



**AFTER SCHOOL CHILD CARE  
2023 / 2024 Parent Handbook  
East End YMCA**

**FOREVER LEARNING.**

**For a Better Us.**





FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA SCHOOL-AGE CHILD CARE (YSACC) PARENT HANDBOOK

Dear Families:

Welcome to the East End Y After School Child Care Program! Our program is available to all children in grades K-5. We thank you for allowing us to join with you in providing for the caring, educating, loving, and nurturing of your developing child.

To make sure your child will reap the maximum benefits from our program, we want you to understand our focus, procedures, and policies. This parent handbook contains this important information. Please read it carefully and keep it for future reference.

The Y child care staff looks forward to working with you and your child. Throughout the school year the staff will be assisting you and your child in creating the best possible experience. Our school age programs not only offer a safe place for your child to go after school but also include fun, hands on activities that promote cognitive and social development.

Through the YMCA's core values of ***caring, honesty, respect, and responsibility***, our dedicated staff build a community within the child care site encouraging each child to build self-esteem all while having fun and making friends.

In order to participate in our Y school age child care program all necessary paperwork must be complete. Registration packets may be picked up at the East End branch in Madison or you can download the forms from our website using the link below.

<https://www.lakecountnymca.org/child-care/child-care-programs-east-end/>

We look forward to working with you and your child(ren) this school year.

Sincerely,

**The East End YMCA Child Care Staff**

YMCA MISSION: TO PUT CHRISTIAN PRINCIPLES INTO PRACTICE THROUGH PROGRAMS THAT BUILD HEALTHY SPIRIT, MIND AND BODY FOR ALL.

## **EAST END YMCA SCHOOL AGE CHILD CARE LOCATIONS:**

### **East End YMCA**

730 N. Lake Street  
Madison, OH 44057  
(440) 428-5125

[nlandis@lakecountymca.org](mailto:nlandis@lakecountymca.org)

## **CHILD CARE ADMINISTRATION POLICIES AND PROCEDURES**

### **LICENSING INFORMATION STATEMENT**

These facilities are licensed to operate legally by the Ohio Department of Job and Family Services. The license is posted in a conspicuous place for review. The licensing inspection report and complaint investigation reports for the current licensing period are posted in a conspicuous place in the facility for review.

### **TOLL-FREE COMPLAINT NUMBER**

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

### **ABUSE REPORTING REQUIREMENT**

The administrator and each employee of the facility is required, under section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children services agency. A child care staff member shall not abuse or neglect children and shall protect children from abuse and neglect while in the center's care.

### **PARENT ACCESS STATEMENT**

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted access with permission from the Administrator to the facility during hours of operation for the purpose of contacting their child(ren), evaluating the care provided by the facility, or evaluating the premises. Upon entering the premises, the parent, or guardian shall immediately notify the Administrator of his/her presence.

### **PARENT ROSTER STATEMENT**

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are not available. Please contact family directly for this information.

### **LICENSING RECORD STATEMENT**

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>

### **DISCRIMINATION STATEMENT**

It is unlawful for the facility to discriminate against the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

## **Y-SCHOOL AGE CHILD CARE PROGRAM (SACC) INFORMATION**

## **PROGRAM PHILOSOPHY/DESCRIPTION**

The Lake County Y School Aged Child Care Program offers quality care to all school-age children in grades K through 5. Our focus is to offer support and strength to the family unit, develop children to their fullest potential, mentally, physically, and spiritually in a safe, supportive, and caring environment.

The Lake County Y's purpose is to create and implement a program that improves the quality of life among individuals and families in our community.

The Y recognizes childhood as a time of rapid physical, emotional, intellectual, creative, and social development.

We hope to meet the needs of the individual by creating an environment that:

- Incorporates and encourages the Y core values of caring, honesty, respect, and responsibility in daily programming.
- Offers the children a base of warmth and security provided by caring adults in which they can grow, respect, and enjoy each other.
- Fosters success, independence, acceptance of responsibility, cooperation, and self-control to grow as responsible members of their families and citizens of their community.
- Provides a variety of activities that encourage well-being amongst children through physical activity.

The Y recognizes the community need for a quality child care program and hopes to fill the need by:

- Reducing acts of delinquency by having children supervised during work hours of the parent.
- Encouraging people of different racial and ethnic backgrounds to participate.
- Providing good, quality care to children.
- Sharing and building upon existing community resources.
- Respecting and cooperating with existing agencies who share a concern for the children's and families' well-being.
- Being a source of pride to the community.

The Lake County East End YMCA's purpose is to create and implement a program that improves the quality of life among individuals and families of this community in accordance with Christian principles.

## **STAFF CHILD RATIOS/GROUP SIZES**

Lake County Y School Age Child Care program state ratios of staff to school-aged children will be maintained. Groups will not exceed 18 children per teacher and not exceed 36 children total. Group is defined as a given number of children assigned to a specific staff member.

## **OPEN-DOOR POLICY**

The Lake County Y SACC Program maintains an OPEN-DOOR policy. Parents are welcome to visit unannounced at any time. However, we will ask for appointments for things such as parent/administrator conferences, center evaluations or to discuss concerns. We will ask for identification from all persons whom we do not know. Any time you send someone unfamiliar to the staff to pick up your child, be sure they come prepared with identification.

