



YMCA EARLY LEARNING CENTER AT CORY RAWSON

Parent Handbook

YMCA Early Learning Center at Cory Rawson
3930 County Road 26
Rawson, OH 45881
419-963-3415
sdawson@findlayymca.com

The YMCA Early Learning Center at Cory Rawson is a child care center licensed by the Ohio Department of Job and Family Services, license #2230028558. This license is posted on the bulletin board in the front lobby area for review and a toll-free telephone number is listed and may be used to report a suspected violation of the licensing law or administrative rules. We operate during the Cory Rawson school year, Monday through Friday, 6:15am-6:00pm and during summer break Monday through Friday 7:15am-5:15pm. The specific days change each year with the Cory Rawson academic calendar.

Philosophy: Our program is designed to enhance the lives of children and to provide a positive environment for independent growth. All children will be provided time for learning, planning, investigating, and problem solving. Valuable time spent with their peers will allow for the development of social skills. Constructive, developmentally appropriate child guidance and management techniques are always to be used. Adults will model values and carefully guide children into making positive decisions. Children's positive character development is built by thought, choice, determination, and the encouragement to do their best.

YMCA Values:

Caring	Red-The heart to put others before yourself
Honesty	Blue-To act in such a way that you are worthy of trust
Respect	Yellow-The golden rule to value the work of every person, including yourself
Responsibility	Green-To be accountable for your behavior and obligations

Holidays: The YMCA Early Learning Center at Cory Rawson will be closed on New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve.

Ratio		
Age Group	Staff to child ratio	Group Size
Infant	1:5	10
Toddler	1:7	14
Preschool	1:12	24
School Age	1:18	36

Ratio and group size are always to be maintained. No child may be left alone or unsupervised. Please be sure to escort your child(ren) to their assigned classroom(s) and sign them in on the parent sign in sheet provided.

Sample Schedules

Infants:

6:15am-8:00am	Arrival, breakfast
8:00am-9:30am	Discovery play
9:30am-10:00am	Large muscle play
10:00am-11:00am	Nap time
11:00am-12:00pm	Lunch
12:00pm-2:00pm	Discovery play/large muscle play
2:00pm-3:30pm	Nap time
3:30pm-4:00pm	Snack
4:00pm-6:00pm	Discovery play

Toddlers:

6:15am-8:00am	Arrival, breakfast
8:00am-8:30am	Circle time
8:30am-9:00am	Snack/diapers/handwashing
9:00am-10:30am	Learning centers
10:30am-11:15am	Large muscle play
11:15am-11:30am	Diapers/handwashing
11:30am-12:30pm	Lunch
12:30pm-2:30pm	Nap
2:30pm-3:00pm	Snack/diapers/handwashing
3:00pm-3:30pm	Circle time
3:30pm-4:15pm	Outdoor play/handwashing
4:15pm-6:00pm	Discovery play

Preschool:

6:15am-8:00am	Arrival, breakfast
8:00am-8:30am	Circle time/handwashing/snack
8:30am-9:00am	Handwashing/restroom
9:00am-10:30am	Learning centers
10:30am-11:30am	Large muscle play
11:30am-12:30pm	Lunch/handwashing/restroom
12:30pm-2:30pm	Nap
2:30pm-3:00pm	Snack/handwashing/restroom
3:00pm-3:30pm	Circle time
3:30pm-4:15pm	Learning Centers
4:15pm-5:15pm	Outdoor play/handwashing/restroom
5:15pm-6:00pm	Discovery play

School Age (School year):

6:15am-7:30am	Arrival, breakfast
7:30am-8:15am	Gym/planned activities
8:15am-9:15am	Transportation to school
3:30pm-4:00pm	Return from school/snack
4:00pm-5:00pm	Gym/planned activities/homework
5:00pm-6:00pm	Group time/games

School Age (Summer):

6:15am-8:00am	Arrival, breakfast
8:00am-8:30am	Circle time/handwashing/snack
8:30am-9:00am	Handwashing/restroom
9:00am-10:30am	Learning centers
10:30am-11:30am	Gym
11:30am-12:30pm	Lunch/handwashing/restroom
12:30pm-2:30pm	Planned activities
2:30pm-3:00pm	Snack/handwashing/restroom
3:00pm-3:30pm	Circle time
3:30pm-4:15pm	Learning Centers
4:15pm-5:15pm	Gym/handwashing/restroom
5:15pm-6:00pm	Group time/games

Admission Policy:

All parents/guardians enrolling a child in the Early Learning Center at Cory Rawson are expected to meet with the Director or designee and discuss the program and their child. It is at this time that the philosophy, curriculum, and Center policies can be discussed in detail. The YMCA Early Learning Center at Cory Rawson does require that all parents grant consent for transportation to the source of emergency treatment (located on the child enrollment and health form) All forms must be turned in before noon the Friday before care begins.

Children's Safety:

Ensuring the safety of all children while they attend the YMCA Early Learning Center at Cory Rawson is a top priority. Program staff work in partnership with parents to maintain a safe, nurturing environment while teaching children skills to enhance their safety and well-being. A parent or guardian is the best person to begin teaching a young child about the importance of personal safety. Program staff will also be communicating safety messages and it is important that other adults share similar messages. Keeping in mind the age of your child is critical to delivering safety information in a manner that is helpful and prepares children to ultimately become stewards of their own personal safety.

