

YMCA Perry Childcare Center



Parent Handbook



Welcome to the **YMCA Perry Childcare Center**. The enclosed is our parent handbook. The information included within this handbook details the policies and procedures implemented within our program. We encourage you to take a few minutes to read through the information given. If you have any questions, concerns, or comments regarding our program, please feel free to contact us at any time.

Center Mission and Philosophy:

The mission of the YMCA is to put Christian principles into practice through programs that build healthy, spirit, mind, and body for all. YMCA childcare programs are founded on the belief that children are our greatest treasure and that every child is special and unique. It is with that philosophy in mind that we offer hands-on-experiences in a caring, respectful environment. Through age appropriate activities we encourage individual growth in all areas including: creative, social, emotional, physical, and cognitive development.

The YMCA’s purpose is to create and implement a program that improves the quality of life of among all of the individuals we serve, in accordance with the highest Christian principles.

Center Address:

YMCA Perry Childcare Center
4325 Manchester Road
Perry, Ohio 44081
(440) 259-4596

Federal Tax ID Number: 34-0714796

Contact Information:

Center’s Phone Number.....440-259-4596
Fax Number.....440-259-3354
Administrator:
Angie Reed.....440-259-4596
areed@lakecountyyymca.org

Director of Childcare Services, Lake County YMCA:
Nancy Hudecek.....440-354-5656
nhudecek@lakecountyyymca.org

License Information:

The YMCA Childcare Center is owned and operated by the Lake County YMCA. The Center is licensed by the Ohio Department of Job and Family Services. A copy of our license is posted near our main entrance, near the rear of our building. The State laws and rules governing our operation are available at the center. The center’s licensing records, including compliance report forms and evaluation forms from the health, fire, and building departments are available on request from ODJFS. If you would like to contact ODJFS to report any suspected violations by the center, a toll free number can be found on the center’s license.

Hours of Operation:

Monday through Friday, 6:30am-6:00pm. The center will be closed the following days: New Year’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the day after, and Christmas Day. The center reserves the right to close a week for Christmas, dependent on when the holiday falls. Two weeks notice will be given in the event of any additional closings, beyond those listed.

School Closings:

In the event of severe weather, if Perry Public School’s are closed, the childcare center will remain open, but will do so on a two hour delay. In that case, our opening time will be 8:30am. Our closing time will remain the same. The center reserves the right to close entirely if we deem appropriate through local advisories. We are committed to serving our families and will make every effort to remain open. Please verify with the three major television channels; 3, 5, and 8, as well as local radio stations, as to our status on questionable days before venturing out.

Staff Ratios and Group size:

The Center’s Licensed Capacity is posted on the license.

Group:	Staff/Child Ratio:	Max.Group Size:
Infant (Birth to 18 months).....	1-5.....	12
Toddlers (18mths to 30mths).....	1-7.....	14
Toddlers (30mths to 36mths).....	1-8.....	16
Ages 3 to 4 years.....	1-12.....	24
Ages 4 to Pre-K.....	1-14.....	28

Open-Door Policy:

The YMCA Perry Childcare Center maintains an open door policy. Parents are welcome to stop by unannounced at anytime. We will, however, ask for appointments for things such as parent/teacher conferences, center evaluations, or to discuss particular concerns. The center’s administrator is available to discuss any questions or concerns you may have. Office hours are posted outside of the office. We will ask for photo identification from all persons we do not know. This would include any person you may send to the center to pick up your child. In cases involving custody that utilize a “parenting time schedule”, parent access will be granted per the agreement on file.

Custody Agreements:

The administrator must be given a copy of all parenting time orders that limit the terms and conditions under which the parent who is not the residential parent is to have access to the child. The center must rely on the most recent agreement on file. It is the responsibility of the parents to provide this information to the center.

