



We foster your child's **spirit** (character building), **mind** (appropriate curriculum), and **body** (physical activity) at the YMCA.



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BUILDING CHILDREN OF CHARACTER

COUNTRYSIDE YMCA  
Preschool Enrichment  
Child Care Program  
Parent Handbook

Providing care for 3 to 5 year olds  
[countrysideymca.org](http://countrysideymca.org)



**Preschool Enrichment Program**  
**Louisa Wright Early Childhood Center**

600 South East Street  
Lebanon, Ohio 45036  
Site Administrator (513) 228-2092  
Site Fax (513) 228-2092

*The YMCA Preschool Enrichment programs operate from:  
September – May  
Ages: 3 years old (potty trained) to Pre-K*

**Morning Classes: 9:30 a.m. to 12:00 p.m.**  
Tuesday and Thursday class – 3 yrs. old  
Monday, Wednesday, Friday class - 4 and young 5's

**Afternoon Classes: 12:30 p.m. to 3:00 p.m.**  
Tuesday and Thursday class – 3 yrs. old  
Monday, Wednesday, Friday class - 4 and young 5's

Revised 8/12/2011

from the Ohio Department of Job and Family Services. 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. JFS 01237 (04/2003)

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.

**Warren County Children Services**  
416 South East Street  
Lebanon, OH 45036-2389  
(513) 261-1546

<http://www.co.warren.oh.us/childrenservices/index.htm>

## Information Found In This Handbook

### 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.

There is a toll-free telephone number (it can be found on the license, which is located on the bulletin board next to the administrator's office) where you can report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon

The Administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC 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.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports for the current licensing period are posted in a conspicuous place in the facility for review. The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request

<b>Classes, Address and Phone Information.....</b>	<b>2</b>
<b>Welcome and Philosophy.....</b>	<b>4</b>
<b>Goals and Objectives.....</b>	<b>5</b>
<b>Registration.....</b>	<b>6-8</b>
Enrollment	Withdrawal
Fee Policy	Extra Charges
Method of Payment	Human Services
<b>General Information for Parents.....</b>	<b>9-13</b>
Arriving	Custody Papers
Leaving	Personal Belongings
Attendance	Clothing
Records	Video
Summer Camp	Holidays and Closures
<b>Preschool Enrichment.....</b>	<b>14-15</b>
Schedule	Class Room Information
<b>Medications.....</b>	<b>16-20</b>
Non Prescription Medications	
Allergies	
Communicable Diseases	
Mildly Ill Child	
Management of Disease	
<b>Supervision/Safety .....</b>	<b>21</b>
<b>Emergency Policy.....</b>	<b>22</b>
<b>Behavior Management Policy.....</b>	<b>23-26</b>
Guidelines	
Reason for Termination	
Behavior Practices	
<b>Parent Involvement.....</b>	<b>27-29</b>
Birthdays	
Field trips	
<b>Ohio Administrative Code.....</b>	<b>30-31</b>

## **WELCOME**

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Welcome to the Countryside YMCA “Preschool Enrichment Program”. It is our hope that your child’s school experience will be educational and enjoyable. Thank you for choosing the YMCA for your childcare needs. In order for you and your child to have the best experience possible in our program, and to provide for his or her health and safety, please take time to read this handbook. If you have any questions, speak with the site Administrator or the Program Director at the YMCA. You will be required, to sign and date a form stating that you have read this handbook and understand the program policies.

### **PHILOSOPHY**

Our Preschool Programs are designed to meet the developmental needs of young children ages 3 to 5. We provide experiences that enhance and enrich each child’s cognitive, language, social, emotional, physical, and creative development. Preschool is designed to foster developmentally appropriate skills for the children enrolled. Within our program there is a daily schedule. Each child has opportunities to create, to explore the environment, to develop problem solving, personal interaction skills, and to develop concepts through experiences. Children develop a positive self-concept through a balance of self-directed activities and teacher assisted activities. Opportunities for solitary play, as well as group activities, are provided. We emphasize five values: Caring, Honesty, Respect, Responsibility and Faith. We teach this to the children through day to day experiences, activities, and lessons. We give the children the opportunity to use verbal communication to solve problems. Staff members serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child’s needs.



