



**FOR YOUTH DEVELOPMENT®**  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# **Before and After School Child Care**

## **PARENT HANDBOOK**

**Lakota Family YMCA  
6703 Yankee Rd.  
Liberty Township, OH 45044  
Child Care Director  
[Lindsay.Miller@LakotaYMCA.com](mailto:Lindsay.Miller@LakotaYMCA.com)**

# LAKOTA FAMILY YMCA BEFORE AND AFTER SITES

Lakota Family YMCA services ALL Lakota Local Schools for Early Childhood and Elementary, K-6<sup>th</sup> grade. Some schools Before & After School is located at their school, while some of the other schools will be located at another school. Please find the school that your child attends in column one (School Name and Address) and find the school you will drop off and pick up in column two (Before & After School Site).

Lakota Family YMCA Child Care will collaborate with Lakota Local Schools, Peterman Bussing and you to make sure your child is transported to the correct school if they must use the bus service. The bus information will be provided to you via email as we get closer to the start of the school year.

<b>School Name and Address</b>	<b>Before &amp; After School Site</b>
Adena Elementary 9316 Minuteman Way West Chester, OH 45069	AM located at Shawnee ECS PM located at Adena Elementary
Cherokee Elementary 5345 Kyles Station Road Liberty Township, OH 45044	AM located at Heritage ECS PM located at VanGorden Elementary
Creekside Early Childhood 5070 Tylersvills Road West Chester, OH 45069	AM and PM located at Creekside ECS
Endeavor Elementary 4400 Smith Road West Chester, OH 45069	AM and PM located at Endeavor Elementary
Freedom Elementary 6035 Beckett Ridge Blvd. West Chester, OH 45069	AM and PM located at Union Elementary
Heritage Early Childhood 5052 Hamilton-Mason Road Liberty Township, OH 45011	AM located at Heritage PM located at VanGorden Elementary
Hopewell Early Childhood 8300 Cox Road West Chester, OH 45069	AM located at Shawnee ECS PM located at Adena Elementary
Independence Elementary 7480 Princeton Road Liberty Township, OH 45044	AM and PM located at Independence Elementary
Liberty Early Childhood 6040 Princeton Road Liberty Township, OH 45011	AM located at Lakota Family YMCA PM located at Independence Elementary
Shawnee Early Childhood 9394 Sterling West Chester, OH 45069	AM located at Shawnee ECS PM located at Adena Elementary
Union Elementary 8735 Cincinnati-Dayton Road West Chester, OH 45069	AM and PM located at Union Elementary
VanGorden Elementary 6475 Lesourdsville-West Chester Road Liberty Township, OH 45011	AM located at Heritage ECS PM located at VanGorden Elementary
Woodland Elementary 6923 Dutchland Blvd. Liberty Township, OH 45044	AM and PM located at Independence Elementary
Wyandot Early Childhood 7667 Summerlin Blvd. Liberty Township, OH 45044	AM and PM located at Wyandot ECS

# DAILY SCHEDULE FOR SCHOOL AGE CHILD CARE FOR EARLY CHILDHOOD SCHOOLS

7:00 A.M.	Program begins
7:00-7:30 A.M.	Arrivals/Individual and free choice activities
7:30-8:45A.M.	Activity Choices – Creative Time <ul style="list-style-type: none"><li>• Arts &amp; Crafts, Gym/Outdoor</li><li>• Quiet Time, Games</li></ul>
8:45-9:10 A.M.	Clean up and dismissal to school
4:00 P.M.	Staff greets the children after school
4:00-4:40 P.M.	Time is offered for participants to be with peers and adults. Children have time to discuss the day's activities and talk about plans for the rest of the day. A after school snack is provided. An opportunity to play in or outdoors to unwind from the day is provided. The school's outdoor playground, which is a fenced in area, will be used. Outdoor play will be available unless there is severe weather or safety issues.
4:40-5:30 P.M.	Choice of indoor activities throughout this period: <ul style="list-style-type: none"><li>• Homework time</li><li>• Creative art projects</li><li>• Music (listening, movement, &amp; Instruments)</li><li>• Science activities</li><li>• Individual and group games</li><li>• Blocks and accessories</li><li>• Creative drama</li></ul>
5:30-6:00 P.M.	Clean up and maintenance of environment which is viewed as an integral part of the total program. Children and adults will share in maintenance of the space, so all have a vested interest in the beauty, neatness and cleanliness of the space they share each day.

