



**LAKOTA FAMILY YMCA**

# **CRAYON CLUB**

# **Parent Handbook 2025**

**CRAYON CLUB  
6703 Yankee Road  
Liberty Twp., OH 45044  
(513) 779-3917  
[www.Lakotaymca.com](http://www.Lakotaymca.com)**

**“The Y. To put Christian Principles into practice, through programs that build healthy spirit, mind, and body for all.”**

# CONTENTS

|   |       |
|---|-------|
| LETTER FROM CHILDCARE COORDINATOR           | 2     |
| PROGRAM PHILOSOPHY                          | 3     |
| NON-DISCRIMINATION                          | 3     |
| OUR MISSION                                 | 3     |
| PROGRAM GOALS                               | 3     |
| CENTER POLICIES/CHILDREN'S BILL OF RIGHTS   | 4     |
| CRAYON CLUB HOURS                           | 4     |
| REGISTRATION FEES AND RATES                 | 5     |
| PAYMENT METHODS                             | 5     |
| FEDERAL TAX INFORMATION                     | 5     |
| ARRIVAL, DEPARTURE, ATTENDANCE/LATE POLICY  | 6     |
| PERMANENT WITHDRAWS                         | 6     |
| REFUNDS                                     | 7     |
| REQUIRED PAPERWORK                          | 7     |
| WAITING LIST                                | 7     |
| VACATION POLICY                             | 7     |
| DAILY SCHEDULE                              | 8     |
| LUNCHESES                                   | 8     |
| SNACKS                                      | 8     |
| STAFF                                       | 9     |
| PARENTAL INVOLVEMENT                        | 9     |
| MEDICINE                                    | 9     |
| MANAGEMENT OF COMMUNICABLE DISEASES         | 10    |
| MEDICAL, DENTAL, AND GENERAL EMERGENCY PLAN | 11    |
| SAFETY                                      | 11    |
| DEFINITIONS                                 | 11-12 |
| QUIET TIME                                  | 13    |
| SWIMMING                                    | 13    |
| OUTDOOR PLAY                                | 13    |
| INCLEMENT WEATHER POLICY                    | 13    |
| DISPLINE PLAN                               | 13-14 |
| THE BIG DAY                                 | 14    |
| GENERAL INFORMATION                         | 14    |
| ASSESSMENTS                                 | 14    |
| BREASTFEEDING/PUMPING                       | 14    |
| STAFF/CHILD RATIOS                          | 15    |



# LAKOTA FAMILY YMCA

Dear Parents,

Welcome to the Lakota Family YMCA's Crayon Club. We are so pleased you have chosen the YMCA for your child's care. 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. Considering this, please feel free to address any concerns or questions you may have with your child's teacher or the Early Child Care Director. We are all looking forward to sharing many memorable experiences with you and your child.

Again, thank you for choosing the Lakota Family YMCA's Crayon Club!

Sincerely

Nikki Riddle,  
Child Care Coordinator  
Lakota Family YMCA  
(513) 779-3917  
[nikki.riddle@LakotaYMCA.com](mailto:nikki.riddle@LakotaYMCA.com)

**"The Y. For a better you, For a better community, For a better country, For a better us!"**

## **PROGRAM PHILOSOPHY**

The purpose of our Childcare program is to meet the developmental needs of early childhood learners. 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 early childhood learners.

## **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 any other basis as prohibited by the state.

## **OUR MISSION**

- To encourage a sense of community through friendship, sharing responsibilities for self and play area, 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, this is 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.