In cases involving custody that utilize a "parenting time schedule," parent access will be granted per the agreement on file.

If you have any questions or need further assistance, you may call the East End Lake County YMCA Child Care Coordinator, Niki Landis at (440) 428-5125 or [nlandis@lakecountnymca.org](mailto:nlandis@lakecountnymca.org)

### **COMMUNICATION AND PARENT PARTICIPATION**

The Lake County Y will attempt to plan family activities periodically at the YMCA and your support is highly recommended. Parent-Staff conferences are available on request. Parent(s) or guardian(s) in need of assistance with problems that may occur with any aspect of the program should try to discuss and resolve the problem with the Child Care Coordinator. If you are experiencing financial difficulties, please contact the Child Care Coordinator at (440) 428-5125.

Parents are expected to keep informed via email, notices on the bulletin board and notes on sign out sheets. Opportunities will regularly be provided for staff to meet with parents/guardians to discuss the needs/progress of their children. Daily communication at pick up time is encouraged.

### **HOURS OF OPERATION**

The After School Child Care program will be available on days Madison schools are in session. Hours of operation by school follow:

- East End: After school and until 6:00pm

### **THE Y SCHOOL AGED CHILD CARE WILL NOT BE AVAILABLE DURING THE FOLLOWING:**

- Regularly scheduled school holidays and school breaks. Please refer to the Madison Schools Calendars
- If school is canceled for any reason
- Early dismissals due to weather emergencies

**School Day Off/Closures Programs & Calamity (Snow) Days** ARE AVAILABLE at the East End YMCA on these days. Please call us at 440-428-5125 or visit our website <https://www.lakecountnymca.org/child-care/child-care-programs-east-end/> for more information.

### **REGISTRATION AND FINANCIAL POLICIES AND GUIDELINES**

We welcome the opportunity to work with you on the registration and payment process. If you have any questions or concerns regarding registration or payment, please contact the Child Care Coordinator, Niki Landis at (440) 428-5125 or [nlandis@lakecountnymca.org](mailto:nlandis@lakecountnymca.org).

### **REGISTRATION PROCESS**

Parent/guardian must complete the designated Y-School Age Child Care registration forms:

- Y-School Age Child Care Registration Form - Required Annually
- Hold Harmless /Liability Waiver
- Pick Up Authorization Form
- Payment Authorization Form
- Child Enrollment and Health Information for Child Care Centers - JFS 01234 (Rev. 10/2021)

- Child Care Plan for Health Conditions or Medical Procedures - JFS 01236 (Rev. 03/2022) for children with ongoing health condition that requires child specific care (examples include but not limited to: food allergies, inhaler, or epi pen use) Form Expires Annually
- Walking Field Trip Acknowledgment – permission for child to walk through building.
- Lake County YMCA Photo and Video/Audio Recording Release. – Please advise the Child Care Coordinator if you do NOT Authorize this release

When registering your child in the program, you must select the days of the week your child will be in attendance. This is not a drop-in center; but you may register in advance weekly to best fit your changing schedule.

### **SPECIAL EDUCATION**

*If your child is in special education or receives special services during the regular school day, the Y-SACC program requests a conference prior to first day of attendance. A copy of child's Individual Education Plan (IEP) or similar document for inclusion in the child's file may be helpful. Having this plan will allow our staff to coordinate services and provide the best possible care for your child. We will make every effort to work with you and your child for success in this program, but this is NOT a one-on-one program. Staff to student ratios will be maintained per our ODJFS licensing, which states one child care staff member per every 18 school age children.*

**The Y-SACC Coordinator must be notified in advance of any changes to your child's daily schedule such as absent, sickness, vacation and picked up from school early.** The deadline for schedule changes is the Friday before 5:00pm prior to the week of child care service or you will be charged.

### **Your child is not considered enrolled in a program until:**

- All forms are completed and reviewed by the Child Care Coordinator
- All fees are paid in full
- Weekly fees are scheduled
- You receive confirmation /notification via email or phone

Child Care Enrollment Forms can be picked up at the East End YMCA or downloaded from our website at:

<https://www.lakecountnymca.org/child-care/child-care-programs-east-end/>

**Ohio laws for child day care centers require an EMERGENCY TRANSPORTATION AUTHORIZATION on file prior to admission to a center.** The Y will NOT provide services to children whose parents refuse to grant consent for transportation to the source of emergency treatment. To help us serve you better, please keep the staff informed during the year of changes in health or home status.

The Y-SACC Program is NOT meant to be a drop-in center. Enrollment must be scheduled throughout the year with a weekly schedule of your child's expected attendance in program. It is the parent's responsibility to inform the Y Child Care Coordinator of any changes.

Your child's continuous enrollment is conditional on the parents' and child's adherence to all the policies and procedure of the center.



## **CHILD CARE TUITION AND FEES**

Please refer to the Lake County Y School Age Child Care Registration form for the current fees or check the website <https://www.lakecountymca.org/child-care/child-care-programs-east-end/>

**Annual Registration Fee:** \$25.00 per child / non-refundable

## **PAYMENTS & FEES FOR CHILD CARE SERVICES**

- The Lake County Y requires automatic draft for your child care payments from a credit card, debit card or EFT (Electronic Funds Transfer).
- Payments are due and will be withdrawn the **Friday** before each week of care.
- **IMPORTANT:** Nonpayment of fees may cause your child to lose his/her space in the program.

