



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



# YMCA of Central Stark County Child Care Programs' Parent Handbook

# LEARN, GROW, THRIVE

YMCA of Central Stark County

4700 Dressler Rd NW  
Canton, OH 44718  
[www.ymcastark.org](http://www.ymcastark.org)  
330-491-9622

# WELCOME!

Dear Parent/Guardian,

On behalf of the YMCA of Central Stark County, we would like to take this opportunity to welcome you and your child to our YMCA Child Care program. At the Y, we recognize that successful youth development requires a holistic approach focused on achieving social-emotional, cognitive and physical growth. Youth need positive adult and peer role models, and they need to feel physically and emotionally safe to thrive. The Y puts caring adults in children's lives and nurtures them along their journey to adulthood, so they can become active, thriving and contributing members of society.

This program has been structured to meet the needs of your family and the community. Please reference this booklet for a detailed account of our policies and procedures. Should you have any questions, concerns or suggestions, please contact your Child Care Director or myself using the information below.

Thank you for your support and cooperation in our youth development programming!



Heidi Wilson

Executive Director of Child Care

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# SITE LOCATIONS/HOURS OF OPERATION

\* All Child Care Sites and Centers are licensed by the Ohio Department of Jobs and Family Services and operated by the YMCA of Central Stark County

## Early Education and Child Care—Infants, Toddlers, Preschool, Before and After School Care, School Days Out

### North Canton Y Child Development Center

315 N Main Street NW, North Canton, OH 44720

Hrs: 6:30a-6:30p

License # 100186

Phone # 330-305-5437

### School Days Out Program Locations

#### Alliance Family YMCA

205 S. Union Ave  
Alliance, OH 44601

Hrs: 6:30-6:00p

License # 100315

Phone # 330-823-1930

#### Lake Community YMCA

428 King Church St NW  
Uniontown, OH 44685

Hrs: 6:30a-6:00p

License # 106570

Phone # 330-877-8933

#### Louisville Area YMCA

1421 S. Nickelplate Louis-  
ville, OH 44641

Hrs: 6:30a-6:00p

License # 106596

Phone # 330-875-1611

#### Paul & Carol David Y

7389 Caritas Cir NW  
Massillon, OH 44646

Hrs: 6:45a-6:00p

License # 106591

Phone # 330-830-6275

#### Meyers Lake YMCA

1333 N. Park Ave. NW  
Canton, OH 44708

Hrs: 6:30a-6:00p

License # 106865

Phone # 330-454-9018

## Before & After School Child Care Program Locations

#### YMCA Child Care @ Avondale Elementary

3933 Eaton Dr. NW  
Canton, OH 44708

Hrs: 6:30a-School-6:00p

License # 100365

Phone # 330-417-5451

#### YMCA Child Care @ Alliance Elementary School

2400 S Rockhill Ave.  
Alliance, OH 44601

Hrs: 6:30a-School-6:00p

License # 2230028506

Phone # 330-823-1930

#### Paul and Carol David Y Amherst Elementary

8750 Jane St NW  
Massillon, OH 44646

Hrs: 6:45a-School-6:30p

License # 106311

Phone # 330-417-0128

#### Schalmo Y Child Care @ Northwest Primary

8436 Erie Ave NW  
Canal Fulton, OH 44614

Hrs: 6:45a-School-6:30p

License # 100073

Phone # 330-418-0813

#### YMCA Child Care @ Cedar School

2823 Ninth St SW  
Canton, OH 44710

Hrs: 6:30a-School-6:00p

License # 105912

Phone # 330-417-5699

#### YMCA Child Care @ Barr Elementary

2000 47th ST NE  
Canton, OH 44705

Hrs: 6:30a-School-6:00p

License # 100239

Phone # 330-418-1515

#### YMCA Child Care @ Lake Primary School

13244 Cleveland Ave NW  
Uniontown, OH 44685

Hrs: 6:30a-School-6:00p

License # 2190020151

Phone # 330-418-5124

#### Paul & Carol David Y Lake Cable Elementary

5335 Villa Padova Dr NW  
Canton, OH 44718

Hrs: 6:45a-School-6:30p

License # 107075

Phone # 330-418-0879

#### YMCA Child Care @ AELS

285 W Oxford St.  
Alliance, OH 44601

Hrs: 6:30a-School-6:00p

License # 2230028104

Phone # 330-823-1930

#### YMCA Child Care @ Northwood Elementary

1500 School Ave NE, North  
Canton, OH 44720

Hrs: 6:30a-School-6:00p

License # 2170015652

Phone # 330-305-5437

#### YMCA Child Care @ Middlebranch Elem.

7500 Middlebranch Ave NE  
Canton, OH 44721

Hrs: 6:30a-School-6:00p

License # 2170015653

Phone # 330-936-0827

#### Louisville Area Y Child Care @ LES

415 N. Nickelplate  
Louisville, OH 44621

Hrs: 6:30a-School-6:00p

License # 100132

Phone # 330-417-0762

#### Paul & Carol David Y Sauder Elementary

7503 Mudbrook St NW  
Massillon, OH 44646

Hrs: 6:45a-School-6:30p

License # 106312

Phone # 330-418-7096

#### YMCA Child Care @ AIM Academy

2115 Georgetown Rd NE  
Canton, OH 44704

Hrs: 6:30a-School-6:00p

License # 2180017699

Phone # 330-413-0377

#### YMCA Child Care @ Southway Elementary

4110 Southway St. SW  
Massillon, OH 44646

Hrs: 6:30a-School-6:00p

License # 100196

Phone # 330-936-7015

#### YMCA Child Care @ Taft Elementary

3829 Guilford Ave NW  
Canton, OH 44718

Hrs: 6:30a-School-6:00p

License # 100077

Phone # 330-417-5401

#### Louisville Y Child Care @ East Canton Schools

310 Browning Ct  
East Canton, OH 44730

Hrs: 6:30a-School-6:00p

License # 2170015808

Phone # 330-936-0468

#### Paul & Carol David Y Strausser Elementary

8646 Strausser St NW  
Massillon, OH 44646

Hrs: 6:45a-School-6:30p

License # 106830

Phone # 330-316-4858

#### YMCA Child Care @ Worley Elementary

1340 23rd St NW  
Canton, OH 44709

Hrs: 6:30a-School-6:00p

License # 100004

Phone # 330-418-1310

#### YMCA Child Care @ Minerva Elementary

130 Bonnieview Ave  
Minerva, OH 44657

Hrs: 6:30a-School-6:00p

License # 106732

Phone # 330-868-0901

**Child Care Programs Run  
Monday-Friday Only**

**Federal Tax ID Number:  
34-0714392**

# SITE LOCATIONS/HOURS OF OPERATION

## Summer Day Camp Locations

### Alliance Area YMCA

205 S Union Ave  
Alliance, OH 44601  
Hrs: 6:30a-6:00p  
License # 100315  
alchildcare@ymcastark.org  
Phone # 330-418-0675

### GlenOak High School

1801 Schneider ST NE  
Canton, OH 44721  
Hrs: 6:30a-6:00p  
License # 2170014599  
plchildcare@ymcastark.org  
Phone # 330-418-1515

### Jackson High School

7600 Fulton Dr NW  
Massillon, OH 44646  
Hrs: 6:45a-6:00p  
License # 2200021318  
jkchildcare@ymcastark.org  
Phone # 330-316-4858