## **PROGRAM GOALS**

- The Lakota YMCA Crayon Club program provides the following:
  - safe environment
  - emotional support & warmth
  - responsive adults who serve as good role models
  - opportunities for child-initiated activities
  - developmentally appropriate enrichment activities
  - ability to work and play alone and with peers.
  - large muscle activities and outdoor play activities
  - encouragement to be creative and imaginative.
  - small group activities

# **CENTER POLICIES**

## **CHILDREN'S BILL OF RIGHTS**

- Every child in our program has the right to be respected, as an individual with concern for his/her interests, special needs, special talents, individual style, and pace for learning.
- 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.
- Every child has the right to personal attention, a relaxed atmosphere, and freedom of choice in his/her daily activities, which can only be provided in small classes.
- Every child has the right to have all physical needs met, including the need for rest and relaxation throughout the day.
- Every child has the right to a safe, clean environment in which to spend his/her day.
- Every child has the right to experience a variety of activities throughout the day that helps him/her develop a feeling of independence and confidence. These activities provide opportunities for creativity, exploration, learning and development in language skills and emotional/psychological maturation.
- Each child is treated with respect and concern for his/her developmental needs. 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.
- There will be no cruel, harsh, or unusual punishment.
- No child shall ever be isolated from the Center as a form of discipline.
- In the case of physical fighting among children, appropriate restraints for separation by the staff may be used for the safety of the children involved. No form of physical punishment will ever be used.
- Discipline will never be imposed for failure to eat or toileting accidents.
- No child will ever be shamed, humiliated, or frightened by any form of discipline.
- No child will ever be subjected to profane language or other verbal abuse.
- No discipline technique will ever be delegated to another child.
- "No" shall be used only if followed by an explanation.
- Group punishment will not be used for inappropriate actions of one or a few children.
- No child will be restricted from activity for an extended period.
- The specifications of Rule 22 will apply to all employees of the Crayon Club.

## **CRAYON CLUB HOURS**

Crayon Club is open Monday-Friday from 7:00am-6:00pm. The Crayon Club will be closed on the following scheduled holidays:

- 12/31 New Year's Eve (Closing time may vary)
- 1/1 New Year's Day
- Memorial Day
- 7/4 4th of July
- Friday before Labor Day
- Labor Day
- Thanksgiving Day
- Black Friday/Friday after Thanksgiving Day
- 12/24 Christmas Eve
- 12/25 Christmas Day

## REGISTRATION FEE AND RATES

Registration fee (non-refundable/non-transferable)

\$55.00

Ages 3-5  
7:00am – 6:00pm

Lakota Y Members: \$179.00/week  
Non-members: \$196.00/week

## REGISTRATION

Before attending the Crayon Club all children must be registered through the Lakota Family YMCA. To register, you must fill out the registration form given out by the Child Care Coordinator. A packet of forms needed before your child may enter the program will also be given out by the early childhood coordinator.

When you register, you have a registration fee of \$55.00, you will also be required to pay the first week of tuition in full. Children must be registered by the Close of business on the Monday prior to the week of they will be attending.

## PAYMENT METHOD:

- Auto-Pay Method: Payment for the Crayon Club tuition is a credit card or debit/bank card. Your card will automatically be charged each Friday prior to the upcoming week.
- Vouchers: Currently not accepted at this site.

Payments are made at the Front Desk. No payments can be made in the Crayon Club.

A \$35.00 handling charge will be assessed for all checks returned for insufficient funds or stop payments. Crayon Club does not carry balances from week to week, so payments must be current for your child to attend. You can reach the Billing Manager via email at [Kathy.joiner@lakotaymca.com](mailto:Kathy.joiner@lakotaymca.com)

## FEDERAL TAX INFORMATION

The Lakota YMCA 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 childcare tax credit. Please save all canceled checks and receipts. You can print statements from the online portal or request one statement at the end of camp. If you need another copy of this statement for your taxes, please email your request to our Billing Manager, at [Kathy.joiner@lakotaymca.com](mailto:Kathy.joiner@lakotaymca.com)

## **ARRIVAL, DEPARTURE, ATTENDANCE AND LATE POLICY**

We are open Monday through Friday.

7:00 a.m. – 6:00 p.m.

Children should not be dropped off before 7:00am and they must be picked up by 6:00pm. Parents/Guardians **MUST** enter the building and sign their child in and out in accordance with our policy.