Professional boundaries with children and families will be maintained at all times by staff. Early childhood is a time when children are to be nurtured as they navigate their growth and development. Examples of improper boundaries between staff and families include but are not limited to: staff becoming personally involved with families; staff giving exclusive attention to one child; staff giving gifts to one single child. If at any time a parent experiences a suspected breach of a professional boundary, a supervisor should be contacted immediately.

Each employee of the center is a mandated reporter of suspected child abuse or child neglect to the local authorities.

Accidents and Injuries:

Through appropriate supervision and low staff/child ratios, staff can prevent many accidents and injuries from occurring. Because some accidents and injuries will inevitably occur, all staff are provided with First Aid and CPR training. If an accident does occur, the following steps are taken:

1. Staff with first aid training responds to the child's immediate needs. Most accidents and injuries that occur are minor and can be resolved quickly.
2. An incident report is completed for any injury that requires first aid. Parents are asked to sign the report upon receipt and a copy is kept on file. Serious incidents must also be reported to the Ohio Department of Job and Family Services by the administrator.
3. Any significant bump or blow to the head will be reported to parents immediately, even if it appears to be minor.
4. If it is determined that the injury may be severe, an adult summons the office to let them know that help is needed. The administrator or designee will call 911 for assistance. The family is contacted at the same time or after the emergency call is placed. Emergency personnel or parents will determine further treatment. If transportation to the hospital is needed, emergency personnel will provide transportation, as indicated on the child's enrollment and health form.

The YMCA does not furnish accident insurance. All medical bills are the responsibility of the child's parent/guardian.

Emergency Procedures:

Shelter in place: Staff are trained and practice monthly the steps to take in the event of an emergency that requires shelter-in-place. This action may be necessary when there is a potentially harmful situation in or near the facility and it is safer to stay inside rather than evacuate. A lock down may be required if violence is threatened. When information is received or when a potentially harmful situation is recognized by program staff, the following steps are taken:

- Staff quickly move children to their classroom or closest safe space and choose the safest place within the room or area to gather. In the event of dangerous weather, groups move to their designated safe space.
- Staff complete a face to name attendance check of children and adults.
- In the event of a lockdown, staff also close and lock doors, turn out lights, and cover windows or doors if possible.
- Staff keep children as quiet and calm as possible until given further directions by the director or emergency personnel.

Evacuation emergencies: Staff are trained and practice monthly the steps to take in the event of an emergency that requires evacuation. This action may be necessary when there is a potentially harmful situation in or near the facility and it is safer to evacuate the building. When information is received or a potentially harmful situation is recognized by program staff, the following steps are taken:

- Staff gather children and prepare to leave the building with children files, emergency medications, a first aid kit, and other emergency supplies.
- Staff complete a face to name attendance check of children and adults before leaving the building and after exiting the building.
- Staff move children to the pre-determined evacuation assembly point and complete another face to name attendance check.
- Staff keep children as quiet and calm as possible until given further directions by the director or emergency personnel.
- If it is determined that children may not reenter the building, families will be alerted to come to the evacuation assembly point to pick up their children.

Emergency Telephone Number:

Emergency Squad	419-422-3838 or 911
Fire Department	419-424-7129 or 911
Poison Control	1-800-589-3897
Children's Protective Services	419-424-7022
Police Department	419-422-4242 or 911
Blanchard Valley Hospital	419-423-4500

In the event of a power outage or heat failure, the YMCA Early Learning Center at Cory Rawson may choose to close. Parents will be notified to immediately pick up their children.

Daily Safety and Security:

1. All children are actively supervised at all times by staff responsible for their care.
2. Children are marked in attendance upon arrival and an attendance sheet accompanies classroom groups as they move about the building or outside.

Staff completes face-to-name attendance checks before leaving any area to move to another.

3. The person who brings a child to the YMCA Early Learning Center at Cory Rawson must bring the child to the staff responsible for the child's care, ensure the staff are fully aware of the child's presence, and sign the child in on the parent sign in/out chart before departing each day.
4. Family members are responsible for the supervision of their children when children are not in the care of staff, such as during arrival and departure times. Children may not be unaccompanied outside the building, on the side walk, or in parked cars.
5. When a child custody issue exists, it is the responsibility of the residential parent to provide official court documentation if there are restrictions or limitations placed on the nonresidential parent. The program does not deny a parent access to their child without proper documentation.
6. The only persons who may pick up a child from the program are those listed on the authorized release form. Staff will not release a child to anyone not listed on the form without additional written instructions. Staff will ask to see photo identification of persons they do not recognize.
7. If the person responsible for picking up the child has not arrived by closing, the staff will contact persons listed as emergency contacts on the enrollment and health form. After forty-five minutes, if the person responsible for the child or an emergency contact has not arrived or been contacted, Hancock County Children's Services will be contacted and will determine if the child should be brought to their agency.
8. When children are scheduled to attend from another educational program and do not arrive, staff will contact the parent or the educational program to determine the whereabouts of the child.
9. No smoking is permitted indoors or immediately outside of the facility; no firearms, weapons, or other hazardous materials are permitted on YMCA Early Learning Center at Cory Rawson or Cory Rawson Schools property.