### Lake Community YMCA

428 King Church Ave SW  
Uniontown, OH 44685  
Hrs: 6:30a-6:00p  
License # 106570  
lkchildcare@ymcastark.org  
Phone # 330-418-5124

### Compton Learning Center

401 14th St. SE  
Canton, OH 44707  
Hrs: 6:30a-6:00p  
License # 2200021501  
ccchildcare@ymcastark.org  
Phone # 330-417-5699

### Louisville Middle School

1300 S Chapel St  
Louisville, OH 44641  
Hrs: 6:30a-6:00p  
License # 2190019459  
lvchildcare@ymcastark.org  
Phone # 330-417-0762

### North Canton Middle School

605 Fair Oaks Ave SW  
North Canton, OH 44720  
Hrs: 6:30a-6:00p  
License # 2200021567  
ncchilddevelop-  
ment@ymcastark.org  
Phone # 330-936-0352

### North Canton Y Child Development Center

315 N Main Street NW,  
North Canton, OH 44720  
Hrs: 6:30a-6:30p  
License # 100186  
ncchilddevelop-  
ment@ymcastark.org  
Phone # 330-305-5437

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Day Camp Programs Run Monday-Friday Only

Federal Tax ID Number: 34-0714392

# CONTACT INFORMATION

## CHILD CARE DISTRICT DIRECTORS

**Ricky Lovell** (Jackson & Northwest)

rlovell@ymcastark.org

330-830-6275

**Erin Waller** (Minerva, Louisville, & East Canton)

ewaller@ymcastark.org

330-868-0901

**Holly Hug & Cassandra Rohrig**

(Canton City, Perry, & Plain)

hhug@ymcastark.org / crohrig@ymcastark.org

330-454-9018

**Crystal Collins** (Lake)

crystalc@ymcastark.org

330-877-8933

**Marissa Hyde** (Alliance)

mhyde@ymcastark.org

330-823-1930

**Mandi Gibbons & Kristin Hamilton**

(N. Canton Child Development Center & North Canton)

mgibbons@ymcastark.org / khamilton@ymcastark.org

330-305-5437

## ASSOCIATION OFFICE

For questions or concerns regarding your child's programming, please first reach out to the district director that directly oversees all of the programming at your child's location. For all other inquiries, please call our association office at 330-491-9622.

**Heidi Wilson - VP of Child Care & Camping**

hwilson@ymcastark.org

**Lyndsay Gatto - Associate Executive Director**

lgatto@ymcastark.org

**Christina Collins - Director of Curriculum & Quality**

ccollins@ymcastark.org

**Jenn Sanders - CC Business Director**

jsanders@ymcastark.org

Please visit us on the web at:

[www.ymcastark.org/child-care](http://www.ymcastark.org/child-care)

\*Child Care Directors and teachers are available to meet with you regarding your child at any time upon request. Please reach out to them directly to set up a time.

# MISSION & PHILOSOPHY

The Y is a leading nonprofit committed to strengthening community through **youth development, healthy living and social responsibility**. The Y makes accessible the support and opportunities that empower people and communities to learn, grow and thrive. With a focus on youth development, healthy living and social responsibility, the Y nurtures the potential of every child and teen, improves the nation's health and well-being, and provides opportunities to give back and support our neighbors.

To ensure youth realize their potential to become active, engaged, and thriving members of the community, the Y will nurture their social-emotional, cognitive, and physical development through holistic youth programming, experiences, and supports.

Each child that attends the YMCA of Central Stark County Child Care programs is a unique individual growing and developing in his or her own way and has the right to be treated accordingly. Diverse opportunities are provided to facilitate the social, emotional, cognitive, and physical growth of each child. Our Child Care programs seek to provide developmentally appropriate individual and group learning experiences that encourage creativity, independent choices, responsibility, self-control, and the development of a positive self-concept.

## Our Goals

- To provide quality care for children regardless of socio-economic background or family dynamic.
- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive environment of safety, support, and care.

## Our Promise

No one will be turned away from the YMCA due to an inability to pay. Financial assistance is available through the Ohio Department of Jobs and Family Services and the YMCA of Central Stark County. Ask your Child Care Director for an application and details of application. All applications are confidential.

# ABOUT OUR PROGRAMS

## Program Year

The YMCA infant, toddler and preschool programs run the calendar year from August to August. School-age programs run from August through May in line with the yearly calendar provided by your program's local school district. Summer Day Camp programs run during the summer for the weeks that school is not in session. Registration is completed on a yearly basis, prior to your enrollment in each program. You must re-register your child each year.

## Program Types

### INFANT & TODDLER

(Offered exclusively at the North Canton Child Development Center)

As a part of our Infant and Toddler program, your little one will be surrounded by a caring staff who is here to support him/her during this important period of development. Our infants enjoy a flexible schedule that meets each child's needs. Toddlers share meal and rest times and begin to practice group learning experiences. [www.ymcastark.org/cdc](http://www.ymcastark.org/cdc)

### PRESCHOOL

(Offered exclusively at the North Canton Child Development Center)

The Y preschool program is a great beginning for a lifetime of learning! With a curriculum rooted in the Early Learning and Development standards. Children ages 3-5 can participate in preschool programs that prepare them for kindergarten and beyond! [www.ymcastark.org/cdc](http://www.ymcastark.org/cdc)

### SCHOOL YEAR CARE

With a focus on safety, health, social growth and academic enhancement, Y before and after school programs serve kindergartners through sixth graders (some locations up to eighth grade) with a variety of programming options to explore and develop their interests and talents. [www.ymcastark.org/ccregistration](http://www.ymcastark.org/ccregistration)

### SCHOOL DAYS OUT

When school is out, the Y is IN! The YMCA offers "School Days Out" Days for children Grades K-5 (up to 8th grade at select locations) on days when school is not in session due to district scheduled days off or inclement weather. The theme-based day of fun and adventure incorporates a variety of activities: arts and crafts, games, singing, and even free play. Dates and times are in line vary by location based on local school district calendars. [www.ymcastark.org/sdo](http://www.ymcastark.org/sdo)

### SUMMER DAY CAMP

We offer a weekly summer program for children entering grades K-8 (age groups vary by location) The children participate in a setting which allows for: exploration, crafts, singing, games, swimming, and just plain FUN! In addition to swimming and weekly field trips, We offer a variety of Specialty Camp experiences, such as: Cooking, Karate, STEM, Art, and more! [www.ymcastark.org/summer](http://www.ymcastark.org/summer)

# GRIEVANCE PROCEDURE

Each program has an open door policy and works hard to ensure your family has an enjoyable experience. If a parent or staff member has a concern it should be immediately brought to the District Director's attention. If the concern is not resolved, the Associate Executive Director of Child Care or Executive Director may be contacted. Please see page 4 of the parent handbook for contact information or visit [www.ymcastark.org/child-care-contact-us](http://www.ymcastark.org/child-care-contact-us).

# REGISTRATION

Prior to beginning child care programming, each child will need to have a completed registration packet on file. Once completed, a child care staff member will confirm registration with you and your child will be able to begin care.