### **BIRTHDAYS**

Every child’s birthday is a special time and we always try to celebrate it at school. We encourage you to send in treats for your child’s class on that day. We celebrate birthdays during snack time. See your child’s teacher to see how many treats are needed and to confirm the date, so we can cancel snacks for that particular day. Check with teacher concerning allergies.

Throughout the school year, many opportunities for parental participation will be offered. Such as: Christmas parties or year end celebrations. These are special times where parents can become involved. If you feel you have a special talent that could be shared with the children, please feel free to contact the Administrator.

### **FIELD TRIPS**

All field trips are provided with parent participation and transportation. Please see Administrator with any questions.

Administrator. Parents may discuss their child's progress or needs at any time. It is not appropriate to discuss a sensitive issue with other parents or children present. Our classrooms are full of small children, your actions, language, and tone of voice need to reflect this.

Parents are encouraged to share any comments, problems, or complaints with the Administrator. If you are unable to satisfy a concern, contact the Program Director at the YMCA.

*\*The same procedure is required of staff. Staff is encouraged to discuss his/her ideas, concerns or complaints with the Administration or with the Program Director at the YMCA.*

All staff members are discouraged from dating or developing a personal relationship with program participants or their families. Please do not put a staff member in an awkward or difficult position at any time, as this may compromise their professional duty to the YMCA.

All staff members are discouraged from baby-sitting children in any childcare programs and should not be asked to compromise their professional duty to the YMCA.

Parent teacher conferences for Preschool Enrichment will be once a year in the spring or anytime upon request of the lead teacher or parent. This will be the time to discuss the overview of your child's developmental progress, concerns parents may have, and what to expect from the next class.

## GOALS AND OBJECTIVES

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The Countryside YMCA wants to help children develop to their fullest potential. Our programs promote children's growth and learning, through these goals and objectives:

- To provide a planned program of fun and recreation that will be attractive to those who participate.
- To develop friendships among boys, girls, and adults.
- To provide a program that will help children grow physically, mentally, socially, and emotionally.
- To provide an environment in which children have the opportunity to express themselves creatively and to practice decision-making skills.
- To provide an environment that is safe and will meet children's social and emotional needs.
- To help every child make friends through activities.
- To provide new experiences for children in different surroundings, learn different skills, and allow children to develop relationships with adults; along with an appreciation of nature.
- To help children understand good health and nutrition.
- To accept ourselves and others as unique and special; including diverse backgrounds.
- To provide several levels of activity, this will help promote self-confidence, responsible behavior, and self-control.

## REGISTRATION

**PRESCHOOL ENRICHMENT** *is open to fully potty trained preschoolers' ages three to five years old.* Children are enrolled by priority, employees and siblings first, members second, then non-members third. A waiting list will be developed as the classes become full. Children will be accommodated from the list as spaces become available. Admission of exceptional children or children with special needs is decided on an individual basis as qualified staffing permits.

### ENROLLMENT

To complete enrollment of your child, you will need to visit the YMCA program with your child. You will need to fill out and return the following information: The registration packet, child enrollment and health information, emergency transportation authorization, medical information, policies and procedures list, and a statement of financial responsibility. No child can be accepted without all forms completed and the registration fee paid. The registration fee is non-refundable. Enrollment forms need to be completed and returned to the Administrator at least *one week* before your child begins the program. The medical statement must be completely filled out, and returned, with a physician's signature within thirty days after your child's first day of attendance. All immunizations must be up to date for your child's age.

Each child, not of school age, will be required to obtain a new medical statement yearly. If you withdraw your child and then re-enroll again, another registration fee is required.

## PARENT INVOLVEMENT

We encourage parents to visit the program any time during the course of the program. Parents should feel free to observe, interact with their child, and meet staff. When arriving to visit or observe, we ask that parents notify the Administrator or the classroom teacher of their presence. It is helpful for the staff to be notified concerning parents plans to spend time in the class.

