



**LEARN,
GROW,
THRIVE**

**YMCA OF
CENTRAL STARK
COUNTY**

PARENT HANDBOOK

We provide high quality child care
and education.

Full Time
Child Care
(Infant-Preschool)

Before and After
School Care

School Days Out

Summer Day Camp

www.ymcastark.org

330-491-9622 

4700 Dressler Rd. NW, Canton, OH 44718

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 one of the Child Care Leadership team using the information on page 5. Thank you for your support and cooperation in our youth development programming!



Heidi Wilson
VP of Child Care & Camping



Lyndsay Gatto
Associate 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 Child & Youth 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 Day Out Program Locations (Care on scheduled school days off & snow days)

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

Louisville, 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 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

YMCA Child Care @ AELS

285 W Oxford St.

Alliance, OH 44601

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

License # 2230028104

Phone # 330-823-1930

Paul and Carol David Y Amherst Elementary

8750 Jane St NW

Massillon, OH 44646

Hrs: 6:45a-School-6:00p

License # 106311

Phone # 330-417-0128

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 @ Barr Elementary

2000 47th ST NE

Canton, OH 44705

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

License # 100239

Phone # 330-418-1515

YMCA Child Care @ Cedar School

2823 Ninth St SW

Canton, OH 44710

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

License # 105912

Phone # 330-417-5699

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 Lake Cable Elementary

5335 Villa Padova Dr NW

Canton, OH 44718

Hrs: 6:45a-School-6:00p

License # 107075

Phone # 330-418-0879

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

Louisville Area Y Child Care @ LES

415 N. Nickelplate

Louisville, OH 44621

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

License # 100132

Phone # 330-417-0762

YMCA Child Care @ Middlebranch Elem.

7500 Middlebrach Ave NE

Canton, OH 44721

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

License # 2170015653

Phone # 330-936-0827

YMCA Child Care @ Minerva Elementary

130 Bonnieview Ave

Minerva, OH 44657

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

License # 106732

Phone # 330-868-0901

Schalmo Y Child Care @ Northwest Primary

8436 Erie Ave NW

Canal Fulton, OH 44614

Hrs: 6:45a-School-6:00p

License # 100073

Phone # 330-418-0813

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

Paul & Carol David Y Sauder Elementary

7503 Mudbrook St NW

Massillon, OH 44646

Hrs: 6:45a-School-6:00p

License # 106312

Phone # 330-418-7096

YMCA Child Care @ Southway Elementary

4100 Southway St. SW

Massillon, OH 44646

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

License # 100196

Phone # 330-936-7015

Paul & Carol David Y Strausser Elementary

8646 Strausser St NW

Massillon, OH 44646

Hrs: 6:45a-School-6:00p

License # 106830

Phone # 330-316-4858

YMCA Child Care @ Taft Elementary

3829 Guilford Ave NW

Canton, OH 44718

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

License # 100077

Phone # 330-417-5401

YMCA Child Care @ Worley Elementary

1340 23rd St NW

Canton, OH 44709

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

License # 100004

Phone # 330-418-1310

All Child Care Programs Run Monday-Friday Only

Federal Tax ID Number: 34-0714392

SITE LOCATIONS/HOURS OF OPERATION

* All Child Care Sites and Centers are licensed by the Ohio Department of Children & Youth and operated by the YMCA of Central Stark County

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

Compton Learning Center

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

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

Louisville Middle School

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

Northwood Campus

1500 School Ave. NE
North Canton, OH 44720
Hrs: 6:30a-6:00p
License # 2170015652
ncchilddevelopment@ymcastark.org
Phone # 330-936-0352

North Canton YMCA

Child Development Center

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

*Pathfinders (Entering Kindergarten only)

All 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 & Cassondra 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 & Regina Campbell
(N. Canton Child Development Center & North Canton)
mgibbons@ymcastark.org / rcampbell@ymcastark.org
330-305-5437

Association Office Staff

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 of Child Care
lgatto@ymcastark.org