Parent Roster:

Rosters of the names and telephone numbers of parents and guardians of children attending the center are available upon request. The roster will not include the names and phone numbers of any parent or guardian that request that his/her information not be included. The roster does not list children’s information.

Enrollment Information:

The YMCA Perry Childcare Center is privately owned and operated by the Lake County YMCA. As a licensed facility, it is required that the center keep a complete file for each child enrolled in our program. An enrollment packet, containing all required forms including emergency contacts and medical history, will be given at the time of inquiry. It is very important that all forms be completed prior to receiving care. A Medical Statement form completed by a physician must be on file within thirty days of admission. Once the file is complete, it becomes the responsibility of the parents to make the center aware of any changes in the registration information given. All vacancies are filled on a first-come, first serve basis, with preference given to families currently enrolled. A child's continuous enrollment is conditional on the parents' and child's adherence to all of the policies and procedures of the center. The center will not discriminate on the basis of race, religion, sex, national origin, or disability.

Admission of Special Needs Children:

All children are evaluated on an individual basis. Children with special needs concerns are admitted into the program based on the ability of the center to provide a developmentally appropriate program that will positively promote development of the child in all areas.

Tuition Policies:

At the time of registration, a one-time, non refundable registration will be charged per child. Tuition payments are due each week prior to receiving care. Tuition rates are charged based on a child's schedule at the time of enrollment. All changes in schedules and charges must be verified and approved by the administrator. Full payment is due regardless of the numbers of days the child is actually in attendance, including days missed due to illness or weather related delayed openings. Fees paid by families receiving funding through the Department of Job and Families services are due by the tenth of each month.

A late fee of \$10.00 will be assessed to all late payments. Please let the administrator know if you require a receipt. Our tax ID number is printed on the first page of this handbook. The YMCA has the ability to arrange automated drafts for your payments if you choose.

Checks should be made out to the Lake County YMCA. Financial assistance is available upon request.

Withdrawal Policy:

Parents should notify the administrator two-weeks in advance if they plan to withdrawal their child. We ask that this notice be given in writing directly to the administrator. Full fees remain due until the expiration of those two weeks, whether or not the child is in attendance. All fees that remain due after withdrawal or dismissal from the program will be turned over to a collection agency if not paid in a timely manner.

Vacation Policy:

Families with children enrolled in our program full time, year round can be credited up to two weeks for vacation. Planned vacation time is defined as five consecutive days, Monday-Friday. Two weeks written notice is required to receive this credit. For extended vacations, half tuition is required to guarantee your child's enrollment.

Arrival and Departure Procedures:

Parents are required to escort their children in and out of the center. For the safety of the children we ask that parents be sure that the staff has acknowledged the child's presence as they enter the room. We also ask that parents always inform the staff when departing with a child. Any person delivering or picking up a child is required to sign them in or out in our log book. The sign-in area is located outside of each program area. Children may be released only to the child's parent or guardian, unless written or verbal permission has been given ahead of time. Persons picking up must be at least 16 years of age. Proper ID is required from anyone picking up a child, with no exceptions. If notice is not given, or ID is not presented, the child will not be released.

Absences:

Parents are encouraged to call the center if their child will be absent from school. For extended absences of five or more days due to illness, a ½ tuition may be granted with doctor's verification and proper notice. If a child is absent for more than five days without notification, we will assume the child has been withdrawn without notice from the program. The withdrawal policy will apply.

Late Pick-Up:

The YMCA Perry Childcare Center closes promptly at 6:00pm. We understand that occasionally situations may arise that cause you to be late in picking up your child. Out of respect for our staff, we ask that you please notify that center as soon as possible if this seems as though it may occur. There is a late fee of \$1 per minute, per family that will begin at 6:05pm.

Should a parent be consistently late, you will be asked to discuss this matter with the administrator at which time you may be asked to find a center that better suits your needs. The center does maintain a log of all late pick-ups. Consideration will be given to emergency situations with proper notice.