### VISITORS CONDUCT

- *Keep physical contact to your child only (no holding, hugging, or wrestling other children.)*
- *Leave reprimanding other children to the teacher. It is not your responsibility to reprimand or correct another child.*
- *Respect the classroom rules and expect your child to follow them even when you are present.*
- *Being a Christian environment let this reflect in your choice of words.*
- *Do not physically discipline your child in front of other children.*
- *If you bring in a pet to visit, it must be approved by the office first. All pets must be up to date on their immunizations and be in good health.*
- *Do not engage in lengthy conversation with staff. They need to supervise and interact with the children. Set an appointment for a scheduled conference time if needed.*

It is important that parents familiarize themselves with the YMCA programs and our policies. All concerns about your child's care should be promptly resolved with the lead teacher or the Administrator.

We ask that you, as parents to be professional and respectful to our staff and other parents. All complaints and concerns need to be resolved in our office with the

- If a child is involved in two incidents within one day, he/she may be asked to leave for the rest of the day, or dismissed for the following day after the incident.
- When a child's persistent or dangerous behavior takes too much energy and attention away from the needs, safety, and the well being of other children, or disrupting the programs objective, the possibility of suspension or expelling the child from the program must be considered. The decision to send a child home, suspending or expelling of a child, is a difficult one to make and will be carefully considered before action is taken.

**The following approaches are unacceptable:**

- Withholding any food (including snack and treats)
- The programs shall not abuse or neglect children
- Using unusual, harsh, and or cruel punishments
- Using physical restraint to confine children
- Humiliating and/or shaming children
- Using profane language or other verbal abuse
- Delegating discipline to any other child
- Discipline shall not be imposed on a child for failure to eat, sleep, or for toilet accidents

**FEE POLICY FOR ABSENTEE, ILLNESS & HOLIDAYS**

Our program is a not-for-profit institution. We base the operating costs on annual registration projections. In order to continually assure the highest quality of staff, equipment, and supplies, we cannot offer tuition reductions for absences due to illness, holidays, vacations, or closures due to weather.

**METHOD OF PAYMENT**

Bank draft is the preferred payment method. Tuition payments can be drafted from your checking account, savings account, or credit card. This payment method will be drafted monthly for Preschool Enrichment. This service will make it easy for you to pay your childcare fee automatically, at absolutely no cost to you. Your record of payment will be listed each month on your banking or credit card statement. If your family decided not to participate with the EZ-EFT bank-draft option, you will pay a slightly higher weekly or monthly tuition. Non-EFT participants need to place monthly tuition in the **BLACK PAYMENT BOX** located at the site by the 5<sup>th</sup> of each month. Non-payment will result in a \$10.00 late fee and /or the child being withdrawn from the program.

*\* Fees are in the parent enrollment packet.*

Unpaid debts will be turned over to the accounting department for collection. If receipts are needed, request slips are available at your child's site. Please drop the request or note into the ***BLACK*** payment box. For more information on our payment options, please contact the Administrator for your child's program.

**WITHDRAWAL PROCEDURES**

Written notice of intent to withdraw a child from the program must be submitted to the Administrator two weeks prior to the child's last day. Please understand that if you leave the program abruptly, tuition will be charged for those particular weeks. This policy is extremely important for those using the bank draft automated payment plan.

## **EXTRA CHARGES**

1. *Returned checks* result in a \$25.00 minimum charge. Recurrent returned checks results in a payment method of money orders only.
2. Late pick-up fees are \$15.00 starting 5 minutes after class dismissal and \$5.00 every five minutes thereafter. These fees are due upon pick-up of the child or the charges will be added to your child's account. After several offenses, the parent will be required to meet with the Administrator to discuss a solution for this problem.
3. If your monthly tuition is not paid by the 5<sup>th</sup> of each month, a \$10.00 late fee will be applied to your child's account.