Christina Collins-Director of Curriculum & Quality
ccollins@ymcastark.org

Jenn Sanders-Child Care Business Manager
jsanders@ymcastark.org

Please visit us on the web at: 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 AND 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 caring staff who are there 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

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 participate in preschool programs that prepare them for kindergarten and beyond! 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 fifth graders (some locations up to sixth grade) with a variety of programming options to explore and develop their interests and talents. 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, gross motor activities and free play. Dates and times vary by location based on local school district calendars. www.ymcastark.org/school-days-out

Summer Day Camp:

We offer a weekly summer program for children entering grades K-8 (age groups vary by location). Our campers will create lasting memories each week as they compete, create, and rediscover summer! Our weekly themes are only a glimpse into the many adventures that await. From swimming to field trips to spontaneous dance parties, each week is packed full of surprises and fun! www.ymcastark.org/summer-day-camp

GRIEVANCE PROCEDURE

The YMCA Child Care branch values open communication and believes that addressing concerns promptly helps create a positive environment for children, families, and staff. This Grievance Policy outlines the process for parents and guardians to express concerns or complaints regarding their child's care or any other aspect of the program (please see page 5 for direct contact information for all leadership staff).

- **Initial Contact:** If you have a concern or grievance, we encourage you to first address it directly with the Child Care Director. The Child Care Director will acknowledge your concern within 1-2 business days and work with you to address the issue. We will make every effort to reach a resolution that is fair and satisfactory for all parties involved.
- **If Your Complaint is Not Addressed:** If, after speaking with the Center Director, your concern remains unresolved, you may contact the Child Care Leadership team (Associate Executive Director of Child Care or VP of Child Care and Camping)
- **Confidentiality and Non-Retaliation:** We are committed to maintaining the confidentiality of all grievances and addressing concerns fairly and respectfully. No parent or guardian will face retaliation for filing a complaint or expressing a concern.
- **Ongoing Communication:** We encourage you to continue providing feedback, whether positive or constructive, as it helps us improve the services we provide. Please utilize the Listen 360 e-mail surveys that are periodically sent out to provide feedback.

REGISTRATION

Registration Forms

Prior to beginning child care programming, each child will need to have completed registration forms 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 – 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.
- Financial Responsibility & Cancellation Policy Agreement
- Child Care/Day Camp Waivers, Permissions & Policies
- Swimming Participation Form (School-Age Only)
- Family Questionnaire
- Non-Prescription Topical Product Form – Sunscreen (Infant – Preschool during school-year/ School-age during summer)
- Medical/Physical Care Plan (ODJFS 01236) if needed for allergies or medical conditions.
 - This form shall be completed when a child has a condition that requires one of the following:
 - Monitoring the child for symptoms which require staff to take action
 - Ongoing administration of medication or medical foods
 - Procedures which require staff training
 - Avoiding specific food(s), environmental conditions or activities
- 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

All staff members meet the requirements set by the Ohio Department of Children & Youth childcare licensing. All staff are trained in First Aid, CPR, Recognition of Child Abuse, and management of communicable diseases, as well as fundamentals of child development. Child Care staff are also required to obtain 10 or more additional hours of professional development each year.

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. Parents are also encouraged to complete this assessment on their children. 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 the Ohio Department of Children & Youth pursuant to 5101:2-17-02 of the Administrative Code.

School Age

All school-age sites are highly rated through the Ohio Step Up to Quality rating system and follow all pursuant guidelines. Weekly activity plans are created based to address each individual groups' needs and align with Ohio's K-12 Out of School Time Standards. Diverse opportunities are provided to facilitate the social, emotional, cognitive, and physical growth of each child.

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.

Tuition Fees

All tuition payments are drafted in advance of attendance (the Friday prior to the week of care). A financial responsibility & cancellation policy agreement must be signed by the party responsible for payment and submitted with all other paperwork. The YMCA of Central Stark county 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

Changes in schedule are subject to space availability. Families are offered one floating vacation week per program year, plus the option of not attending without payment during the program's designated winter (2 weeks for School-Age & 1 week for infant-preschool) and spring (1 week) breaks. To withdrawal 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.