## **ADDITIONAL FEES:**

- I understand that my weekly fee is due on the Friday before each week of care and must be made by automatic payment to my credit card, debit card or EFT Transfer from my checking or savings account
- If my payment is returned by my bank, I am responsible for a \$15 returned payment fee in addition to the amount of the original payment
- Payments that are returned by the bank and remain unpaid on the Sunday before the week of care begins will be assessed an additional \$15 late payment fee
- After a second returned payment, I will have to pay cash or money order only for any future programs. Cash and money order payments can only be made at the Welcome Center at the Lake County East End YMCA. Cash and money order payments not made by 6pm on the Friday before each week of care are past due and will be assessed a \$15 late payment fee
- I understand that my child must be picked up by 6pm at the East End YMCA or I will be charged \$15 for each 15-minute interval past 6:00pm

## **OTHER FINANCIAL INFORMATION:**

- YMCA programs are not prorated, and I must register my child and pay in full
- Child Care registration fees are nonrefundable

## **SCHEDULE CHANGES/CANCELLATIONS:**

- If you need to withdraw your child from the program at any time during the school year, you must provide the Lake County YMCA with a 14-day written notice

## **THE Y MEMBERSHIP & PROGRAM SUPPORT APPLICATION**

Payment arrangements, other than those conditions specified here, must be approved by the Child Care Coordinator. The Y welcomes all who wish to participate and believes no one should be denied access for their ability to pay. Financial Assistance from the Y is available for eligible families. The YMCA Membership & Program Support Application must be completed. Financial assistance will be given based on need.

## **WITHDRAWAL FROM Y-SCHOOL AGE CHILD CARE PROGRAM**

A written notice is required to withdrawal for any reason or parent(s) will be charged for that week. Paid fees will not be reimbursed and are not transferable after withdrawal; this includes the program registration fee.

### **ABSENCES**

Parent or guardian must email the Child Care Coordinator or call the East End YMCA notify the program of your child's absence. This is imperative for the safety and transportation of all the children in the program. Please note, you will still be charged per program registration.

### **ATTENDANCE PROCESS**

In determining the whereabouts of a child who is absent, when he/she is normally scheduled to be at the YSACC site after school program, the Child Care Coordinator will talk with school personnel to be sure the child/ren was in attendance or had early dismissal. Then if needed the parent/legal guardian will be contacted.

If a child is absent more than five consecutive days without notification to the Child Care Coordinator, staff or the East End YMCA, the child(ren) can be removed from the Y SACC enrollment list. Child(ren) removed from the program will need to re-register. Please contact the Child Care Coordinator or East End YMCA.

## **DAILY SCHEDULE AND CONDUCT POLICY**

### **After School Schedule:**

2:15pm - 3:15pm	Arrival, wash hands, healthy snack, homework supervision
3:15pm - 4:15pm	Outdoor or gym play; dance, team building, fitness
4:15pm - 5:45pm	Child choice activities; board games, cards, music
5:45pm - 6:00pm	Clean up / parent pick up
6:05pm	Disinfect and deep clean

### **SNACK**

A nutritious snack and water should be sent with your child/children daily. NOTE: We will provide a snack if your child forgets to bring one.

### **OUTDOOR PLAY**

Weather conditions may limit outdoor play. Those conditions include - temperature, humidity, ozone layer warnings, elevated pollen counts, rain, lightening, wind chill, or ice. During unsuitable weather, large muscle activities will be provided indoors.

### **GUIDANCE AND MANAGEMENT POLICY**

The curriculum of the YSACC program is planned to promote an enjoyable experience for the children and positive interaction with staff. We believe that children can learn through positive reinforcement and direction.

- Staff members of each group are responsible for the discipline of the children that are assigned to them.
- Staff members will not neglect or abuse children nor will they withhold food or toilet use as a punishment. This policy applies to all Y staff as well as all parents, guardians, and volunteers when they on site.



If behavioral issues occur, our philosophy is to assist children through the use of positive disciplinary techniques such as teaching children the Y's core values (Caring, Honesty, Respect & Responsibility) and conflict resolution, while making sure they take responsibility for their choices. We choose to address behavior issues in a way that support children in learning appropriate behaviors, while engaging parents and outside agencies as needed.

### **POSITIVE DISCIPLINE STRATEGIES**

1. **Setting Limits:** Program rules and expectations are defined in a clear, concise, and consistent manner based on a child's development level.
2. **Modeling:** Staff acts as positive role models for children through modeling appropriate actions and behaviors based on program rules and expectations.
3. **Positive Attention:** Certain inappropriate behaviors are exhibited by children in order to receive attention. Our goal is to provide significant positive attention, thus decreasing the focus on the inappropriate behavior.
4. **Redirection:** Staff attempts to engage the child in an appropriate activity.
5. **One-on-One Discussion:** Staff discusses the inappropriate behavior and consequences with the child while sharing alternate solutions.
6. **Cool Down Time:** Child is separated from the group or activity providing the opportunity to calm down and think through the situation. Child may return to group when the negative behavior ceases while adhering to the guideline of one minute of cool down time for each year of age.