## **HUMAN SERVICES**

Countryside YMCA accepts families who receive assistance from the Department of Human Services. Acceptance letters must be given to the Administrator at the time of registration. The YMCA adheres to the guidelines set by the county childcare unit, delinquent co-payments will be reported to your caseworker. Parents are responsible for obtaining, maintaining, and reapplying for public funding as well as providing our office with this documentation. Any lapses in public funding will result in full childcare fees being charged to the parent.

## **BEHAVIOR MANAGEMENT PRACTICES**

When a child engages in inappropriate behavior that threatens the health and safety of herself, himself, or others, the YMCA staff will do the following.

- Take immediate action to stop the behavior.
- Inform the child and parent of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him or her from the situation. Additionally, staff will attempt to learn the cause of the behavior and will try to help the child understand and overcome the situation at hand.

In other situations where other children/staff are not directly jeopardized, YMCA staff will discuss the behavior issues with the child, but will take no discipline action unless the child repeats the behavior. In cases of repeated inappropriate behavior, one of the following disciplinary procedures may be used:

- Hold a discussion with the child about the inappropriate behavior and its future consequences.
- Inform the child of any disciplinary action to be taken, if the behavior is repeated.
- Redirect and provide time away from the activity, with the child returning to the activity, contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- Redirecting and time away from the activity and notifying parents of child's behavior. If behavior continues, conduct a parent/guardian conference to discuss and provide support in managing child's behavior.

## GUIDELINES

Guideline limits are set positively and are developmentally appropriate. Specific policies are listed below.

- The child will respect the rights and feelings of others and will avoid disruptive behavior that would interfere with program activities. Aggressive behavior such as hitting, kicking, biting, tripping, verbal “put-downs,” spitting, and other similar inappropriate behavior will not be tolerated.
- The children will follow all directions given by staff regarding safety procedures and will stay with the group for all scheduled activities.
- The child will respect the private property of others and will understand that stealing or vandalizing the property of others will not be tolerated.


## REASONS FOR TERMINATION OF CHILD CARE SERVICES

Failure to abide by any of the enrollment agreement conditions or failure to fulfill any of the responsibilities in this Parent Handbook, may result in termination of childcare services.

1. Severe behavior by the child which disrupts the group or putting others safety at risk.
2. Refusal to follow classroom rules including *repeated instances* of failing to listen to his or her teacher.
3. Excessive use of physical force, including hitting, pushing, kicking, or biting.
4. Failure of parent to treat staff or other parents respectfully.
5. Failure to pay for childcare services.

*Due to the safety of other children, if a child is suspended or removed from the Countryside YMCA's childcare programs, it is at the discretion of the administrator if and when a child is readmitted into a program.*

## GENERAL INFORMATION FOR PARENTS

 Staff must document the arrival and departure of all children on an attendance form. Parents are responsible for signing their child “*in and out*” of the program daily. This signature is for your child’s safety, as it represents a formal transfer of responsibility for the care of your child. Children arriving and leaving will be supervised *at all times*.

### ARRIVING TO THE PROGRAM

The staff assumes total responsibility for your child when you leave the program each morning or afternoon. Under no circumstances should your child be allowed to find his or her own way into the classroom. We insist that all children be accompanied into the classrooms. Only park in the spaces provided and please do not park in the handicap areas.



***DO NOT leave your car running while you bring your child into the program for the safety of others.***

Some children find comfort in having their parents spend time with them in the room he or she is being dropped off in. This can reduce the stress of those daily good-byes. It is important that children are aware that their parents are leaving. While this may result in an occasional upset child parents should take comfort in knowing that these episodes usually end after you are out of sight. Please, feel free to call us after arriving at your destination to see how your child is doing.

