

MARIETTA FAMILY

YMCA

PARENT HANDBOOK



FOR ALL CHILD CARE PROGRAMS

Revised July 2014



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FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Parents,

Welcome to the **Marietta Family Child Care Programs**. Choosing a child care program for your child can be 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 of 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

Programs We Offer

Guided Discovery Learning Center (All Day Child Care):

This program is for children ages three through five years old, who are toilet trained. We offer full time and some limited part time spaces for this program. Children attending will enjoy a day full of activities designed to meet their physical, social and emotional needs. Swim and additional gross motor activities are incorporated in the daily schedule. We operate this program all year with limited closings. This program is not a babysitting service, but rather an all-day play and learn experience. The same skills taught in the typical preschool situation are enhanced through this all day program for children. Field trips, parent participation, and kindergarten readiness skills encompass this well-designed environment to meet a child's individual needs. We follow the High Scope Curriculum. We provide a morning snack, nutritious lunch, and afternoon snack. A rest time is scheduled daily. Children are never forced to sleep, but rather rest and allow other children to sleep if they wish.

Guided Discovery Preschool:

This preschool program is for children ages three through five years old, who are toilet trained. We operate this program on a two, three or five day per week schedule. Parents may choose from a morning, afternoon, or all day session. Children will also enjoy swimming along with kindergarten readiness skills. Parent participation is encouraged, and greatly appreciated. This program operates from August to May, and follows Marietta City Schools calendar.

Kids Company (Before and After School Program):

Our before and after school program is for children in kindergarten through fifth grade. This program operates during the school year. We operate at two Marietta City Schools: Phillips Elementary and Washington Elementary. We also offer care for parents whose children attend Harmar Elementary, Phillips Elementary, St. Mary's Catholic, and St. John's Catholic. We accept children on a full time and part time basis. This program is designed to be a compliment of, not an extension of, the school day. Our site our Step Up To Quality 3 star rated. We are licensed through Ohio Department of Jobs & Family Services. Children are served an afternoon snack, and in the morning on delay days. When Marietta City Schools are closed due to inclement weather, Kids Co. will also be closed. Mini day camps are offered on days when school is closed due to weather at the YMCA for an additional daily charge. We do offer care on delay days at the site for an additional daily fee.

Camp Caterpillar (Summer Camp for 3 to 5 year olds, who have not attended kindergarten)

This summer camp is offered to children 3 through 5 years old, who have not yet attended kindergarten. It has a fun learning environment that challenges children to attempt and accomplish new things. The children in the program will take part in many unique and exciting activities, as well as swimming. Children will enjoy a great camp experience at a young age. Children are served a morning snack, lunch, and an afternoon snack.

Camp W.I.L.D. (Summer Camp for K-8th grade, must have went through Kindergarten)

This is a great summer camp program for children who have completed kindergarten through fourteen years of age. It is a fast-paced and exciting summer program full of adventurous activities, swimming, and weekly field trips. We incorporate all of the components of wellness, imagination, learning and determination in our daily activities and planning. We have also collaborated with local organizations such as Marietta College and are utilizing the Dyson Baudo Facility, including the recreational area and rock climbing wall. This program is operated at Marietta Middle School.

MARIETTA FAMILY YMCA
300 NORTH SEVENTH STREET
MARIETTA, OH 45750
(740)373-2250

HOURS OF OPERATION (ON SITE PROGRAMS)

Guided Discovery Learning Center: Monday-Friday; 6:30 a.m. to 5:30 p.m.

Guided Discovery Preschool: M-W-F; 9:00 a.m. to 11:30 a.m. or M-W-F; 12:30 p.m. to 3:00 p.m.
Tu-Th; 9:00 a.m. to 11:30 a.m.
M-F; 9:00 a.m. to 3:00 p.m.