If the techniques described above do not significantly decrease the inappropriate behavior, the following procedures will be put into place:

### **ADDITIONAL DISCIPLINE PROCEDURES**

1. Behavior will be observed and documented by staff on the YMCA behavior form and will include steps taken to change or improve the behavior.
  - a. The form must be signed by the parent. A copy will be given to the parent and kept on file.
2. Parents will be required to participate in a conference to determine a plan of action to address the behavior. This plan of action must be adhered to by all parties involved and may include agreement of parents to work with services from an outside agency including school resources.
3. Plan of action will be reviewed and modified as needed.
4. If unacceptable behavior persists, the parent(s) may be asked to keep the child home for a 1 to 3 day suspension. There are no refunds of fees if your child is suspended from the child care program.
5. After the above steps have been taken, if unacceptable behavior persists, causing a health or safety risk to the child, other children, parents or staff, the child will be expelled from the program. Leaving the Group without Teacher permission is considered a safety risk to the child.

### **INAPPROPRIATE BEHAVIOIR REPORTS**

If your child receives 3 Inappropriate Behavior Reports, Y-SACC program has the option to suspend or expel your child from the program. Some behaviors may warrant immediate

dismissal before Inappropriate Behavior Reports are accumulated. This will be determined by the Site Administrator and the Child Care Director. Our goal is to provide a safe environment for all children. Parent meeting required before child can potentially return.

### **EXPULSION / TERMINATION**

Our staff is committed to working with all children and their parents to improve any behavioral difficulties we may encounter in a positive, nurturing manner. However, if the behavior exhibited poses a health or safety risk for that child, other children, parents or staff, the Y reserves the right to expel any child from programming immediately without following the disciplinary steps listed above. At our discretion, we may consider a child for reapplication into a Y licensed program on a probationary basis providing that the parent/guardian can show professional counseling or behavior modification techniques have been successfully implemented. There will be no refunds issued (including registration fees) when a child is suspended or expelled from a child care program.

### **GROUND FORS SUSPENSION or TERMINATION**

The Y does not tolerate inappropriate, threatening, or harassing behavior including but not limited to:

1. Use of profanity, abusive language, or gestures
2. Destruction of property – vandalism
3. Theft
4. Sexual misconduct – possession of morally objectionable material
5. Disorderly conduct
6. Physical fights
7. Verbal or other forms of harassment including threats to staff or other children
8. Leaving the site grounds or the group
9. Being in possession or under the influence of tobacco, alcohol, drugs, or weapons
10. Inappropriate behavior by parent
11. Any behavior that is determined to be unacceptable by the YMCA, and detrimental to those who we serve

## **OTHER PROGRAM POLICIES AND PROCEDURES**

### **THE COMMUNICABLE DISEASE POLICY**

1. The Child Care Coordinator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfecting procedures. This review shall be given to each new employee and discussed periodically at staff meetings.
2. A staff member is available to observe all children upon entering their group. The center will notify the parent or guardian of a child's condition when a child has been observed with the signs and symptoms listed on the chart below.
3. A child who has been suspected of communicable disease shall be isolated. The child will be within the sight and hearing of an adult. No child shall be left alone or unsupervised.
4. The child will be readmitted to the center after illness when the parent and staff feel he/she is well.
5. The Communicable Disease Chart will be posted at each site. It will generally be on the YSACC bulletin board or posted in main space.
6. Parents of other children in the center may be notified of exposure to communicable disease verbally or by note on bulletin board.

7. We do not administer special diets, medicines, vitamins, or fluoride supplements without proper JFS forms and documentation.
8. If a staff member is ill, the same procedure as for the children will be followed. There are substitute teachers available to replace staff so they can stay home until 24 hours after their symptoms are gone.
9. We accept your child without immunizations but please pay attention to any communicable disease notices.

**ISOLATE CHILD & SEND HOME WHEN SIGNS OF THE FOLLOWING OCCUR**

1. Temperature of 100 degrees F in combination with any other sign or symptom
2. Diarrhea (three or more times in a twenty-four-hour period)
3. Severe coughing (whooping, red/blue face)
4. Difficult or rapid breathing, shortness of breath
5. Yellow skin or eyes
6. Redness of eye, obvious discharge, matted eye lashes, burning and itching
7. Untreated, infected skin patches, unusual spots, or rashes
8. Unusually, dark urine/gray or white stool
9. Stiff neck with elevated temperature
10. Vomiting (more than one time) when accompanied by any other sign or symptom
11. Lice, scabies or parasites or evidence of untreated lice, scabies, or parasitic infections

**OBSERVED SYMPTOMS (can remain in program unless following symptoms worsen)**

1. Minor cold symptoms
2. Not feeling well enough to participate

**MEDICATION / MEDICAL CARE PLAN**

If medications, ointments, and medical foods, modified diets/food supplements and over the counter fever reducing medicines that do not contain aspirin, cough syrup, or sunscreen, are to be administered on YSCAA grounds, ODJFS requires that we have an Administration of Medication JFS Form completed, dated, and signed by the parent or guardian. These forms expire annually and can be obtained on site or on the Y website.

