – 12:45 pm	Bathroom Break / Story Time
12:45 pm – 1:30 pm	Quiet Time (Marvelous Monkey's will have Quiet Time/ Nap until 2:30)
1:30 pm – 1:50 pm	Circle Time
1:50 pm – 2:20 pm	PM Enrichment Activity
2:20 pm- 2:30 pm	Clean Up/ Bathroom Break/ Wash Hands for PM Snack
2:30 pm – 2:45 pm	PM Snack
2:45 pm – 2:50pm	Bathroom Break
2:50 pm – 3:20 pm	Gross Motor Activity
3:20 pm – 3:30 pm	Story Time
3:30 pm – 4:30 pm	Outside/ Gym Play
4:30 pm – 5:30 pm	Small Group/ Table Toys/ Departure

Schedule may change slightly on swim days

Kid's Company Daily Schedule:

6:45 am – 7:30 am	Arrival/ Play in Learning Centers
7:30 am – 8:00 am	Enrichment/ Activity
8:00 am – 8:30 am	Gross Motor Activity
8:30 am – 8:40 am	Clean Up
8:40 am – 8:45 am	Departure to School

3:30 pm – 3:40 pm	Arrival from School
3:40 pm – 4:10 pm	Homework Time
4:10 pm – 4:15 pm	Wash Hands for Snack
4:15 pm – 4:30 pm	PM Snack
4:30 pm – 5:00 pm	Outside/ Gym Gross Motor Activity
5:00 pm – 5:30 pm	Play in Learning Centers/ Departure

Camp W.I.L.D. Daily Schedule (School-Age Summer Camp at Marietta Middle School):

6:45 am – 8:15 am	Arrival/ Free Play in Learning Centers
8:15 am – 8:30 am	Clean Up/ Wash Hands
8:30 am – 9:00 am	AM Snack
9:00 am – 9:30 am	Morning Circle Time
9:30 am – 10:15 am	Activity Block #1 Sports
10:15 am – 11:00 am	Activity Block #2 Arts & Crafts
11:00 am – 11:45 am	Activity Block #3 Campivities
11:45 am – 12:00 pm	Clean Up/ Wash Hands for Lunch
12:00 pm – 12:30 pm	Lunch
12:30 pm – 12:45 pm	Change for Swim
12:45 pm – 1:00 pm	Walk to YMCA
1:00 pm – 2:30 pm	Swim
2:30 pm – 2:45 pm	Change from Swim
2:45 pm – 3:00 pm	Walk Back to Marietta Middle School
3:00 pm – 3:15 pm	Wash Hands for PM Snack
3:15 pm – 3:45 pm	PM Snack
3:45 pm – 5:15 pm	Play in Learning Centers
5:15 pm – 5:30 pm	Clean Up/ Departure

Camp Caterpillar (Preschool Summer Camp at the YMCA)

6:30 am – 8:45 am	Arrival/ Play in Learning Centers
8:45 am – 9:00 am	Clean Up/ Bathroom Break/Wash Hands for AM Snack
9:00 am – 9:30 am	AM Snack
9:30 am - 9:50 am	Listen & Learn Time: Circle Time/ Story Time
9:50 am – 10:00 am	Change for Swim
10:00 am – 10:30 am	Swim Time
10:30 am – 10:40 am	Change from Swim
10:40 am – 11:10 am	Creation Station (Art Project)
11:10 am – 11:40 am	Imagination Station (Learning Centers)
11:40 am – 12:00 pm	Clean Up/ Bathroom Break/ Wash Hands for Lunch
12:00 pm – 12:30 pm	Lunch
12:30 pm – 12:45 pm	Bathroom Break
12:45 pm – 1:30 pm	Quiet Time/ Table Toys
1:30 pm – 1:50 pm	Lil' Einstein's (Math or Science Activity)
1:50 pm – 2:10 pm	Music & Movement (Camp Songs / Dancing)
2:10 pm – 2:30 pm	Bathroom Break/ Wash Hands for PM Snack
2:30 pm – 3:15 pm	Great Outdoors (outside play)
3:15 pm – 3:30 pm	Closing Ceremony (Story Time)
3:30 pm – 3:45 pm	Bathroom Break
3:45 pm – 4:30 pm	Gym Time
4:30 pm – 5:30 pm	Table Toys/Clean Up/ Departure

Swim times may vary summer to summer

Comments from Guided Discovery Learning Center Parents:

- “Everyone seems to be very friendly and helpful”.
- “Every child appears to be treated as individuals and each child is made to feel they are most important”.
- “The staff is friendly, knowledgeable, caring and they seem to really have the child’s best interests in mind. Also, they keep parents updated on any problems the child may encounter, as well as their progress”.
- “Teachers and staff are very polite and kind to the children”.
- “My child is very well taken care of and she seems to enjoy all the activities”.
- “I like the structure. I also really like the teachers that are here now”.