# DAILY SCHEDULE FOR SCHOOL AGE CHILD CARE FOR ELEMENTARY SCHOOLS

7:00 A.M.	Program begins
7:00-7:30 A.M.	Arrivals/Individual and free choice activities
7:30-8:00A.M.	Activity Choices – Creative Time <ul style="list-style-type: none"><li>• Arts &amp; Crafts, Gym/Outdoor</li><li>• Quiet Time, Games</li></ul>
8:00-8:20 A.M.	Clean up and dismissal to school
3:10 P.M.	Staff greets the children after school
3:10-3:40 P.M.	Time is offered for participants to be with peers and adults. Children have time to discuss the day's activities and talk about plans for the rest of the day. A after school snack is provided. An opportunity to play in or outdoors to unwind from the day is provided. The school's outdoor playground, which is a fenced in area, will be used. Outdoor play will be available unless there is severe weather or safety issues.
3:40-5:30 P.M.	Choice of indoor activities throughout this period: <ul style="list-style-type: none"><li>• Homework time</li><li>• Creative art projects</li><li>• Music (listening, movement, &amp; Instruments)</li><li>• Science activities</li><li>• Individual and group games</li><li>• Blocks and accessories</li><li>• Creative drama</li></ul>
5:30-6:00 P.M.	Clean up and maintenance of environment which is viewed as an integral part of the total program. Children and adults will share in maintenance of the space, so all have a vested interest in the beauty, neatness and cleanliness of the space they share each day.

## **CHILD CARE PROGRAMS**

Welcome to the Lakota Family YMCA. We are so pleased you have chosen the YMCA for your child's care for the year. Our staff wants to make sure you and your son or daughter have the best experience possible, so please take a few minutes to go over this handbook. Communication between caregivers and parents/guardians is of the utmost importance in keeping our facility a fantastic place to learn and have fun. In light of this, please feel free to address any concerns or questions you may have with the site administrator, another staff member, or the Child Care Director. We are all looking forward to sharing many memorable experiences with you and your child.

## **PROGRAM PHILOSOPHY FOR CHILD CARE PROGRAMS**

The purpose of our Child Care program is to meet the developmental needs of school age children. The program focuses on facilitating the child's sense of industry, competence, creating an environment conducive to positive peer interaction, which encourages initiative, and supports the growth of a positive sense of self-direction and free choice under the guidance of nurturing and caring staff. Our goal is to emulate a warm home setting with intellectual stimulation, supportive of the child's emotional, social, cognitive and physical developmental needs of school age children.

## **PROGRAM GOALS**

In the context of a home-like environment, the program provides:

- safe environment
- emotional support and warmth
- responsive adults who serve as good adult role models and especially, good listeners
- opportunities for child-initiated activities
- developmentally appropriate enrichment activities
- freedom to be alone or work and play with peers
- opportunity for large muscle and outdoor play activities
- encouragement to be creative and imaginative
- small group activities

## **OUR MISSION**

- To encourage a sense of community through friendship, sharing responsibility for self and play areas, as well as a respect for others.
- To reinforce a philosophy of a healthy and safe lifestyle including fitness, proper nutrition, building self- confidence and physical condition provided in a safe environment.
- To promote involvement in a spectrum of activities and social interaction for social development while assuring support for emotional well-being.
- To aid in the building of the physical body through play and organized games, concentrating on variety, coordination, following directions and fun.

## **PARENTAL INVOLVEMENT**

Parental involvement is essential to our program. We appreciate any suggestions or criticisms that parents may have. In providing an open relationship with all parents, we believe that we provide better care for their children. Please call the Childcare Director or speak with the Site Administrator about any questions or concerns.

We encourage parents to visit our program at any time. Any parent who has a special interest or skill to share, please notify the Site Administrator or Child Care Director. If there is a custody issue involving Child Care, a copy of the custody agreement must be kept in the child's file at the center. The Child Care Director at the YMCA will also keep a copy.

The Ohio Administrative Code requires that we provide a roster of names and telephone numbers of parents, custodians, or guardians of children attending the Center. This roster is available upon request. Parents have the right to deny inclusion of their names on the roster. If there is a concern, please contact the Child Care Director at the

Lakota Family YMCA at 779- 3917.

This program does provide onsite space for mothers to breastfeed and to pump. The location onsite would be a teacher's lounge or a staff bathroom; whichever would be available at the time.

This program is licensed to operate legally by The Ohio Department of Family Jobs and Services. The Ohio Department of Family Jobs and Services provides a toll-free number for persons to report suspected violations by the Center. Refer to licensure at your facility for that number.