The following documents must be completed in their entirety in order to begin programming:

- Child Enrollment and Health Information form (ODJFS 01234) \*Permission to transport your child in a medical emergency is REQUIRED for registration
- Child information form (page 1 of packet) complete with persons permitted to pick-up your child and contact information.
- Behavior Guidance Management Policy
- Permission Forms - all applicable
- Child Medical Statement (Statement of Immunization - NOT required for school-age children) If a child has not received the recommended screenings (hearing, vision, dental, etc.) information will be given regarding such screenings.
- Schedule and Tuition Agreement with bank/credit card draft information
- YMCA of Central Stark County permission statements
- Family questionnaire and child goal sheet
- Medical/Physical Care Plan (ODJFS 01236) and Request for Administration of Medication (ODJFS 01217) if needed for allergies or medical conditions.
- Any applicable court order regarding custody and visitation rights

**The child may not begin the program on the same day as registration.** A child care staff member will confirm registration with the parent/guardian before the child is permitted in programming. A tour of the facility is available upon request.

# STAFF

## Commitment to Quality

Our staff is here to support the social/emotional and cognitive growth and well-being of every child in our care. All staff members meet the requirements set by ODJFS childcare licensing. All staff are trained in First Aid, CPR, Recognition of Child Abuse and Recognition and management of communicable diseases, as well as fundamentals of child development.

# CURRICULUM

## Early Learning

The YMCA Child Development center utilizes The Creative Curriculum in our infant, toddler and preschool classrooms. This is a play-based curriculum that uses children's interests as a means for meeting the objectives that are aligned with the Ohio Early Learning Content Standards. Children learn with hands-on experiences in many interest areas, including but not limited to, blocks, sensory table, dramatic play, music and movement, science and outdoor play. Children are assessed within 60 days of enrollment using the Ages and Stages Questionnaire. The results of which, will assist in the development of the children's individualized goals and will help us know if the child needs to be referred to outside services. Children will be routinely assessed using the Creative Curriculum's Assessment tool and through the use of a portfolios. Parent conferences are offered in the Fall and Spring to review each child's progress. The YMCA does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

## School Age

School-aged children are assessed using anecdotal notes and self-assessment checklists. Our school-age program uses the guidelines of the YMCA curriculum, Cincy Afterschool, as well as the principals from Building the Primary Classroom. Teachers' weekly lesson plans support the Ohio Academic Content Standards through fun and play. We also incorporate Character Education into our daily activities. The YMCA does not report child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

# BILLING INFORMATION

## Child Care Business Office

The Child Care Business Office, located at the YMCA of Central Stark County's Association Office, handles all billing functions for our child care programs and services. This includes all invoicing and auto-payments. Please contact the Child Care Business Office to update payment information or with any billing related inquiries at 234-215-3566 or [ccbusiness@ymcastark.org](mailto:ccbusiness@ymcastark.org).

## Tuition Fees

All tuition payments are drafted in advance of attendance per your agreed upon draft schedule selected in your enrollment packet. A tuition agreement must be signed by the party responsible for payment and submitted with all other paperwork. The YMCA of Central Stark reserves the right to discontinue services to anyone falling delinquent in their childcare payments until all charges are cleared. Outstanding balances may result in not only the discontinuing of childcare, but also ineligibility for other YMCA of Central Stark County programs.

## Withdrawal/Schedule Change/Vacation Days

Changes in schedule are subject to space availability. You are allowed one floating vacation week per program year, plus the option of not attending without payment during the program's designated winter (2 weeks) and spring (1 week) breaks. To withdraw your child, request a schedule change, or submit a vacation request, you must complete a change of schedule form **at least two weeks in advance** at [www.ymcastark.org/changeform](http://www.ymcastark.org/changeform).

## Pricing/Rates

All rates are published on our website and in our enrollment packets. Visit [www.ymcastark.org/ccregistration](http://www.ymcastark.org/ccregistration) and click on your district name in the table to learn more about each district's programs, pricing, and more!

## Fee Adjustments

Accounts will be billed their scheduled fee each week regardless of attendance with the exception of times that the program is closed more than one day in a week (Thanksgiving week). We do not adjust billing due to attendance unless the child is hospitalized. Children who are not picked up by program closure will be charged a late pick-up fee of \$1 per minute. Failed drafts incur a \$30 NSF fee.

## ODJFS Assistance

The YMCA accepts child care assistance through the Ohio Department of Job and Family Services. Infants and toddlers must be approved for full time care in order to enroll. Parents receiving assistance are responsible for "tapping" in and out each day. Failure to tap within the two week back-tap period will result in the account being charged the private pay fee for that week. If there is an outstanding balance due of two weeks or more, the delinquent payment form will be submitted to the assigned caseworker and the YMCA of Central Stark County outstanding balance procedure will be followed. If a child receiving ODJFS assistance is registered for a School Day Out day and fails to attend, the private pay rate will be charged for that day. See the next page for case details.

## YMCA Financial Assistance

Financial Assistance is available through the YMCA for those who do not qualify for assistance through ODJFS. Denial from ODJFS is required before financial assistance can be awarded. Applications can be picked up at your local Y branch or via our website at [www.ymcastark.org/financial-assistance-application](http://www.ymcastark.org/financial-assistance-application)

## Transitions

We want to make all children and families comfortable in joining our programs. Families are encouraged to schedule a tour of the program facility and meet with the Child Care Director to learn more about the program. Children in our infant/toddler/preschool programs transition to the next level classroom when they are ready, both developmentally and by age, and an open slot is available. Children will be given a period of one week (or longer if needed) to spend lengthening times in their new room. Parents will be notified in writing of all transitions. For children leaving our program due to aging out, time will be spent reviewing emergency procedures and basic "home alone" skills. When children leave our program to attend a new program, records will be transferred to the new program by the parent's request if all balances are paid in full.



# ODJFS ASSISTANCE BILLING INFORMATION

## Authorization

You must call your caseworker with the name and license number of the site as well as the date needed for care, at least 2 business days before care begins to gain authorization at the site needed. If authorization is not granted or backdated, and your child attends care, you will be responsible for the private pay rate. If your school age child attends a different location for School Day Out and Summer Day Camp, you will be responsible for contacting your caseworker for that authorization before registration is accepted. If authorization is not received and the child attends care, the private pay fee will be charged for days attended.

## TAP System

You must TAP your child(ren) in and out each day. This can be done at the onsite tablet, or from your phone using the Kindersmart app. You have two weeks to correct and approve any missed TAPs. If TAPs are not corrected or approved within the two week period, you will be responsible for the weekly private pay fee. Instructions can be provided for all TAP requirements and system usage.

You must provide your Child Care Director with phone numbers for anyone that will be able to TAP your child in and out each day. Anyone authorized to pick up your child is able to have a TAP login and complete this task upon pick up and drop off. If you would like to add or change someone's ability to TAP your child in and out, you must provide this in writing to your Child Care Director.

Please make sure you verify that your TAP was approved after each transaction.

## Co-Payments

Your co-pay is due WEEKLY through bank or credit card draft. This can be set up as weekly or bi-weekly payments ahead of the week of care. If your payment is two weeks overdue, we are required to notify ODJFS and your case could be in jeopardy. Care may be suspended until the balance is paid in full. If your copay changes from \$0 to any other amount, you must provide draft payment information within 2 weeks or child care may be suspended.

## Attendance

It is your responsibility to keep the Child Care Center & Business Office updated on your child's attendance schedule. Your child must attend over 7 hours per week (School Age) or 24 hours per week (Infant, Toddler and Preschool) in order to keep their spot in care.

If your child does not attend on his/her scheduled days, an absent day will be charged to your ODJFS case. You are allowed 10 absent days between January and June and 10 days between July and December. If you exceed these days, you are responsible for the weekly private pay fee.