Comments from Guided Discovery Preschool Parents:

- "Your staff and helpers seem to really care about the children and have fun with them".
- "Our daughter tells us positive lessons she has learned".
- "The teachers' are wonderful".
- "A structured program that has taught my daughter several important skills, not just academics. I like the out of school activities and that the kids go outside daily".
- "My child has done very well, and has learned a lot. He seems to like it. I know that because of this program, he will be ready for kindergarten.
- "It teaches kids a variety of things, gets them ready for kindergarten".

Comments from Kid's Company Parents:

- "My daughter loves the program".
- "What I like best about Kid's Company is the activities and staff".
- "Good job. Thanks for the program, it's a big help to my family".
- "My child looks forward to going there every morning".
- "We love the program and have no idea what we would do without it".
- "It gives my son the opportunity to play with other kids indoors and outdoors after school, before coming home. I am grateful that he has a snack also before I am able to get him".
- The mini-camp at the YMCA for no school days is awesome, a huge help to working families".

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports from the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and fire department evaluation forms from the building and fire departments, is available for review upon request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility 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.

Information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.

CACFP

NON-DISCRIMINATION STATEMENT/POSTERS

Effective: June 2013

Listed below is the updated Nondiscrimination Statement for use by sponsors. Websites and materials which are being reprinted should be revised to include this updated statement. Other materials should be updated as supplies are depleted and new printing is ordered.

All sponsors need to make sure the following statement is included in their parent handbook if the text refers to the Child and Adult Care Food Program (CACFP), any other Child Nutrition Program, or USDA by name or if information is included regarding any of the meals/snacks for which reimbursement is received. This statement is to be also included, in full, on all materials that contain the aforementioned programs names or meal references and are produced for public information, public education or public distribution.

FULL STATEMENT:

The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.

If the material is too small to permit the full statement to be included (such as flyers or brochures), the material will, at a minimum, include the statement in print size no smaller than the text. Please note that the use of the shorter condensed version is the exception, not the rule. If written materials previously had the longer statement on them they should again have the full statement when re-printed.

CONDENSED STATEMENT:

"USDA is an equal opportunity provider and employer."

"AND JUSTICE FOR ALL" POSTER:

- At this point in time, USDA cannot provide updated "And Justice For All: posters.
- Until new posters are printed, sponsors are to continue to prominently display in a public place the same "And Justice For All" USDA poster at each site and at the agency office if at a different location. If posters and/or are needed in other languages, appropriate to the local population, please contact the state agency.

Building for the Future

This day care facility participates in the Child and Adult Care Food Program (CACFP), a Federal program that provides healthy meals and snacks to children receiving day care.

Each day more than 2.6 million children participate in CACFP at day care homes and centers across the country. Providers are reimbursed for serving nutritious meals that meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the four groups:)
Milk Fruit or Vegetable Grains or Bread	Milk Meat or meat alternate Grains or bread Two different servings of fruits or vegetables	Milk Meat or meat alternate Grains or bread Fruit or vegetable

Participating

Facilities

Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit child care centers, Head Start programs, and some for-profit centers.
- **Family Day Care Homes:** Licensed or approved private homes.
- **Afterschool Care Programs:** Centers in low-income areas provide free snacks to school-age children and youth.
- **Homeless Shelters:** Emergency shelters provide food services to homeless children.

Eligibility

State agencies reimburse facilities that offer non-residential day care to the following children:

- children age 12 and under,
- migrant children age 15 and younger, and
- youths through age 18 in afterschool care programs in needy areas.