## **CENTER POLICIES**

### **Discipline Policy & Children's Bill of Rights**

1. Every child in our program has the right to be respected as an individual with concern for his or her interests, handicaps, special talents, individual style and pace of learning.
2. Every child has the right to a calm, warm, loving, and nurturing environment where physical attention (hugs & cuddling) is freely given so that a child feels valued and secure, and is thus able to develop positive self-esteem.
3. Every child has the right to personal attention, a relaxed atmosphere, and freedom of choice in his or her daily activities, which can only be provided in small classes.
4. Every child has the right to have all physical needs met, including the need for rest and relaxation throughout the day.
5. Every child has the right to a clean, safe environment in which to spend his or her day.
6. Every child has the right to experience a variety of activities throughout the day that helps him or her develop a feeling of independence and confidence. These activities provide opportunities for creativity, exploration, learning and development in language skills, gross and fine motor skills, cognitive skills, social skills and emotional/psychological maturation.
7. Each child is treated with respect and concern for his/her developmental needs.
8. Guidance and discipline are positive, productive, non-punitive and appropriate to the situation and to each child's individual development. Verbalizing the child's feelings, redirection and problem solving techniques are the methods used by the staff to guide children's behavior.
9. There will be no cruel, harsh or unusual punishment.
10. No child shall ever be isolated from the Center as a form of discipline.
11. In case of physical fighting among children, appropriate restraint for separation by the teacher may be used for the safety of the children involved. No form of physical punishment will ever be used.
12. Discipline will never be imposed for failure to eat or toileting accidents.
13. No child will ever be shamed, humiliated, or frightened by any form of discipline.
14. No child will ever be subjected to profane language or other verbal abuse.
15. No discipline technique will ever be delegated to another child.
16. "No" shall be used only if followed by an explanation.
  - Group punishment will not be used for inappropriate actions of one or few children.
  - Children will not be restricted from activities for an extended period of time.
  - The entire group of Before and After School Child Care children will not be punished for the actions of one or a few.

### **Curriculum**

The Lakota YMCA curriculum, designed to meet the goals of our program, provides a variety of activities including arts and crafts, sports and fitness activities, music, engineering, science and discovery, math and literature, special interest areas, and special events. Activities are planned to meet the needs and interests of the children. Lakota Family YMCA does not conduct any type of formal assessment of children enrolled in our program.

## **Before & After School Care RULES**

- Show consideration for person speaking..."When the hand is risen, it's time to listen."
- Ask permission before leaving an activity to go anywhere.
- Use the buddy system.
- Walk!
- No tablets, toys, radios, portable CD players, iPods, MP3 players, Play Station Portables (PSP), virtual pets, cell phones, gameboys, and trading cards are allowed. If in doubt, ask the Lakota YMCA Child Care Staff before bringing it to Before & After School Care.
- No weapons or matches are to be brought to the site.
- Pick up after yourself and help keep the school clean.
- No physical fighting or name calling of any kind.
- HAVE FUN!

## **INAPPROPRIATE BEHAVIOR PLAN**

Since our programs are based in the schools, the Before and After School Child Care Program will enforce the same rules that are observed by the school itself. There will be no fighting, no unacceptable language, and no unacceptable gestures. The discipline plan is the same at all of the Before and After School Child Care Sites.

In the event of a discipline problem, the following actions will take place.

**FIRST OFFENSE:** The teacher/Site Administrator will complete a discipline plan form that states the incident, solutions that were attempted to improve behavior, parental suggestions, a follow-up conference time (if needed) and both administrator and parent signatures.

**SECOND OFFENSE:** The discipline follow-up plan will include the date of the first meeting, and any changes that may have occurred since that time. It states the plan of action that will now take place, as well as both administrator and parent signatures.

**THIRD OFFENSE:** On the third and final offense a suspension form will be filled out. This will contain the day or days that your child is suspended from the program, the reason for suspension, and the date that your child may return to the program. It will also have both administrator and parent signatures.

Physical fighting of any kind is grounds for immediate one-day suspension. If your child is suspended from the program once, and has to be suspended again, the subsequent suspension will be for a mandatory three-day period. Any behavior problems after that point will result in expulsion from the program. The discipline policy has been developed for the safety and welfare of the children in our care. If you have any questions, please do not hesitate to call the Lakota Family YMCA.

The Lakota YMCA reserves the right to ask a child and/or family to leave the program if the safety of that child, another child or a staff member is in question. Parents/ Guardians are expected to act in an appropriate manner at all times while at the Before and After School Child Care site. If a parent/guardian needs to speak to a staff member out of respect for the children and other staff it is advised that the conversation is held privately and not in front of the children.