### LEAVING THE PROGRAM

Parents are to come into the program to pick up their children and sign them out. Children will only be released to a parent, guardian, or other designated person over sixteen years of age with prior authorization. They must have written permission from the parent or guardian. If you are unable to pick up your child, please call and inform the Administrator

who will be picking up your child. The staff requires proper photo identification from any unfamiliar person authorized to pick up a child, or we will not allow the child to be dismissed. No child will be released to an adult under the influence of drugs or alcohol. If staff suspects that drugs or alcohol are present, a second adult will be called to pick-up.

### **ATTENDANCE PROCEDURES**

Parents are required to call the program if your child will not be attending.

### **KEEPING RECORDS CURRENT**

In order to provide emergency medical care to children in our program, it is vital that the YMCA has the most complete and up-to-date information concerning the address, phone number, work numbers, medical and emergency information of each child. If there are any changes on the registration form or emergency form at any time, the Administrator must be informed immediately. *This form must be kept current and on file as long as the child is a member of the program.*

### **CUSTODY PAPERS**

When any court has ruled on child custody, Ohio law requires parents to provide copies of the most recent custody order to the YMCA. The YMCA will honor the most recent court papers we have on file. This is to protect your child from being picked up by an unauthorized person. These papers will be kept in a separate file to ensure the privacy for you and your child. *THE YMCA CANNOT WITHHOLD A CHILD FROM A BIOLOGICAL PARENT WITHOUT LEGAL DOCUMENTS ON FILE.*

## **BEHAVIOR MANAGEMENT POLICY**

The YMCA promotes positive reinforcement and behavior guidance, rather than a negative consequences disciplinary policy. We encourage children to practice self-direction and conflict resolution. Considering each child's age developmental stage and personality, we establish fair and reasonable expectations of behavior.

The goal of our discipline policy is to teach children self-discipline and respect for the feelings and property of others. Appropriate behavior is taught by setting clear, simple rules, by explaining what we want them to do (rather than focusing on what they should not do), and by encouraging children to solve problems by using words instead of acting out.

When a child needs guidance, the staff begins by redirecting the child into more constructive activities. In addition, appropriate behavior is encouraged by staff who model courtesy and respectfulness. With help from adults and peers, children learn and practice nonviolent forms of conflict resolution. Our policy goals are to help each child develop positive feelings of self-esteem while fostering growth towards self-direction.

The Countryside YMCA child care programs provide a safe environment for children to develop spirit, mind, and body. The overriding principles of the YMCA's behavior management policy is to help children become individuals who make their own choices and who take responsibility for their actions. The primary basis of this policy is that discipline is a function of engaging children in meaningful and stimulating activities, focusing on positive role models, and promoting the twelve Christian principles of the YMCA: *Faith, Responsibility, Caring, Hope, Humility, Thankfulness, Honesty, Respect, Grace, Forgiveness, Love, and Patience.*

*The specifications of licensing rule twenty-two child guidance and management applies to all employees of the center.*

## EMERGENCY POLICY

### EMERGENCY POLICY

In case of an emergency, the child will be treated appropriately; the director will be notified; ratios will be maintained; remaining children will be removed from the area of the situation, with proper supervision in a safe area; 911 will be called if serious; the ETA form will be sent with the life squad; parents will be notified; an incident report will be completed. State inspector will be notified within 24 hours. Staff is not permitted to transport children in their own vehicles.

#### An incident report will be completed when

**A.** An illness, accident, or injury, which requires first aid treatment. **B.** A bump or blow to the head. **C.** Emergency transporting. **D.** An unusual or unexpected event, which jeopardizes the safety of the children or staff, such as, a child leaving the center unattended.

Parents are required to sign this form and will receive a copy. A copy will be kept on file at the YMCA

### BLOOD BORNE PATHOGEN

Blood Borne Pathogen Kits are available for cleaning up blood accidents.

### EMERGENCY TRANSPORTATION PLAN

The YMCA's plan for emergency transportation is to have staff to call, 911 life squad, then to contact the child's parent, from information located on child's registration form.

**Threat of Violence:** if an outdoor threat present, lock all doors and call 911. If indoor, call 911.

**Natural Disaster:** in case of indoor flood, take all children and attendance sheets outdoors and contact parents for an early pick-up. In all other situations, all children and staff will proceed with directions for fire or tornado procedures.