The following procedures must be followed before staff may dispense any medication

- Submit a Medical Care Plan JFS 01236 (Rev. 03/2022)
- Submit ODJFS Form JFS 01217 as needed: Request for Administration of Medication with a parental signature and instructions for prescription medication.
- Medications, ointments, medical foods, and modified diets/food supplements must be in the original containers. All containers must be clearly marked with your child's name and the name of the medication. Please hand medicines, ointments, medical foods, and modified diets/food supplements to a YSACC staff person with instructions and indicated whether it needs to be refrigerated. Medicines that do not require refrigeration are stored in the file cabinet.
- Parent is responsible to train child care staff members as needed. The staff person responsible for administering the medication, ointments, medical foods, and modified diets/food supplements will record the date, hour, and quantity, and sign the

medicine form each time the medicines, ointments, medical foods, modified diet is administered.

- The child care center will not administer cough drops, vitamins, or medications containing aspirin. In certain instances, the Administration of Medication Form, will need to be signed by a physician (details are available upon request).
- The child care center will not administer any medication, ointments, medical foods, and modified diets/food supplements until after the child has received the first dose or application at least once prior to the Center administering a dose or applying the product, to avoid unexpected reactions.

## **REQUIRED FORMS:**

### **1. MEDICAL/PHYSICAL CARE PLAN JFS 01236 (10/2021) MUST BE COMPLETE: EXPIRES ANNUALLY**

- The name of the child
- Identification of and instructions for any necessary medical procedure to be performed
- The names of the child-care staff members trained by the parent/guardian or certified professional to perform the medical procedures
- The parent/guardian's permission statement for staff to perform the medical procedures
- Symptoms- the staff need to be aware of for any health condition, and the detailed action to take, should a symptom be observed

### **2. REQUEST FOR ADMINISTRATION OF MEDICATION JFS 01217 (10/2021) EXPIRES ANNUALLY**

If Y child care staff needs to give medication, the YSACC must have:

- JFS 01217 "REQUEST for Administration of Medication Form" - the prescription on Meds acts as the Physician's authorization
- If we do NOT have the prescription label, we MUST have the Physician's signature on the form
- Add medicine must be in the original container
- NO medicine can be given without these forms

## **INHALER/EPI PEN SELF CARRY POLICY**

The decision will be made between the parent/guardian and the Child Care Coordinator if the child is capable of accepting responsibility for carrying the medication.

If a parent/guardian requests that their school-age child carries and administers their own inhaler or epi pen the medicine must be in original container with prescription and parent must still complete:

- Medical/Physical Care Plan – JFS 01236 (rev 10/2021)
- Request for Administration of Medication JFS 01217
- Y-staff will document use – child is responsible to advise staff when taking medicine

## **THE CHILD WHO SELF CARRIES INHALER OR EPI PEN WILL BE REQUIRED TO:**

- Immediately notify staff when medication is taken
- Staff will log and notify parent/guardian upon pick up
- Keep in a safe place and not allow other children to use

## **INCIDENT/INJURY REPORTING**

An incident/injury report shall be completed on the JFS 01299 "Incident and Injury Report" form by the child care staff member in charge when the following occur:

- An illness, accident or injury which requires first aid treatment
- A bump or blow to the child's head
- Emergency transporting
- An unusual or unexpected event which jeopardizes the safety of children or staff; such as a child leaving the YSACC site unattended.

The completed report shall be given on the day of the incident/injury to the parent/guardian or person picking up the child from the center.

In situations requiring emergency transportation, the incident/injury report shall be available at the center for the parent/guardian within at least twenty-four hours following the incident/injury. ODJFS will be notified.

### **EMERGENCY/ACCIDENT PROCEDURES**

The Center will take the following action in case of a serious incident, injury, or illness:

1. YMCA staff will give appropriate first aid immediately
2. If it is determined that a physician's care is needed, the parent will be notified immediately
3. If the parent or other designated persons on the emergency contact list are unavailable, the child will be taken to the nearest hospital for treatment via an emergency vehicle at the parents' expense. Y-staff will accompany child
4. When away from the local area, children will be transported by the local emergency squad to the nearest available hospital at the parents' expense

### **ARRIVAL & DEPARTURE PROCEDURE**

Our center's policy governing the arrival and departure of children is in place so that child care staff are aware of each child's presence:

#### **Arrival in PM:**

- Madison teachers will ensure all Y SACC children are loaded on to the bus
- Y staff member will check the children in when they arrive at the East End YMCA
- If a child scheduled to be at Y After School Child Care Program does not show up:
  - Y staff will check with school personnel and/or call the parents/guardian to determine the student's whereabouts

#### **Departure in PM:**

- Parent/guardian will sign the child (ren) out
  - Y staff member will use the authorized pick-up list to verify pick up
- Parent may not pick up until attendance has been completed

### **RELEASE OF A CHILD**

1. The parent or guardian is responsible to identify themselves when entering the YMCA
2. Authorized person is required to show identification and must sign child out
3. The Y staff member will mark the child off the roster

The authorized pick-up person must be at least 18 years old and will have to show a valid, photo I.D. to the staff. **NOTE:** If the authorized pick-up person is under the age of 18, the parent or legal guardian must provide the Lake County Y with written authorization

- A child will not be released to individuals without the permission from the parent or legal guardian
- This authorization shall remain in force until edited or rescinded in writing by the signer of this.