Employees of the Lakota Family YMCA Before and After School Child Care program are expected to act appropriately and within the personnel guidelines set by the Lakota YMCA. (For a copy of the employee handbook, contact the Child Care Director)

## **RASONS FOR TERMINATION OF CHILDCARE SERVICES**

- Failure to abide by any of the enrollment agreement conditions or failure to fulfill any of the responsibilities in this parent handbook may result in the termination of childcare services.
- Severe behavior by the child which disrupts the group or puts others safety at risk.
- Refusal to follow classroom rules including repeated instances of failing to listen to his or her teacher.
- Excessive use of physical force, including hitting, pushing, kicking, or biting.
- Failure of parents to treat staff or other parents respectfully.
- Failure of parent to follow through on referrals or other actions put into place to better the child.
- Failure to pay for childcare services.

## **SAFETY**

- a. All efforts to ensure safety are made at all times. The safety policy, which describes our safety guidelines, is on file at the Before and After School Child Care Site for review. All Child Care staff members receive a copy of these safety policies for review upon employment.
- b. The Center has a telephone available for emergencies, as well as for communication with parents. The Lakota Family YMCA number is 779-3917.
- c. Emergencies and accidents will be handled within the requests of the parents/ guardian on the Health Enrollment Form and Ohio Department of Job & Family Servicesguidelines.
- d. A staff member must complete an incident/injury report when any of the following occur:
  - i. a child becomes ill or receives an injury which requires any first aid treatment, a child is transported in accordance with this rule to a source of emergency assistance.
  - ii. a child receives a bump or blow to the head
  - iii. an unusual or unexpected incident occurs which jeopardizes the safety of a child or staff:
    1. such as a child unattended
    2. a vehicle accident with or without injuries
    3. children exposed to a threatening person.

### **Definitions include**

- **Incident:** an unusual event that happens that does not necessarily result in an injury to the child. A copy of report of incident shall be retained on file at the site for at least one year and shall be available for review ob ODFJS.
- **Minor injury:** an injury resulting in a child being able to return to normal activity: staff may give basic first aid. A copy of the minor injury report shall be retained on file at the site for at least one year and be available for review by ODJFS.
- **Serious Incident/Injury/ Illness:** an unusual or unexpected event which jeopardizes the safety of the children or staff: an incident, injury or illness resulting in a limitation in the child's activity: medical attention/intervention is necessary (beyond basic first aid by staff): child is taken home/medical office/hospital. Notification (speaking to a representative from the appropriate licensing office) shall be made within 24 hours to the Office for Children & Families Help Desk. The report must be received no later than 3 business days from the occurrence via fax or mail. A copy of the report for a serious incident/injury/illness shall be retained on file at the center for at least one year and shall be available for ODJFS for review.
  - o In the event of serious incident/injury/illness that requires emergency medical treatment or professional consultation or transportation, a staff member will accompany and/or stay with the child until the parent/guardian assumes responsibility. The child's Health Enrollment form will also be taken when the child is transported to the medical facility. If parents refuse to grant consent for transportation parents will be expected to provide transportation unless it is a life threatening injury.



The Site Administrator and each employee of our Centers are required by law to report any suspicion of child abuse or neglect. All abuse will be reported to Children's Services at 241- KIDS or Butler County Human Services at 513-887-4400.

- Staff is trained in First Aid, Communicable Diseases, Child Abuse and CPRas per ODJFS regulations.
- The staff will not abuse or neglect children and will protect children from abuse and neglect while in the center's care.
- Children will be supervised at all times and no child is ever left alone or unsupervised.
- Upon arrival in the morning, we REQUIRE that parent/guardian escort their child(ren) into the building. Children MUST be signed in and out by the parent/guardian each day. Children must be picked up by 6:00 p.m. After 6:00 P.M. there is a \$1.00 per minute per child late charge (see late policy). Parents/guardian must enter the building and notify the staff that they are removing their child from the Center.
- At no time during the program will the children in the Before and After School Child Care program be transported by automobile.
- Water and bathroom breaks will be taken as often as needed. Children will be sent to the bathroom in pairs.
- Lockdown, Fire and tornado drills are held monthly. A plan is posted in the cabinet area, which explains the responsibilities of the staff and actions to be taken in case of fire evacuation, weather emergency, threat of violence and environmental emergency.
- When going up and down stairs, handrails are used.
- Spray aerosols are prohibited when children are in attendance at the Center.
- No smoking is permitted at any of the Before and After School Child Care sites.
- Before and After School Child Care program does not do any water or swimming activities.
- The Before and After School Child Care program does not offer nap time or overnight care. If a child is ill then they will be offered a cot to rest on.
- The Before and After School Child Care program serves an after school snack and drink. We provide wholesome and natural food. 100% fruit juice is also served. Children are not permitted to bring gum, candy or soda pop for snack. We hope to encourage good eating habits that are healthy and nutritious. A weekly snack schedule will be posted at the Before and After School Child Care Site. If your child has special dietary needs, please speak to the Child Care Director or Site Administrator. We will work to accommodate your child's needs.
- In the event of general emergencies such as natural disasters such as fire & weather, threat of violence, environmental situations, and loss of power, heat or water the following will take place. The children will be gathered with attendance records in a designated area (Cafeteria or hallway outside cafeteria depending on emergency). Children's records will also be taken to the designated area. 911 or the utility company will be called. Attendance will be taken. If school office is open they will be consulted as well as other school district personnel, emergency response agencies and the parent/ guardians.
- Field trips are not taken during the Before and After School Child Care program. If transportation is needed in the event of an emergency the Lakota Family YMCA will use Lakota School Buses.
- No formal assessment on the children enrolled in the Before and After School Child Care program will be done.