School Days Out must be signed up for in advance of attendance and cancelled by the date indicated on the form. If you sign your child up for a School Day Out day and do not attend, you will be charged an absent day. If you exceed your absent day allowance, the private pay fee of \$30/Y-members or \$40/non-members for that day.

In the event of a snow day, you may bring your child to the snow day location, but will need to contact your case worker that day for authorization. When authorization is complete, you will need to return to the site to back TAP for the hours your child attended.

## Links

ODJFS Child Care Assistance Application: <https://ifs.ohio.gov/cdc/Page4.stm>

TAP System Instructions and Information: <https://ohiocctap.info/caretakers/>

# CHILDREN WITH ADDITIONAL NEEDS

The YMCA will ensure compliance with the Americans with Disabilities act including administering medication and care procedures to children with disabilities. The YMCA of Central Stark County will make reasonable modifications to our policies and practices to integrate children, parents, and guardians with disabilities into our programs including administration of medication and care procedures. If your child requires additional support due to a disability, a parent meeting will be required before registration in order to do an individualized assessment on your child's particular needs. The YMCA of Central Stark County will not exclude children with disabilities from our programming unless their presence would pose a *direct threat* to the health or safety of others or require a *fundamental alteration* of the program (a "fundamental alteration" is a change that is so significant that it alters the essential nature of the goods, services, facilities, privileges, advantages, or accommodations offered).

# PROGRAM CLOSURES

## Emergency Delays/Closure

The YMCA of Central Stark will run School Day Out programming at the locations listed on page 3 when public schools are closed due to weather or emergency. Your child is preregistered for these days if they have a current and completed packet on file.

In the event that the program is without water or power for an extended period of time, or weather is extreme requiring closure, parents will be contacted to pick up their children and the program will remain closed until the concern can be remedied.

In the event of a closure or other extraordinary circumstance, the YMCA of Central Stark County will communicate information through the branch and association Facebook pages, YMCA website, Remind or Bloomz app and local news. Parents will be contacted directly via phone if the closure happens during a currently running program.

## HOLIDAYS

Child Care programming will be closed on the following days:

- Labor Day
- Thanksgiving Day & the Friday Following
- Christmas Eve & Christmas Day
- New Years Day
- Memorial Day
- Fourth of July
  
- 2 Professional Development Days TBD by programs at the beginning of each School Year/Summer Program

# FOOD POLICY

## Snacks/Meals

Before/After School- Breakfast is provided by the parent or school. PM snack\* provided by child care program

School Days Out- Lunch provided by parents, AM & PM snack\* provided by child care program

Summer Day Camp- Breakfast and AM snack provided by parents, PM snack\* provided by the child care program

\*PM snack consists of an 8 oz milk or 6 oz juice and a pre-packaged snack serving of grain or fruit/vegetable

North Canton YMCA Child Development Center-A morning snack, lunch and afternoon snack are served daily. A current menu is posted on the information board and on our website each month. Parents may provide alternatives. Parents of infants may provide prepared formula or breast milk along with written serving instructions or they may opt to use the formula provided by the center. A private area for breastfeeding mothers is located in the infant room.

ALL PROGRAMS- The program will have on hand supplemental foods if a snack or meal is forgotten. Children with dietary needs that deviate from the program's menu must have those needs documented in their registration forms including a medical/physical care plan (JFS 01236). If your child has a modified diet or an eliminated food group, a JFS 01217, Administration of Medication for Childcare, must be completed by a physician. Monthly menus are posted at the Child Care Site.

## FOOD FROM HOME/BIRTHDAYS

Our programs are nut free facilities

Birthday Treat- Birthday treats are welcome, but must be unopened/prepackaged

Packed Food- Food from home should still meet all required nutritional guidelines. See last page in packet for nutritional guidelines

# NAPPING/REST PERIOD

Toddlers and preschoolers will rest on a cot for a period of time, not to exceed two hours, during the afternoon. Infants will sleep in their assigned crib according to their individual schedules. School agers will be provided a cot or mat should they request to rest or nap.

# STAFF TO CHILD RATIOS

Age of Children	Child Care Staff Member/Child Ratio	Maximum Group Size
<b>Young Infants</b> (birth to less than 12 months)	1:5 or 2:12 in same room	12
<b>Older Infants</b> (at least 12 months and less than 18 months)	1:6	12
<b>Young Toddlers</b> (at least 18 months and less than 2 1/2 years)	1:7	14
<b>Older Toddlers</b> (at least 2 1/2 years and less than 3 years)	1:8	16
<b>Young Preschoolers</b> (at least 3 years and less than 4 years)	1:12	24
<b>Older Preschoolers</b> (at least 4 years and not enrolled in or eligible to be enrolled in kindergarten)	1:14	28
<b>Young Schoolagers</b> (enrolled in or eligible to be enrolled in kindergarten or above and less than 11 years)	1:18	36
<b>Older Schoolagers</b> (at least 11 years and less than 15 years)	1:20	40

The table to the left reflects the ODJFS State Licensing ratios each program is required to follow.

In addition, our ratio while on field trips is 1:10 for school age children. An additional staff is present on field trip vehicles for every group of 10 school age children.

## FAMILY INVOLVEMENT

**\*\*Due to COVID 19 parent visits are suspended temporarily\*\***

-Parents are encouraged to participate in our programs. While we understand that schedule restrictions can prevent your on-site participation, we will keep you up-to-date on your child's activities and encourage you to call or write with comments or questions. Please feel free to bring concerns up when they occur. We want to make this a positive experience for your child and you.

-Please refer to page 4 for Director contact information

-At drop off and pick up times, the program staff are available to tell you about your child's day

-Written evaluations of the program are conducted yearly, your input is greatly appreciated

-Family activities are planned throughout the year, we encourage you to attend these events as a family.

## INFANT CARE/DIAPERING

### Potty Training and Diapers

Diapers will be checked and changed every two hours or more frequently as needed. Center staff will promote potty training beginning in our Toddler rooms and in conjunction with parents. Children must be fully potty trained to participate in morning only preschool.

### Breast Feeding

If a family wishes to do onsite breastfeeding or pumping, they should coordinate with the site director and lead teacher to establish a daily schedule/plan that is beneficial for the child, mother, and center. Families may breastfeed or pump in the infant classroom or can be provided a separate private space as per the established family plan.