Pricing/Rates

All rates are published on our website and in our online registration. Visit www.ymcastark.org/ccregistration and click on your district name 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 ACH drafts may 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 may 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 due to income is required before financial assistance can be considered. Applications can be picked up at your local Y branch or via our website at <https://www.ymcastark.org/financial-assistance>

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.

Kinderconnect 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 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 will be set up as 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 25 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 20 absent days between January and June and 20 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 \$35/Y-members or \$45/non-members for that day will be charged.

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://benefits.ohio.gov/>

TAP System Instructions and Information: <https://ohiocctap.info/caretakers/quick-reference-cards-qrcs-for-caretakers-sponsors/kindersmart-qrcs-for-parents-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 designated locations when public schools are closed due to weather or emergency. Your child is eligible to attend these days if they have current and completed registration paperwork 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, Bloomz app and local news. Parents will be contacted directly via phone if the closure happens during a currently running program.

Holidays & Staff PD Days

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. An afternoon snack* is provided by child care program

School Days Out:

Lunch is provided by parents. A morning and afternoon snack* is provided by child care program

Summer Day Camp:

AM & PM snack* is provided by the child care program

*snack consists of two food groups in compliance with Ohio Department of Children & Youth child care meal and snack requirements.

Lunch is provided by parents unless otherwise indicated by your summer day camp location. A lunch menu for any location providing lunch will be available on the licensing boards as well as through Bloomz or any other parent communication site.

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

Select locations are nut free facilities. This information will be provided to you upon registration.

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

STAFF TO CHILD RATIOS

ACTION: Final

ENACTED
Appendix
5101:2-12-18

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Appendix A to Rule 5101:2-12-18

Staff/Child Ratios, Age Grouping and Maximum Group Size

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

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

In addition, our ratio while on field trips is 1:10 for school-age children.

APPENDIX pt 1900377.pdf (1823) v.6 (780162) rat 590037

print date: 10/05/2021 10:41 AM

OPPORTUNITIES FOR PARENT INVOLVEMENT

- 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.
- At drop off and pick up times, the program staff are available to tell you about your child's day.
- Electronic surveys of the program are conducted bi-annually. Your input is greatly appreciated.
- Family activities are planned throughout the year, we encourage you to attend these events as a family.
- Teachers and Administrators are available to meet upon request at any time. Please contact your director to set up a meeting time.

TRANSITIONS

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. Upon transitioning out of programming, parents are able to request their child's records.

INFANT CARE, DIAPERING, AND POTTY TRAINING

Infant Care & Activities

- Children are offered a variety of sensory experiences including: indoor snow play, water play, gross motor exploration as well as in class painting and food exploration
- Weekly lesson plans are developed to meet each individual child's needs & shared with the families
- Each infant's (12 months and under) schedule is developed based on need
- Our teachers follow the family's requested routine or are happy to help establish a routine for the child

Infant Feeding & Sleeping

- Infant feeding occurs according to the child's individual needs.
- Families may choose to use center provided formula.
- Families are required to provide enough bottles for each feeding as well as breastmilk or parent/guardian preferred formula.
- All bottles must be labeled with the child's name and the date the bottle was prepared. In addition, bottles containing breast milk must all be labeled with the date pumped.
- Staff are unable to wash used bottles
- Food intake and times for each infant are recorded on each infant's daily record that is sent home with the parent/guardian each day
- Infants shall be placed in their assigned cribs for sleeping and are not allowed to sleep in bassinets, swings, car seats, or other equipment. If a medical condition exists where a child needs to sleep in equipment other than a crib, written permission must be obtained from a physician.
- No blankets are permitted in the crib for infants under 12 months old. A one piece sleeper or sleep sack are permitted.
- At drop-off, please drop off your infant's belongings in their designated space. Parents/Guardians must remove their infant from their carset and hand their infant to our YMCA staff.
- Infants sleep according to the child's individual needs

Diaper Procedures and Potty Training (all ages)

- Families must provide all diapers and wipes for their child. Staff will notify the parent/guardian when they are running low on these items.
- Diapers are checked at least every two hours and changed immediately when discovered to be wet or soiled.
- Diaper changes are recorded on each infant's daily record.
- Center staff will promote potty training beginning in our Toddler rooms and in collaboration with families. Children must be fully potty trained to participate in morning only preschool.