## **OUTDOOR PLAY**

Children attending the Before and After School Child Care program will be provided with outdoor playtime when the weather is between 32 degrees and 87 degrees provided it is not raining, sleeting, too humid, lightening, ice, and the

ozone level and pollen count are within a safe level. Children should be properly dressed for outdoor play. In the event of inclement weather the children will have access to the gym for large muscle time.

## **SNACK/MEALS**

Afternoon snacks are provided by the YMCA. Snack schedules are posted at the site.

## **PARENT/EMPLOYEE PARTICIPATION**

At the start of the school year there will be a designated day and time for the parents and children to come in and meet the Before and After School Child Care program staff. At that time the Site Administrator will go over the policies, procedures and the Before and After School Child Care handbook. This may be done in conjunction with the school's open house. Parents are always welcome at the site and may join in the site activities.

The Before and After School Child Care program staff including the Site Administrator may be available during the Before and After School Child Care program hours. You may also contact the Lakota Family YMCA to leave a message and the Lakota Family YMCA staff will see that the message is given to the staff member. Before and After School Child Care sites have access to a telephone.

## **SUPERVISION POLICY**

A major responsibility of the staff is to ensure the health and safety of each child entrusted in our care. Staff must be always accountable for children's care, including but not limited to, development, behavioral needs and parental preferences. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventative measures.

School age children may run errands inside the building, use the restroom, or engage in a short-term activity which poses no physical risk to their safety alone or in groups of no more than six children without adult supervision as long as the following conditions are met:

- Children are within hearing distance of their teacher, without the use of electronic equipment.
- The staff member checks on the children who are in kindergarten through 3<sup>rd</sup> grade at least every five minutes until they return to the group.
- The staff members check on the children in fourth grade and higher every ten minutes until they return to the group.
- The center has exclusive use of the space being used by the children.

## **ARRIVAL & DEPARTURE**

Parents or Guardians must walk their child in to the program each day. Children should not be dropped off before 7:00 a.m. Children must be picked up by 6:00p.m. If the closing staff has not heard from the parent, or has not been able to reach either the parent or an emergency contact and has waited a reasonable amount of time at the Center, they will call (513) 887-4000 (Butler County Dept. of Job & Family Services) to care for the child until the parents can be contacted.

No child will be released from the Center to anyone other than the parents/guardian or other persons specifically indicated on the Permission to Pick Up Form. Parents must provide the program with documentation if there is custody issued. No child may be signed in or will be released to anyone under the age of 16. Identification will be required if the person picking up the child is not known. We require that you give us advance written notice to the Center if any changes in pick up will occur. If your child is absent you can email the child care director and the site will be notified. If your child will be gone for vacation, surgery, death in family, etc. please give site staff advanced written notice.

## **BEFORE/AFTER SCHOOL SPONSORED ACTIVITIES**

If your child is participating in a Before or After School sponsored activity and they will be attending our Before and After School Child Care Program after that activity the parent must fill out a YMCA Activity Form. This form should be

filled out for each new activity that your child will be involved in. If the child is supposed to return to our program but has not the site staff will contact the parent/guardian.

## **LATE POLICY**

The Lakota Family YMCA Child Care programs will charge the parent/guardians a late fee if your child is not picked up by 6:00p.m. The late fee is \$1.00 per minute per child. If a parent/guardian is late 3 consecutive days and/or has numerous late instances you will be asked to leave our Child Care programs. You will forfeit your \$55.00 deposit plus the one-week pre-paid tuition.

## **TRACKING POLICY**

The schools provide a daily school absentee sheet and early dismissal list to the Before and After School Child Care program staff in the Before and After School Child Care mailbox in the school office. Parents are required upon A.M. sign-in to note on the sign-in sheet if they will not be attending P.M. Before and After School Child Care. If a child is still not accounted for the school office is notified.

If a child has boarded a bus accidentally, transportation is called and the child is brought back to the Before and After School Child Care site. The nurse notifies us in case a child went home sick and is not on the early dismissal list. The parents are called immediately if all the above do not apply. If a child cannot be located, 911 will be called.