# DAILY SCHEDULES

## Toddlers Sample Schedule

6:30-8:30a	Children Arrive/Initial Diaper Check & Restroom/Exploration
8:30-9:00a	AM Snack
9:00-9:20a	Morning Circle/Story Time
9:20-10:00a	Small group activity/Learning centers/ Diaper Check & Restrooms
10:00-10:50a	Playground/gym
10:50-11:00a	Diaper Check & Restroom
11:00a-12:00p	Lunch/Diapers & Restroom
12:00-2:30p	Nap
2:30-3:00p	Diapers/Restroom break
3:00-3:30p	PM Snack
3:30-4:00p	Centers/Group Activity
4:00-4:45p	Playground/Gym
4:45-5:30p	Diapers/Restroom
5:30-6:30p	Exploration & small group time

## School Days Out (School-age)

6:30/6:45-7:45a	Arrival/Health Check/Wash Hands Free Choice Centers
7:45-8:15a	Wash Hands/Breakfast
8:15-9:00a	Small Group Activity
9:00-9:45a	Large Group Gross Motor Activity
9:45-10:30a	Wash Hands/AM Snack
10:30-11:30a	Small Group STEAM Centers
11:30a-12:30p	Wash Hands/Lunch
12:30-1:00p	Small Group Free Choice
1:00-3:00p	Swim/Outdoor Gross Motor rotation
3:00-3:30p	Wash Hands/PM Snack
3:30-4:00p	Large Group Activity
4:00-4:30p	Small Group STEAM Activity
4:30-6/6:30p	Departure/Wash Hands

## Preschool Morning Sample Schedule

9:00-9:30a	Learning Centers
9:30-9:50a	Morning Circle/Story Time
9:50-10:00a	Restroom Break
10:00-11:40a	Small group activity
11:40-11:50a	Restroom Break
11:50a-12:05p	Snack
12:05-12:30p	Playground/gym

## Summer Day Camp (K-8th grade)

6:30-6:45-7:45a	Arrival/Health Check/Wash Hands Free Choice Centers
7:45-8:15a	Wash Hands/Breakfast
8:15-9:00a	Small Group Activity
9:00-9:45a	Large Group Gross Motor Activity
9:45-10:30a	Wash Hands/AM Snack
10:30-11:30a	Small Group STEAM Centers
11:30a-12:30p	Wash Hands/Lunch
12:30-1:00p	Small Group Free Choice
1:00-3:00p	Swim/Outdoor Gross Motor Rotation
3:00-3:30p	Wash Hands/PM Snack
3:30-4:00p	Large Group Activity
4:00-4:30p	Small Group STEAM Activity
4:30-6/6:30p	Departure/Wash Hands Free Choice Centers

## Preschool & Pre K Sample Schedule

6:30-7:00a	Morning care
7:00-8:15a	Preschool care
8:15-8:30a	Wash hands
8:30-9:00a	AM snack then restroom break
9:00-9:20a	Morning circle
9:20-10:00a	Small group activity/Learning centers
10:00-10:50a	Playground/gym
10:50-11:00a	Wash hands
11:00-11:45a	Lunch/Restroom
11:45a-12:00p	Large group activity
12:00-2:00p	Nap
2:00-2:15p	Restroom
2:15-3:15p	Playground/gym
3:15-3:25p	Wash hands
3:25-3:50p	PM snack then restroom break
3:50-4:10p	Afternoon circle
4:10-5:30p	Small group activity/Learning centers
5:30-6:30p	Preschool care

## Before & After School Schedule

6:30/6:45-7:45a	Arrival/Health Check/Wash Hands Free Choice Small Group Centers
7:45-8:15a	Wash Hands/Breakfast
8:15a till start of School Day	Large Group Activities

### School Day

End of School Day till 4:00p	Arrival/Wash Hands/Snack Homework/Literacy
4:00-4:45p	Outdoor Small and Large Group Activities
4:45-5:15p	STEAM Activity
5:15-6/6:30p	Departure/Wash Hands Small Group Free Play Activities

# FIELD TRIPS/TRANSPORTATION

For all child care programs, parent/guardian provides transportation to and from the child care site.

## Field Trips (Walking/Bus)

- Written permission from parent/guardian is required for all trips
- Preschool Age Children will take routine walking field trips
- School Age children will take routine walking and bus field trips
- The YMCA contracts busing through First Student and partnerships with local school districts

## Camp Field Trips (Walking/Bus)

On the field trip each camper will be:

- Assigned to a camp staff
- Assigned a buddy
- Given an ID wristband with camp contact info.

The following will be taken on our field trips:

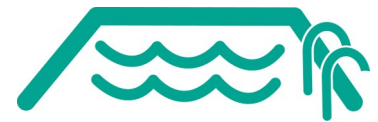
- First Aid Kit and site cell phone
- Staff trained in First Aid, management of communicable diseases, child abuse, and CPR
- Camper enrollment and health information
- Special Health paperwork and medication
- Sufficient staff to maintain staff/child ratios

# WATER ACTIVITIES

## Swimming/Water Activities Permission

The program requires written permission from parent/guardian before child:

- Swims in water 18 inches or more in depth
- Before child participates in activities near water 18 inches or more in depth



## Supervision

- Child Care staff will accompany and supervise children during swimming
- Staff will be actively supervising children and shall clearly see all parts of the swimming area including the bottom of the pool
- At least one staff will be in the water with the children
- One YMCA lifeguard will be on duty for every 35 children swimming in a YMCA pool
- Children will only swim in clear bottom pools

# OUTDOOR PLAY

## General Guidance

- Program will take children outside for outdoor play each day. Exceptions to this would be on days when there is unsuitable weather, on days when the temperature is less than 25 degrees Fahrenheit and on days when it is hotter than 90 degrees Fahrenheit.
- Please make sure your child(ren) is dressed appropriately for the weather. When weather is not suitable for outdoor play, children will have gross motor time indoors.
- Children will at all times be supervised by staff members. No child will ever be left alone or unsupervised
- Please make sure your child is sent to the program wearing shoes covering their toes. Sneakers are best.

# ATTENDANCE POLICY

## Arrival and Departure

To assure that a child care staff member is aware of each child's presence at all times, and to assure that only authorized persons may have contact with each child, the program has adopted the following rules governing arrival and departure of children. Each parent shall sign-in and sign-out his or her child, and shall escort the child to and from childcare program space each day. No child should be dropped off outside the building to come in alone. All children will be initialed in and out by childcare staff on program's sign in/out sheet upon arrival and dismissal from childcare program

## Supervision

School age children are permitted to run errands or go to the bathroom inside the program space. Children will be within hearing and/or sight of childcare staff members and childcare staff member will check on the children at least every five minutes until they return. School age children will only be permitted to do this if restrooms are exclusive use of the center at that time.

School children may participate in activities in the school building sponsored by other groups. Written permission on programs "special activity form" must be completed by parent or guardian and kept on file at site. Parent/guardian will specify if staff is to escort the child to and from.

If a regularly scheduled child does not come to the Program (after school only), the staff will follow this procedure:

- Contact the child's school
- Contact child's home
- Contact child's parent's work number
- Contact emergency phone numbers listed on the enrollment form.
- Failure to locate a child after this procedure will necessitate contacting proper authorities.

## Absent Day Policy

Please call the program phone number to inform staff your child is not attending on a day that they are scheduled to attend. (Site phone numbers located on the 3rd page of packet). If your child is absent for five consecutive days for unknown reasons, we will assume you no longer need our services and your child will may be withdrawn.

## Procedure For Releasing a Child

If the person picking up your child is suspected to be under the influence of drugs or alcohol, the following procedure will be followed:

- If the person is not the custodial parent, the custodial parent will be called before releasing the child.
- If the person is the custodial parent, the child will be released, but authorities will be called.

**Children will be released only to individuals authorized in *writing* by the custodial/residential parent or guardian.** The names of persons authorized by the custodial/residential parent or guardian to pick-up a child are kept on site. If the program staff members do not recognize an adult picking up a child, the adult will be asked to identify himself or herself and the name of the child to be picked up. Adults will be required to present a proper form of photo identification. If the person asking to pick up the child does not have proper identification, the child will not be released until the parent has been contacted and has verified the identity of the person and authorized the release of the child. This procedure is designed to protect the safety of the child, and any doubt will be resolved in favor of not releasing the child.

- A child shall only be released to persons sixteen years of age or older, except when parent or guardian permission is on file. This written permission shall be signed and dated by the parent or guardian and administrator.
- Any changes to the list of persons authorized to pick up a child must be communicated to the childcare staff immediately.