Information about infant daily activities

A written record for infants is provided to families daily that includes:

- The infant's sleeping patterns including when and for how long an infant sleeps
- When, what and how much each infant eats
- Diaper change information including times and results of diaper changes
- Information about each infant's other daily activities

Supports for Breastfeeding Mothers

If a family wishes to do onsite breastfeeding or pumping, they should coordinate with the 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.

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.

INFANT - PRE-K DAILY SCHEDULES

The daily schedule for infants six weeks - 12 months will be based on the needs of the child.

Older Infant Sample Schedule

6:30a-8:00a	Children Arrive/Initial Diaper Check/Exploration
8:00a-8:30a	AM Snack
8:30a-9:00a	Indoor Play/Exploration
9:00a-9:30a	Outside/Gym
9:30a-10:30a	Play/Sensory Stations
10:30a-11:15a	Diapers/Lunch Prep
11:15a-12:00p	Lunch
12:00p-2:00p	Nap Time
2:00p-2:30p	Diapers/PM Snack
2:30p-3:00p	Indoor Play/Exploration
3:00p-3:30p	Outside/Gym
3:30p-6:30p	Indoor Play/Exploration/ Diapers/Pick-Up

Toddler Sample Schedule

6:30a-8:00a	Children Arrive/Initial Diaper Check & Restroom/Exploration
8:00a-9:00a	AM Snack/Centers
9:00a-9:20a	Morning Circle/Story Time
9:20a-10:00a	Small group activity/Learning centers/ Diaper check & restrooms
10:00a-10:50a	Playground/Gym
10:50a-11:00a	Diaper Check & Restroom
11:00a-12:00p	Lunch/Diapers & Resrooms
12:00p-2:00p	Nap Time
2:00p-2:30p	Diapers/Restroom Break
2:30p-3:00p	PM Snack
3:00p-4:00p	Centers/Group Activity
4:00p-4:45p	Playground/Gym
4:45p-5:15p	Diapers/Restroom
5:15p-6:30p	Exploration/Small Group Time/Pick-Up

Morning Preschool Sample Schedule

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

Preschool & Pre-K Sample Schedule

6:30a-7:00a	Morning Care
7:00a-7:45a	Free play/Exploration
7:45a-8:00a	Restroom/Wash Hands/Prep for AM Snack
8:00a-8:30a	AM Snack/Centers
8:30a-9:00a	Centers/Restroom
9:00a-9:20a	Morning Circle
9:20a-10:00a	Small Group Activity/Learning Centers
10:00a-10:50a	Playground/Gym
10:50a-11:15a	Wash Hands/Restroom/Prep for Lunch
11:15a-11:45a	Lunch/Restroom
11:45a-12:00p	Large Group Activity
12:00p-2:00p	Nap
2:00p-2:15p	Restroom
2:15p-3:15p	Playground/Gym
3:15p-3:25p	Wash Hands
3:25p-3:50p	PM Snack/Restroom
3:50p-4:10p	Afternoon Circle
4:10p-5:30p	Small Group Activity/Learning Centers
5:30p-6:30p	Free play/Exploration/Pick-Up

SCHOOL-AGE DAILY SCHEDULES

Before & After School Sample Schedule

Before School

6:30a-7:45a	Arrival/Wash Hands/Free Choice/Small Group Centers
7:45a-8:30a	Playground/Gym/Large Group Activity
8:30a-9:00a	Clean-up/Prep for school dismissal or bus to school