## **FEDERAL TAX INFORMATION**

The Lakota Family YMCA's Federal EIN number is 31-1223296. Families may need this number for federal income tax purposes if under the law you are permitted to claim a Child Care tax credit. To retrieve Payment History of what you paid for child care, logon to the [Online Portal](#). If you have trouble accessing the Online Portal, please contact [helpcenter@lakotaymca.com](mailto:helpcenter@lakotaymca.com).

## **LICENSING**

The Lakota Family YMCA Before and After School Child Care Sites have been issued a license to operate legally by the Ohio Department of Job and Family Services. The laws and rules which govern this license, are available at the Centers for review. They are also available at the DCY's web site.

The number of children each site is licensed for is posted on the license at the facility. The ratio for school-age children is 18 children per 1 adult. The maximum group size is 36 children per 2 adults or 54 children per 3 adults.

## **NON-DISCRIMINATION POLICY**

The Lakota Family YMCA does not discriminate in providing services to children and their families on the basis of race, religion, sex, color, cultural heritage, political beliefs, marital status, national origin or disability or any other prohibited by the state.

## **SPECIAL NEEDS POLICY**

It is the intent of Lakota Family YMCA to provide group childcare services to children, without regard to disability. Enrollment of children with disabilities will be made as long as the child is determined to be a qualified child with a disability. Factors include that the child will not:

- constitute a direct threat to the health or safety of himself or herself or others in a group childcare setting, or
- require supervision, educational services, and/or personal services beyond that reasonably expected of the existing staff, or
- services not provided for children without disabilities, or
- require specialized equipment not present in or available to the program.

Reasonable accommodations will be made to meet the special needs of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Parents must provide all pertinent information regarding the child's special needs and complete a written medical/physical care plan to assist the staff in the care of the child.

Evaluation of qualifications will be undertaken on a case-by-case basis. Input from the parents and the Site Director with whom the child will be placed will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group childcare setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability. Initial enrollment may be provisional for a period to be stated by the Director at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the above listed factors.

## **BEFORE AND AFTER SCHOOL CHILD CARE HOURS**

Elementary Schools: Hours are 7:00a.m. -8:20a.m. & 3:10p.m. - 6:00p.m. Early Childhood Schools: Hours are 7:00a.m. - 9:10a.m. & 4:00p.m. - 6:00p.m. We are open Monday through Friday.

We do follow Lakota School Schedule; when Lakota is closed we provide no care. If Lakota delays opening in the AM there will be no AM care. If Lakota closes early there is no PM care with the exception of the last two (2) school days with an early release.

## **REGISTRATION**

Before attending the Before and After School Child Care program at the YMCA all children must be registered. Registration must be done at the Welcome Center at the Lakota Family YMCA. Registrations will not be accepted at the Before and After School Child Care site. When you register you are required to pay a \$55.00 registration fee.

The \$55.00 registration fee is non-refundable and non-transferable.

All forms can be found at <http://www.lakotaymca.com/cms-view-page.php?page=before-after-school>

### **BEFORE School Care**

Lakota YMCA Member	\$64.00 per week
Lakota YMCA Non-member	\$79.00 per week

### **After School Care**

Lakota YMCA Member	\$83.00 per week
Lakota YMCA Non-member	\$99.00 per week

### **BOTH Before & After Care**

Lakota YMCA Member	\$99.00 per week
Lakota YMCA Non-member	\$130.00 per week

## **FEES**

Each child's account must be set up using a MasterCard, Visa, or Discover credit/debit card (no cash, check, or voucher payments accepted).

- Each Friday your card will be charged for the UPCOMING week.

If the credit card is declined on Friday morning, the child will NOT be able to attend the program on Monday (or the first day of the new week).

- The parent or guardian responsible for the declined account will be notified, via email, that they will not be able to utilize the program until their account is paid
- If payment is received after Friday's billing, you must show proof of payment (credit card receipt or online portal receipt), to your site manager, for your child to attend on Monday.
- A Late fee of \$30.00 will be assessed if payment is not received by Monday (or the first day of the new week)
- A Late Pick-up Fee of \$1.00 per minute will be assessed if parent/guardians picks up their child after 6:00 p.m. If a parent/guardian is late 3 consecutive days and/ or has numerous late instances they will be asked to leave our Child Care programs; and will forfeit the \$50.00 deposit plus the one-week pre-paid tuition.

