



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
Before/After School and
Extended Kindergarten
Child Care Program
Parent Handbook**



**Providing care to students of Louisa Wright, Bowman, Donovan, Berry, St. Francis, and Lebanon Christian Schools
Grades K-6
countrysideymca.org**

Donovan Elementary Prime Time

401 Justice Drive Lebanon, Ohio 45036

School Secretary (513) 934-5400

Site Administrator (513) 934-3682

Licensed Capacity: 72 Children

Grades: 1-6

Donovan sites provide care for:

Donovan Elementary Students Grades 3-4

Berry Students Grades 5-6

St. Francis and Lebanon Students Grades 3-6

Lebanon Christian Students Grades

6:30 a.m. to 9:00 a.m. and 3:55 p.m. to 6:00 p.m.

Louisa Wright Early Childhood Center

600 S. East Street Lebanon, Ohio 45036

School Secretary (513) 934-5460

Site Administrator (513) 228-2092

Licensed Capacity: 72 Children

Grades: Kindergarten – 2nd grade

6:30 a.m. to 6:00 p.m.

Provides care for Extended Kindergarten

Bowman primary-Grades 1-2

Plus students who attend St. Francis, Lebanon Christian, and

LUMP, K-2nd

Fax: 513-228-2092

Revised 8/11/2011

for review upon request from the Ohio Department of Job and Family Services.

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.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 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 request.

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

Information Found in This Handbook

Class Times, Addresses and Phone Numbers....	2-3
Welcome and Philosophy.....	4
Goals and Objectives.....	5
Registration.....	6-8
Enrollment	Extra Charges
Fee Policy	Withdrawal Policy
Method of Payments	Human Services
Discounts	
General Information for Parents.....	9-13
Arriving and Leaving the Program	
Attendance Procedures	Absent Child
Custody Papers	Full Day Care
Indoor/Outdoor Play	Keeping Records Current
Personal Belonging	Summer Camp
Site Locations	
School Closure Information.....	14-15
Extended Kindergarten (daily schedule).....	16
Prime Time (daily schedule).....	17
Full Days/Summer Adventure Program.....	18
General Snack Menu.....	19
Supervision and Safety.....	20-21
Emergency Policy.....	22-23
Maximum Group Size	Staff Development
Field Trip and Swimming.....	24-25
Medications.....	26-27
Prescription Medicine	
Administration of Medication	
Allergies and Inhalers	
Outside Food –peanut free organization	
Communicable Diseases.....	28-30
Mildly Ill Child	
Employee Sick Policy	
Management of Communicable Disease	
Behavior Management Policy.....	31-35
Parental Participation.....	36-37
Ohio Administrative Code.....	38
Warren County Children Services #.....	39

WELCOME

Welcome to the Countryside YMCA's Prime Time Program. Thank you for choosing the YMCA for your childcare needs. It is our hope your child's experience at our Prime Time Program will be educational and enjoyable. In order for you and your child to have the best experience possible in our program, please take time to read this handbook. If you have any questions or concerns, please feel free to speak with your Site Administrator or the Program Director at Countryside YMCA. You will be required to sign and date a form stating that you have read and understand the policies for this program.

PHILOSOPHY

Our program is designed to meet the developmental and individual needs of school-age children. There are a variety of activities for children to choose from which provide opportunities to grow cognitively, socially, emotionally, physically and creatively, and to share his or her thoughts and feelings. Children develop a positive self-concept through a balance of self-directed and teacher assisted activities. There are opportunities for individual play and group play. Countryside YMCA is committed to emphasizing the character development of the children in our programs by focusing on five core values: Caring, Honesty, Respect, Responsibility, and Faith. Children are given opportunities 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.

Prime Time Staff is discouraged from dating or developing personal relationships 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.

Prime Time staff is discouraged from babysitting children in any child care programs and should not be asked to compromise their professional duty to the YMCA. Any exceptions to this should be in writing, before the fact, and are subject to administrative approval.

"WE BUILD STRONG KIDS
STRONG FAMILIES,
STRONG COMMUNITIES."

PARENTAL PARTICIPATION

Any parent, custodian or guardian of a child enrolled in the program may visit the program at any time.