After School

3:00p-4:00p	Arrival/Wash Hands/PM Snack/Homework/Centers
4:00p-4:45p	Playground/Gym small or large group activities
4:45p-5:15p	Enrichment Centers
5:15p-6:00p	Small Group/Free Play/Pick-Up

School Days Out Sample Schedule

6:30/6:45a-7:45a	Arrival/Wash Hands/Centers
7:45a-8:00a	Wash Hands/Restroom
8:00a-8:30a	AM Snack/Centers
8:30a-9:00a	Small Group Activity
9:00a-9:45a	Large Group Gross Motor Activity
9:45a-10:05a	Wash Hands/Restroom
10:05a-11:05a	Enrichment Centers
11:05a-12:00p	Large Group Activity
12:00p-12:45p	Wash Hands/Restroom/Lunch
12:45p-1:15p	Small Group Free Choice
1:15p-3:15p	Swim/Outdoor Play/Centers
3:15p-3:30p	Wash Hands/Restroom
3:30-4:00p	PM Snack/Centers
4:00p-5:00p	Large Group Activity
5:00p-6:00/6:30p	Free Choice Centers/Pick-Up

Summer Day Camp (K-8) Sample Schedule

6:30/6:45a-7:45a	Arrival/Wash Hands/Centers
7:45a-8:00a	Wash Hands/Restroom
8:00a-8:30a	AM Snack/Centers
8:30a-9:00a	Small Group Activity
9:00a-9:45a	Large Group Gross Motor Activity
9:45a-10:05a	Wash Hands/Restroom
10:05a-11:05a	Enrichment Centers
11:05a-12:00p	Large Group Activity
12:00p-12:45p	Wash Hands/Restroom/Lunch
12:45p-1:15p	Small Group Free Choice
1:15p-3:15p	Swim/Outdoor Play/Centers
3:15p-3:30p	Wash Hands/Restroom
3:30-4:00p	PM Snack/Centers
4:00p-5:00p	Large Group Activity
5:00p-6:00/6:30p	Free Choice Centers/Pick-Up

*Field Trip once per week

*Swimming at YMCA (1-2 times per week)

*Park visit once per week

FIELD TRIPS/TRANSPORTATION

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

Field Trips (Walking/Contracted Bus Service)

- Written permission from parent/guardian is required for all trips
- Routine, walking & bus field trips are scheduled individually at each location
- The YMCA provides bussing through contracted bus services & partnerships with local school districts
- Children will be assigned to a YMCA staff and a group
- Children will be given an ID wristband with child care location and contact information

The following will be taken on our field trips:

- First Aid Kit & Site Cell Phone
- Staff trained in first aid, management of communicable disease, child abuse recognition, & CPR
- Child Enrollment & Health Information paperwork
- Special health paperwork & 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
- 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

Outdoor Play:

- Children are taken outside to play daily, weather permitting
- On days when weather conditions do not allow for outdoor play, there is time for indoor gross motor activities
- Children should be dressed appropriately for outdoor play, including appropriate cold and warm weather wear.

Limitations placed on outdoor play due to weather or safety issues:

- Discretion is used with temperatures that fall below 25 degrees Fahrenheit or above 90 degrees Fahrenheit.
- Outdoor play time will be adjusted or limited during inclement weather and safety conditions

Additional Information:

- 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:

- Parent/guardian shall escort their child to and from the childcare program space each day. Children are not permitted to enter the building alone.
- Parent/guardian is required to sign-in and sign-out his or her child each day.
- All children will be signed in and out by childcare staff on program rosters upon arrival and dismissal from childcare program.

Supervision of School-Age Children

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-age children may participate in activities in the school building sponsored by other groups. Written permission must be completed by parent/guardian and kept on file at site.

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 parent/guardian
- 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 page 3 and on our website). If your child is absent for five consecutive days without communication, we will assume you no longer need our services and your child may be withdrawn.

Procedure for Releasing a Child

Children will only be released to individuals listed on the authorized pick-up list, as provided by the custodial parent or guardian during registration.