**Loss of power, heat or water:** Assess length of time for loss. If for an extended time, contact parents that the center will be closing and children should be picked up.

## PERSONAL BELONGINGS

The Countryside YMCA provides an ample supply of toys, learning tools, developmental materials, and snacks to meet your child's daily needs. Please leave money, food, gum, and sharp pointed items or any weapon toys at home. Children have more fun and participate in activities when they are not concerned about personal belongings being lost or destroyed.

### CLOTHING

Dress your child for action! Clothing should be comfortable, easy for the child to manage, and appropriate for "messy" activities such as arts, crafts, and outdoor recreation. Sneakers or other soft-soled shoes are advised for the prevention of injuries. For the three year old classes, remember snaps and buckles are very hard for children to handle themselves. Make sure clothing is easy for the child to remove. Children play outside each day, unless there is inclement weather. Please dress children appropriately for outdoor play.

### VIDEO MOVIES

Staff will preview movies to determine if the contents are appropriate for the children. Alternative activities will be available for children who do not want to view the video. All movies are "G" rated. Video license is posted.

### SUMMER CAMP

The YMCA offers summer camp programs for Preschool and School age students. Parents needing childcare for the summer must register by the end of May. Information is available at the front desk, or call 513-932-1424

### INDOOR/OUTDOOR PLAY

*Our program shall provide outdoor play each day in suitable weather for all children, in attendance for more than four consecutive daylight hours. On days of inclement weather children are permitted to use the gross motor room for indoor play.* Therefore, we assume that if children are at school, they are well enough to participate in outdoors activities. Please be sure that your child is dressed appropriately for the weather.

## **HOLIDAY AND WEATHER CLOSURES**

### **All programs are closed on:**

New Year's Day   Christmas Day   Fourth of July  
Memorial Day   Thanksgiving Day   Labor Day

When a holiday falls on a Saturday, we will be closed on Friday. When a holiday falls on Sunday, we will be closed on Monday.

### **CLOSURES**

Preschool Enrichment will follow the **Lebanon City Schools** operating schedule. When school is out or closed due to weather or other conditions, Preschool Enrichment program will be closed. A school calendar is provided when you register.

### **LOUISA WRIGHT CENTER DELAYS**

**If Lebanon City Schools are on a one hour delay, a.m. preschool will be delayed for one hour. If it is a two hour delay the a.m. preschool will be canceled. Afternoon p.m. classes will operate normal hours.**



## **SUPERVISION POLICIES/SAFETY**

- A telephone is available in the Administrator's office.
- Use of aerosol sprays is prohibited while children are in attendance at either program.
- Fire drills, tornado safety, and evacuation procedures are in accordance with the Ohio State Law. We conduct monthly fire drills; children are required to exit the building, dressed as they are, for a few minutes. Evacuation plans and routes are posted in each classroom.
- Security: Louisa Wright is equipped with entry security cameras and keypad.
- The person picking up the child must have proper photo identification or the child will not be released.
- *All children will be supervised at all times.*
- Medical, dental, and general emergency plans are posted by each telephone in each classroom and other spaces used by children.
- Each classroom has a daily program schedule posted.
- Our programs shall maintain indoor temperature, which will not fall below 65 degrees or go above 85 degrees.
- We maintain ratio standards and regulations at all times.
- In the event of severe weather, closing announcements will be on local radio and TV stations - under Lebanon City Schools (see page 12).

*First aid kits* are located in every classroom, in a cabinet or closet, and marked for everyone to see.

*Children's registration and medical records* are kept in the administrators office.

A *dental first aid chart*, with instructions for staff, is posted in every classroom in case of a dental emergency.

### **STAFF DEVELOPMENT**

The quality of the YMCA childcare program is determined by the staff's approach to childcare and the effectiveness of their interaction with the children. Our staff is selected on the basis of training, experience, and their desire to work within our philosophy of childcare. We place high expectations on our staff and encourage them to further their professional development through continuing education and training. Staff are encouraged to discuss any questions with the Administrator or Program Director.