- Staff have an attendance sheet per classroom to keep track of the children in our care. They will be marked in and out each day they are here.
- If a child is absent from Crayon Club more than 2 days, we ask that you call the child in, with reason for the absence.
- We have a keycode to enter the Crayon Club, this will be given to you before the first day.
- Identification will be required for anyone picking up a child. To pick up a child, the person must be 16 years of age or older.
- Any parent/guardian who arrives after the appropriate pick-up time will be charged a late fee. The late fee is \$1.00 per minute per child. This late fee is added to the weekly tuition. If the staff has not heard from or been unable to reach the parent/guardian or an emergency contact after a reasonable amount of time, Butler County Children Services will be called (513) 887-4000 to care for the child until the parent/guardian can be contacted.
- No child will be released from the Crayon Club to anyone other than the parents/guardian or other persons specified on the Permission to Pick-up forms.
- We require that you give advance written notice when changes occur. As a courtesy to your child and staff, please call the Lakota YMCA at (513) 779-3917 if you know you are going to be late. Late charges will still apply and be charged to your account.
- Each child will be given a cubby labeled with his/her name. The cubby should be used for storing the following items: a complete weather appropriate change of clothes and a jacket if needed. A swimsuit, flip flops, and towel as needed. A water bottle with the child's name on all items. Home toys are only to be brought on special days, and the teachers will notify you ahead of time. Pillows and blankets will also be kept in their cubby but they should go home on Friday for cleaning or if it is soiled during the week.

**Note: After 3 incidents of late pick up or chronic lateness, the family may be dismissed from Crayon Club. You will forfeit your \$55.00 deposit plus the one-week pre-paid tuition.**

**Note: Even if you have picked up your child many times, we may ask for ID. This is to ensure the utmost safety for your child. Please advise any person on the pickup list that they will be asked for ID when picking up as well.**

## **PERMANENT WITHDRAWALS**

If you plan to withdraw your child(ren) from our program, please notify the childcare office at the Lakota Family YMCA in writing two weeks in advance, stating the reason for withdrawal or you will be responsible for payments. If you do not give us a two-week withdrawal notice, your account will be charged the weekly tuition for the two-week period. To re-enter the program an additional registration fee will be required.

## **REFUNDS**

- Credit can only be issued in cases of hospitalization or extended illness (three days or more) verified by a physician and note.
- There are no refunds for absences, suspensions, or expulsions.

## **REQUIRED PAPERWORK:**

Paperwork is required for all children as mandated by the State of Ohio. Paperwork is given by the Child Care Coordinator.

The following must be on file for each child prior to their attending Crayon Club:

- Child Enrollment and Health Information – be sure to fill out both sides.
- Child Medical Statement (must be signed by a physician and is good for 1 year from last exam.)
- General Permission Form.
- Swimming Permission Form.
- Permission to Pick-Up form.
- Crayon Club Health Care Policy
- Crayon Club Schedule of Fees
- Request for Administration of Prescribed Medication (must be signed by a physician for staff to administer any medication.)
- Medical Plan (only for children with medical conditions such as asthma, severe allergies, diabetes, etc. or children being administered medication.)

## **WAITING LISTS**

Once the Crayon Club has been filled, a waiting list will be established. If openings occur, each person on the waiting list be contacted, in order, and given 24 hours to enroll.

## **VACATION POLICY**

In order for your child(ren) to qualify for a vacation credit your child must attend the Crayon Club full time (5 days per week) for six consecutive months to earn one week vacation. After the next 6 months you will be eligible for another one-week vacation. There is no vacation credit given for those that are part-time. Advance notice must be given. The extended absence allows for vacation and is limited to two weeks per year from the date your child began attendance. Only full weeks are granted and may not be taken in daily increments. If your child is absent in excess of two weeks, you are required to pay the stated weekly tuition. These weeks of vacation cannot be applied toward tuition once your permanent withdrawal notice has been given. In instances of extended illness at the Early Child Care Director's discretion and proper documentation tuition will not be charged.