- Identification Requirement: If staff do not recognize the person picking up your child, they will request a photo ID and confirm that the individual is on the authorized pick-up list. If identification cannot be verified, the child will not be released until the parent or guardian confirms the individual's identity.
- Age Requirement: Only individuals aged 16 or older may pick up a child unless written permission is provided by the parent or guardian.
- Changes to Authorized Pick-Up List: Notify staff immediately if there are any updates to the pick-up list.
- Under the Influence:
 - If the individual is not the custodial parent and is suspected to be under the influence of drugs or alcohol, the custodial parent will be contacted before releasing the child.
 - If the individual is the custodial parent, the child will be released, but authorities will be notified.

These procedures are in place to ensure the safety of every child in our care.

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 regards 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.

YMCA Behavior Guidance & Management Policy

Our disciplinary steps are based on an understanding of the individual child's needs and stage of development as well as each individual situation. It is our desire to help each child develop self-control, and respect for the rights of others. Please provide staff as much information as possible about your child at the beginning of the program and update YMCA staff as needed.

When behavior management problems arise, staff will use a problem-solving approach to support children in resolving conflicts. In this six step approach, YMCA 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.

At no time will any form of corporal punishment or shaming be used. Children are never deprived of food as a form of discipline. The entire group is not punished for the actions of one or a few. Children are not restricted from activities for extended periods of time.

Behavior Management Reports & Procedure

When a behavior concern arises, staff will utilize the Behavior Management Report to document the incident and report to parents/guardians. This form addresses the following behaviors with room for additional situations.

- Refusal to follow rules/cooperate with staff
- Leaving the group or staff without permission
- Continuous disruptive behavior
- Stealing/damaging of property
- Use of profanity, vulgarity or obscenities
- Endangering the health and safety of self, other children and/or staff
- Teasing/bullying of other children or staff
- Fighting of any kind

Staff will follow the procedure below for these incidents with children:

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

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

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

Fourth 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.

Child & Adolescent Behavioral Health Partnership

The YMCA of Central Stark County partners with Child & Adolescent Behavioral Health. C&A staff may be present at your child's center/site, observe the class/group, and may assist YMCA staff with behavior management techniques.

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 of 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 or higher.
- 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 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 & Contacting Family

- A child isolated due to suspected communicable disease will be cared for on the other side of the room or admin offices 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.
 - *The child care center reserves the right to exclude children from care if they are experiencing general malaise or are unable to participate in the scheduled programming for an extended period of time throughout the day.

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.
- If a communicable disease is confirmed in your child's classroom or program, a notification of exposure will be posted within 24 hours.
- 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 without fever reducing medication 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 (school-age students are exempt from this requirement).
- 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.
- Our programs conduct monthly fire drills, tornado drills (March - September), and quarterly emergency/lockdown drills. These are recorded and posted.
- In the event of a fire or tornado, staff follow the written instructions posted, which describes emergency evacuation routes and the procedures to be followed to ensure that children have arrived at the designated spot safely.
- 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 program entrance door indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted via phone or other electronic media as soon as possible with instructions on how to pick up their 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 trained staff member 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. Parent/Guardian will be asked to sign the incident report and are able to request a copy.
- An incident/injury report will be completed 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.

Serious incident/injury will be reported to the Ohio Department of Children & Youth per licensing requirement.

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 paperwork.

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. Parent/Guardian is required to sign the "Permission to Transport" statement to enroll a child in our program.