Your Child's First Day:

- The parent/guardian must escort each child to their classroom and sign the child in/out each day.
- Photo ID is required for anyone who may be picking your child up (for identification purposes)
- Bring a complete change of clothes (socks, underwear, clothing suitable for weather conditions). Please replace these items as they are sent home, outgrown, or as the weather changes.
- Bring a blanket and small pillow for naptime. Blankets and pillows will be sent home weekly to be laundered.
- Reminder: please label your child's belongings. This will help reduce misplaced items. Please note the YMCA is not responsible for lost or misplaced items.

Arrival and Departure Procedures:

- The parent/guardian or designee is required to personally bring the child into the proper child care area and sign them in and out daily. All children must be accompanied by an adult and signed in and out daily. Children will be released only to those adults listed on the Child Release Form. Additions to this list must be made in writing to the Center. All child care staff members are required to ask for photo identification before releasing a child to an adult they are unfamiliar with. Children will not be released from our care to another child.
- If at any time the administration feels that a child's safety is in jeopardy due to a parent/guardian or designee's possible alcohol or drug use, we will notify the Hancock County Sheriff's Office.
- No child or group shall be left alone or unsupervised at any time.
- If a child does not return to the Center from school or another program on a day they are scheduled to return, the office will immediately contact the parent/guardian or designee to locate the child.
- All children must be escorted into and out of the classroom and on/off the playground—there are no exception to this. For their safety, please do not allow children to run ahead of you. Older siblings should wait outside of the younger child's classroom during drop off and pick up times. Appropriate behavior is expected out of older siblings during this time.

Custody Agreements:

Both parents shall be permitted unlimited access to the Center and be afforded the same rights, unless there is court documentation on file that limits the access and conditions of the non-residential parent. All custody matters will be confidential and strictly enforced by the YMCA.

If there are any issues regarding custody or restraining orders against any primary guardian or immediate relative of the child enrolled, a copy of those arrangements must be on file at the center. If these orders are not on file, the center can release the child to either parent. Parents/Guardians and the proper authorities may be notified in case any issues or concerns relating to the arrangements on file arise.

In the event attendance information is required for court proceedings, documentation will only be released by court subpoena. A reasonable length of time (minimum 10 business days) is required to process the request. Forms may be blacked out to maintain the confidentiality of other children enrolled.

Parent Participation:

The YMCA Early Learning Center at Cory Rawson encourages parents to play an active role in their child's care. Parents are welcomed any time to visit or play. If you need assistance with problems or concerns related to the program, please stop

by the office and speak with the Director. The Director's hours of availability are always posted on the bulletin board in the front lobby.

Parent/Staff Relations:

The success of the YMCA Early Learning Center at Cory Rawson depends upon the quality of the relationships between the staff and the families we serve. We strive to address and resolve any issues or concerns that arise with parents, children, and staff. Please feel free to address any questions or concerns with the Child Care Director or District Director.

Parent Behavior Expectations:

The YMCA expects all adults to conduct themselves in a polite and respectful manner while present in our facilities. We reserve the right to remove adults from YMCA premises if the adult is causing a disruption, is inappropriate in their language or actions, or is a threat to the safety of staff, children or other families. We also hold the right to dis-enroll any child from the program if their parents, guardians or any other adult connected to them are exhibiting inappropriate behavior to any of the YMCA staff, property, children, and families. We will contact the appropriate authorities if we feel there is an immediate threat to the safety of our center by an adult whose child/children are enrolled in our center.

Behavior Management Guidelines:

1. YMCA Early Learning Center at Cory Rawson Rules:
 - We expect all children to respect the rights and feelings of others and avoid disruptive behavior that would interfere with program activities. Aggressive behaviors such as hitting, kicking, biting, tripping, spitting, verbal "put downs" and bullying are not acceptable.
 - We expect all children to follow all directions give by the program leaders regarding safety procedures and to stay with the group for all scheduled activities.
 - We expect all children to respect the privacy of others.
2. Behavior Guidelines:
 - Our goal is for children to develop a positive self-image. Children will be encouraged to make good choices that prevent them from harming themselves and/or others. This can be accomplished through close supervision, gentle guidance, and redirection.
 - Children who have conflicts or problems while at our Center will be encouraged to verbalize their anger and concerns. Even infants without verbal skills will hear their caregivers describing problems, solutions, and logical consequences. The role of the adult is to be a helper with positive conflict resolution. Our staff will guide, rather than punish.
 - Children at our Center **will not** receive physical punishment. No child will be humiliated, shamed, frightened, or subjected to verbal or

physical abuse while on the premises or during field trips by a **staff member or parents.**

- If a child's behavior is disruptive to the program, the parent/guardian may be asked to find alternative care for a time specified by the administration.
- Conferences between parents and staff will occur on a periodic basis. Conferences will be offered at least once a year for all children 6 weeks through 5 years old.