All of our Administrators and lead teachers meet licensing requirements by holding a current CDA certificate, or they have a degree in education. Other staff members have experience working with children. We continue to train and learn from one another. All staff members are trained in first aid, CPR, communicable disease, child abuse recognition, basic understanding of child development, and safety issues.

Degreed teachers in Early Childhood Education, CDA and other associated fields are a part of the staff team. Non-degreed staff work within a supervised area and receive training for basic understanding of child development and safety.

### **EMPLOYEE SICK POLICY**

If an employee of the childcare program should become ill or show signs of illness, the employee will follow the same guidelines as any child enrolled in the program. The employees will follow the guidelines set forth from the communicable disease policy.

## **PRESCHOOL ENRICHMENT PROGRAM**

Upon arriving at the program, use only appropriate parking spaces. Ask your child if he or she needs to use the bathroom before coming to class. Remember to sign your child in and out of class for security reasons. Children should never be left unsupervised at any time while they are in the building or parking lot. Punctuality is a crucial, element in our child care operation. Please be conscientious of your child's class room calendar. Special days may be planned, check their schedule each day.

We serve a snack each day. A snack menu will be posted every day. A newsletter is sent out monthly to keep you informed of our activities, upcoming events, or changes that may be occurring within the program. Please refer to the parent bulletin board for Preschool information. Preschool Enrichment is designed to meet the needs of each child and to promote the development of appropriate skills for the children enrolled.

Children are grouped by age and developmental levels. Activities and learning experiences are specifically geared toward each child's individual needs, aptitude, interests, and special skills. The program maintains high standards in health, hygiene, cleanliness, and comfort.

### **PRE-SCHOOL AGES                      STAFF/CHILD RATIO**

3 year old classes                      1:12 group of 24

4 year old classes                      1:14 group of 28

4-5 year old - Pre-K                      1:14 group of 28

Through the use of learning centers, each class provides a variety of activities during the course of the day to help your children develop cognitive, large and small motor, social, and self-help skills. The program offers a theme based curriculum. Each week's activities are based upon a central theme. Development of language skills is a major part of the preschool program. Children are encouraged to express themselves and to solve problems verbally. Time is provided for indoor and outdoor play.

- Temperature of at least one hundred degrees Fahrenheit (auxiliary method) when in combination with one other symptom
- Untreated infected skin patches, unusual spots, or rashes
- Stiff neck with an elevated temperature
- Sore throat or difficulty swallowing
- Vomiting, when combined with other symptoms
- Evidence of lice, scabies, or other parasitic infestations

### **A child isolated due to suspected communicable disease shall be:**

- Cared for in a portion of the classroom away from the other children.
- An adult shall be within sight and hearing distance of a child who is isolated due to illness. No child shall be left alone or unsupervised.
- The child will be made comfortable on a cot. Cots and blankets will be washed and disinfected.
- The child will be observed carefully for worsening conditions.

If exposure to a communicable disease has occurred, it will be posted outside each classroom. Any reoccurrence of communicable diseases will be reported to the Ohio Department of Health.

### **MILDLY ILL CHILD**

If a child should show signs of illness, the child will be monitored on a regular basis by a staff member. Any decisions about the child's well-being for the day will be left up to the Administrators discretion. If the symptoms escalate, the Administrator will follow the guidelines for communicable disease illnesses.