MEDICATION POLICIES

Administration of Medication

- In order for medications to be administered, required paperwork must be completed and returned to child care program. Your child may not attend care if medications are required and paperwork is not completed.
- 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 and time of administration.
- If parents request any different dosages or uses, a physician must provide written instructions on the required paperwork.
- Medications will be stored in an area inaccessible to children.
- Medications may not be brought in a child's bookbag and must be given to childcare staff by parent/guardian.
- School age children are not permitted to carry their own medications or ointment.
- Signed written parental permission is required for topical products, except for lip balm and hand sanitizer, to be administered. All topical products must be handed directly to child care staff upon arrival at the program.
- Child care staff will be trained on administration of medication and medical/physical care plans for all children they are responsible for.
- Staff will administer medication/medical food according to required paperwork and will document when medication/medical food is given.
- If your child has more than one condition (ex: asthma & peanut allergy), a separate plan must be written for each condition that requires different actions to be taken and must be kept at the program for at least one year.
- 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.

Parent/Guardian 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.

Medical Foods & Modified Diets

Medical Foods:

- A medical food is food that is formulated to be consumed under the supervision of a physician or other appropriate professional and is intended for the specific dietary management of a disease or condition
 - If your child requires the administration of medical foods, you must provide required paperwork
 - All medical foods must be provided by the parent/guardian and must be in the original container with the child's name on it and must be handed to child care staff immediately upon arrival
 - Child care staff will follow the directions on the medical food container to ensure safe storage

Modified Diets:

- If your child requires a modified diet that eliminates 1 or more of the 4 food groups or changing the amount of food to be served to meet 1/3 of the recommended dietary allowance, you must secure written information from your physician regarding this. Required child care paperwork must be completed prior to modifying your child's diet at our program.
- If your child requires a modified diet due to religious or cultural reasons, you must provide written, dated, and signed instructions. Parent/guardian must provide any food requirements that are not part of the program's menu.

Sunscreen Application

For sunscreen to be administered, parental permission must be completed at the time of registration.

- Apply sunscreen before your child arrives at camp. YMCA staff will re-apply sunscreen after lunch.
- Camp uses Rocky Mountain SPF 30 Sunscreen
- YMCA staff will re-apply sunscreen every hour while swimming outdoors.
- Aerosol sunscreen is not permitted

CENTER PARENT INFORMATION

ACTION: Final
Appendix C to Rule 5101:2-12-07

EXISTING
Appendix
5101:2-12-07

DATE: 03/11/2024 9:55 AM

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>.



Infant Meal Pattern

Breakfast	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk ¹ or formula ²	6-8 fluid ounces breastmilk ¹ or formula ² ; and 0-4 tablespoons infant cereal ^{2,3} 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 ⁴ ; or a combination of the above ⁵ ; and 0-2 tablespoons vegetable or fruit or a combination of both ^{5,6}

¹ 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.

² Infant formula and dry infant cereal must be iron-fortified.

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

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

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

⁶ Fruit and vegetable juices must not be served.

USDA - Infant Meal Pattern - Lunch & Snack

Infant Meal Pattern

Lunch and Supper	
Birth through 5 months	6 through 11 months
4-6 fluid ounces breastmilk ¹ or formula ²	6-8 fluid ounces breastmilk ¹ or formula ² ; and 0-4 tablespoons infant cereal ^{2,3} 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 ½ cup of yogurt ⁴ ; or a combination of the above ⁵ ; and 0-2 tablespoons vegetable or fruit or a combination of both ^{5,6}

¹ 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.

² Infant formula and dry infant cereal must be iron-fortified.

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

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

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

⁶ Fruit and vegetable juices must not be served.

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

¹ 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.

² Infant formula and dry infant cereal must be iron-fortified.

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

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

⁵ 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).

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

⁷ Fruit and vegetable juices must not be served.

USDA – Child Meal Pattern – Breakfast



United States Department of Agriculture

CHILD MEAL PATTERN

Breakfast (Select all three components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk ³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Vegetables, fruits, or portions of both ⁴	¼ cup	½ cup	½ cup	½ cup
Grains (oz eq) ^{5,6,7}				
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 ⁸ , 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) ^{8,9}				
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

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

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

³ 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.

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

⁵ 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.

⁶ 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.

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

⁸ 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).

⁹ 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.