## **DAILY SCHEDULE**

|             |   |
|-------------|---|
| 7:00-8:30   | Arrival, well check, center choice time   |
| 8:30-9:00   | Restroom break, wash hands, & breakfast snack   |
| 9:00-10:00  | Large muscle activity (Outside, Playland, or Gym)   |
| 10:00-12:00 | Circle time, weather, calendar, morning enrichment, special learning centers, & individual concept work |
| 12:00-12:45 | Wash hands & lunch  |
| 12:45-1:00  | Restroom & large muscle activity  |
| 1:00-2:45   | Quiet time  |
| 2:45-3:30   | Wake up, restroom, wash hands, & afternoon snack  |
| 3:30-4:00   | Afternoon enrichment  |
| 4:00-5:30   | Center choice time, outside or indoor large muscle  |
| 5:30-6:00   | Clean up centers, departure   |

## **LUNCHES**

Children must bring lunch to Crayon Club every day. No refrigeration of food is available. An ice pack must be included in their lunch bags, so please pack accordingly. We can heat up food using a microwave. If a child forgets his/her lunch, we will provide a supplemental lunch at the cost of \$5.00.

**Note: Supplemental lunches are provided as a service. This service should not be abused and/or used as a regular lunch provider.**

## **SNACKS**

Crayon Club provides a morning snack at 8:30 am and an afternoon snack at 3:00 pm. Our morning snack is served with 1% milk or water and our afternoon snack is served with 100% fruit juice or water. Please see the snack calendar on Crayon Club bulletin board for updated snack information.

## **STAFF**

Our staff consists of dedicated people with degrees in Education, Child Development Associate (CDA) and/or training in working with children. The staff Provides special care and warmth for each child in a nurturing way. We plan relaxing, age-appropriate activities for children in a structured, safe environment. The staff is truly dedicated to children. Any employee that needs assistance, who has concerns or other questions answered may contact the Early Child Care Director at the Lakota Family YMCA.

## **PARENTAL INVOLVEMENT**

Parental involvement is essential to our program. We appreciate any suggestions, comments, or concerns that parents may have. In providing an open relationship with all parents, we believe that we provide better care for your child. Please contact the Crayon Club staff or the YMCA Child Care Coordinator with any questions or concerns.

We encourage parents to visit our program at any time. Any parent who has a special skill or interest to share, please notify the Early Child Care Director.

If there is a custody issue involving childcare, a copy of the custody agreement must be kept in the child's file. The Early Childcare Director will also keep a copy.

The administrative code requires that we provide a roster of names and telephone numbers of parents, custodians or guardians of children attending. 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 Coordinator at the Lakota Family YMCA at 779-3917.

This program is licensed to operate legally by The Ohio Department of Job and Family Services, ODJFS provides a toll - free number for persons to report suspected violations. Refer to the YMCA for that number.

As always, if you need to meet with the teachers, please reach out to Nikki Riddle Childcare Coordinator, to schedule an appointment with your child's teacher.

## **MEDICINE**

Crayon Club will undertake administration of medication including emergency medication, Epi pens, inhalers, special diets, and insulin only after receipt of a completed ODJFS Parent/Guardian Request for Administration of Medication (JFS01217) form that is signed by the parent and or the physician. A Medical Care Plan (JFS01236) will need to be filled out and signed by the parent/guardian and trained staff and they will be kept in the child's file. Children will not be allowed to carry inhalers, insulin injections, epinephrine, etc. on their person or backpacks. Children will be allowed to carry in their backpacks hand lotion, the Child Care Coordinator or a staff member will assist the child when applying.

Care of children with health conditions which require medical procedures to be performed at the site must have detailed written information. This includes children with health conditions such as asthma, allergies, diabetes, cystic fibrosis, etc. If the condition would require knowledge of procedures to be performed or actions to be taken, even if it is to call 911 or make the child comfortable, forms must be on file. The Child Care Director and our trained staff will perform the required medical procedures. Procedures will be noted on form JFS01217. Children are not permitted to carry their medication. All medications are kept in a secure location in the Crayon Club kitchen cabinet. Unused medications will be returned at the end of their Crayon Club enrollment.

## **MANAGEMENT OF COMMUNICABLE DISEASES**

Staff are trained to recognize signs of communicable diseases and other illnesses, handwashing, and disinfection procedures. Staff members have been trained to administer first aid.