## Procedure for Custody Agreements

If there is a custody issue involving your child, you must provide the Child Care Director with court documentation indicating who has permission to pick up the child. The child care site may not deny a parent access to their child without proper documentation. It is the registering parent's responsibility to provide all court orders addressing parental rights, such as custody and visitation rights, in regard to the child enrolled in the Child Care Program. The YMCA of Central Stark County will follow all legal documentation. If an issue occurs that is not identified in documentation, proper authorities will be called.

# BEHAVIOR POLICY

The YMCA's goal is to set guidelines to develop a feeling of self-worth and competence for each child that results in social and emotional growth. The Y has developed a set of expectations that are developmentally appropriate for their age group. Staff will review these rules with the groups. YMCA rules are expected to be followed both in and outside of the Y building and at all times the child is in our care.

## Child Expectations

The children will be expected to follow these behavioral guidelines, with considerations given to age and developmental ability:

- Using appropriate language.
- Walking while inside the building.
- Speaking at an appropriate tone.
- Putting belongings in the proper place.
- Cleaning up after themselves.
- Respecting others and their property.

## Behavior Management

When behavior management problems arise, staff will use a problem-solving approach to support children in resolving conflicts. Staff will make every attempt to resolve conflict quickly and safely. At ALL times, staff will treat children and families with dignity and respect.

In this six step approach, a staff will:

1. Approach calmly, stopping any hurtful actions or language.
2. Acknowledge the children's feeling using simple descriptive words.
3. When the children are calm, gather information by asking the children to describe the problem in their own words.
4. Restate the problem to clarify issues and restate any hurtful language.
5. Ask the children for ideas and choose a solution together involving natural consequences.
6. Give follow-up support to make sure the problem is solved and the children are satisfied.

## Documentation Process

**First Discipline Report:** Written warning and parent/guardian will be contacted.

**Second Discipline Report:** The student will be sent home and serve a suspension. Parent/Guardian will be contacted and must discuss with Child Care Director.

**Third Discipline Report:** The student will be sent home and serve a suspension. Child cannot return until parent/guardian meets with the Child Care Director to develop a specific behavior management plan.

**Fourth Discipline Report:** The student will be removed from the program and services will no longer be provided.

\*When there are recurring problems, sufficient attempts to follow the above steps have failed, and/or the behavior involved may result in unsafe conditions for the child, others or the program environment, immediate removal from the program may be necessary. These situations will result in an immediate "pick-up" and the child care director will determine the most appropriate next step. Each YMCA location reserves the right to skip steps in this process as deemed necessary. If removed from the program, the child will not be re-admitted to any child care program with YMCA of Central Stark County, unless specific exception is made at the time of the request.

## Staff Expectations

All employees and child care staff members will not:

- Abuse, endanger or neglect children.
- Utilize cruel, harsh, unusual, or extreme techniques.
- Utilize any form of corporal punishment.
- Delegate children to manage or discipline other children.
- Use physical restraints on a child.
- Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
- Use prone restraint.
- Place children in a locked room or confine children in any enclosed area.
- Confine children to equipment such as cribs or high chairs.
- Humiliate, threaten or frighten children.
- Subject children to profane language or verbal abuse.
- Make derogatory or sarcastic remarks about children or their families.
- Punish children for failure to eat or sleep or for toileting accidents.
- Withhold any food, including snacks and treats, rest or toilet use.
- Punish an entire group of children due to the unacceptable behavior of one or a few.
- Isolate and restrict children from all activities for an extended period of time.

# ILLNESS POLICY

Ohio law requires that the Program maintain a minimum child/staff ratio at all times. (Ohio Administrative Code 5101:2-12-34). For this and other reasons, the Child Care Program is not equipped to care for children who are ill. We appreciate the cooperation of parents in keeping their children at home when those children exhibit any of the symptoms listed below, and in coming promptly when called by the Child Care staff if their child is identified as exhibiting symptoms. Again, it is crucial that you keep us informed of the phone numbers where you, and at least two other authorized adults, can be contacted at all times for this purpose.

## Symptoms for Discharge of Student

If a child exhibits any of the following signs or symptoms, he or she will be isolated from the other children and the parent or guardian will be notified to come and pick up the child.

- Temperature of 100 degrees Fahrenheit taken by the axillary method .
- Diarrhea, three or more abnormally loose stools within a twenty-four hour period.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and/or gray or white stool.
- Stiff neck with an 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.

## Procedure for Isolating Student and Contacting Family

- A child isolated due to suspected communicable disease will be cared for on the other side of the room that is not being used by other children. The ill child will be provided with a cot to rest on and be within the sight and hearing of an adult at all times. They will be monitored constantly until the parent, guardian, or other authorized person arrives to take the child home.
- Parents of an ill child will be notified immediately, and will be expected to arrive promptly to take their child home. The Child Care Program recognizes the difficulty that this may present, but it is necessary for the health and safety of both the ill child and the other children at the Program. It is important that you provide the Program with the names and phone numbers of at least two other persons whom you authorize to pick up the child in these circumstances, should the Program be unable to contact you personally.
- Mildly ill children experiencing minor symptoms or a child who does not feel well enough to participate in activities but who is not exhibiting serious illness symptoms will be observed carefully for sign and symptoms of worsening conditions.

## Communicable Disease

The Center follows the Ohio Department of Health "Child Day Care Communicable Disease Chart" for the appropriate management of suspected illness. This chart is located in the program room.

- All members of the Child Care staff receive regular in-service training in the management of communicable diseases according to rule 5101:2-12-27 of the Administrative Code and in proper hand washing and disinfecting procedures.
- A sign will be posted in the cafeteria, next to the sign in sheet, to notify parents when their child has been exposed to a communicable disease by the next day of the Program's operation.
- A child who was discharged because of illness will be readmitted to the Program when the child is free of communicable disease symptoms or by the written permission of a physician. The program site will follow the communicable disease chart as a guide, and the Child Care Program reserves the right to require a statement from the physician before readmitting the child. If sent home with a fever or vomiting he/she must be **fever/vomit free 24 hours before returning.**

## Immunizations and Screenings

- Parents are required to submit a child's immunization record and physician's signature prior to the first day of attendance.
- If a child has not received the recommended screenings (hearing, vision, dental, etc.) information will be given regarding such screenings.
- If a family chooses not to vaccinate, the center will discuss the circumstances of that decision with the family before enrollment is confirmed.



# INCIDENT/INJURY POLICY

## General Emergency

The childcare program has devised several procedures to follow in the event that an emergency would occur while a child is in the program's care.

- A child care staff member in charge of a child or a group of children is responsible for their safety at the site location. No child will ever be left alone or unsupervised.
- The childcare program has a Medical, Dental and General Emergency Plan, a copy of the plan is posted in all main program rooms and clipped onto a clipboard for when the program leaves the room.
- In the event of a fire, or tornado, staff would follow the written instructions posted describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. The program conducts fire, tornado and lockdown drills in required months which are recorded on the emergency drill chart and posted.
- Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the site, our emergency destination is posted on the General Emergency Plan.
- A sign will be posted on the door in front of the site indicating that we have been evacuated and the location where you can pick up your child. Parents will be contacted as soon as possible to come to pick up your child. If a parent cannot be reached; we will contact the emergency contacts as listed on your child's enrollment information.
- In the unlikely event there would be an environmental threat or threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

## Incident/Injury

In case of an accident, the following procedures will be used:

A member of the staff will carry out immediate First Aid for minor accidents. If further medical attention is required, staff will contact 911 and the parent.