BEHAVIOR GUIDANCE PLAN FOR PARENTS

The Findlay YMCA Early Learning Center at Cory Rawson believes that all children should experience success. We strive for a classroom setting that provides children with opportunities to explore their environment within consistent, age-appropriate limits; in such an atmosphere, most behavioral issues are prevented. However, if behavioral issues occur, our philosophy is to help children learn human values, problem solving skills and to take responsibility for their own choices. By using the following progressive guidance techniques, we strive to minimize inappropriate behavior while creating a positive environment for all of our children:

- I. Classroom Management Our teachers will manage individual classrooms by:
 - Modeling and reinforcing appropriate behavior
 - Maintaining consistent supervision
 - Setting reasonable expectations for children's behavior based on their developmental levels and individual differences
 - Becoming familiar with an individual child's special needs
 - Providing interesting, challenging, age-appropriate activities to do in a timely manner
- II. Ignoring Negative Behavior Some negative behavior is exhibited by a child to seek attention; however, it can be stopped when it does not get the attention desired. We will utilize this technique unless a safety issue is involved.
- III. Redirection / Distraction We will offer alternatives to children engaged in undesirable behavior by offering a different toy, suggesting a new activity, engaging the child in an activity with a teacher or another child, or by suggesting independent play.
- IV. IV. Verbal Intervention The teacher explains to the child the inappropriate behavior, and shows him/her the appropriate way to handle the situation. For example, a teacher might say, "instead of hitting Sarah, say, 'I am angry because you took my truck'".
- V. Logical Consequences Here, the teacher helps the child understand the logical consequences of his/her actions by removing an object, activity, etc. that is causing the problem. For example, if a child uses blocks to hit other children, the consequence is to remove the blocks from the child.

- VI. Take A Break The child is separated from the group, to allow him/her to relax and calm down, and to enable him/her to not be influenced by peers. The process used for "Take A Break" is:
- The child is assisted to an area in the room where he/she can be supervised at all times. The child will have access to activities and materials while in "Take A Break".
 - If "Take A Break" occurs two or more time in one day, parents will be notified when the child is picked up at the end of the day.
 - The child may return to the group as soon as the negative behavior stops or is significantly reduced.
 - "Take A Break" will not be used for children under the age of 18 months; instead, redirection or distraction techniques will be used.
 - If "Take A Break" is not working effectively, the Persistent Inappropriate Behavior Procedure will be instituted.

GUIDELINES FOR PERSISTENT INAPPROPRIATE BEHAVIOR

Persistent inappropriate behavior is any inappropriate behavior which continues after the progressive guidance steps have been used; any behavior which threatens the health or safety of themselves, other children or staff; or a continuous inability to follow the rules and guidelines of our program.

The YMCA Early Learning Center at Cory Rawson will use the following progressive procedures:

1. We will observe and record the child's inappropriate behavior
2. We will document what we have done to try to change the behavior.
3. If inappropriate behavior continues, parents will be asked to participate in an immediate parent-teacher conference. Children old enough to understand this process will be invited to attend. A specific action plan will be developed at this conference to address the behavior. The action plan will outline all steps the staff will take to change the behavior, all steps the parents will take, and all steps toward dis-enrollment if the behavior persists.
4. The Center Director/Program Administrator may suggest outside resources to parents and we will work with any outside resource for further guidance in responding to the child's behavior.
5. If the inappropriate behavior continues, parents will be asked to keep the child home for a specified period of time.
6. If the inappropriate behavior persists after the child is kept home, the YMCA Early Learning Center at Cory Rawson will dis-enroll the child.

GUIDELINES FOR IMMEDIATE DISENROLLMENT Certain behavior may cause a significant risk of harm to the health and safety of themselves, other children or staff. (For Example, a physical assault which results in serious bodily injury, an attempted physical assault which if completed, would result in serious bodily injury, setting or attempting to set fires, bringing weapons to the Center, substantial damage to real or personal

property, etc.) The YMCA Early Learning Center will dis-enroll any child whose behavior creates a significant risk of harm to the health and safety of themselves, other children or staff, without following the guidance steps outlined above.

FORMS OF UNACCEPTABLE DISCIPLINE

Our policy does not permit the use of the following forms of discipline:

- Corporal punishment
- Emotional punishment, including ridicule, embarrassment, or humiliation
- Punishing a child for lapses in toilet training habits
- Withholding food, light, warmth, clothing or medical care
- Physical restraint, other than the restraint necessary to protect a child or others from harm

Management of Illness:

In order to help keep children healthy and allow families to fulfill their responsibilities, the YMCA Early Learning Center at Cory Rawson engages in practices to help prevent and control the spread of disease. The YMCA Early Learning Center at Cory Rawson will not care for any “mildly ill” children. Staff members complete a Communicable Disease Management course upon hire. YMCA Early Learning Center staff are required to check your child(ren) for illness or injury upon arrival and are authorized to deny care for the day if needed. Your child will not be accepted into the Center if he/she has symptoms of a contagious disease, illness, or injury that might require medical attention.

According to State of Ohio licensing regulations, a child is considered to be sick and unable to attend the Center without a physician’s release when demonstrating any of the following symptoms:

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness
- Diarrhea (three or more abnormally, unexpectedly, or unexplained 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 or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing

- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When a child begins to show the above symptoms while in care, the YMCA Early Learning Center at Cory Rawson shall:

- Isolate the sick child away from other children, but within sight and hearing at all times
- Provide the sick child with a cot or mat or the sick infant with a crib and make them comfortable
- Notify the child's parents immediately if the child's condition worsens
- Send home bedding used by the child to be laundered
- Wash all toys before use by another child
- Sanitize the thermometer after each use

A child may be readmitted to the Center with a Physician's release or 24 hours after the fever is gone without the aid of medication.