- Absolutely no exceptions will be made without prior written or verbal communication from the parent or guardian.
- If staff is NOT notified that someone other than the person who normally picks up the child, is sent to pick up the child, the child will NOT be released until a parent/guardian is contacted and verified. A driver's license or other form of identification must be shown before the child is released.
- In the event a parent/guardian arrives to pick up a child from one of our programs and appears to be impaired, all attempts will be made to call a ride for the parent and child. If that cannot be arranged and a parent chooses to take his/her own child from our center, the police will be called immediately. Should a situation arise that a parent becomes combative, the police will be called immediately.

### **LATE PICK UPS**

After three late pick-ups, the YMCA has the right to ask you to withdraw your child from the program to find another program that is open later to better accommodate your schedule.

### **CUSTODY AGREEMENTS**

The Child Care Coordinator must be given a copy of legal paperwork, parenting time order that limits the terms and conditions under which the parent who is not the residential parent is to have access to the child. The center must rely on the most recent agreement on file. The center may deny a biological or custodial parent access to their child without proper documentation. It is the responsibility of the parents to provide this information to the Y-SACC Program.

### **CHILD ATTENDANCE TRACKING POLICY**

If the parent/guardian fail to notify the site of the child's absence, the staff will initiate the necessary procedures to locate your child including:

- Call school office to see if parent called child in sick or had early dismissal
- Call parent cell phone, then home or office
- Call emergency contact people
- Call police department to notify them of a missing child as well as to request that they patrol near child's home

Tracking a missing child takes staff time and resources from the program and other children at the site, therefore, repeated failure to notify the program staff of your child's absence may result in your child being dismissed from the program. The child's weekly schedule of attendance in the YSACC is mandatory.

### **SUPERVISION OF SCHOOL-AGE CHILDREN**

- School age children are allowed to go to the restroom without adult supervision, as long as they notify their Y-SACC staff member and return within 5 minutes. If a child does not return within 5minute window, the Y-SACC staff member or coordinator will look for child
- Children may only leave the premises with an authorized person

### **PERSONAL ITEMS**

The children are responsible for their own belongings such as book bags, lunchboxes, homework etc. Having all belongings labeled will help identify children's belongings should they be mistaken, lost, or left behind.

Personal items such as toys, games, and stuffed animals, etc. are not to be brought to the site. Electronics are not allowed including personal music players, video games, cameras,

and cell phones. Staff will take these items from the participant and will return them to the adult picking up the child at the end of the day. **The Lake County East End YMCA is not responsible for lost, stolen or damaged items brought to the center.**

### **OUTDOOR PLAY**

Children in child care will be provided with outdoor play, provided the weather is suitable. Weather considerations are temperature, humidity, wind chill, ozone levels, pollen count, lightening, rain, or ice. During unsuitable weather conditions, the gym will be used for large muscle play. If your child is not wearing sneakers, please pack a pair for them to put on upon arrival at the YSACC site.

## **EMERGENCY EVACUATION POLICY**

### **EMERGENCY/ACCIDENT PROCEDURES:**

**The center will take the following action in case of a serious incident, injury, or illness:**

1. Y-child care staff will give appropriate first aid immediately.
2. If it is determined that a physician's care is needed, the parent will be notified immediately.
3. If the parent or other designated persons on the emergency contact list are unavailable, the child will be taken to the nearest hospital for treatment via an emergency vehicle at the parents' expense.
4. When away from the local area, children will be transported by the local emergency squad the nearest available hospital at the parents' expense.

**The center will take the following action in the event of a natural disaster such as a fire:**

1. A staff member sounds the alarm (fire)
2. A staff member gets the attendance book and checks all rooms and bathrooms for children
3. Staff member signals evacuation route to be taken
4. A head count will be conducted at this time
5. Children walk quickly and quietly in an orderly manner away from the building. One adult must be in front and in the rear as children evacuate the building when 2 staff are with a group
6. A staff member notifies the fire department
7. All staff members remain calm

**The center will take the following action in the event of a natural disaster such as a tornado or severe weather, including severe thunderstorms, flash flooding, major snowfalls, blizzards, ice storms & earthquakes:**

1. A staff member signals when a storm warning is issued, gets the attendance book and conducts a head count.
2. Staff member checks all rooms and bathrooms for children and gets radio and emergency lighting.
3. Children walk quickly and quietly in an orderly manner to designated area. Down main stairwell, go right towards the gym, remain in hallway between boiler room door and storage room door.



4. Children should kneel on floor facing wall (away from stairs, bookcases, windows, doors, radiators, or load bearing walls) in a squatting position with arms folded over head for protection. To ensure there is no crowding - children should be at least 3 feet apart.
5. Staff will keep a radio station tuned in and have a flashlight available for emergency lighting.

**The center will take the following action in the event of a natural disaster such as loss of power, heat, or water:**

1. A staff member gets the attendance book, emergency lighting, and checks all rooms and bathrooms for children.
2. A head count will be conducted, and children will walk quickly and quietly in an orderly manner to designated area.
3. The parent/guardian will be notified that they must pick up their child.
4. If the parent or guardian is unavailable, the other designated persons on the emergency contact list will be called.
5. Staff will remain at the center until all children have been released to an authorized adult.