The State of Ohio Department of Health furnishes the center with a Communicable Disease chart, and it is posted in a conspicuous area.

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.
- Any child who develops the symptoms while in Crayon Club will be isolated immediately in a portion of the room not being used for childcare and within hearing and sight of the staff while arrangements are made for that child to go home. The symptoms include two or more bouts of diarrhea, severe coughing or coughing causing the child to become red or blue in the face or to make a whooping sound, difficulty or rapid breathing, yellow skin or eyes, redness of the eye or eye lid, thick and purulent discharge, matted eyelashes, burning-itching, eye pain, fever of 100° or higher taken axillary method with a digital thermometer (thermometers will be sanitized after each use) with other symptoms of illness, infected skin patches, unusual spots, dark urine, grey or white stools, stiff neck with a temperature higher than 98.6° F, sore throat or difficulty swallowing, one vomiting spell and/or accompanied by symptoms associated with lice, scabies or other parasites.
- Children who leave due to a high fever, diarrhea, severe coughing, difficult or rapid breathing, yellow skin or eyes, redness of eye or eyelid, 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 symptoms 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 Crayon Club.
- The YMCA will not accept "mildly ill" children. If your child cannot participate in the regularly scheduled programs, he/she should remain home.
- The Childcare Director and other staff members have been trained to administer first-aid and CPR. All children's records are kept in the Crayon Club office.
- The Crayon Club will undertake administration of medication (including emergency medication) inhalers and special diets, insulin only after receipt of a completed ODJFS Parent/Guardian Request for Administration of Medication (JFS01217) form that is signed by the parent and or the physician. A Medical Care Plan (JFS01236) will need to be filled out and signed by the parent/guardian and trained staff and they will be kept in the child's file. Children will not be allowed to carry inhalers, insulin injections, epinephrine, etc. on their person or backpacks.
- The care of children with health conditions which require medical procedures be performed at the site must have detailed written information. This includes children with health conditions such as asthma, allergies, diabetes, cystic fibrosis, etc. If the condition would require knowledge of procedures to be performed or actions to be taken, even if it is to call 911 or make the child comfortable, forms must be on file. The Childcare Director and our trained staff will perform the required medical procedures. Procedures will be noted on form.
- Employees will abide by the same policies as the children for communicable diseases.

Children may be accepted into Crayon Club if they have not had their immunizations, the doctor has to sign the Medical Statement, to make sure the child is in suitable condition for participation in group care (i.e., free of infectious disease, and physically fit to be in group care). Also stating that you are waiving any immunization(s).

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

A copy of the medical, dental, and general emergency plan is located on the Crayon Club bulletin board. Copies of the plan are also placed at every location that the children use as well as on the attendance clipboards. If a parent refuses consent to transport, we will notify the parent for instructions.

### **Important Phone Numbers:**

|   |                |
|---|----------------|
| Emergency Squad, Fire and Police Dept.          | 9-1-1          |
| Poison Control                                  | 1-800-222-1222 |
| Cincinnati's Children's Hospital-Liberty Campus | 513-803-9600   |
| Lakota Family YMCA                              | 513-779-3917   |

[www.lakotaymca.com](http://www.lakotaymca.com)

## **SAFETY**

All efforts to ensure safety are always made. The safety policy, which describes our safety guidelines, is on file in the Childcare office. All staff members receive a copy of these safety policies for review upon employment.

Telephones are available for emergencies as well as for communication with parents. The Lakota Family YMCA's phone number is 513-779-3917.

- Emergencies and accidents will be handled within the requests of the parents/guardians indicated on the Health Enrollment Form and ODJFS guidelines.
- A staff member will complete an incident/injury report when any of the following occurs:
  - Child becomes ill or receives an injury which requires any first aid treatment.
  - Child is transported in accordance with this rule to a source of emergency assistance.
  - Child receives a bump or blow to the head, and/or an unusual or unexpected incident occurs which jeopardizes the safety of the child or staff.
  - Such as a child unattended, a vehicle accident with or without injuries.
  - Child exposed to a threatening person.