Child Medical Statement:

All children age five (not attending kindergarten) and younger must have a current medical statement on file within 30 days of enrolling. This statement must be signed by a physician, PA, APRN, or CNP and state that the child may participate in group care.

Immunizations:

YMCA Early Learning Center at Cory Rawson requires all children to maintain current immunizations. Any exemptions must be recorded on the required immunization exemption form, available at the check in desk.

Medication:

The YMCA Child Development Center will administer medication only in the event the following conditions are met:

- Request of medication form is completely and correctly filled out by the parent and physician (when required). Directions for administration of medication and topical lotions/creams must be in accordance with the manufacturer's directions for the child's age and weight, or the administration of medication form must be completed by a physician.
- All medication and topical lotions/creams must be stored in the original container and labelled with the child's first and last name.
- Medication and topical lotions/creams cannot be expired
- Prescription medication must have the original prescription label on the bottle. The medication and prescription cannot be expired.
- Medication and topical lotions/creams for routine conditions can be administered for up to one year, then paperwork must be updated

- Emergency medications can be administered for up to one year, then paperwork must be updated.
- Over the counter medication for reducing fever, pain relief, cough relief can only be administered for 3 days.

Medical/Physical Care Plans:

A child identified by a physician or parent as having a medical or physical care condition must complete and have on file in the child's classroom a medical/physical care plan. Conditions that require a plan include, but are not limited to:

- Asthma
- Allergies
- Congenital conditions
- Eczema
- Reflux
- Seizure disorders

Medical/physical care plans provide clear instructions for staff in managing any special care needs. Staff requiring training will be identified by program administrators considering the severity of the special care need, type of medication or other treatment and child's attendance schedule. It is the family's responsibility to train all identified staff in the proper care of the child, use of medical or special equipment and administration of medication. Plans are updated annually or any time a change is indicated. If conditions require medication, a Request for Administration of Medication form is also required.

Administration of Medication:

The YMCA Early Learning Center may receive, approve, and administer medication to children when the medication is needed for a chronic or life-threatening condition (such as asthma treatments or emergency allergy medication) or when it is needed for daily care (such as lotions for eczema, diaper cream, or sunscreen).

Other types of medication, such as antibiotics, which can be administered outside child care hours, should be cared for by parents rather than YMCA Early Learning Center staff. Medication will not be administered to reduce fever; children must stay home until they are fever free without the aid of medication for 24 hours.

If the type or extent of treatment for a condition is considered to be beyond the range of services, the YMCA Early Learning Center has the right to deny administration.

All medications, including topical preparations such as sunscreen, must be approved by an administrator before being taken to a child's classroom.

YMCA Early Learning Center staff cannot receive or administer any medication without a completed administration of medication form and approval from the administrator.

Prescription Medications: Prescription medication must be in the original container with a prescription label containing the child's full name, a current date prescribed within the past twelve months, and the exact dosage and means of administration. A dosing cup, spoon, or syringe calibrated with the exact dosage indicated on the prescription must be provided by the family. Box 1 on the administration of medication must be completed.

Nonprescription Medications: Medications, such as children's Benedryl, must be in the original container and the label must specify the exact dosage for the child's age and/or weight. The full name of the child must be printed on the container. A dosing cup, spoon, or syringe calibrated with the exact dosage as listed on the label must be provided by the family. This type of medication can be administered for no more than three consecutive days. Box 1 on the administration of medication form must be complete. Medication will not be administered to reduce fever; children must stay home until fever free without the aid of medication for 24 hours. If the nonprescription medication label does not specify the exact dosage for the child's age and/or weight or if it contains aspirin or codeine, a physician's instructions are required. The physician must complete box 2 on the request for administration of medication form and the parent must complete box 1 on the form.

Topical Preparations: Sunscreen, lip balm, and skin lotion may be administered daily for a twelve month period with specific instructions provided by the parent in box 1 of the form. If a topical preparation is to be used for an acute skin irritation such as diaper rash, it shall be applied by the program for no longer than 14 consecutive days at any one period of use.

Food Supplements/Modifications: In order to administer a food supplement, such as Pedialyte or ensure, a diet that eliminates a food group, written instructions from a physician on a request for administration of medication form are required.

Administration of Medication by Program Staff: Only designated staff will administer prescription and nonprescription medications. The medication will be administered according to the directions on the request for administration of medication form. Staff will record the time(s) the medication is given and will sign the form after each administration. All staff may administer nonprescription topical products as a preventative measure. Administration of these medications will not be recorded.

Storage of Medication: Medications will be stored in a designated area in the classroom or in the office inaccessible to children. Medications, including sunscreen

and lip balm, may not be stored in a child's cubby, diaper bag or backpack. The only exception to this requirement is for school age children that require the immediate use of an inhaler for a medical condition. School agers only will be permitted to maintain control of their inhalers. A parent or guardian must sign a release form stating that they are permitting their school age child to have access at all times to the inhaler. The child must keep the inhaler on his person at all times; it may not be stored in a cubby or book bag. Anytime the child is unable to maintain control of the inhaler it must be given directly to the staff member responsible for the child.