Contact

Information

If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center Child Nutrition Programs
 RI Department of Education
 255 Westminster Street
 Providence, RI 02903
 401-222-4600



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WIC Program Facts

Proven Track Record:

- Improves pregnancy outcomes by providing or referring to support services necessary for full-term pregnancies
- Reduces infant mortality by reducing the incidence of low birth weight (infants under 5 ½ pounds are at greater risk of breathing problems, brain injuries and physical abnormalities)
- Provides infants and children with a healthy start in life by combating poor and/or inadequate diet

Effectiveness:

WIC is a proven effective health care program. The National WIC Evaluation, conducted by the Research Triangle Institute of Raleigh, North Carolina and Dr. David Rush of the Albert Einstein College of Medicine of Yeshiva University of New York City, which was released on January 10, 1986, shows that WIC has significant impact on maternal and child health. The findings indicate significant health benefits for WIC participants including the following:

- WIC helps pregnant women see physicians earlier and increases the number of women receiving timely prenatal care
- WIC participation improves the length of pregnancy and birth weight
- WIC participation reduces late fetal deaths
- WIC improves the diets of women and children
- WIC participation results in increased head circumference (reflecting brain growth) of infants whose mothers receive WIC during pregnancy
- WIC children are better immunized and are more likely to have a regular source of health care
- Children in WIC do better on vocabulary scores

WIC is a proven cost-effective program. The WIC/Medicaid report, conducted by Mathematica Policy Research, Inc., (using 1987-1988 data from Florida, Minnesota, North Carolina, South Carolina and Texas) shows WIC lowers medical costs by improving prenatal care use, improving length of pregnancy and increasing birth weight. The WIC/Medicaid report's findings include the following:

- WIC lowers Medicaid costs. Prenatal WIC participation reduced Medicaid costs in the first 60 days after birth for newborns and their mothers by \$277 in Minnesota, \$347 in Florida, \$493 in Texas, \$565 in South Carolina and \$598 in North Carolina.
- WIC saves money. Every dollar invested in WIC for pregnant women produced Medicaid savings of \$1.77 in Florida to \$3.13 in North Carolina. Minnesota saved \$1.83 while South Carolina and Texas saved \$2.44 in Medicaid costs for every dollar in WIC expenditures.

- WIC increases birth weight. Prenatal WIC participation improved average birth weights by 113 grams in South Carolina and 117 grams in North Carolina. Birth weights rose by 51 grams in Minnesota, 73 grams in Florida and 77 grams in Texas.
- WIC improves birth outcomes. The average birth weight of preterm infants whose mothers received WIC increased between 138 grams in Minnesota and 259 grams in South Carolina. Birth weight is an especially critical factor in the survival of infants born at less than 37 weeks gestation.
- WIC improves prenatal care use. While WIC and non-WIC participants had similar demographic characteristics, WIC participants were far less likely to receive inadequate prenatal care, 9.6 percent compared to 22.4 percent. In addition, WIC participants average one or two more prenatal care visits than nonparticipants.
- WIC yields even greater Medicaid savings. An October 1991 addendum to the original Mathematica WIC/Medicaid study includes in its estimates the cost of Medicaid claims for illnesses that began in the first 60 days after birth but extended beyond the 60-day period. When these costs are included, **the new data show that every dollar in WIC yields Medicaid savings from \$1.92 in Florida to \$4.21 in Minnesota, with Texas at \$2.57, South Carolina at \$3.17, and North Carolina at \$3.94. Prenatal WIC enrollment is now found to reduce Medicaid costs from \$376 in Florida to \$753 in North Carolina, with Texas at \$519, Minnesota at \$636 and South Carolina at \$736.**

Additional WIC studies information can be found at the following USDA link:

<http://www.fns.usda.gov/ora/MENU/Published/WIC/WIC.htm>

Ohio WIC Program Profile

Caseload: Fiscal Year 2016 Monthly Average 234,719

- Number of Women: 55,306
- Number of Infants: 73,934
- Number of Children: 105,480
- Overall grant of \$158,432,731 (\$105,346,545 food, \$53,086,186 nutrition services and administration) and \$58,476,845 in infant formula and infant foods rebates;
- Actual average monthly net food package cost of \$31.67 per participant
- Actual average monthly nutrition services and administration cost of \$19.28 per participant
- One of the largest programs in the Midwest – eighth largest WIC program in the United States
- Program is 100 percent federally funded
- Operates in all 88 of Ohio's counties