In the event of any emergency, YMCA staff shall ensure that no child shall be left alone or unsupervised for any reason. Staff will conduct head counts of the children and reference attendance records to ensure that all children have been accounted for. **Parents will be made aware of the relocation site, if and only when this is a requirement to keep the children safe, as detailed in the Disaster plan.**

All staff has immediate access, at all times, to a working non-coin telephone within the building used by the site. The site conducts a fire drill at varying times each month. A record of the fire drills conducted is available at the site for review. In addition, the site has a fire emergency and weather alert plan posted in each room used by the child care program which explains the action to be taken and staff responsibilities in case of fire emergency or weather alerts and diagrams showing evacuation routes.

**The East End YMCA, in conjunction with the Lake County Emergency Management Agency (EMA), will take the following action in the event of an emergency at the Perry Nuclear Power Plant (PNPP):**

The following information defines the actions we would take based on the emergency classification at the PNPP. The emergency classifications are in order of severity, least serious to most serious.

<b>UNUSUAL EVENT</b>	We are not notified.
<b>ALERT</b>	We are notified if the Lake County Emergency. Operations Center (EOC) is activated. Based on the emergency, we may cancel activities and advise parents to pick-up their children.
<b>SITE AREA EMERGENCY</b>	We are notified. We cancel activities and advise parents to pick up their children. In the event a parent is not home, normal school policy will be followed.

<b>GENERAL EMERGENCY</b>	We are notified and protective actions issued. Based on the prospective recommendation from the EOC, we will shelter at the school or evacuate children and staff to the care center listed below, where they will receive care until parents or guardians pick them up. Monitor an EAS station for further information.
--------------------------	--

YMCA facility	Sub-Area	Care Center
Madison East End Branch	4	Edgewood Senior High School 2428 Blake Road, Ashtabula

It is our general policy to cancel activities and to release children in advance of a protective action being recommended. We will return children only to parent(s), Legal guardian(s), or a designated caregiver. If none of the persons listed for a child are available, we will follow the normal school policy for program cancellation. This is to ensure that the parent(s) or guardian(s) know exactly where their child is at all times and that the child is safe and being cared for.

If a protective action is recommended to shelter, please **DO NOT ATTEMPT TO PICK UP YOUR CHILD**. During the Shelter advisory, both you and your child are safer indoors. Your child will be well cared for at all times. Listen to the EAS stations radio for emergency information.

**NOTICE OF EVACUATION**

The staff of this YMCA Child Care Center has evacuated to the facility as listed below:

YMCA BRANCH	RELOCATION CARE CENTERS
<b>Madison East End Branch</b>	<b>Edgewood Senior High School 2428 Blake Road, Ashtabula</b> <ul style="list-style-type: none"> <li>• Edgewood Senior High School is located approximately 24 miles east of the East End Y</li> <li>• Take I 90 East to OH 11 North, right onto Rt. 20 (N. Ridge Rd. East) 1.8 miles turn right onto Blake Road</li> </ul>
<b>Painesville Central Branch</b>	<b>South High School 5000 Shankland Road, Willoughby</b>

## **SWIMMING POOL RULES - LAKE COUNTY YSWIMMING POOL POLICY**

1. When children will be swimming the parent will be required to sign a permission slip which includes whether the child is a swimmer or a non-swimmer.
2. There will be a certified lifeguard on duty at all times.
3. Y staff members will accompany children to the pool and supervise them while they are swimming.
4. All children must have swimming suits. No shorts or cut-offs are allowed.
5. All children must shower before entering the pool.
6. All personal items must be stored in the locker room. Children are advised to bring a padlock.
7. No one is permitted in the deep end unless the child can show his/her water proficiency by showing the lifeguard that he/she can swim one length of the pool unassisted.
8. No gum in the pool area.
9. No running, pushing or horseplay permitted in pool area.
- 10.No diving in shallow water.
- 11.No floatation devices or balls permitted.
- 12.No snorkels or facemask permitted. Small speed goggles are permitted.
- 13.The lifeguard is in charge at all times in the pool area. They have the power to eject children from the pool area for rule infractions. Center staff will accompany the children to and from the pool.
- 14.All rules posted in the pool areas must also be read and followed.

## **CHILD PROTECTION POLICY**

The YMCA maintains a "Zero Tolerance for Abuse" philosophy. We make an active effort to prevent child abuse including but not limited to:

- Conducting criminal background checks on all staff and volunteers; completing references from past employers, personal acquaintances, military, educational institutions, volunteer organizations, civic groups, character verifications, health and personal activities and involvements.
- Taking allegations or suspicions of child abuse seriously and reporting to the police and state agencies for investigations.
- Structuring and observing programs so that staff and volunteers meet or exceed state licensing standards of adult to child ratio. Conducting periodic formal and informal interviews/evaluations with children and parents regarding day-to-day experiences, encouraging reports of any event out of the ordinary.