Medications that are no longer needed or that have expired will be returned to the family; the completed forms will be placed in the child's file.

ADA Statement:

The YMCA Early Learning Center at Cory Rawson will enroll children of any race, color, religion, sex, national origin, or disability in adherence to the Americans with Disabilities Act of 1990, 104 Stat.32, 42 U.S.C. 12101et seq. Children with disabilities may be assessed on an individual basis to determine if our program can meet their needs. Children with special needs will be enrolled based upon their ability to be mainstreamed into the program. We plan to enroll children with special needs into the classroom with children of the child's developmental age, and plan to implement practices supportive of the child's developmental needs. Our program will ensure compliance with administering medication and care procedures in accordance with the ADA.

Infant Care and Diapering:

The YMCA Early Learning Center at Cory Rawson will care for infants beginning at six weeks of age. Diapers are changed every two hours or immediately if soiled. If you prefer a different diapering schedule, you may request it on the enrollment forms.

Bottles and Feeding:

Whether feeding your infant breast milk or formula, all bottles must come prepared and appropriately labeled. There must be one prepared bottle per feeding, as we are unable to sanitize and re-use bottles. Bottles must be labeled with the child's full name, date prepared, and breast milk bottles must also be labeled with the date the milk was expressed.

Breastfeeding:

Mothers are welcome to breastfeed at the Early Learning Center. You may breastfeed in your child's classroom. You may also use the Director's office to breastfeed or pump.

Napping and Resting:

Naptime is an important part of a young child's day. Young children need approximately 12 hours of sleep each day and typically at least one or two hours is gained through napping. Sleep is a vital need, essential to a child's health, immune function, normal growth and development. Sleep enhances emotional health; children who get enough sleep are less prone to behavioral concerns and moodiness. Sleep also enhances alertness, attention and cognitive processes such as memory.

Toddlers and younger preschooler age children are provided with at least a two hour rest period, although not all children will sleep during this time. Children who do not sleep or wake early will be provided with quiet activities on their cots or in another area of the room. To make cots more comfortable, we encourage small, travel-sized pillows and cot sized blankets. Children are also welcome to bring small stuffed animals, dolls or other small comfort items. Older preschoolers are provided with an hour and a half rest period.

Meals and Snacks:

The YMCA Early Learning Center will provide a morning and afternoon snack for all children in attendance. These snacks will contain at least one food from two of the four basic food groups (Meat/meat alternative, grains, fruits/vegetables, dairy). Children may buy lunch from Cory Rawson school or parents may pack a nutritious lunch that incorporates the requirements for each of the 4 basic food groups. Fruit drinks containing 100% juice can be served as a serving of fruit. The YMCA Early Learning Center at Cory Rawson keeps various foods on hand to use as supplements. If a child's lunch does not meet all of the nutritional requirements, we will supplement to provide a complete lunch. If a child consistently lacks items necessary to meet requirements, parents may be charged for the supplements.

The YMCA Early Learning Center will provide milk for morning snack and lunch.

Food Allergies:

If a child has an allergy to specific foods, the parent is to inform the center and complete the required forms to be displayed in the classroom and placed in the child's file.

Outdoor Play:

The YMCA Early Learning Center will provide outdoor play each day for any infant over 12 months of age and school age child in attendance four or more consecutive daylight hours in suitable weather that is a minimum of 25 to maximum of 90 degrees. If the weather is not suitable, taking extreme weather conditions into consideration, will have the opportunity to play in the Cory Rawson school gyms.

Swimming Policy:

Children enrolled in the Early Learning Center at Cory may take scheduled field trips to the Downtown Findlay Family YMCA to swim. Childcare staff members shall always accompany and supervise children during swimming and in the locker rooms. We will always follow state ratio and group size. Extra staff will be provided when available.

The YMCA Child Development Center will have written permission from the parent/guardian before a child shall be permitted to swim or participate in water activities.

Curriculum Goals: Curriculum Goals:

The YMCA Early Learning Center at Cory-Rawson implements curriculum through ***Frogstreet***. The curriculum is designed to meet the needs of diverse learners built on brain research and meets the needs of all learners. This means that when children enter elementary school, their learning has already been focused on the skills that are essential for success with regard to the *Common Core State Standards*.

Key objectives include developing social-emotional intelligence with Conscious Discipline® principles, expanding vocabulary and communication through rich oral language opportunities, building foundational literacy and academic skills, promoting critical thinking, and establishing a strong sense of classroom community and cultural responsiveness.

Toddler teachers implement curriculum by planning a variety of indoor and outdoor play experiences that include sensory, art, fine and gross motor, music, books, and large group activities when appropriate. They also plan changes to the classroom environment and routines and schedules to support the children's growth and development.

Preschool teachers plan focused large and small group experiences including, reading aloud, outdoor experiences, and experiences in a variety of interest areas, including blocks, dramatic play, toys and games, art, library, sand and water, music and movement, cooking and discovery. Integrated learning occurs through a focus on topics of interest to preschool children where they apply their skills in order to answer questions.