Parents may discuss their child's progress or needs at any time with the Prime Time Administrator. It is not appropriate to discuss a sensitive issue with other parents or when children are present. Issues need to be discussed privately with the Administrator.

**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.*

Parents are encouraged to share any positive comments, problems or complaints with the Prime Time Administrator. If you are unable to satisfy a concern, please contact the Program Director at the YMCA, 513-932-1424 .

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



Birthdays: Every child's birthday is a special time, and children enjoy celebrating their birthdays. If you would like to bring something for your child's birthday, please notify the Administrator and confirm the date and what you would like to bring.

GOALS AND OBJECTIVES

The Countryside YMCA wants to help children develop to their fullest potential. Our Prime Time Program promotes 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 and girls.
- 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 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 to children in different surroundings, learn different skills, and allow children to develop relationships with adults.
- To help children understand good health and nutrition.
- To accept ourselves and each other as unique and special, including diverse backgrounds.
- To provide several levels of activity which will help promote self-confidence, responsible behavior, and self-control.

REGISTRATION

The Prime Time program does not discriminate in the enrollment of children upon the basis of color, race, religion, sex, national origin, or any disability. Admission of exceptional children or children with special needs is decided on an individual basis, as qualified staffing permits.

ENROLLMENT

All children need to be registered in the Prime Time program in order to attend. You will need to fill out and return the following information: *Registration packet, child enrollment and health information, emergency transportation authorization, medical information, policies and procedures list, food program 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. If you withdraw your child and then re-enroll your child, another registration fee is required. Enrollment forms need to be completed and returned to the Administrator at least *one week* before your child begins the program. All immunizations must be up to date for your child's age.

FEE POLICY FOR ABSENTEE, ILLNESS CLOSURES AND HOLIDAYS

Our program is a not-for-profit organization. We base our operating cost on annual registration projections. In order to continually assure the highest quality of staff, equipment and supplies, *we cannot offer reductions in our fees for absences due to illness school delays, delays changing to closures, holidays or vacations.*

REASONS FOR TERMINATION OF CHILDCARE SERVICES

Failure to abide by any of the enrollment conditions or failure to fulfill any of the responsibilities in the Parent Handbook may result in termination of child care services.

- Severe behavior by the child which disrupts the group, including repeated instances of unacceptable behavior and jeopardizes the safety of him/her or the other children.
- Refusal to follow classroom rules.
- Excessive use of physical force, including hitting, pushing, kicking or biting.
- Excessive threats to use physical force.
- Failure of parent to treat staff or other parents respectfully.
- Failure to pay for childcare services or required human service co-payments.

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

continues, conduct a parent or guardian conference to discuss and provide support in managing the child's behavior. 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:

- Using physical restraint to confine children
- Humiliate or shame 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
- Using unusual harsh and cruel punishments
- The programs shall not abuse nor neglect children
- Withhold any food (including snack or treats)

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 bi-weekly. 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 decides not to participate with the EZ-EFT bank-draft option, you will pay a slightly higher weekly/monthly payment. Non-EFT participants need to make your weekly/monthly payment at the site in the **BLACK PAYMENT BOX** located at the site. Weekly fees are due on Fridays for the upcoming week. If a weekly fee is not received by Monday, a \$10.00 late fee will be added to your child's account. *The weekly fee must be paid even if the child doesn't attend.* Fees do not fluctuate according to your child's attendance. A weekly fee will be charged for all weeks that school is in operation, regardless of how many days school is open. ****Fee sheets are in the parent enrollment packet.***

Non payment of your weekly fee by Friday will result in the child being withdrawn from the program until the debt has been cleared. 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.

DISCOUNTS

Families enrolling more than one child will receive a discount on the oldest child's weekly fee. Members of Countryside YMCA also receive a discounted weekly tuition rate. Families enrolled on the automatic bank draft plan receive a discount off the weekly/monthly tuition.

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 at 6:01 p.m. and \$5.00 every five minutes thereafter. These fees are due upon pick-up of the child or the first day the child returns to Prime Time. Clocks at the Prime Time site are the ones used to determine time. After several offenses, the parent will be required to meet with the Administrator to discuss a possible solution for this problem.
3. Additional charges may be assessed for field trips or extra curricular activities. These are offered on an optional basis.

WITHDRAWAL POLICY

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.