USDA - Child Meal Pattern - Lunch

CHILD MEAL PATTERN

Lunch and Supper (Select all five components for a reimbursable meal)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk³	4 fluid ounces	6 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	1 ounce	1 ½ ounce	2 ounces	2 ounces
Tofu, soy product, or alternate protein products ⁴	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	⅓ 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 ⁵	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%
Vegetables⁶	½ cup	¼ cup	½ cup	½ cup
Fruits^{6,7}	½ cup	¼ cup	¼ cup	¼ cup
Grains (oz eq)^{8,9}				
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 ¹⁰ , cereal grain, and/or pasta	¼ cup	¼ cup	½ cup	½ cup

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

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

³ 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.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

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

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

⁷ 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.

⁸ 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.

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

¹⁰ 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).

USDA – Child Meal Pattern – Snack

CHILD MEAL PATTERN

Snack (Select two of the five components for a reimbursable snack)				
Food Components and Food Items ¹	Ages 1-2	Ages 3-5	Ages 6-12	Ages 13-18 ² (at-risk afterschool programs and emergency shelters)
Fluid Milk³	4 fluid ounces	4 fluid ounces	8 fluid ounces	8 fluid ounces
Meat/meat alternates				
Lean meat, poultry, or fish	½ ounce	½ ounce	1 ounce	1 ounce
Tofu, soy product, or alternate protein products ⁴	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 ⁵	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
Vegetables⁶	½ cup	½ cup	¼ cup	¼ cup
Fruits⁶	½ cup	½ cup	¼ cup	¼ cup
Grains (oz eq)^{7,8}				
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 ⁹ , 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) ^{9,10}				
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

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

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

³ 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.

⁴ Alternate protein products must meet the requirements in Appendix A to Part 226.

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

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

⁷ 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.

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

⁹ 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).

¹⁰ 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.

COMMUNITY RESOURCES

We want to support our families by connecting you to helpful resources in Stark County.

Food Assistance:

- Stark County Hunger Task Force: Free groceries for families.
 - (330) 455-6667 | starkhunger.org
- SNAP Benefits (Ohio Direction Card): Apply for food assistance.
 - (844) 640-6446 | benefits.ohio.gov

Housing Assistance:

- Alliance for Children and Families: Emergency shelter and housing.
 - (330) 823-0222 | allianceforchildrenandfamilies.org
- Stark Metropolitan Housing Authority (SMHA): Affordable housing.
 - (330) 454-8051 | starkmha.org

Childcare & Family Support:

- Help Me Grow – Stark County: Developmental support for families.
 - (330) 492-8136 | helpmegrow.org
- United Way 2-1-1: 24/7 helpline for childcare, utilities, and more.
 - Dial 2-1-1 | 211unitedway.org

Utilities Assistance:

- Community Action Agency: Utility bill assistance (HEAP).
 - (330) 454-1676 | sccaa.org
- Ohio Energy Assistance: Help with heating and cooling costs.
 - (800) 282-0880 | energyhelp.ohio.gov

Health Services:

- Stark County Health Department: WIC, immunizations, and more.
 - (330) 493-9904 | starkhealth.org
- Lifecare Family Health & Dental: Affordable medical care.
 - (330) 454-2000 | lifecarefhdc.org

Mental Health & Crisis Support:

- StarkMHAR: Mental health and substance abuse services.
 - Crisis Hotline (Mobile Response Team): (330) 452-6000 | starkmhar.org
 - Services are available 24 hours every day including weekends & holidays
 - Available to anyone regardless of ability to pay
- Domestic Violence Project: Shelter and support for victims.
 - Hotline: (330) 453-7233 | dvpi.org

Legal & Financial Assistance:

- Stark Job & Family Services: Medicaid, child support, child care assistance and more.
 - (330) 452-4661 | starkjfs.org
- Community Legal Aid: Free legal help for low-income families.
 - (866) 584-2350 | communitylegalaid.org

Need More Help?

Dial 2-1-1 for a full directory of services or visit 211unitedway.org.

We're here to support your family!

**Thank You for
Being Part of Our
Community**