In addition to planned experiences, children have opportunities for abundant play experiences. Through the exploratory and creative activity that young children initiate themselves, their play develops concepts and understanding about the world. Play helps children develop the skills necessary for a successful school experience including a positive approach to learning, self-regulation, and effective social skills.

Observation and Assessment:

Thoughtful observation and assessment of children helps staff learn more about children's unique qualities, develop individual goals, plan and implement effective curriculum, and make referrals as appropriate. Effective teachers observe children, talk with them about their ideas, record interesting things they do and say, and document their progress in development and learning. Working together with families, staff is able to create unique environments and experiences to meet the needs of children in their classroom. Staff use several formal developmental screening and assessment tools as well as informal observation and documentation. Children are observed and assessed in their authentic play environments. Information gathered is shared with families at least quarterly through conversation, documentation or parent conferences. Formal conferences are offered to each family at least once annually and compiled assessment information is presented. Additional conferences may be scheduled whenever the need is identified by the families or teachers.

Screenings and Assessments:

Newly enrolled preschool age children will have a developmental screening within the first 60 days of enrollment and annually until they enter kindergarten. YMCA Early Learning Center staff will use the Ages and Stages screening tool. If there are concerns about a child's development we will make referrals to parents to get formal assessments done on the children.

YMCA Early Learning Center staff will use the Assessment, Evaluation, and Programming System to assess the learning of children enrolled age birth through preschool. Assessments will be conducted within 60 days of enrollment, and every six months after that.

Transitioning Policy:

Families transitioning into our program meet with the administrative staff and receive paperwork and the handbook. The policies are reviewed and parents are given a tour of the classroom and meet the staff that will be working with their child. Additional policies pertaining to the infant room are reviewed with the parents during this meeting.

As children transition within our program, a transition form is completed and shared with the parents informing them of which room their child will be transitioning to and a schedule for the transition. The teachers offer a conference to discuss the transition plans, answer any questions, and have the parents sign the form. Upon transitioning out of the program, any child development screenings, assessments, and portfolios of the children's work are provided to the family.

Transportation of Children:

Whenever children are transported by vehicle away from the Center for field trips, routine trips, routine walks, or special outings, the following procedures will be followed:

- A parent permission slip will be required for any field trip.
- A first aid box will be available on the trip.
- Attendance will be taken as children are loading on and off the vans.
- A person trained in first aid, CPR, Communicable Disease, and Child Abuse will be present on each trip.
- Each child on a field trip shall have identification containing the Center's name, address, and telephone number.
- Each child's medical records and emergency transportation authorization will be transported with the group.

When there is a child with an emergency, the child will be transported by ambulance and parents will be notified according to each child's ETA.

Registration and Tuition Policies:

The YMCA Early Learning Center at Cory Rawson is a non-profit organization dedicated to providing quality child care. The Findlay YMCA Early Learning Center is dependent upon the prompt payment of fees. The YMCA Early Learning Center hours of operation are 6:15am-6:00pm, Monday through Friday. To ensure that quality care is maintained, the following policies governing prices and payment of child care fees shall be enforced.

- Registration fees and first week tuition are due upon acceptance to the program. Registration fees are non-refundable and must be turned in with a completed Tuition Agreement Statement found in the enrollment packet. Registration fees can be found in the current session brochure with all of the current pricing.
- Once your child is registered at the Center, your child will be enrolled until they leave the program. If a family withdraws for any reason, you must re-register and may be subject to a waiting list if applicable. If a child does not attend for 2 weeks without communication and/or payment, the child will be disenrolled.
- Families must complete the Tuition Agreement statement/Draft information form and return it with all of the applicable registration fees to the Center one week before the child's first day of attendance in the program.
- When registering your child in the program, please indicate your child's schedule on the Tuition Agreement form included in your enrollment packet. Schedule changes must be in writing two weeks in advance using a schedule change form. This form can be found at the front desk of the Child Development Center.

- Tuition is due Friday of the week before attendance. All payments must be credit card (Visa, Mastercard, or Discover card) or Electronic Funds Transfer. The form for payment is included in your enrollment packet.
- Payments will not fluctuate for child care center closings, illness, or other occasional absences. No credits or refunds will be issued for weeks unattended.
- Families using child care assistance through ODJFS must follow all registration procedures and are susceptible to all other fees, such as late pick up fees, returned check fees, field trip fees, etc. All co-payments are due the Monday of the week of attendance. Parents/guardians are required to use the TAP tablet to record attendance daily and sign their child in/out on the YMCA attendance charts. If attendance is not properly recorded on the tablet, the parent/guardian must fix the attendance on the tablet within 24 hours. Failure to keep up with attendance on the tablet may lead to termination of child care services. Failure to keep attendance up to date or keep determination with the County up to date will lead to the parent being responsible for full payment of services rendered and could lead to termination of child care services.
- All fees are to be paid prior to the start of the week of service.
- Returned EFT fees may be collected electronically by our third party collection company and will be assessed a minimum fee of \$25.00. Declined credit card drafts will be assessed a fee of \$25.00.
- Any fees that are 2 weeks overdue could automatically cancel your child's enrollment, unless arrangements have been made prior to that with the Billing Department. Parents/guardians are responsible for paying any collection fees, including court costs and attorney fees.