- Incident reports will be completed by the child care staff member in charge of the child and given to the parent, guardian, or person picking up the child, to sign and keep a copy, when the following occur:
  1. An illness, accident or injury which requires first aid treatment.
  2. A bump or blow to the head. (immediate call to parent)
  3. Emergency transportation. (immediate call to parent and child care staff member travels with child)
  4. An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the child care site unattended.

In case of serious accidents, a member of the staff will notify the parent/guardian. In case a parent or designated person cannot be reached, the director will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or accompany the child to the hospital and stay until the parent/guardian arrives.

## Insurance

YMCA Child Care Programs are covered by liability insurance. It is the responsibility of every individual or his/her parent or legal guardian to provide accident and health coverage while participating in all YMCA activities. The YMCA of Central Stark County does not provide any medical, accident or health coverage for its participants, as listed in the "Policies and Permissions" page of your registration packet.

In the event of an illness or injury, trained staff will provide first aid. If the illness or injury requires, emergency services will be called. Parents will be contacted immediately. A YMCA staff member, with the child's enrollment forms, will accompany a child if transport is necessary. Parents are required to sign the "Permission to Transport" statement to enroll a child in our program.

**If a parent/guardian does not grant permission to the YMCA to secure emergency transportation for a child in the event of an illness or injury requiring emergency treatment, the child cannot participate in the YMCA Childcare Program.**

# MEDICATION POLICIES

## Prescription Medication

- Medications will be stored in an area inaccessible to children.
- If rescue medication is brought to care daily, the medicine must be handed to a child care staff upon arrival and will be put in an area inaccessible to children. School age children are not permitted to carry their own medications or ointment. School age children are only permitted to carry emergency medications between school and care. Counselors will keep them on their person once the child is signed into care, and return it as the child leaves.
- Medications must be in their original container and administered in accordance with instructions on the label. The label must state the child's name, current date within the last 12 months, an exact dosage to be given, the specific number of dosages to be given daily, and the route of administration.
- The Child Care Program reserves the right to refuse to administer certain medications.

All medications will be removed from the program when no longer needed or if medication expires. Parents will be contacted to pick up their child's medication. If it is not picked up within 5 days, the medication will be disposed of by program staff.

## Administration of Medication, Medical Foods, and Modified Diets

The staff shall:

- Be trained on administration of medication and medical/physical care plans for all children they are responsible for.
- Assure the medication, medical food, or modified diet is not administered for any period of time beyond the date indicated by the physician or for 12 months, whichever comes first.
- Administer the medication/medical food for children they are responsible for.
- Verify each administration or application of medication by documenting it on the JFS 01217 and or JFS 01236 form. Application of nonprescription topical products and lotions used only as a preventative measure do not need to be documented.
- Assure that dosages administered do not exceed prescribed dosages.
- Assure that a separate form is used for each medication/medical food.

### Summer Day Camp Sunscreen:

For sunscreen to be administered, a JFS 01217, "Request for Administration of Medication for Child Care", must be completed by parent.

- Apply sunscreen before your child arrives at camp. Will re-apply sunscreen after lunch.
- Camp uses Rocky Mountain SPF 30 sunscreen
- Will re-apply sunscreen every hour while swimming outdoors

### Special Health Condition Paperwork:

\*All medical paperwork must be complete and approved before child begins in care.

For a special health condition a, JFS 01236, "Child Medical/Physical Care Plan", must be completed

For medication to be administered, a JFS 01217, "Request for Administration of Medication for Child Care", must be completed by parent/guardian and physician when applicable.

For a medical food or a modified diet a, JFS 01217, "Administration of Medication for Childcare" and/or a JFS 01236, "Child Medical/Physical Care Plan for Child Care" must be completed by a physician.

# COVID-19 PROCEDURES

The YMCA is regulated through the Ohio Department of Jobs and Family Services and not the Ohio Department of Education. Because of this, COVID 19 exposure guidance is not the same as school districts. The most up to date health department guidance will be followed at all times for cases and exposures and reported accordingly. Below is an outline of these policies and procedures:

- If you, a family member, or anyone you have been exposed to exhibits symptoms of COVID-19 (cough, shortness of breath, fever or chills, fatigue, muscle or body aches, sore throat congestion and/or runny nose, nausea, vomiting and/or diarrhea, loss of taste or smell) or has a positive COVID-19 diagnosis, please report this to child care staff immediately and keep your child at home.
- If your child exhibits any of the COVID-19 symptoms please keep your child at home and report this to child care staff. If your child develops any of these symptoms while in care, they will be separated from the group and you will be called for immediate pick up. Children may not return to programming until they have tested negative for COVID-19 or they have been cleared by a physician.
- If a case is confirmed at your child's care location, the YMCA will work with the local health department to follow the correct procedure of cleaning, quarantining, and possible closure. Communication will be given to you directly if that occurs.

## **Quarantine Guidelines:**

- If your child tests positive for COVID-19, your child must quarantine for 5 days beginning with the onset of symptoms. They may return after 5 days if symptoms have subsided but a mask must be worn for an additional 5 days. Your child must be able to wear a mask consistently throughout the day to return to care after 5 days. If they cannot, they will be required to remain out of care for the full 10 days.

## **Exposure:**

- If your child is exposed to COVID-19 and has been vaccinated in the last 6 months, your child can continue to attend care with a mask for 10 days. If symptoms develop at any time, please follow the quarantine guidelines.
- If your child is exposed to COVID-19 and is not vaccinated, your child will have to quarantine for 5 days and continue to wear a mask for 5 additional days. If symptoms develop at any time, please follow the quarantine guidelines.

**Your child must be able to wear a mask consistently throughout the day to continue to attend care if exposed to COVID-19.**

## **Programming:**

- Students and staff will be handwashing and hand sanitizing frequently throughout the day at times required by licensing rule. Children are required wash hands upon arrival and before leaving the program.
- Masking is encouraged while indoors and on contracted transportation.

**\*If you choose to violate these policies and send your child to care knowing they are experiencing symptoms or have been exposed to COVID-19, your participation in the program may be in jeopardy.**

**\*\*Anytime a possible exposure has occurred, the YMCA will work directly with the Stark County Health Department for recommendations on closure, cleaning and disinfecting and tracking of exposure. The YMCA will notify the Health Department & the Ohio Department of Jobs and Family Services immediately upon knowledge of any positive staff or participant case.**

### 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., 37<sup>th</sup> 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>.



## Infant Meal Pattern

### Breakfast

Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and  0-4 tablespoons infant cereal <sup>2,3</sup> meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½cup of yogurt <sup>4</sup> ; or a combination of the above <sup>5</sup> ; and  0-2 tablespoons vegetable or fruit or a combination of both <sup>5,6</sup>

<sup>1</sup> Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>5</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>6</sup> Fruit and vegetable juices must not be served.

## Infant Meal Pattern

Lunch and Supper	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	6-8 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and  0-4 tablespoons infant cereal <sup>2,3</sup> meat, fish, poultry, whole egg, cooked dry beans, or cooked dry peas; or 0-2 ounces of cheese; or 0-4 ounces (volume) of cottage cheese; or 0-4 ounces or ½cup of yogurt <sup>4</sup> ; or a combination of the above <sup>5</sup> ; and  0-2 tablespoons vegetable or fruit or a combination of both <sup>5,6</sup>

<sup>1</sup> Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>4</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>5</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>6</sup> Fruit and vegetable juices must not be served.