HUMAN SERVICES

Prime Time accepts families who receive assistance from the Department of Human Services. Acceptance letters must be given to the Administrator at the time of registration. Co-payments are due the first week of every month. 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 child care fees being charged to the parent.

BEHAVIOR MANAGEMENT PRACTICES

When a child engages in inappropriate behavior that threatens the health and safety of him/herself, 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 are not directly jeopardized, YMCA staff will discuss the behavior problem 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 contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
 - Staff will continue to provide redirection, and time away from the activity if the inappropriate behavior continues. Parents will be notified of child's behavior. If behavior

GUIDELINES

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 child 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.

The specifications of rule twenty-two guidance and management apply to all employees of the center.

GENERAL INFORMATION FOR PARENTS

☒ Staff will document 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

Parents must accompany their children into the Prime Time site. Under no circumstances should your child be allowed to find his or her way to the program. It is a Prime Time policy that we see a child’s parent or responsible adult at least one time during Prime Time operating hours.



DO NOT leave your car running while

you bring your child into the program for the safety of others.

LEAVING THE PROGRAM

Parents are to come into the Prime Time program to pick up their children. Children will only be released to a parent, guardian or other designated person over sixteen years of age with prior authorization. If you are unable to pick up your child, please call the site and inform the Administrator as to who will pick up your child. The staff requires proper photo identification from any unfamiliar authorized persons to pick up a child. No child will be released to an adult under the influence of drugs or alcohol. If staff suspect’s drugs or alcohol are present, a second adult will be called to pick up.

Punctuality is a crucial element in our child care operation. Please be conscientious of your child’s schedule.

PERSONAL SCHEDULE CHANGES

Prime Time staff understands that sometimes your personal and work schedule may change. If there is a change to your child's Prime Time schedule, please inform the Administrator as soon as possible in writing. If a last minute change is unavoidable, please inform the staff by phone.

Prime Time staff has your child's safety as their number one priority, and notification of a change will avoid any uncertainty of your child's whereabouts.

ATTENDANCE PROCEDURES

Parents are required to call the program if your child will not be attending Prime Time or Kindergarten.

ABSENT CHILD

Attendance is taken on a daily basis at Prime Time and Kindergarten. If a child cannot be accounted for after school, and there has been no previous notification by the child's parent that he or she will not be in attendance, the Prime Time staff will proceed as follows in order to establish the whereabouts of the child:

1. Check with school to try to establish whereabouts of child.
2. Check with the transportation department.
3. Contact the parents by phone to establish whereabouts of child.
4. Call second and third adult on emergency contact list to try to establish the whereabouts of child.
5. If child's whereabouts are still unknown, contact the local authorities.

BEHAVIOR MANAGEMENT POLICY

The YMCA promotes positive reinforcement and behavior guidance, rather than a negative consequence 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. Staff will explain what they should 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 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 making their own choices and who take responsibility for their actions. The 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 core values of the YMCA: *Caring, Honesty, Respect, Responsibility and Faith.*

A child isolated due to suspected communicable disease shall be:

- Cared for in a designated area of the program 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 observed carefully for worsening conditions.
 - If exposure to communicable disease has occurred, it will be posted at the parent sign in/out table. Any reoccurrence of communicable disease will be reported to the Ohio Department of Health.
 - Children's registration and medical records are kept at the Prime Time Sites.
 - First aid kits are located at the Prime Time sites. A dental first aid chart with instructions for staff in case of dental emergency is posted at Prime Time sites.
 - Children will be provided with a cot and blanket. The cot and blanket will be disinfected and cleaned after use.
- * Blood borne pathogen kits are available for cleaning up blood accidents.

FULL DAY CARE

On days that school is out, full day care is available at Countryside YMCA for Lebanon sites. Please refer to the fee schedule for rates. It is required that you register your child in advance for the full days, so we can provide adequate staff. Registration flyers will be available at the sign in/out area at each site. Because of staffing and supplies, if your child is not registered by the deadline found on the registration flyer, your child will not be able to attend. There is a \$20 per day fee for children 1st-6th grade and no charge for children in Kindergarten. The Kindergarten children that sign up and do not come will be charged a \$10 fee. Your account will be charged for the **DAYS YOU SIGN UP FOR.**

KEEPING RECORDS CURRENT 

In order to provide emergency medical care to children in Prime Time, we require that if *any information* should change on the registration form or emergency form at any time, you will notify your Site Administrator immediately. This form must be kept current and on file as long as the child is enrolled in Prime Time.