Any account not utilized for two weeks will automatically be withdrawn from the program. This is a full time service whether you use it each day or not. There are no refunds for absences or vacations. Credit can only be extended in cases of hospitalization or extended illnesses (3 or more days) verified by a physician. It is important for Child Care givers to maintain a secure and stable environment for your child(ren). To accomplish this, we must also offer our staff the security of knowing that their employment with the Lakota Family YMCA is secure and stable. Stability becomes an impossible task when some parents feel that they should not pay tuition when their child (ren) is absent from school for illness or vacation. Your tuition supports our staff salaries.

Direct all billing questions to [Kathy.Joiner@lakotaymca.com](mailto:Kathy.Joiner@lakotaymca.com) or by calling her at the YMCA on (513) 779-3917.

## **ENROLLMENT**

Enrollment is on a first come first serve basis, spots are limited. You must register at the YMCA and will be required to pay the registration fee and first week.

- Completed enrollment packet is required before a child can attend the Before and After School Program. You can find the packet at LakotaYMCA.com under the [child care tab](#). The packet includes the following
  - Registration form
  - Child Enrollment and Health Information For Child Care (ODJFS 01234)
  - Child Medical/Physical Care Plan For Child Care (ODJFS 01236) **Only used if needed**
  - Request for Administration of Medication For Child Care (ODJFS 01217) **Only use if needed**
  - Child Care Agreement
  - Child Care General Permission Form
  - Child Care Permission To Pick Up

## **WITHDRAWALS**

If you plan to withdraw your child(ren) from our program, you must complete the [Child Care Program Change](#) form, and return to the Billing Department of the Lakota Family YMCA, for automatic withdrawals to be stopped on your account.

- One week notice is required for all withdrawals. You will receive a confirmation email of your withdrawal request once your withdrawal has been processed.

## **RETURNED CHECKS**

A \$25.00 handling charge will be assessed for all checks returned for insufficient funds.

## **MANAGEMENT OF COMMUNICABLE DISEASES**

- Before and After School Child Care staff is trained to recognize signs of communicable diseases and other illnesses. They are also trained in hand washing and disinfections procedures, through state approved first aid and "childhood diseases" trainings.
- The State of Ohio Department of Health furnishes the "Day Care Center Communicable Disease Chart" and the Before and After School Child Care cabinet area posts it.

- In case of doubt about the severity of a communicable disease, the Cincinnati Department of Health will be contacted for suggestions. Parents of other children will be notified through written communication if a communicable disease is discovered. If available, the school nurse will also be contacted.
- Any child who develops the following symptoms which in our program will be immediately isolated on a cot in a portion of the room not being used by the other children but they will be within sight and hearing while arrangements are made for that child to go home. The symptoms are 2 or more bouts of diarrhea, severe coughing causing the child to become red or blue in the face or to make a whooping sound, difficult or rapid breathing, yellow skin or eyes, redness of the eye or eye lid, thick & purulent (pus) discharge, matted eyelashes, burning, itching or eye pain, fever of 100F or higher (taken with axillary method with a digital thermometer, thermometers will be sanitized after each use) with other symptoms of illness, infected skin patches, dark urine/gray or white stools, stiff neck with a temperature higher than 98.6, unusual spots, untreated infected skin patches or rash, sore throat or difficulty swallowing, one vomiting spell or accompanied by symptoms of illness, lice, scabies or other parasites.
- Children who leave the site due to a high fever, diarrhea, severe coughing, difficult or rapid breathing, yellow skin or eyes, redness of eye or eye lid, thick & purulent (pus) discharge, matted eyelashes, burning, itching or eye pain, infected skin patches, dark urine, gray/white stool, or a stiff neck will be readmitted once the symptom has been gone for a period of 24 hours and/or with a physician's statement indicating that it is safe for the other children and for that child to return to the Before and After School Child Care site.
- The Site Administrator and other staff members have been trained to administer First Aid and CPR. All children's records are kept in the file box in the Before and After School Child Care cabinet.
- The YMCA Before and After School Child Care program does not accept "mildly ill" children. If your child cannot participate in the regularly scheduled programs, he/ she should remain at home.
- Children who leave the Center due to high fever, diarrhea, severe coughing, difficult or rapid breathing, yellow skin or eyes, redness of eye or eye lid, thick & purulent (pus) discharge, matted eyelashes, burning or itching or eye pain, infected skin patches, dark urine/gray or white stool, or a stiff neck will be readmitted once the symptoms has been gone for a period of 24 hours and/or upon receipt of a physician's statement indicating that it is safe for the other children and for that child to return.
- Administration of medication (including emergency medication), inhalers, and special diets, insulin will be undertaken by the Center only after receipt of a completed ODJFS Parent/Guardian Request for Administration of Medication (JFS 01217) form that is signed by the parent/guardian and the physician. A Medical/ Physical Care Plan (JFS 01236) signed by the parent and trained staff will also need to be in the children's file. Children will not be allowed to carry inhalers, insulin injections, epinephrine, etc. on their person or backpacks.
- Care of Children with Health Conditions. All children who have health conditions which may require medical procedures be performed at the site must have detailed written information completed and on file using the Child Medical/Physical Care Plan. This includes children with health conditions such as asthma, allergies, diabetes, cystic fibrosis, etc. If the condition would require knowledge on procedures to be performed, or actions to be taken, even if it is to call 911 and make the child comfortable, there needs to be a completed form on file. If a child with a medical condition requires the medical procedure to be performed a trained staff member will be on premises. Procedure will be noted on form.
- Employees will abide by the same policies as the children for communicable diseases.
- Children may be accepted into the program if they have not had their immunizations, but the parent/guardian must make the YMCA Before and After School Child Care Program aware of it.