Additional Fees:

1. Late Fees: YMCA Early Learning Center at Cory Rawson closes at 6:00pm September through May, 5:15pm June through August. A charge of \$25 per child will be added to your account in the event you pick up your child 1-15 minutes past closing. Another \$25 per child will be added if you pick up your child between 16 and 30 minutes past closing. An additional \$25 per child will be added if you pick up your child between 31-45 minutes past closing. If we have been unsuccessful in contacting you or an emergency contact after 45 minutes, we will contact Children's Services to pick up your child. This fee must be paid within 30 days of the late fee charge.
2. School delays/cancellations/breaks: additional fees will be added to your account for school delays and full day care during breaks and cancellations. Current fees for the additional care can be found in our current brochure.

Holidays and Vacations:

Tuition does not change when holidays fall within the work week. The Center will be closed on New Year's Eve and New Year's Day, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

Two weeks of vacation credit will be issued to children attending full time during the entire year. One week of vacation credit will be issued to children attending full time during the school year only or the summer only. A change of schedule form must be completed two weeks prior to the requested time off. Vacation credit can only be used when the child is not in attendance. There is no vacation allowance for part time children.

Absences and Illness:

Please notify the YMCA Early Learning Center as soon as possible if your child is going to be absent due to illness, vacation, or any other reason. No credit will be issued due to illness. Children who do not attend for two weeks without communication and/or payment will be disenrolled from the YMCA Early Learning Center.

Schedule Changes:

In the event your child's part time schedule is going to change for a week and you need to add a day, please complete a change of schedule form. These forms can be obtained at the front desk in the lobby.

The YMCA Early Learning Center is dependent upon your year round enrollment. Any break in a child's schedule requires us to re-evaluate room ratios and staff needs. We are also aware that there may be times when parents need to make temporary changes. This will apply to maternity leaves, college breaks, summer breaks, medical leaves, and temporary unemployment. In this event, the Director may approve a change to a part time schedule or allow you to pay 50% of your child's tuition for up to 8 weeks. You must complete a change of schedule form and meet with the Director for this benefit. If you choose to terminate your child's enrollment during an extended leave with a two week notice, your child will be placed back on the waiting list and re-enrollment will be determined upon availability. You will be required to update your enrollment paperwork and pay the registration fee upon acceptance back into the Center.

Withdrawal Policy:

If you wish to withdraw your child from our program, a two week notification in writing is required. Parents will be charged through the child's last day in the

Center. If two week notification in writing is not provided, parents will be charged through the two week period.

Termination Procedures:

The Center has the option to remove a child from the Center for the following reasons:

1. Failure to make payment on time. Any bill two (2) weeks past due may result in termination of child care services.
2. Any check for payment returned to us for non-sufficient funds by the bank will result in either cash payments or termination of services.
3. Consistent late pick up of children after the Center closes.
4. Consistent failure to notify the YMCA Early Learning Center of absences. Failure to attend for 2 weeks without communication/payment will result in your child's termination of services.
5. Enrollment forms are not kept up to date and the yearly physical form is not current within 30 days of the request for update, the Center will terminate services until the forms are returned
6. A parent fails to follow policies and/or procedures or if YMCA administration determines a parent's behavior to be unacceptable towards a child, a YMCA staff member, or YMCA Directors.
7. A child's behavior is disruptive to the program and attempts to rectify the situation are not successful.

Tax Information:

Child care payments are tax deductible. The YMCA Federal Tax Identification Number is 34-4428263. Invoices for yearly payments may be picked up at the YMCA Child Development Center front desk.

Toys From Home:

There is a variety of educational games and toys for imaginative play available at the YMCA Early Learning Center. This will provide the full benefit that can be derived from the carefully planned developmental materials. Personal toys should be kept home. On occasion, we will have Show and Tell, Game Day, or Puzzle Day. During those times the children may bring these items from home. Any items brought in for special days should be labeled with your child's name or initials. We ask that guns or toys of a violent nature be kept at home.

School Delays and Cancellations:

In the event the school has a scheduled 2 hour delay, cancellation, scheduled day of inservice/break the YMCA Early Learning Center will offer care for enrolled children. In the event Cory Rawson has an unscheduled 2 hour delay, the YMCA Early Learning Center at Cory Rawson will also operate on a 2 hour delay. Additional fees will be applied to your account and can be found on our program brochure.

Weather Policy:

Level 1: All YMCA classes will be held. Please use caution when traveling. Check out our Facebook page, go to our website- www.findlayymca.org or sign up for text alerts a www.gofindlay.com in case of class cancellations if conditions worsen.

Level 2: All youth and adult classes are cancelled. In case of deteriorating conditions and possible delayed openings and building closings continue to check back frequently. Check out our Facebook page, go to our website- www.findlayymca.org or sign up for text alerts a www.gofindlay.com

Level 3: Across all of Hancock County: all YMCA events and classes will be cancelled and facilities will be closed.

Buildings will be cleared of members as quickly as possible and parents will be notified to make arrangements to have their children picked up from the Early Learning Center.

Thank you for choosing the Findlay YMCA Early Learning Center at Cory Rawson for your family's child care and education needs. We look forward to working with you and your family!

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.