Camp Caterpillar: Ages 3 to 5: Monday-Friday; 6:30 a.m. to 5:30 p.m.
(Summer only)

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OFF SITE PROGRAMS OPERATING DURING THE SCHOOL YEAR (KID'S CO.)
ALL KID'S COMPANY SITES PROVIDE CARE MONDAY-FRIDAY AT THE LISTED TIMES

	PHILLIPS	WASHINGTON
HOURS:	6:45 AM – 8:45 AM 3:45 PM – 5:30 PM	6:45 AM – 8:45 AM 3:30 PM – 5:30 PM
ADDRESS:	300 Pike Street Marietta, Oh 45750	401 Washington Street Marietta, Oh 45750
PHONE:	(740)374-6514	(740)374-6520

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OFF SITE SCHOOL-AGE PROGRAM
(SUMMER ONLY)

Camp W.I.L.D: Monday-Friday; 6:45 a.m. to 5:30 p.m.

Marietta Middle School
242 NORTH 7TH ST.
MARIETTA, OH 45750
(740)374-6530

Child Care Fees (2014-15) School Year:

Guided Discovery Learning Center All Day Child Care (Ages 3-5 yearsold):

Registration Fee:	\$25.00
YMCA Member:	\$97.00 per week
Non-Member:	\$117.00 per week
Daily Rate-Member:	\$26.00
Daily Rate-Non Mem.:	\$30.00

Guided Discovery Preschool:

Registration Fee:	\$25.00 for new enrollment \$15.00 for returning students
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5 day ½ day Preschool:

YMCA Member:	\$170.00 per month
Non-Member:	\$210.00 per month

M-W-F A.M. OR P.M. Class

YMCA Member	\$100.00 per month
Non-Member	\$120.00 per month

T-TH A.M OR PM Class

YMCA Member:	\$80.00 per month
Non-Member:	\$100.00 per month

5 Day ALL Day Preschool:

YMCA Member:	\$300.00 per month
Non-Member:	\$360.00 per month

Kids Company Before and After School Program:

Registration Fee:	\$25.00 for new enrollment \$15.00 for returning students
AM or PM YMCA Member:	\$27.00 per week
AM or PM Non-Member:	\$32.00 per week
AM & PM YMCA Member:	\$52.00 per week
AM & PM Non-Member:	\$62.00 per week
2 hour Delay Care:	\$5.00 per day

Kids Comapany Camp All Day School AGE Care:

Daily Rate YMCA Member:	\$22.00 per day
Daily Rate Non-Member:	\$27.00 per day

Camp W.I.L.D. (School Age Summer Camp) Already Completed Kindergarten:

Activity Fee	\$100.00 per child for new and returning children \$75.00 per child for children currently enrolled in Y program
YMCA Member:	\$75.00 per week
Non-Member:	\$95.00
Daily Rate YMCA Member:	\$20.00 per day
Daily Rate Non-Member:	\$25.00 per day

Camp Caterpillar (Summer Camp for Ages 3-5) Have not completes Kindergarten:

Activity Fee	\$100.00 per child for new or returning children \$75.00 per child for children currently enrolled in Y program
YMCA Member:	\$95.00 per week
Non-Member:	\$115.00 per week
Daily Rate YMCA Member:	\$25.00 per day
Daily Rate Non-Member:	\$30.00 per day

MARIETTA FAMILY YMCA CHILD CARE PAYMENT POLICY

As a non-profit organization, dedicated to providing quality child care, the Marietta Family YMCA is dependent upon prompt payment of fees.

To ensure that quality child care is maintained, the following policy which governs pricing and payment of fees for Marietta Family YMCA Child Care shall be enforced:

1. A non-refundable registration fee is due upon enrollment. This fee is a one-time payment for the current year unless a child is withdrawn from a program and re-enrolled within one year. Participants may transfer from one child care program to another without having to repay the fee. This fee covers various expendable supplies used by the children.
2. Payment is due on Monday for the current week for Day Care, Kid's Company, Camp W.I.L.D., and Camp Caterpillar.
3. Payment for Guided Discovery preschool is due on the first of each month.
4. Any account that is two weeks behind in payment will result in the child not being able to attend the program until the balance is paid in full.
5. Credit is not given for the days a child is absent.
6. Fees will be pro-rated when the YMCA or a program is closed for two or more days within a week.
7. Children under the care of a physician for more than 5 consecutive days will be granted a discount of 50%, subject to the approval of the Executive Director. A written statement from the physician will be required.
8. A discount of 10% shall be granted for YMCA members who have two or more children enrolled full-time in Day Care or Kid's Company. The discount will apply to the oldest child. When a child is enrolled in both Day Care and Guided Discovery Preschool, the discount will apply to the Day Care rate. Only one discount will apply per family.
9. Payments may be made at the Member Services Desk at the YMCA. You may make payments of cash, check, Visa, Master Card or Discover, money order or bank draft. Payments left at Kid's Company sites may be made only with check or money order.
10. There will be a \$25.00 fee for all returned checks.
11. Rates are subject to change. A minimum of two weeks will be given.
12. Any exceptions to the above stated policies are subject to the approval of the Executive Director.

Updated 7/6/12

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 for 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 evaluation forms from the building and fire departments, is available for review upon written 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.

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

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 enroll in the program. You will also receive the enrollment forms at this time. Enrollment forms consist of health records (for preschool children), emergency transportation information, parent/guardian roster information, permission slips, parent statement of understanding, and payment policies. Enrollment forms must be completed and returned to the YMCA before the child can begin in a program.

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 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 person dropping off or picking up. Please make sure that the teacher is aware of the arrival of the 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 notify 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 who are participating in the all-day child care will swim a minimum of three days per week. The Guided Discovery program will swim once per week for M-W-F classes, and twice monthly for T-Th classes. The Camp Caterpillar and Camp W.I.L.D. summer camp children will swim three to five times per week. Children attending will swim 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 ration 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.

COMMUNICABLE DISEASE POLICY

TRAINING: Staff is 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 displays the following signs or symptoms of illness shall immediately be isolated and released to their parent or guardian, or person designated by the parent or guardian:

- 1) Temperature higher than one hundred degrees Fahrenheit, taken by the axillary (armpit) method when in combination with any other signs or symptoms of illness.
- 2) Diarrhea (three or more times of abnormally loose stool within a 24-hour period).
- 3) Severe 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 in swallowing.
- 12) Vomiting more than one time or when accompanied by any other signs 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 listed above in the past 24 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 restroom hallway. It is also posted at each of the off-site programs, and are 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 a 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 for any of the programs, please remember to contact the YMCA at 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 medications that do not contain codeine. The medications may be administered by the counter 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 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 manufacturer'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 written 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 or in the Child Care Director's office at the YMCA.
- Any child enrolled in the center that has 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 medications, 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, doctor's 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 medication form, i.e. medicine form.
- 3) In both cases above, the parents must also complete a part of the "medicine form". This will state the times 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 child care programs.
 - 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 in the Child Care Director's office. They will be out of reach of children.

MEDICATIONS 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, School-Age Coordinator, 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 form 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. programs.

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. Parents 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 on the day of the accident and a copy given to the parent.

SAFETY POLICY: The safety of all children in our child care programs is of the utmost importance to us. No child will ever be left alone or unsupervised. We will have immediate access to a working telephone at all times. At least one staff member will be trained in First-Aid, CPR, Communicable Disease, and Child Abuse Awareness and Recognition. A First-Aid kit, which meets the state licensing standard, is located in the Child Care Director's office at the YMCA. At our off-site programs, the First Aid kit is located in or on the shelving/cabinet. All child care staff members are mandated by law to report any suspicions 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 plan. All classrooms 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 witnesses the accident will complete an accident 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 member will contact the parent/guardian immediately to inform them, as well as for further instructions. A copy of all incident/accident forms will be kept on file in the Child Care Director's office. At all off-site locations, a copy of all completed accident/incident report will be kept on file for the entire school year, and then filed at the YMCA.