## **Medication Policy**

**All required medications and the ODJFS required paperwork to administer medication must be complete and on site prior to the child's first day of attendance.**

Due to storage and safety concerns at Lakota Family YMCA, it is strongly recommended that all medications be administered at home or during the school day. If this is not possible, Lakota Family YMCA will administer medication, food supplements and modified diets only with the completion of a Medical Physical Care Plan. Medication forms are available on site and online at [LakotaYMCA.com](http://LakotaYMCA.com) and must be updated each school year. Medications must be given directly to the Site Administrator and will be stored in a designated area inaccessible to the children.

Children who have permission from the school to carry and self-administer asthma medication using an inhaler during the school day are also permitted to do so at Lakota Family YMCA Latchkey Program with the appropriate forms on file. The parent must complete and sign a Medical Physical Care Plan, complete and sign a Request for Child to Carry Inhaler form and provide verification that the child has permission from Lakota Local Schools to carry the inhaler during the school day. The child must always keep the inhaler in his or her possession while at Lakota Family YMCA Latchkey Program and not share it with any other person. Any time the child is unable to maintain control of the inhaler it must be given directly to a Lakota YMCA staff member. It is recommended that the parent provide Lakota Family YMCA with a second inhaler as a back-up for emergencies.

Lakota Family YMCA will not administer any medication, food supplement, medical food or topical product until the child has received the first dose or application at least 24 hours prior to the center administering a dose application of the product to avoid unexpected reactions.

## **MEDICAL, DENTAL & GENERAL EMERGENCY PLAN**

A copy of the medical, dental and general emergency plan is located by the Before and After School Child Care cabinet. Copies of the plan are also placed at every location that the children use. The Before and After School Child Care program will follow the same procedures as the Lakota Schools. This will insure consistency in the event of an emergency. A copy is also included in this handbook. Monthly fire and tornado drills are also done with the children.

## **IMPORTANT PHONE NUMBERS**

Emergency Squad, Fire Dept. & Police Dept.	911
Poison Control	800-222-1222
Children's Hospital	513-803-9600
Lakota Family YMCA	513-779-3917

## **SNOW DAY POLICY**

When the Lakota Schools are closed. Before and After School Child Care is closed. No Child Care is available at the YMCA on snow days.

When the Lakota Schools are on a 1 or 2-hour delay, A.M. Before and After School Child Care is closed. There will be P.M. Before and After School Child Care unless the Lakota Schools close early due to weather (the school will contact the parents). If the AM session of Before and After School Child Care has started, and the Lakota Schools decide to delay or close due to weather; the Before and After School Child Care staff will notify the parents to come pick up their child. You may contact the Before and After School Child Care staff if you have any questions. Please listen to the Radio or TV for closings.

You can also check the Lakota School District web site [www.lakotaonline.com](http://www.lakotaonline.com).

The YMCA will not call you when there are closings or delays. The YMCA does not offer any camps at the YMCA on snow

days. NOTE: All Inclement Weather Postings are listed on our Website at [LakotaYMCA.com](http://LakotaYMCA.com).

Inclement weather credits will be applied to your account at the end of the school year.

## **STAFF**

Our staff consists of dedicated people with degrees in Education, Child Development and/or training in working with children. The staff provides special care and warmth for each child as well as a quality recreational program. We plan relaxing, age- appropriate activities for children in a structured, safe environment. The staff is truly dedicated to children. Staff are available to speak with parents when needed. If you have any concerns about our program, you should bring it to the attention of the onsite staff. If your issue is not being resolved to your satisfaction, please contact the Child Care Director to discuss the issue. Our goal is to provide quality and satisfactory care for your family, please let us know how to better serve you.

Any family that needs assistance, who have concerns or other questions answered may contact the Child Care Director at Lindsay Miller at [lindsay.miller@lakotaymca.com](mailto:lindsay.miller@lakotaymca.com) or call the YMCA at 513-779-3917.