### **Definitions include:**

**Incident:** an unusual event that happens that does not necessarily result in an injury to the child.

**Minor injury:** an injury resulting in a child being able to return to normal activity: Staff may give basic first aid.

**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 to the child's

**Activity:** medical attention/intervention is necessary beyond basic first aid by the staff. The child is taken home or to a medical office or hospital.

**Notification:** ODJFS shall be contacted within 24 hours of speaking to a representative from the appropriate licensing office.

The report must be received no later than three business days from the occurrence via fax, email, or mail. A copy of the report for a serious incident/injury/illness shall be retained on file at the site for at least one year and shall be available for ODJFS review.

In the event of a 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 forms will also be taken when the child is transported to the medical facility. If parents refuse to grant consent to transport Y staff will follow the parent's instructions.

- All Childcare staff are required by law to report any suspicion of child abuse or neglect. All abuse will be reported to Children's Services at 513-887-4400.
- Staff are trained in First-Aid, communicable diseases, child abuse and CPR as per ODJFS regulations.
- The staff will not abuse or neglect children and will protect children from abuse and neglect while in our 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 the parent/guardian escort their child into the building. Children must be signed in and out by the parent guardian or designate each day.
- Children must be picked up by 6:00 p.m. After 6:00pm, there is a \$1.00 per minute per child late charge (see late policy). Parents/guardians must enter the building and notify the staff that they are removing their child.
- At no time will the children in the Crayon Club be transported by automobile or bus.
- Water and bathroom breaks will be taken as often as needed. Children will be sent to the bathroom individually or accompanied by a Crayon Club staff member. 12
- Fire, tornado & lockdown drills are held monthly. An evacuation map is posted on the wall area as well as a plan, which explains the responsibilities of the staff and actions to be taken in case of emergency.
- Disaster Plan is also located on the wall area.
- When going up and down stairs, handrails are used.
- Spraying aerosols are prohibited when children are in attendance.
- No smoking is permitted anywhere at the YMCA.

The Crayon Club childcare program serves a morning and afternoon 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 in their lunch or for snacks. We hope to encourage good eating habits that are healthy and nutritious. A weekly snack schedule will be posted in Crayon Club. If your child has special dietary needs, please speak to the Child Care Coordinator or teachers. We will work to accommodate your child's needs.

In the event of general emergencies such as natural disasters such as fires, weather, threat of violence, environmental situations, and loss of power, heat, or water the children will be gathered with attendance records in a designated area. Depending on the emergency the children will be in the back hallway, back classroom, outside at the first pavilion, the playground, or the child watch located upstairs. Children's records will also be taken to the area. 911 or utility company will be called. The Early Childhood Director, Y's executive and front desk will be consulted as well as emergency response agencies and the parent/guardians.

## **QUIET TIME**

Quiet time is the rest period that usually follows lunch each day. This time is normally a 1 ¾ hours in length and is used to give the children a chance to rest their bodies. It is not required that they sleep, however each child is assigned a cot. For those children that no longer nap, a quiet activity may be offered. Quiet time home toys are at the discretion of the teachers.

## **SWIMMING**

Swimming safety policy states children shall remain in the same size groups when swimming, adequate pool staff and certified lifeguards are always on duty when the children are in the pool. Crayon Club enrollees swim in the “junior indoor pool” and shallow end of the outdoor pool. Teachers remain in the said area with the children and all children must have a signed swimming permission slip on file before they are able to swim. Swimming permissions are kept in the child’s file.

## **OUTDOOR PLAY**

Crayon Club children will be provided with outdoor playtime when the weather is between 25 degrees and 90 degrees provided it is not raining, sleeting, etc. Children should be properly dressed for outdoor play. In the event of inclement weather, the children will have access to the gym, indoor playland, aerobics room and racquetball courts for large muscle.