Transitioning of Children:

When children are transitioned to the next oldest age group the center will present the parent/guardian with a Transition Agreement. This form will list the proposed new class assignment, the date of the transition, as well as allow for transition visits. Ratios and group size will be maintained in each classroom, the child's name will be added to the new class attendance list, a proposed schedule will be indicated, and the child will be marked in and out as they enter and leave the classroom. A copy of the transition form will be placed in the child's file.

Program Evaluations:

Program evaluations are sent out annually in mid winter. When you receive this evaluation we ask you to please take a few minutes to complete it then return it to the center administrator or to the Lake County YMCA, located at 933 Mentor Avenue, Painesville, Ohio 44077. You may contact the Administrator or the Director of Childcare Services throughout the year if you have any questions, concerns, or comments.

Communication and Family Participation:

We encourage that you take time each day to speak with your child's teachers as you are dropping off or picking up. Located at each sign-in area you will find your child's daily schedule, possible activities, illness notices, and other bulletins. Each child is assigned a mailbox for communication from the office and the teachers. In it you may find center newsletters, invoices, and your child's artwork or projects. Center newsletters and updates are also transmitted electronically, via email. We ask that you consider providing us an email address at the time of registration.

Throughout the year we try to plan many activities that are intended to support the families we serve. These activities will vary in nature and will be incorporate both evening and day time hours. Parents-Teacher conferences are offered at least once a year and may also be setup as needed. We hope to partner with you as we share they common goal that your child's personal development comes first. Please feel free to contact your child's teacher, the center's administrator, or the director of childcare services if you have any concerns.

The follow sections cover our Health and Safety Policies and Procedures:

Management of Illness:

Parents need to check their child for signs of communicable disease before sending them to school. The center's staff is trained to recognize the common signs of communicable disease or other illnesses and will observe each child before they join the group. Children with any sign or symptom of a Communicable Disease will not be admitted. Signs of illness include:

- Temperature of 100 degrees Fahrenheit, when in combination with any other sign or symptom.
- Skin Rash; untreated infected skin patches, unusual spots, rashes.
- Diarrhea three times in the same day.
- Evidence of lice infestation, scabies, or other parasitic infestation.
- Severe coughing, sore throat, or difficulty swallowing.
- Rapid or difficult breathing.
- Yellowish skin or eyes.
- Conjunctivitis or redness of the eye, along with discharge.
- Unusually dark urine and/or grey stool.
- Stiff neck and elevated temperature.
- Vomiting more than one time, accompanied by any other sign of illness.

Children that are suspected of having a communicable disease will be isolated immediately and provided a cot, while being made comfortable and are observed. We will contact the parent/guardian to make arrangements to pick up the child as promptly as possible, within the hour. The child may be readmitted into the center following an illness after the child has exhibited no symptoms for at least twenty-four hours.

The center has posted a Communicable Disease Chart in the hallway across from the office. A posting of possible exposures to illnesses will be placed at the sign-in areas.

Care for Mildly Ill Children:

A mildly ill child is one that is experiencing minor cold symptoms but is not suffering from any of the symptoms listed under the signs of communicable disease. All children must be must be cared for within the assigned group. If a child's symptom should worsen; the parent/guardian will be contacted to pick up the child. If a child is considered by the parent to be too ill to go outside, the child is too ill to be at the center. We encourage families to have alternative plans in place for illnesses before they may be needed.

Administration of Medications:

It is the policy of this center not to administer any over the counter medications without the written permission of their physician. For any medication that will be administered by the center's staff, it is required that an "Administration of Medication" form provided by the Department of Job and Family Services be completed, signed and dated by the physician. All medications need to be in their original containers. Containers must also be clearly marked with the child's name, date and proper dosage. Medications should be given directly to the staff person that will be administering the medication, along with all forms and storage instructions. A record will be kept of when the medication was administered, by whom, and in what amount.

Meals and Snacks:

A morning and afternoon snack, containing at least two foods from the four basic food groups, will be served daily. Parents are required to provide all food allergies on the child's enrollment form. Snacks are offered daily as a choice and children are encouraged to participate.

Parents are expected to provide their child with a nutritious, sacked lunch each day. Please refer to the guidelines required by ODJFS, included with your initial enrollment packet. The center will provide either milk or juice. Because we do not offer refrigeration, we ask that you please be sure to store items accordingly. If a special diet is required, proper forms will be completed and the parent may be responsible for providing necessary supplements.

We do want to make you aware that the YMCA is a Christian organization, it is with that in mind that we encourage the children to join us in saying grace before each meal.

Guidance and Management Policy:

It is our continued goal to help children develop self-control and problem solving skills, while also learning to express themselves correctly. To do this we have established rules for safety, general health, and proper social interactions that allow us to provide a positive and nurturing environment for all. Positive reinforcement is used as staff will never use any type of corporal punishment, frightening, or humiliating discipline.

Some of the specific guidelines and techniques used are:

- Evaluation and arrangement of the environment to promote positive interaction.
- Using redirection and diversion rather than negative reinforcement.
- Staff will suggest solutions and positive choices when helping guide a situation.
- Appropriate behavior and reactions will be acknowledged by the staff.

- Children that cause harm through hitting, pushing, or biting to himself, a friend, staff members, or equipment may be removed from the situation and ask to spend quiet time reflecting on their actions and how they could have reacted differently.
- Quiet times are used judiciously, as needed. If used, our rule will be one minute for every year of age.
- Parents are informed of inappropriate behavior and how it was resolved. This would be to allow the parent to discuss the problem with their child to help promote a positive learning experience. Additional infractions at home are not recommended.

The center does reserve the right to dismiss a child from the program for extreme behavioral issues in which a positive outcome can not be reached, or for any reason deemed valid by the administration. Communication is key to a positive experience for all individuals involved in the care of a child.

Biting Policy:

Many Toddler children experience a biting phase as they learn to develop communication and problem solving skills. Although this is a natural behavior for very young children, excessive biting can not be allowed for the safety and well being of other children. Staff will do everything possible to discourage biting including: separating the biter from the victim, firmly but calmly letting the child know biting hurts, asking the biter to help hold ice on the bitten area, and if appropriate, allowing quiet time as they tend to the bitten child. A teething toy may be offered as well. An Incident report will be completed and given to the bitten child's parents. Staff will have constant communication with parents if their child is experiencing this phase and solutions will be developed for both parties.

Supervision:

No child shall ever be left alone or unsupervised while in the center, whether in the care of the staff or the parent. Staff ratios and group sizes are maintained at all times. A copy of each child's emergency contact information will be kept both with their group and in the child's file. Staff members that are trained in first aid, CPR, recognition of communicable disease, and the prevention of child abuse will be on the premises during all hours of operation. We ask that all children be signed-in and out in the log book, located at each program area. Please be sure that the staff member is made aware of the child's presence or departure. Please refer to the Arrival and Departure Procedures contained in this handbook. We ask that all parents have control of their child while accompanying them throughout the center.

Outdoor Play:

Time is scheduled each day for outdoor play and exploration, as weather permits. Conditions that may keep us in would be extreme temperature, ozone and pollen warnings, lightening, or ice. In those cases, indoor activities will be offered. We do ask that children come prepared for outdoor play with proper clothing, including jackets and boots if necessary. Tennis shoes are required for play on the outdoor play equipment. Staff ratios will be maintained while outside and emergency contact information will be on hand at all times.

Routine Walking Field Trips:

“Walking field trips” is referring to any occasion in which a group may leave their classroom to explore other areas on school grounds. If this occurs, all supervision policies and procedures will be maintained. A permission slip for these excursions has been provided in your registration packet and a completed copy will be kept with each group, as well as in the child’s files. Children are accounted for at all times, with communication and first aid materials available.

Accident and Injury Procedures:

In the event that a child would be injured requiring emergency medical help proper protocol will be that staff will administer first aid, call for emergency transportation, and then notify the parents. If transportation is required prior to parent’s arrival, only authorized emergency vehicles will be used. A staff member will accompany the child, along with the child’s emergency records until the parents can assume responsibility.

In the event of minor accidents or injuries; first aid will be given and the parents will be notified. For all injuries or accidents an incident report will be completed and a copy given to the parent as they pick up their child, a copy will also be kept on file.

It is important to state that serious accidents occur very rarely and that the procedures listed above are precautionary measures established to provide maximum protection for all of the children within our care.

Fire and Weather Related Emergencies:

- Our Fire emergency, weather alert plans, and general emergency plans are posted in each classroom. Each staff member is familiar with emergency procedures.
- Fire drills are conducted on a monthly basis. A schedule of the all drills is posted.
- The center has immediate access to a working telephone at all times.
- In the event that requires evacuation of the center, children will be transported to North High School, located at 3404 Stevens Blvd, Willoughby. Staff will remain with the children until parents can pick up.

Other Safety Procedures:

- Use of spray aerosols, and other chemicals, shall be prohibited when the children are in attendance at the center.
- According to law, the childcare administrator and each staff person is required to report their suspicions of child abuse or neglect to children’s services.
- A first aid kit, that meets State requirements, is located on the premises at all times.

The Lake County YMCA is not responsible personal for items which are lost, stolen, or broken while on the premises.

Sample Schedules:

Please note that on the following page, you will find “examples” of our daily routine. Activities schedules can change periodically to best meet the needs of the children we serve. Proposed lesson plans and class schedules always allow room for “teachable moments”. Please see your child’s current daily schedule that will be posted at the sign-in areas.

Infant/Toddler Program:

6:30-7:30-Parent/Child Welcome and Transition

-The greeting of families and child free play.

7:30-9:00-Development time/Diapering & toilet training/Morning snack

-Play Centers open to children.

9:00-9:25-Large Motor Activity

-Indoor/Outdoor play (weather permitting)

9:25-10:00-Small Group Time

-Teacher directed activity, follows theme of the week.

10:00-10:45-Manipulatives

-Table top toys and activities.

10:45-11:00-Diapering/Toilet Training

11:00-11:30-Pre-lunch

-transition to lunch; stories; music; etc...

11:30-12:15-Lunchtime

12:15-12:30-Nap Prep

-Diapering/Teeth brushing/Books on cots

12:30-2:30-Nap Time/Quiet activities

2:30-3:00-Diapering/Toilet Training/Afternoon Snack

3:00-3:45-Learning Time

-Colors, shapes, and alphabet through visuals and song. Music and exercise incorporated.

3:45-4:30-Development Centers Open

4:30-5:00-Large Motor Activity

5:00-6:00-Closing Activities

-Table top activities/Groups combine.

Preschool Schedule

6:30-7:30-Arrival/Free Choice

7:30-7:40-Restroom Break

7:40-7:45-Groups separate into classrooms

7:45-8:15-Free Choice

8:15-8:30-Transition to preschool learning time

8:30-8:45-Preschool children arrive/transition activities

8:45-9:15-Morning Snack/Restroom Break

9:15-9:30-Circle Time

9:30-11:25-Enrichment Activities: Gross Motor, Fine Arts, Science, Cooking.

11:25-11:30-Dismiss Preschool children/Transition

11:30-12:30-Lunch/ Restroom Break/Teeth brushing

12:30-2:30-Nap/Quiet Time

2:30-2:45-Wake up transition

2:45-3:00-Restroom Break

3:00-3:30-Afternoon Snack/Transition Activities

3:30-4:45-Enrichment Activities

4:45-5:00-Restroom Break

5:00-6:00-Groups Combine/Closing Activities