Snack	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup>	2-4 fluid ounces breastmilk <sup>1</sup> or formula <sup>2</sup> ; and  0-½ slice bread <sup>3,4</sup> ; or 0-2 crackers <sup>3,4</sup> ; or 0-4 tablespoons infant cereal <sup>2,3,4</sup> or ready-to-eat breakfast cereal <sup>3,4,5,6</sup> ; and  0-2 tablespoons vegetable or fruit, or a combination of both <sup>6,7</sup>

<sup>1</sup> Breastmilk or formula, or portions of both, must be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months. For some breastfed infants who regularly consume less than the minimum amount of breastmilk per feeding, a serving of less than the minimum amount of breastmilk may be offered, with additional breastmilk offered at a later time if the infant will consume more.

<sup>2</sup> Infant formula and dry infant cereal must be iron-fortified.

<sup>3</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>4</sup> A serving of grains must be whole grain-rich, enriched meal, or enriched flour.

<sup>5</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>6</sup> A serving of this component is required when the infant is developmentally ready to accept it.

<sup>7</sup> Fruit and vegetable juices must not be served.



## CHILD MEAL PATTERN

<b>Breakfast</b>				
(Select all three components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> <small>(at-risk afterschool programs and emergency shelters)</small>
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Vegetables, fruits, or portions of both<sup>4</sup></b>	¼ cup	½ cup	½ cup	½ cup
<b>Grains (oz eq)<sup>5,6,7</sup></b>				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>8</sup> , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>8,9</sup>				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅛ cup	⅛ cup	¼ cup	¼ cup

<sup>1</sup> Must serve all three components for a reimbursable meal. Offer versus serve is an option for at-risk afterschool participants.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>5</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

<sup>6</sup> Meat and meat alternates may be used to meet the entire grains requirement a maximum of three times a week. One ounce of meat and meat alternates is equal to one ounce equivalent of grains.

<sup>7</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>8</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>9</sup> Beginning October 1, 2019, the minimum serving size specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; 1/3 cup for children ages 3-5; and ¼ cup for children ages 6-12.

## CHILD MEAL PATTERN

<b>Lunch and Supper</b>				
(Select all five components for a reimbursable meal)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> <small>(at-risk afterschool programs and emergency shelters)</small>
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/meat alternates</b>				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products <sup>4</sup>	1 ounce	1 ½ ounce	2 ounces	2 ounces
Cheese	1 ounce	1 ½ ounce	2 ounces	2 ounces
Large egg	½	¾	1	1
Cooked dry beans or peas	¼ cup	¾ cup	½ cup	½ cup
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp	4 tbsp
Yogurt, plain or flavored unsweetened or sweetened <sup>5</sup>	4 ounces or ½ cup	6 ounces or ¾ cup	8 ounces or 1 cup	8 ounces or 1 cup
The following may be used to meet no more than 50% of the requirement: Peanuts, soy nuts, tree nuts, or seeds, as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates (1 ounces of nuts/seeds = 1 ounce of cooked lean meat, poultry, or fish)	½ ounce = 50%	¾ ounce = 50%	1 ounce = 50%	1 ounce = 50%
<b>Vegetables<sup>6</sup></b>	⅓ cup	¼ cup	½ cup	½ cup
<b>Fruits<sup>6,7</sup></b>	⅓ cup	¼ cup	¼ cup	¼ cup
<b>Grains (oz eq)<sup>8,9</sup></b>				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>10</sup> , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

<sup>1</sup> Must serve all five components for a reimbursable meal. Offer versus serve is an option for at-risk

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>7</sup> A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or supper, two different kinds of vegetables must be served.

<sup>8</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards the grains requirement.

<sup>9</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of the creditable grain.

<sup>10</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).



## CHILD MEAL PATTERN

Snack				
(Select two of the five components for a reimbursable snack)				
Food Components and Food Items <sup>1</sup>	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 <sup>2</sup> <small>(at-risk afterschool programs and emergency shelters)</small>
<b>Fluid Milk<sup>3</sup></b>	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
<b>Meat/meat alternates</b>				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products <sup>4</sup>	½ ounce	½ ounce	1 ounce	1 ounce
Cheese	½ ounce	½ ounce	1 ounce	1 ounce
Large egg	½	½	½	½
Cooked dry beans or peas	⅓ cup	⅓ cup	¼ cup	¼ cup
Peanut butter or soy nut butter or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp	2 tbsp
Yogurt, plain or flavored unsweetened or sweetened <sup>5</sup>	2 ounces or ¼ cup	2 ounces or ¼ cup	4 ounces or ½ cup	4 ounces or ½ cup
Peanuts, soy nuts, tree nuts, or seeds	½ ounce	½ ounce	1 ounce	1 ounce
<b>Vegetables<sup>6</sup></b>	½ cup	½ cup	¾ cup	¾ cup
<b>Fruits<sup>6</sup></b>	½ cup	½ cup	¾ cup	¾ cup
<b>Grains (oz eq)<sup>7,8</sup></b>				
Whole grain-rich or enriched bread	½ slice	½ slice	1 slice	1 slice
Whole grain-rich or enriched bread product, such as biscuit, roll or muffin	½ serving	½ serving	1 serving	1 serving
Whole grain-rich, enriched or fortified cooked breakfast cereal <sup>9</sup> , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup
Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold) <sup>9,10</sup>				
Flakes or rounds	½ cup	½ cup	1 cup	1 cup
Puffed cereal	¾ cup	¾ cup	1 ¼ cup	1 ¼ cup
Granola	⅓ cup	⅓ cup	¼ cup	¼ cup

<sup>1</sup> Select two of the five components for a reimbursable snack. Only one of the two components may be a beverage.

<sup>2</sup> Larger portion sizes than specified may need to be served to children 13 through 18 years old to meet their nutritional needs.

<sup>3</sup> Must be unflavored whole milk for children age one. Must be unflavored low-fat (1 percent) or unflavored fat-free (skim) milk for children two through five years old. Must be unflavored low-fat (1 percent), unflavored fat-free (skim), or flavored fat-free (skim) milk for children six years old and older.

<sup>4</sup> Alternate protein products must meet the requirements in Appendix A to Part 226.

<sup>5</sup> Yogurt must contain no more than 23 grams of total sugars per 6 ounces.

<sup>6</sup> Pasteurized full-strength juice may only be used to meet the vegetable or fruit requirement at one meal, including snack, per day.

<sup>7</sup> At least one serving per day, across all eating occasions, must be whole grain-rich. Grain-based desserts do not count towards meeting the grains requirement.

<sup>8</sup> Beginning October 1, 2019, ounce equivalents are used to determine the quantity of creditable grains.

<sup>9</sup> Breakfast cereals must contain no more than 6 grams of sugar per dry ounce (no more than 21.2 grams sucrose and other sugars per 100 grams of dry cereal).

<sup>10</sup> Beginning October 1, 2019, the minimum serving sizes specified in this section for ready-to-eat breakfast cereals must be served. Until October 1, 2019, the minimum serving size for any type of ready-to-eat breakfast cereals is ¼ cup for children ages 1-2; ⅓ cup for children ages 3-5; and ¼ cup for children ages 6-12.