## **INCLEMENT WEATHER POLICY**

The Crayon Club staff will make every effort to report to the Crayon Club in the event of inclement weather so that we can keep the facility open. However, if conditions become unsafe, early dismissal may be made in the best interest of safety. If the center closes, or we close early or if we would delay it will be on our website [www.lakotaymca.com](http://www.lakotaymca.com), various television stations, Facebook under Lakota Family YMCA Crayon Club or you may be contacted by a Crayon Club staff member. Because fees are based on the total yearly cost of the program and our expenses go on, we cannot give refunds. Therefore, no adjustments in fees can be made for those days missed due to inclement weather.

## **DISCIPLINE PLAN**

The Lakota YMCA Crayon Club is committed to teaching children how to respect themselves, their teachers, their school, and others. Discipline is teaching the children how to be in control of their behavior. We will strive to build a teacher/child relationship built on respect, trust, and love. The teacher will be responsible for the discipline of their classrooms. In some cases, the Early Child Care Director may need to be involved.

- The Crayon Club staff will maintain a positive approach to discipline and build self-esteem. Positive behavior will be emphasized instead of negative behavior.
- The Crayon Club staff will develop and enforce consistent, responsible rules to maintain a safe, structured learning atmosphere that is age appropriate.
- The Crayon Club staff will remind children of age-appropriate expectations throughout the day. When rules are broken, the child(ren) involved will discuss with the teacher the significance of the rules and the situation at hand. The child(ren) may be redirected to another activity.
- Children may have limited choice of activities when he/she cannot control their own behavior or is causing harm to him/herself, others, or YMCA property.
- If negative behavior continues to pose problems, parents may be contacted during the day and/or behavior reports may be written on a regular basis to ensure teacher/parent communication. Parents and teachers will work closely as a team for a workable solution.

- In the event the child has 3 behavior reports in a six-month period (Jan.–June & July–Dec.) a child may be suspended for 1 day. If behaviors continue and/or there are 3 or more behavior reports, there may be a 3-day suspension. A parent conference will be requested.
- Crayon Club staff will consistently model and praise positive behavior.
- Crayon Club staff will create an environment that encourages choices, cooperation, self-control, and personal responsibility.
- Parents are strongly encouraged to make appointments to discuss problems or questions with the teacher and to alert the teachers of any changes at home that may affect the child’s behavior.
- 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 in the Crayon Club. 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 other children.
- Employees of the Lakota Family YMCA are expected to act appropriately and within the personnel guidelines set by the Lakota YMCA. (For a copy of the employee handbook, contact the Early Child Care Director.)

## **‘THE BIG DAY’**

As the first day of school approaches, talk in an upbeat manner about attending the Crayon Club. Your child will take emotional cues from you. If you seem confident this will be a wonderful experience, your child will feel that way as well. Try to arrange the first day when you will not be rushed. Staying to help your child put things in their cubby and spending a few minutes looking around their classroom. If your child becomes comfortable and content, do not give in to the temptation to sneak out without saying good-bye. Talk casually about what you will do when you pick them up. Discuss pick up time in terms they can relate to such as “I will get you after snack”. Your ride home can become a new ritual, one that can focus on your child and their day. We want your child to have a wonderful and enriching time while they are at the Crayon Club, and we want you to feel that they are safe and happy here with us.

## **GENERAL INFORMATION**

Parents are always welcome to stop by to visit. Come have lunch with your child, make time to read a story to their class. Grandparents are welcome to do the same. Birthdays can be celebrated with their Crayon Club friends. Please speak with your child’s teacher should you want to do something special for their class such as a treat.

**WE ARE A PEANUT/TREE NUT FREE FACILITY.**

## **ASSESSMENT**

We have 2 Assessments yearly.

- Our 1st Progress Report will be done mid-December.
- Our 2nd will be the Student Evaluation which is done mid-May

## **BREASTFEEDING/PUMPING**

We have a designated spot for our parents in the family locker room for any parent that needs to breastfeed or pump.

**Thank you for choosing the Lakota Family YMCA for your childcare needs. It is a privilege and an honor to work with your child and family.**

## Appendix A to Rule 5101:2-12-18

**Staff/Child Ratios, Age Grouping and Maximum Group Size**

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