DISCIPLINE POLICY: The goal of discipline in our program is to assist children in developing self-control and appropriate social skills. We encourage this in children by using positive guidance techniques, being a positive role model, and by using redirection. We have designated an environment that is developmentally appropriate to encourage independence and responsibility. Any limitations set for children are realistic and appropriate for their developmental level. In accordance with rule number 5101:2-12-22 of the Ohio Department of Job and Family Services, which states that the following discipline technique will not be used by any employee in YMCA Child Care: any cruel, harsh, or corporal punishment of any kind-including, but not limited to: punching, pinching, shaking, spanking, or biting. No other child will be delegated to enforce discipline and no physical restraints will be used. No child will ever be confined in an enclosed area such as a closet, locked rooms, box or similar cubicle. No child shall be humiliated or subject to profane language, threats, derogatory remarks about the child or family, or any other verbal abuse. We will never impose discipline on a child for failure to eat, sleep or for toileting accidents. Any techniques we use will never humiliate shame or frighten a child. We will never withhold food, water, sleep or toilet use as a means of discipline. If we utilize time-out, it will be for a brief time only and will be used appropriately depending on the age of the child, and the circumstances surrounding the incident.

For the safety of all children in the program, we do have some standards set in place. If a child in the program has extreme behavioral issues, for example: hurting other children or adults, inappropriate language, unwillingness to listen, follow directions, respect others, references to physical contact with other children's body parts, leaving the program without permission, or deliberate destruction of property, children may receive a "discipline report". The first report is a written warning, second requires a parent/teacher conference and a plan of action, and the third results in permanent dismissal from the program.

ROUTINE TRIPS: Routine trips are defined as “regularly scheduled excursions away from the child care centers”. Examples 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 package 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 will be trained in First-Aid will be on the routine or field trip. Two staff members will always accompany children on any routine walking trip, and when the van is used for a routine trip, we will staff a second employee, if we are transporting more than six children. Children 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 designed 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 a 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 identification in the form of a bracelet or a t-shirt which includes the centers name, address and phone number. Children who are three years old and enrolled in Camp Caterpillar must have an adult accompany them on field trips.

PARENTAL 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: All child care programs will provide outdoor play space, and time for each group of children to utilize it. This will be utilized when appropriate weather conditions exist. The children will not go outside to play or participate in walking field trips if the temperature is higher than 95 degrees Fahrenheit, or lower than 25 degrees Fahrenheit. Parents will need to provide appropriate clothing for the weather. If the weather is unsuitable to go outdoors, teachers will ensure the children are able to utilize a large motor play area indoors, such as gymnasium or other appropriate space. Children will be provided with water to drink when playing outside with temperatures higher than 75 degrees Fahrenheit.

GUIDANCE IN THE PROGRAM: All families in all child care employees of the YMCA are required to follow all policies and procedures included in this parent handbook. The Guidance and 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 that they may talk with teachers if their drop-off and pick-up times are inconvenient for lengthy discussions.

STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The Marietta Family YMCA and its child care programs will not exceed the following required ratios:

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

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

- 16 2 ½ -3 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 care, 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 are in the building to meet the regular required staff/child ratio if there is an emergency. Also, please refer to our staff/child ration signs posted on the parent boards 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 Catholic School and Putnam Elementary via school bus to Washington Kid's Co. 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. If a child attends another school and is in need of transportation, it will need to be provided by the parent. 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 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 that 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 also notify the School-Age Coordinator or Child Care Director at the YMCA, and they will then follow up with the parent/guardian to ensure 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 Care Director's office or the Parent Information Board. Emergency phone numbers, evacuation routes, and a plan of action are posted in each program space. If a fire occurs, all children and staff will evacuate and Marietta Fire Department will be contacted immediately. A fire emergency and weather alert plan is posted in each program 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, which is posted at each site or in each classroom. The staff will maintain the teacher/child ratios, keep the children calm, 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 bring with them the First-Aid kit, and a copy of the children's enrollment forms with pertinent information relating to the child. Teachers will attempt to be calm 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 place due to an emergency, the following lists where each program will evacuate to:

Primary Location

YMCA On-Site Child Care will proceed to: McDonald's behind the YMCA

Phillips Kid's Co. will proceed to: Front of the building in the field.

Washington Kid's Co. will proceed to: Far side of the playground.

Camp W.I.L.D. will proceed to: Track/Field in front of the school

Secondary Location

YMCA On-Site Child Care will proceed to: Mound Cemetery-Across the street and up the steps.

Phillips Kid's Co. will proceed to: Back of the building, at the end of the playground.

Washington Kid's Co. will proceed to: Public Library behind the school.

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

MENUS: All menus for each program will be posted monthly in each classroom/program area (on the Parent Information Board). 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 the 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 onsite. Nutritional snacks are snacks that provide nutritional value in addition to calories, and contain 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 offer a hot lunch program for the following programs: All Day Child Care; Camp Caterpillar; and Camp W.I.L.D. Lunches will be prepared at the YMCA during the school year. During the summer months, lunches will possibly be provided by another approved organization, provided the organization meets the required standards for the summer feeding program through the State of Ohio. Lunches will include one-third of the recommended daily dietary allowances. The meals will consist of one food from the meat/meat alternative group; one food from the bread/bread alternative group; one food from the milk/milk alternative group; and two foods from the fruit/vegetable group. If a packed lunch does not meet the state requirements, we are required to supplement the lunch and the parent could incur a fee for this.

The following are a few tips, from the Department of Health, on packing a healthy/nutritional lunch:

- When packing a lunch, keep everything that touches the food clean. Wash utensils, bowls, and counter tops between preparing various food items.
- Cook food thoroughly.
- Refrigerate lunches that are fixed the night before.
- Wash out the lunch box each night to keep bacteria from growing in seams and corners.
- Use only new, clean bags to pack lunches. Do not reuse bags that have carried groceries and never use a bag that is wet or stained.

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 child care homes and centers across the country. Providers are reimbursed for serving nutritious meals which 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 Child Care Homes:** Licensed or approved private homes.
- **After School Care Programs:** Centers in low-income areas provide free snacks to School-age children and youth.
- **Emergency Shelters:** Programs providing meals 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 18 in after school care programs in needy areas.

Contact

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

Sponsoring Organization/Center
The Marietta Family YMCA
300 N. 7th Street
Marietta OH, 45750
740-373-2250
 web - www.mariettaymca.org

Ohio Department of Education
 CACFP Consultant
 25 S. Front Street, Third Floor
 Columbus, OH 43215-4183
 1-877-644-6338

Nondiscrimination: In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D. C. 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

**Portion Sizes for Meals Served at
Child Care Centers and Type A Homes**
(To be used when completing Attachment #14)

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or 1/3 oz.	½ slice 1/3 cup or 1/2 oz.	½ slice ¾ cup or 1 oz.
Lunch or Supper	Meat or Meat Alternative	1 oz.	1 ½ oz.	2 oz.
	Fruit or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads	½ slice ¼ cup or 1/3 oz.	½ slice ¼ cup or 1/3 oz.	½ slice ¼ cup or 1/3 oz.
	Fluid Milk	½ cup	½ cup	1 cup

Additional information on meal preparation and nutrition may be found at:
http://www.fns.usda.gov/cnd/care/ProgramBasics/Meals/Meal_Patterns.htm

PARENT CONCERNS AND PARTICIPATION: Our staff is committed to working together with parents to ensure a positive and consistent experience for each child. We operated 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 administration, when you enter the facility. We will also communicate via phone calls, notes home, newsletters, conferences and surveys. 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, a concern, or a 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 School-Age Coordinator or Child Care Director. In each classroom, a teacher completes weekly lesson plans/monthly calendar and monthly newsletter. The monthly newsletters are given to parents and lesson plans are posted.

PARENT CONFERENCES: Day Care & Guided Discovery: We conduct parent/teacher conferences at least once during the school year to give parents and teachers the opportunity to sit down together 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 anytime during the year by contacting their child's teacher or the Child Care Director.

Kid's Company/Camp Caterpillar/Camp W.I.L.D.: Any parent may request an individual or phone conference anytime during the year by contacting the Off-Site Administrator, School-Age Coordinator or Child Care Director.

PARENT ROSTERS: Each classroom/program has a completed roster of names and telephone numbers of parents and/or guardians of children enrolled in that program. We will provide parents with the roster upon request. However, only the names and phone numbers of parents/guardians who gave consent on the enrollment forms 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 issues with the School-Age Coordinator or Child Care Director.

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 week's 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.

WHAT YOUR CHILD NEEDS TO BRING WHEN ENROLLED IN FULL DAY CHILD 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 three through five years:

- Extra change of clothes—those may be left in the child's cubby during the week, or in a backpack, tote, etc. We strongly suggest leaving these items so we do not bother you at work if the child has a toileting accident, a messy lunch, etc. Please check randomly for sizes and for weather-appropriate clothing.
- 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.
- Swimsuit and Towel— during the school year, these items will be dried and left in the cubby daily and will go home on Friday to be laundered. During the summer months, they will need to be taken home daily, dried, and brought back.
- Hairbrush or Comb—the enables the children to brush their hair after swim, or get help doing it.
- Swim Shoes or Flip Flops—children must wear shoes while walking to and from the pool.
- Lunch—all lunches will be provided by the YMCA. If children are not in attendance by 9:30 A.M. for that day, please call in and let us know that the child will need a lunch. A lunch menu will be sent home at the beginning of 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 refrigerated or microwavable items.
- Seasonal Clothing—in the winter, please make sure your child is dressed appropriately. A hat, gloves, and boots are necessary for outdoor play. In the summer, please include sunscreen for outdoor play.

Please label all items with a permanent marker. Many children have similar clothing, bedding, lunch boxes, etc. Thank You!

PROGRAM CLOSINGS:

KID'S COMPANY:

This applies to all Kid's Company Programs: Harmar Kid's Co., Phillips Kid's Co., and Washington Kid's Co.

The Before and After School Programs, operated in the 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, WXIL, WNUS, WDMX, AND WVVV), as well as WTAP News, will announce any unscheduled school closings. When Marietta City Schools call an unplanned delay because of weather or other reasons, or is dismissed early for the same reasons, Kid's Co. programs will not operate. We are not permitted to be in the school building in these situations. Please feel free to also call the YMCA for verification regarding Kid's Co. operating during inclement weather. The program does offer care on planned delays and for planned early dismissals. In addition, we offer full day school-aged mini-camp at the YMCA on days off of school for both planned and unplanned closings. This is based on a first-call/first-serve basis, so please call early to reserve your spot. We will also provide care for unplanned delays. You may drop your child off at the YMCA and we will transport them to school. This is also on a first-call/first-serve basis. Please see your child's site Administrator for more information.

GUIDED DISCOVERY:

The Guided Discovery Program (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 or early dismissal schedule. Please refer to the Guided Discovery calendar for scheduled closings.

ALL DAY CHILD CARE:

The All Day Child Care Programs will be closed for the following holidays: New Year's Day; Memorial Day; July 4th; Labor Day; Thanksgiving Day and the day after; and 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 when Marietta City Schools are closed due to inclement weather. The YMCA will be closed only if there is a Level 3 emergency due to road conditions in Washington County. In the event we have to close early due to inclement weather, or any other unforeseen situation, we will notify parents immediately, to pick up your child as soon as possible.

FULL DAY CHILD CARE DAILY SCHEDULE

6:30 am-8:30 am	Arrival /Free Play in Centers
8:30 am-9:00 am	Gross Motor-Outside Time
9:00 am-9:30 am	A.M. Snack
9:30am-9:45 am	Circle Time
9:45 am-10:45 am	A.M. Enrichment Activity
10:45 am-11:00 am	Change for Swim/Restroom
11:00 am-11:30 am	Swim
11:30 am-11:45 am	Change from swim
11:45 am-12:00 pm	Story time
12:00 pm-12:30 pm	Lunch
12:30 pm-2:30 pm	Rest/Quiet Time/Nap
2:30 pm-3:00 pm	Restroom/ P.M. Snack
3:00 pm-3:45 pm	Outside Play
3:45 pm-4:30 pm	P.M. Enrichment Activity
4:30 pm-5:30 pm	Small Group Play/Departure

** Fridays will have an added activity during swim time.

GUIDED DISCOVERY PRESCHOOL DAILY SCHEDULE

AM PROGRAMS:

9:00 am-9:20 am	Welcome & AM Snack
9:20 am-9:30 am	Group Time I
9:30 am-10:15 am	Center and Free Play
10:15 am-10:30 am	Clean Up and Restroom Break
10:30 am-10:45 am	Group Time II/Story Time
10:45 am-11:15 am	Large Motor/Outdoor or Gym Play
11:15 am-11:30 am	Review and Dismissal

PM PROGRAMS:

12:30 pm-12:40 pm	Welcome & Group Time I
12:40 pm-1:30 pm	Center & Free Play
1:30 pm-1:45 pm	Clean Up and Restroom Break
1:45 pm-2:00 pm	Group Time II/Story Time
2:00 pm-2:15 pm	Afternoon Snack
2:15 pm-2:45 pm	Large Motor/Outdoor/Gym
2:45 pm-3:00 pm	Review & Dismissal

** Schedule will change due to swimming.

Kid's Company Daily Schedule

Before and After School Program

6:45 am-7:30 am	Arrival/Free Play	3:50 pm	Arrival
7:30 am-8:00 am	Gross Motor/Group Game	3:50 pm-4:00 pm	Wash Hands/Restroom
8:00 am-8:30 am	Enrichment Activity	4:00 pm-4:15 pm	Snack
8:30 am-9:45 am	Clean Up/Departure	4:45 pm-5:00 pm	Homework
		5:00 pm-5:20 pm	Gross Motor/Group
		5:20 pm-5:30 pm	Clean Up/Departure

Camp W.I.L.D. Daily Schedule

School-age Summer Camp at Marietta Middle School

6:45 am-9:00 am	Arrival/Free Play
9:00 am-9:30 am	Snack/Morning Circle
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: Campactivities
11:45 am-12:00 pm	Clean Up/Get Ready for Lunch
12:00 pm-12:30 pm	Lunch
12:30 pm-1:00 pm	Walk to the Y/Change for Swim
1:00 pm-2:00 pm	Swim
2:00 pm-2:30 pm	Change from swim
2:30 pm-3:00 pm	Activity Block #4: Sport or Craft
3:00 pm-3:15 pm	Return to MMS
3:15 pm-3:45 pm	Snack
3:45 pm-5:15 pm	Pick-Up/Gym Time/Free Play
5:15 pm-5:30 pm	Clean Up/Table Games

Camp Caterpillar Daily Schedule

Preschool Summer Camp at the YMCA

6:30 am-8:15 am	Welcome/Imagination Stations (Centers)
8:15 am-9:00 am	The Great Outdoors (Outdoor Play)
9:00 am-9:30 am	AM Snack
9:30 am-10:00 am	Creation Station (Art)
10:00 am-10:30 am	Imagination Stations (Centers)
10:30 am-11:00 am	Listen and Learn: Circle Time/Story Time
11:00 am-11:30 am	Restroom/Get Ready for Swim
11:30 am-12:00 pm	Swim
12:00 pm-12:15 pm	Change from Swim
12:15 pm-12:45 pm	Lunch
12:45 pm-1:05 pm	Clean Up/Closing Ceremony
1:05 pm-1:30 pm	Math Mania
1:30 pm-2:00 pm	Lil' Einstein's (Science)
2:00 pm-2:45 pm	The Great Outdoors (Outdoor Play)
2:45 pm-3:15 pm	Afternoon Snack
3:15 pm-3:30 pm	Music and Movement (Camp Songs)
3:30 pm-4:00 pm	Campactivities (Table Toys/Fine Motor)
4:00pm-4:30 pm	Closing Ceremony
4:30 pm-5:30 pm	Clean Up/Combine with Daycare/Departure

COMMENTS FROM DAY CARE 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 interest 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 of the activities".
- "I like the structure. I also really like the teachers that are here now".

COMMENTS FROM GUIDED DISCOVERY 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, Ms. Sue and Ms. Debbie, 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".