### **MANAGEMENT OF COMMUNICABLE DISEASE**

Our staff members are trained to recognize common signs of communicable diseases. Each day children are observed for any signs of communicable diseases. A *Child Care Communicable Disease Chart* is posted within program. This chart is used for reference and is followed for the appropriate management of communicable diseases. *All child care staff members are required to complete a six hour course in the recognition and management of communicable diseases, including hand washing and disinfecting procedures.*

**Parents will be contacted to pick up their child if any of the following signs/symptoms are displayed while in care. Please note if any of these symptoms are present the child may be isolated from the other children until the parent arrives.**

- Diarrhea, (three or more) abnormally loose stools within a twenty-four hour period
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, eyelid, thick and purulent pus discharge, matted eyelashes, burning, or itching or eye pain

### **A general schedule for the Preschool Enrichment Program**

#### **MORNING CLASSES**

9:25 to 9:30	Arrival, greet parents, centers
9:30 to 9:45	Circle time
9:45 to 10:30	Free choice, centers, teacher time
10:30 to 11:00	Snack, Clean-up
11:00 to 11:15	Story time
11:15 to 11:45	Outdoor, indoor play
11:45-12:00	Sing songs, good byes, dismissal

#### **AFTERNOON CLASSES**

12:25 to 12:30	Arrival, greet parents
12:30 to 12:45	Circle time
12:45 to 1:30	Free choice, centers, teacher time
1:30 to 2:00	Snack, Clean-up
2:00 to 2:15	Story time
2:15 to 2:45	Outdoor, indoor play
2:45 to 3:00	Sing songs, good byes, dismissal

We serve a.m. and p.m. snack.

#### **Sample Snack Menu**

	AM	PM
Monday	Cereal bars	Sunchips
Tuesday	Mini bagels/cream cheese	Scooby snacks and fruit snacks
Wednesday	Muffins	String cheese/crackers
Thursday	Cake donuts	Rice crispy treats
Friday	Cereal	Cheddar goldfish crackers

## MEDICATIONS

### PRESCRIPTION MEDICATION

Preschool will **only** administer medication if it is required for a “**life threatening illness**” or for “**behavior disorders**” that have also been diagnosed by a licensed physician.

If a child is required to take medication at the center due to the above statement then the parent or guardian **must** complete an “**Administration of Medication Form & Child Physical Care Plan Form.**” According to state licensing requirements, the medication must be kept in its original container with the original label and clearly state the following: **The child’s name, current date (within the last twelve months), the exact dosage to be given and the means of administration.**

*All medications given to a child must be administered by a parent, staff trained by a parent, or a certified professional.*

An “Administration of Medication Form” must be filled out for all medications, food supplements, fluoride supplements, a modified diet or an entire food group is eliminated. All proper signatures are required before we will administer anything. Medications will only be administered for the date indicated by a physician or dentist. Medication forms are only good for *twelve months*.

### NON-PRESCRIPTION MEDICATIONS

The only non-prescription medications allowed to be administered at the center by staff are sunscreen products.

### ALLERGIES

If your child has any type of allergies, the Administrator needs to be notified in writing with specific information precautions and concerns about the allergy. For special health conditions or children using inhalers or medication for emergencies, the parent or guardian must fill out and sign the “*Child Physical Health Care Plan*” form. It must also be signed by the Administrator.

### Outside Food

Due to state licensing requirements and in the interest of children with allergies, the YMCA does not allow any outside food to be brought into the center. This policy does not apply to children’s birthdays, classroom parties or other special occasions. Please contact the Administrator with any questions regarding food for these occasions. Please note: The YMCA is a **peanut free organization**; therefore, we ask you to refrain from bringing in food that contains peanuts, peanut butter or is made with peanut oil.

## COMMUNICABLE DISEASE AND ILLNESSES

A child dismissed for any health reasons, will be given a “yellow slip” stating the reason for dismissal. The child may return to the program, after a twenty-four hour period and are symptom free of the illness or infestation, which were indicated by Administrator or physician.

- In case of prolonged illness, a doctor’s note may be required to return to the program.
- A child with diarrhea caused by antibiotic treatment or another medication must have a note from the pharmacist or doctor in order to return to the program.
- *For parasitic infestations, the child must be bug and nit free for a twenty-four hour period.*
- Should your child become exposed to an infectious disease at the program, we will notify you promptly. In return, we request that you report to us when your child has been exposed to a particular infection or disease outside the program.

**The Administrator of any program at any time may request a doctor’s note for the child to return to the program.**