CHANGING YOUR CHILD'S STATUS

If you decide to change your child's status at Prime Time, a two week notice is required before the change goes into effect for accounting purposes. This must be submitted in writing to the Prime Time Administrator or coordinator. This policy is extremely important for those using the bank draft automated payment plan.

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. Documents must be on file at the program to enforce this policy. This is to protect your child from being picked up by an unauthorized person. Please give this information to the Site Administrator.

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 indoor gross motor room gymnasium 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.

PERSONAL BELONGINGS

Prime Time provides an ample supply of toys, games, developmental materials to meet your child's daily needs. Please leave money, gum, game boys, electronic games, other games, any sharp pointed items, and weapon type toys at home, or secured in the child's book bag. Children have more fun and participate in activities when they are not concerned about personal belongings at Prime Time being lost or destroyed.

SITE LOCATIONS

Prime Time Donovan (3rd - 6th grades) is located in the cafeteria and gymnasium at Donovan Elementary. Prime Time (1st - 2nd grades) and Extended Kindergarten are located at Louisa Wright Early Childhood Center in assigned classrooms. Occasionally, these programs will notify parents by posting a sign where the children will be.

MANAGEMENT OF COMMUNICABLE DISEASE

Staff are trained to recognize common signs of communicable diseases. If a child is determined by the Administrator to be sick, or thought to be contagious, then he or she *will not be permitted to attend*. The parent is required to pick up the child *within the hour*. A *Child Care Communicable Disease chart* is posted at Prime Time sites. 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.

- Sore throat or difficult swallowing
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Stiff neck
- Vomiting, when combined with other symptoms
- Diarrhea, (three or more) abnormally loose stools within a 24 hour
- Yellowish skin or eyes
- Redness of the eye, eyelid, thick and purulent pus discharge, matted eyelashes, burning, or itching or eye pain
- Difficulty or rapid breathing
- Redness of the eye, eyelid, thick and purulent pus discharge, matted eyelashes, burning, or itching or eye pain
- Unusually dark urine, unusual stools
- Evidence of Lice, scabies or other parasitic infestations
- 100 degree temperature when in combination with one symptom

COMMUNICABLE DISEASE

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

- ❖ In case of prolonged illness, a doctor’s note may be required 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.

MILDLY ILL CHILD

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

EMPLOYEE SICK POLICY

If an employee in our programs 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.

SUMMER CAMP

Countryside YMCA offers a variety of camps during the summer. Parents needing childcare in the summer will need to register for these camps. Before and after camp is available for those children needing extended care. For more information on summer camps, call the front desk at the Countryside YMCA the beginning of February:

Phone: **513-932-1424**

6:30 a.m. to 9:00 a.m.	Before Camp
9:00 a.m. to 4:00 p.m.	Camp
4:00 p.m. to 6:00 p.m.	After Camp



YMCA MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

SCHOOL CLOSURE INFORMATION

PRIME TIME CLOSURES

Our program is closed for two in-service days a year, as well as on the day after Thanksgiving and Christmas Eve. Parents will be notified at least two weeks in advance of these dates.

PRIME TIME IS CLOSED ON

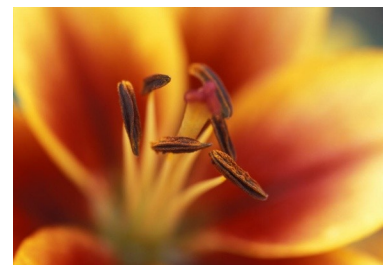
New Year's Day	Labor Day
Memorial Day	Forth of July
Thanksgiving Day	Christmas Day

The YMCA closes at 3:00 p.m. on New Years Eve. When a holiday falls on Saturday, we will be closed on Friday. When a holiday falls on Sunday, we will be closed on Monday. Because our fees are set on an annual basis, there is no reduction in the tuition for holiday.

Throughout the school year the schools are closed for scheduled teacher conferences and holidays. Prime Time may offer a full day program on these days. In order to plan appropriately; a registration form must be completed and returned. This will ensure your child's enrollment for the full day. The registration form will advise parents of activities that will occur. An additional fee *per day, per child* will be charged. This fee is to cover extra staff costs and supplies. The fee must be paid one week prior to the actual full day (to ensure proper staffing). The second child discount does not apply for full days. Brown bag lunches need to be provided by parents.

ALLERGIES AND INHALERS

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, children using inhalers or medication for emergencies, the parent/guardian must fill out and sign the "*Child Medical/Physical Care Plan*" form. This form must also be signed by the Administrator. School age children will be permitted to carry inhalers, with written permission from a parent or guardian.



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.



MEDICATIONS

PRESCRIPTION MEDICATION

Prime Time 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**” & “**Medical Physical Care Plan**”. 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.

ADMINISTRATION OF MEDICATION FORM

An “Administration of Medication Form” must be filled out for all medications, food supplements, fluoride supplements, a modified diet, or when an entire food group is eliminated. All proper signatures are required before we will administer or modify anything. Medications will only be administered for the date indicated by a physician or dentist. Medication forms are only good for twelve months. Ointments, creams, or lotions for skin irritations can only be administered up to fourteen days without written instructions from a physician. All medications are stored in a secure place well out of the reach of children. We maintain dated records and the amount of medicine dispensed. We provide refrigeration when necessary. Medicines will be returned to you when the required dosage is completed as described by the parent, dentist, or physician.

SCHOOL CLOSURES FOR WEATHER OR OTHER CONDITIONS

In the event that schools are closed for inclement weather or other conditions before schools begin, options are:

*When Lebanon City Schools are closed, Prime Time will be on a **one hour delay. A full day will be offered from 7:30 a.m. to 6:00 p.m. at the Countryside YMCA.***

An additional fee per day, per child will be charged. This fee is to cover extra staff cost and supplies

Kindergarten children who attend Prime Time are not charged additionally for snow days

MORNING DELAYS

If the public schools are on a delay, Prime Time will open at the *regular time* and offer care until school starts.

DELAYS CHANGING TO CLOSING

If school delays change to closing or if school closes during the afternoon hours, due to worsening weather or other conditions, (for the safety of everyone) parents will be notified to pick up. Alternative childcare arrangements must be made by parents.



EXTENDED KINDERGARTEN PROGRAM

This program is offered at Louisa Wright Early Childhood Center. Louisa Wright services a.m. and p.m. extended day session.

Lunch and snacks are provided by the YMCA and/ or schools food service program. * See page 18 for sack lunch requirements when packing lunch is required. Each day the children have a variety of centers to choose activities from such as: science, coloring, legos, blocks, art, books, music, and dramatic play.

Morning

6:30 to 9:00 Children arrive
6:30 to 8:00 Educational learning centers, circle time
8:00 to 9:00 Restroom break, free play, snack
9:00 to 10:00 Clean up, indoor or outdoor play
10:00 to 11:00 Free play, story time
11:00 to 11:15 Prepare for lunch
11:15 to 12:00 Lunch , children leave for afternoon Kindergarten

Afternoon

12:00 to 12:30 Children arrive from morning Kindergarten, lunch
12:30 to 2:00 Educational learning centers, circle time
2:00 to 2:30 Restroom break, free play, snack
2:30 to 3:00 Clean up, indoor or outdoor play
3:00 to 4:00 Free time, story time, outdoor play
4:00 to 5:00 Transition after school, students arrive,
4:00 to 6:00 Free play, Prime Time closes

SWIMMING

Signed permission from a parent/guardian is required before a child can participate in water activities around a pool or swim. Swimming will only be offered at the Countryside YMCA on full days. (Example: holidays or school closers.)

A. Permission must include:

1. The child's name and birth date
2. A statement indicating whether the child is a swimmer or a non-swimmer
3. Location of the swimming site
4. A statement of whether or not the program is providing additional adults or child care staff member above the licensing ratio requirements for this activity
5. A statement that the parent or guardian grants permission for the child to participate.

SWIMMING SAFETY

Staff is to review swimming and water safety rules with the children each time they participate in water activities. Included in these rules there shall be a system for checking to ensure that each child is safe when in the water.

Staff will always be able to see all parts of the swimming area including the bottom of pools; staff will never leave a group while swimming. Staff/child ratios are met at all times.

If the lifeguard is a child care staff member, they shall not be counted as ratio.

Staff always accompany and supervise children during swim time. The Countryside YMCA has certified lifeguards and water safety instructors supervising pools at all times.



FIELD TRIP SAFETY

Contracted vehicles will transport children. *Written parent or guardian permission is required for all trips.* The child will remain at the program without written permission. These forms will be given out by the Administrator's.

A. Permission must include:

1. The child's name.
2. The specific destination(s).
3. The dated signature of the parent or guardian.
4. The date of the field trip and approximate time frame the children will be on the trip.

B. The following shall be available on all trips:

1. First aid supplies.
2. Children are supervised at all times.
3. Emergency transportation authorization for each child.
4. The health record for any child who has health conditions which could require special procedures.
5. A record listing each child on the trip and who is in charge of each group of children.
6. Each child on the trip shall have identification attached containing the center's name, address and telephone number to contact.
7. A staff member trained in first aid and CPR will accompany children on all field trips.
8. Staff/child ratios will be met at all times during the trip.
9. Supervision of the children will be monitored the entire trip. Staff will place themselves in front of the group, behind the group and within the group for supervision. Head counts will be conducted while loading the bus, unloading the bus, and every fifteen minutes during the trip.

PRIME TIME DAILY SCHEDULE

Prime Time will provide a variety of activities for each age group including the following: small and large group play, physical play, arts and crafts, science, language arts, dramatic play, and music.



Homework

The program can assist with homework, and the children will have the opportunity to play individually or with others. Children will be able to choose from a variety of interesting centers.

GENERAL OUTLINE BEFORE AND AFTER SCHEDULE

(Times vary depending on the site)

Before School Program Mornings:

6:30 a.m.	Children arrive, check attendance
7:30 to 8:30	Breakfast
7:30 to 8:30	Homework, quiet games and toys choice of activities large group game, clean up children gather belongings
8:30 to 8:45	Children dismissed to school

After School Program Afternoons:

3:30 p.m.	Children arrive from school
3:30 to 3:45	Check attendance, snack time
3:45 to 4:00	Circle time,
4:00 to 5:45	Gym games, craft projects, outdoor or indoor play activity centers group activities, quiet games
5:45 to 6:00	Clean up, children gather belongings children dismissed for home

GENERAL SCHEDULE FOR A FULL DAYS AND THE SUMMER ADVENTURE PROGRAM

Please note: when school is closed, a full day program may be offered at the Countryside YMCA for Lebanon Programs.

6:30 a.m.	Program opens, free play
7:00 to 8:00	Breakfast
8:00 to 8:30	Organized gym games, game room
8:30 to 9:00	Free choice in clubrooms
9:00 to 10:00	Circle time, swimming, centers climbing wall
10:00 to 11:00	Group activities, gym games
11:00 to 11:30	Outdoor or indoor play, crafts, cooking projects, nature time, creative centers,
11:30 to 12:00	Clean up from morning sessions
12:00 p.m.	Lunch break
12:30 to 1:30	Outdoor or Indoor play, quiet time
1:30 to 2:00	Cooking project
2:00 to 3:30	Nature time, creative centers, swimming, or climbing wall
3:30 to 4:00	Snack time, circle time
4:00 to 5:45	Free choice of activities, movie, individual time
5:45 to 6:00	Clean up started, children leaving
6:00 p.m.	Last child leaves, staff leaves

MAXIMUM GROUP SIZE

Maximum group size will be kept at thirty-six children. Children will be split into small groups for various activities including arts and crafts, science, games, free time, outside play, and gym time, with a counselor supervising each group. Each counselor's group will not exceed eighteen children. The YMCA follows the state guide line maximum ratio of 1:18 staff to child ratio. No more than two groups will be combined into one group at any time. Children will be offered a choice of activities at the start of each session and will be split into small groups. In order to maintain the maximum group's size rule at all times, a counselor will supervise each small group after choices have been made for that session. Attendance will be taken by the counselor, and will be monitored by the counselor throughout the session.

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. Our teachers are committed to giving children the best education possible to insure success now and in the future.

Degreed teachers in early childhood education, child development and other associated fields are all part of our team. Non degreed staff members work within a supervised area and receive training for a basic understanding of child development, nutrition and needs.

We continue to train and learn from one another. Every staff is trained in first aid and CPR, communicable disease, child abuse recognition, basic understanding of child development and safety issues.

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 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 children or staff, such as, a child leaving the program unattended. Parents are required to sign this form and will receive a copy. A copy will remain at the YMCA for at least one year.

EMERGENCY TRANSPORTATION PLAN

The Countryside YMCA emergency plan for Transportation is for staff to call 911, contact the child's parents from the information located on the child's registration form.

GENERAL EMERGENCY

Defined as: any threat to the safety of children due to environmental situations or threats of violence, natural disasters, and loss of power, heat or water. Local authorities will be called. Children will be removed from the situation and moved to a safe place within the facility. Ratios will be maintained. Administrator will notify school officials due to loss of power, heat or water. Parents will be notified to pick-up. Staff will follow emergency evacuations routes for tornado or fire.

Threat of Violence: If an outdoor threat is 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.

GENERAL SNACK MENU

GENERAL WEEK OF SNACKS AND BREAKFAST

A.M. SNACK

Monday	Breakfast bar
Tuesday	Mini bagels and cream cheese
Wednesday	Muffins
Thursday	Cake donuts
Friday	Cereal

P.M. SNACK

Monday	Different kinds of chips
Tuesday	Scooby snacks and fruit snacks
Wednesday	String cheese and crackers
Thursday	Rice Crispy Treats
Friday	Cheddar goldfish crackers

* If the menu should change, a notice will be posted at the parent table. This menu is subject to vary from year to year depending on vendors.

REQUIREMENTS FOR BROWN BAG LUNCHES FOR FULL DAY

For full day programs, brown bag lunches are provided by the parents. Prime Time will supplement lunch when necessary. If a child forgets their lunch, the YMCA will provide a lunch at a cost of \$5.00 to the parents. Requirements for brown bag lunches: 1 protein (meat, cheese, egg, peanut butter, etc.) 2 fruit/vegetables (fresh or canned) 100% fruit. 1 grain (bread, crackers etc.) 1 dairy (milk can be purchased for .25 through the YMCA on a full day) Foods that do not count in any category include: Jell-o, potato chips, snack cakes (Little Debbie's) Doritos, Cheez-its, fruit and grain bars, muffins, cake, or pretzels. Supplemental food will be stored in the refrigerator and in the food cabinet. No gum or candy.

EXTENDED KINDERGARTEN ONLY

Hot lunches are provided daily by the school cafeteria food service. Menus will be given out each month to parents.

SUPERVISION AND SAFETY

SAFETY

1. Prime time staff has access to a phone at all times. The phone numbers are listed on the first page of this handbook.
2. *All children will be supervised at all times.*
3. The use of aerosol sprays is not permitted at Prime Time when the children are in attendance.
4. 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 at all sites.
5. Each site is posted with a program schedule.
6. Our program shall maintain indoor temperatures which will not fall below 65 degrees or go above 85 degrees Fahrenheit.
7. We maintain ratio standards and regulations at all times.
8. Medical, dental and general emergency plans are by telephones at all sites and other spaces used by children.
9. Louisa Wright has surveillance cameras and a key pad at the classroom entrance. A code word is required to pick up and should not be shared with others.
10. All children will be supervised at all times. Prime Time will provide a minimum of one staff to every eighteen school children. There are enough staff to cover call offs, absences, or breaks at all times.
11. School children may use the restroom alone or in groups of no more than six children without adult supervision as long as the following conditions are met: Children are within hearing distance of staff. Staff checks on the children until they return to the group and the restroom shall be for the exclusive use of the center.
12. Children are not permitted to enter the building from outside without the presence of a staff supervisor. No children are permitted to wander around the school building on errands.
13. Children are not permitted to leave the Prime Time site and go to another school/building for an activity even with parent permission.
14. Children are permitted to leave the Prime Time program for an activity within the school building where Prime time is located. An activity release form must be completed by the parent before the fact and handed to the Prime Time Administrator.
15. Children are not permitted to go back to their classrooms for any reason. It is the child's responsibility to gather their belongings before coming to Prime Time. We respect the teacher's planning time after school.