# SUBJECT TO CHANGE PER GOVERNOR'S ORDERS:

ACTION: Emergency
-------------------

DATE: 08/08/2020 7:16 PM
--------------------------

## ADDENDUM:

### **5101:2-12-02. Transitional Pandemic**

#### **Requirements for a Licensed Child Care Center.**

**Effective Date: April 1, 2021**

**Most Current Prior Effective Date: [December 11, 2020](#)**

**Appendix A - [List of COVID-19 Symptoms](#)**

#### **(A) What are transitional pandemic requirements for a licensed child care center?**

Transitional pandemic requirements are licensing requirements that are followed as Ohio transitions out of pandemic child care for the COVID-19 pandemic and back to child care licensing requirements.

#### **(B) When does a licensed child care center follow these requirements?**

Licensed child care centers are to follow these requirements when the governor of Ohio declares a state of emergency for the COVID-19 pandemic and or directs ODJFS to issue transition requirements.

#### **(C) What are the licensing requirements for a transitional child care center?**

The child care center is to follow all of the licensing requirements of this chapter, with the following exceptions and additions:

- (1) The center will follow all guidelines set by the governor of Ohio or the director of the Ohio department of health.
- (2) The center will follow all handwashing procedures pursuant to rule [5101:2-12-13](#) of the Administrative Code with the following additions:
  - (a) All administrators, child care staff members and employees will wash their hands:
    - (i) Upon entering a classroom and prior to leaving for the day.
    - (ii) After caring for someone who is sick.
    - (iii) After eating, serving, or preparing food or bottles or feeding a child.
    - (iv) After blowing their nose, coughing or sneezing.
    - (v) Before and after touching their face or handling their mask.

- (b) All children will wash their hands:

  - (i) Prior to leaving for the day.
  - (ii) After eating or assisting with food preparation.
  - (iii) After blowing their nose, coughing or sneezing.
  - (iv) After touching their face or handling their mask.
- (3) The center may use non-permanent sinks to meet the handwashing requirements of this chapter.
- (4) The center will ensure that all administrators, employees, child care staff members and children are assessed for temperature and the symptoms listed in appendix A to this rule prior to or as soon as they arrive each day.

  - (a) If a person has a temperature of one hundred degrees or higher:

    - (i) The center will immediately send the person home. The individual will not return to the center until he or she has been fever-free without the use of medication for at least twenty-four hours.
    - (ii) If the person had known contact with someone confirmed or suspected to have COVID-19, the individual will not return to the center until isolation or quarantine protocols for COVID-19 are completed in coordination with the local health department or in compliance with the Ohio department of health (ODH) and United States centers for disease control and prevention (CDC) guidelines.
  - (b) If a person has any of the symptoms listed in appendix A to this rule and has had known contact with someone with confirmed or suspected COVID-19:

    - (i) The center will immediately send the person home.
    - (ii) The individual will not return to the center until isolation or quarantine protocols for COVID-19 are completed in coordination with the local health department or in compliance with ODH and CDC guidelines.
  - (c) The requirements of this paragraph also apply to anyone whose symptoms are assessed after arrival.
- (5) The center will ensure that all administrators, child care center staff members and employees wear a face covering while indoors, unless not medically appropriate. Face coverings cover the individual's nose and mouth.
- (6) In accordance with the recommendations of the Ohio children's hospital association which is consistent with the Ohio chapter, American academy of pediatrics (Ohio AAP) and CDC guidelines (which is available at <http://ohioaap.org/wp-content/uploads/2020/08/Face-Mask-Guidance.pdf> )

the center will ensure that all school-age children wear a face covering while indoors, unless not medically or developmentally appropriate. "School-age child" means a child who is enrolled in and attending a grade of kindergarten or above but is less than fifteen years old or, in the case of a child who is receiving special needs child care, is less than eighteen years old. Face coverings cover the child's nose and mouth. Per guidance from the CDC, no child two years old and under should wear a face covering.

(7) If an administrator, employee, or child care staff member employed by the center or a child enrolled in the center tests positive for COVID-19, the program is to:

(a) Notify ODJFS by the next business day in the Ohio child licensing and quality system as a serious incident pursuant to rule [5101:2-12-16](#) of the Administrative Code.

(b) Notify the local health department by the next business day.

(c) Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department or in compliance with ODH and CDC guidelines prior to being permitted to return to the program.

(8) If the center wants to divide a room into smaller spaces to serve additional groups of children, dividers may be used if they meet the following requirements:

(a) The dividers are at least six feet in height.

(b) The dividers are made from a nonporous material or other material that can be sanitized.

(c) The dividers meet any requirements set by the department of commerce, local building department, state fire marshal or local fire safety inspector.

#### **(D) How long is the transitional pandemic rule effective?**

The transitional pandemic rule is valid until the governor of Ohio rescinds the state of emergency and or directs ODJFS to return to full child care licensing requirements.

**5101:2-12-02.2**

**Effective: 4/1/2021**

**Five Year Review (FYR) Dates: 04/01/2026**

**Certification: CERTIFIED ELECTRONICALLY**

**Date: 03/22/2021**

**Promulgated Under: 119.03**

**Statutory Authority: 5104.015, 5104.016**

**Rule Amplifies: 5104.015, 5104.032, 5104.05**

ACTION: Emergency

**ENACTED**

**Appendix A**

**Rule 5101:2-12-02.2**

**List of COVID 19 Symptoms**

- A temperature of one hundred degrees Fahrenheit or higher
- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea