



**BEFORE & AFTER SCHOOL CHILD CARE**  
2026-2027 Parent Handbook  
West End YMCA

**FOREVER LEARNING.**

For a Better Us.





FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Y SCHOOL-AGE CHILD CARE PARENT HANDBOOK

Dear Families,

### Welcome to the West End Y Before and After School Child Care Program!

We're excited to partner with you in supporting the growth and development of your child. Our program is open to all children in grades K-5 attending Willoughby-Eastlake elementary schools, and we're eager to play a role in their journey of learning, care, and discovery.

To ensure your child receives the full benefit of our program, we encourage you to become familiar with our mission, procedures, and policies. This Parent Handbook provides all the essential information. Please take time to review it thoroughly and keep it handy for future reference.

Our dedicated Y child care staff is eager to work alongside you and your child throughout the school year, creating a safe, enriching, and joyful experience. In addition to providing a secure environment, our school-age programs feature engaging, hands-on activities designed to foster both cognitive and social development.

Rooted in the YMCA's core values, **caring, honesty, respect, responsibility, and a growth mindset**, our team cultivates a welcoming community where children can build confidence, make friends, and have fun.

To enroll in our program, all required paperwork must be completed. Registration packets are available at the West End Y in Willoughby, at your child's elementary school (when open), or can be downloaded using the link below:

[Child Care West End Willoughby | Lake County YMCA](#)

Sincerely,

**Pattie Ritt**

Pattie Ritt  
Senior Child Care Director  
West End YMCA at Union Village  
LAKE COUNTY Y  
36909 Ridge Road, Willoughby, OH, 44094  
(P) 440-710-6754 (F) 440-946-2963  
(E) pritt@lakecountyyymca.org

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

**WILLOUGHBY-EASTLAKE YMCA SCHOOL AGE CHILD CARE LOCATIONS/PHONE/CONTACT EMAIL:**

**Edison Elementary**

5288 Karen Isle Drive  
Willoughby, OH 44094  
(440) 269-3002

[smalik@lakecountyyymca.org](mailto:smalik@lakecountyyymca.org)

**Grant Elementary**

38281 Hurricane Drive  
Willoughby, OH 44094  
(440) 975-3727

[Grantadmin@lakecountyyymca.org](mailto:Grantadmin@lakecountyyymca.org)

**Jefferson Elementary**

35980 Lakeshore Boulevard  
Eastlake, OH 44095  
(440) 975-3704

[jreed@lakecountyyymca.org](mailto:jreed@lakecountyyymca.org)

**Longfellow Elementary**

35200 Stevens Boulevard  
Eastlake, OH 44095  
(440) 679-8760

[mabramczyk@lakecountyyymca.org](mailto:mabramczyk@lakecountyyymca.org)

**Royalview Elementary**

31500 Royalview Drive  
Willowick, OH 44095  
(440) 567-2378  
Transportation Dept.

[jmead@lakecountyyymca.org](mailto:jmead@lakecountyyymca.org)

**School of Innovation**

\*Students are bused to their home school for after school care. Contact the home school, and

**Sign Up** for the **REMIND APP** for text notifications for general updates and/or emergency situations. **TEXT** the number 81010 with following message:

- **Y-SACC Edison - @4bhdk**
- **Y-SACC Grant - @k4fa9**
- **Y-SACC Jefferson - @hahfca**
- **Y-SACC Longfellow - @7kac6**
- **Y-SACC Royalview - @c7282gd**

**CHILD CARE ADMINISTRATION POLICIES AND PROCEDURES**

**LICENSING INFORMATION STATEMENT**

The facility is 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.

**CHILD ABUSE PREVENTION**

The Lake County YMCA has **zero tolerance** for abuse and will not tolerate the mistreatment or abuse of youth in its programs. Any mistreatment or abuse by an employee, member, or volunteer will result in disciplinary action, up to and including termination of employment, membership, or volunteer service. Further, the YMCA takes every suspicion or allegation of abuse seriously and will fully cooperate with law enforcement and child protective services throughout the investigation and resolution of mistreatment or abuse incidents.

Additionally, the Lake County YMCA has **zero tolerance** for abuse, mistreatment, or sexual activity among youth within the YMCA. The YMCA is committed to providing all youth with a safe environment and will not tolerate the mistreatment or abuse of one youth by another youth. Conduct by youth that rises to the level of abuse, mistreatment, or sexual activity will result in

intervention or disciplinary action, up to and including, dismissal from the program or termination of membership.

Furthermore, the **YMCA will not tolerate any behavior that is classified under the definition of bullying**, and to the extent that such actions are disruptive, the YMCA will take the necessary steps to eliminate such behavior.

### **ABUSE REPORTING REQUIREMENT**

The administrator and each employee of the facility are 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 INFORMATION**

### **PROGRAM PHILOSOPHY/DESCRIPTION**

The Lake County Y-SACC Program offers quality care to school-age children (grades K-5) in the Willoughby-Eastlake School District. 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 purpose of the Lake County YMCA is to create and implement a program that improves the quality of life among individuals and families of this 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, responsibility, and growth mindset* 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 for 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 in the community.

The Lake County West End Y'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 highest Christian principles.

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

At Y-School Age Child Care programs, state ratios of staff to school-aged children will be maintained. Groups will not exceed 18 children per teacher and not exceed 36 children in total. The group is defined as a given number of children assigned to a specific staff member.

### **OPEN-DOOR POLICY**

The Lake County YMCA YSACC 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.

The site administrator is available during the hours posted on the parent information bulletin board to answer questions, or to discuss your concerns. Should you need further assistance, you may call the Lake County YMCA Child Care Director at (440) 710-6754 or (440) 946-1160.

### **COMMUNICATION AND PARENT PARTICIPATION**

The YMCA 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 in any aspect of the program should try to discuss and resolve the problem with the site director. Financial difficulties should be discussed with the Child Care Director at the YMCA by calling (440) 710-6754 or (440) 946-1160.

Parents are expected to keep informed via emails, the LINK (newsletter), notices on the bulletin board and notes on sign out sheet. 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**

YSACC is in session when the Willoughby-Eastlake Schools are in session. Hours of operation by school follow:

- Edison SACC: 6:45am - 8:45am and 2:45-6:00pm
- Royalview SACC: 6:45am - 8:45am and 2:45 - 6:00pm
- Jefferson SACC: 6:45am - 8:45am and 2:45 - 6:00pm
- Grant SACC: 7:00am - 9:00am and 3:00 - 6:00pm
- Longfellow SACC: 7:00am - 9:00am and 3:00-6:00pm
- **All Sites are open two hours before school begins and close at 6pm.**

### **THERE WILL BE NO Y-SCHOOL AGED CHILD CARE AS FOLLOWS:**

- On regularly scheduled school holidays and school breaks, please refer to the Willoughby-Eastlake City Schools Annual Calendar
- There will be no Y-SACC if school is canceled for any reason.

- We will follow the two-hour delay policy IF the Willoughby-Eastlake Schools utilize morning school delays
- There will be NO afternoon Y-SACC for early dismissals due to weather emergencies.
- **IMPORTANT:** School day off programs MAY be available at the West End Y – please check our website ([www.lakecountyyymca.org](http://www.lakecountyyymca.org)), call the branch (440-946-1160) or email our Child Care Director at pritt@lakecountyyymca.org

### **REGISTRATION AND FINANCIAL POLICIES**

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 Site Administrator directly at your school or the Child Care Director at the Lake County West End YMCA at 440-710-6754 or via email at pritt@lakecountyyymca.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/DCY 01234 (Rev. 08/2025)
  - Parents must give permission to transport under the **Emergency Transportation Authorization** section located on page 4.
- Child Medical/Physical Care Plan for Health Conditions or Medical Procedures - JFS 01236 (Rev. 3/2022) 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
- Parent Release Form – permission for child to watch from licensed space to parent pick up.
- Walking Field Trip Acknowledgment – permission for child to walk through building.
- Lake County YMCA Photo and Video/Audio Recording Release. – Please advise Child Care Director or Site Administrator 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.*

**The Y-SACC Site Administrator must be notified in advance of any changes to the child’s daily schedule, sickness, picked up from school early, absent to name a few.** Please notify the elementary school as well of any changes in your child’s schedule. Deadline for your Child’s schedule changes is the Friday before 5:00pm prior to week of child care service or you will be charged.

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

- The Child Enrollment packet is completed and reviewed by the Administrator.
- All fees are paid.
- Weekly fees are scheduled.
- You receive confirmation /notification via email or phone.

Child Care Enrollment Forms can be retrieved online at:

[Child Care West End Willoughby | Lake County YMCA](#)

**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 YSACC Program is NOT meant to be a drop-in center. Enrollment must be scheduled throughout the year with a weekly schedule of child's expected attendance in program. It is the parent's responsibility to inform the Y-care program of any changes.

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

### **CHILD CARE TUITION AND FEES**

Please see Lake County YMCA School Age Child Care Registration form for the current fees Or check website [Child Care West End Willoughby | Lake County YMCA](#)

There is an annual \$25.00 non-refundable registration fee.

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

- The Lake County YMCA requires automatic drafts for your child care payments from a credit card, debit card EFT (Electronic Funds Transfer).
- Payments are due and will be withdrawn the Saturday before each week of care - 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 Saturday 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 Member Service desk of any Lake County YMCA. Cash and money order payments not made by 5pm on the Saturday 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. *I will be charged \$15 for each 15-minute interval past 6pm* This Late Fee must be paid prior to your child's next attendance day so that your child can attend the program.

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

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

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

A written notice is required for withdrawal for any reason or parent(s) will be charged for that week. No paid fees are reimbursed or transferable after withdrawal; this includes the program registration fee.

### **ABSENCES**

Parents or guardians must email the Site Administrator directly or call the Y-SACC answering machine at the school to notify the program of the child's absence. This is imperative to your child's and other children's safety and transportation. 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 administrator will talk with the school personnel to be sure 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 YSACC staff or the Lake County YMCA office, the name can be removed from the YSACC enrollment list. Re-entry application into the program will be made through the Lake County West End YMCA.

**SAMPLE DAILY SCHEDULE**

Licensed spaces in each building include - gyms, cafeterias, libraries, computer labs and playgrounds. Schedules vary and rotate depending on school, day of the week and children’s age group.

**Sample Morning Schedule:**

7:00am	Arrival; wash hands, set-up; greet children
7:15am	Craft activity/table games/manipulatives/homework support/gym time
8:20am	Breakfast or transition time
8:40am	Clean up
8:50am	Depart for classrooms
9:00am	School in session

**Sample Afternoon Schedule:**

3:00pm	Arrival, wash hands, healthy snack provided by family (2 of the food groups), HW
3:20pm	Outdoor play or indoor gross motor/ Y- sport classes
4:00pm	Tabletop activities /Homework support/Computer Lab
4:45pm	Curriculum activities (art/craft, health, and wellness)
5:30 pm	Child choice activities
6:00pm	Clean up / parent pick up
6:05pm	Disinfect / Deep Clean

\*The Center time and outdoor times will be reversed in the winter due to the time change.

**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**

Children in child care will be provided with outdoor play, if the weather is between 25 and 90 degrees Fahrenheit. Other weather considerations would be, humidity, wind chill, ozone levels, pollen count, lightning, rain, ice, etc. 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.

**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 YMCA staff as well as all parents, guardians, volunteers when they are on a YSACC site.

If behavioral issues occur, our philosophy is to assist children, using positive discipline techniques; teaching children the YMCA 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 more 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 to receive attention. Our goal is to provide significant positive attention, thus decreasing the focus on inappropriate behavior.
4. **Redirection:** Staff attempts to engage the child in an appropriate activity.
5. **One-on-One Discussion:** Staff discuss 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, on YMCA behavior form by staff, including steps taken to change or improve the behavior (behavior report form filled out by staff and signed by parent with copy on file and to the parent).
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.

### **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 the first day of attendance. A copy of the 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. Rules state one child care staff member per every 18 school age children.*

### **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 YSACC 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 parents or guardians
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 Administrator 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 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 100F 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 SYMPTONS (can remain in program unless following symptoms worsen)**

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

**MEDICATION**

All Medication, prescription or over the counter, medical foods or snacks, ointments, etc. will be administered to a child only in accordance with the parent or legal guardians' written Child Medical / Physical Care Plan.

If medication or ointment (including fever-reducing medicines that do not contain aspirin, cough syrup, or sunscreen) to be administered on Y-SCAA 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.

Medications or ointments 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 the medicines and ointments to a YSACC staff person with instructions as to whether it needs to be refrigerated. Medicines that do not require refrigeration are stored in the file cabinet.

The parent is responsible for training Child Care Staff Members as needed. The staff person responsible for administering the medicine or ointment will record the date, hour, and quantity, and sign the medicine form each time the medication or ointment is administered.

The child care center will not administer cough drops, vitamins, or medications containing aspirin. In certain instances, the Administration of Medication Form JFS 01217 will need to be signed by a physician (details are available upon request).

**CHILD MEDICAL/PHYSICAL CARE PLAN - JFS 01236 (03/2022):**

A separate Medical Care Plan **MUST** be completed for each condition that requires different actions to be taken. **ALL MEDICAL CARE PLANS EXPIRE ANNUALLY.**

This form shall be completed when a child has a condition that requires one of the following:

- Monitoring the child for symptoms which require staff to take action
- Ongoing administration of medication or medical foods
- Procedures which require staff training
- Avoiding specific food(s), environmental conditions or activities
- School-age child to carry and administer their own emergency medication

If the medication or medical food is documented on form JFS 01236, then a JFS 01217 is not required.

**Part II of the Medical Care Plan** must be completed by, or separate instructions attached, from a Licensed Physician, Licensed Dentist, Advanced Practice Registered Nurse, or Certified Physician's Assistant when any of the following apply:

1. The (prescription or non-prescription) medication contains codeine or aspirin
2. Instruction is needed for the (prescription or non-prescription) medication
3. The child does not meet the minimum age or weight requirements as listed on the label instructions on the (prescription or non-prescription) medication

4. The (prescription or non-prescription) medication is to be given longer than three consecutive days within a fourteen-day period
5. The intended use differs from the manufacturer's instructions or us

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

If Y child care staff needs to give Med's, the YSACC must have:

- JFS 01217 "REQUEST for Administration of Medication Form" - the prescription on the Medications acts as the Physician's authorization.
- If we do NOT have the prescription label, we MUST have the Physician's signature on the form.
- All over the counter medicine must be in the original container.
- **All prescribed medicine must be in original container with the prescription label.**
- No medicine can be given without these forms.
- 911 will be called if the emergency medication has expired or is not in the program.

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

The decision will be made between the parent/guardian and the Child Care Site Administrator if the child can accept 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 3/2022)
- Request for Administration of Medication JFS 01217 if not on JFS 01236, example for application of sunscreen
- 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 CCSM, 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 people 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 the 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 Y-SACC**

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: Procedures may differ by site.

#### **Arrival in AM:**

- Parents/ Guardians must bring their child/children into the school, or door and may be required to sign their child in for the day

#### **Departure in AM:**

- Staff will sign out and dismiss children to their classrooms when bell rings

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

- WE school teachers will release children to licensed locations based on group
- Y-Child Care Staff members will check children in
- If a child scheduled to be at Y-SACC does not show up:
  - Y staff will check with school attendance, personnel and/or call the parents/guardian to determine the student whereabouts

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

- Parent/guardian will sign Children out
  - Y staff 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 buzz and identify themselves from outside building at Y-SACC site entrance
2. Y-staff may buzz to let parents enter the building or send the child out
3. Authorized person is required to show identification
4. The Y-SACC Group Leader will be notified, via walkie talkie, the child is to be released
5. The Y-SACC staff member will send the child to meet the parent. A CCSM will be supervising door
6. The school age child can walk alone from his/her location to meet the authorized person picking him/her up
7. The Y-SACC staff member will mark child off his/her roster, and/or the master sign in/out sheets

Children can be released only to those individuals the parents have designated and must be at least eighteen years of age unless parental written consent is given to a younger child. Absolutely no exceptions will be made without prior written or verbal communication from the parent or guardian.

If the Y-Administrator or Y 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.

A staff member must have written permission from the parent/guardian to allow the child to attend a school function within the building.

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, thus better suited to your needs.

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.

## **CUSTODY AGREEMENTS**

The Child Care Director or Site Administrator 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 fails to notify the site of your 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 Y-SACC is mandatory.

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

- School age children are allowed to go to the restroom without adult supervision if they notify their Y-SACC staff member and return within 5 minutes. If a child does not return within 5 minutes, the Y-SACC staff member or Administrator will look for child
- Parents may send a note or a permission form for children to stay after school for extracurricular activities
- Children in Y-SACC program may help their teachers after school with written permission from parent or teacher
- Children may only leave the premises with an authorized person

## **\*\*FIELD TRIP SAFETY PLAN – The SACC Before and After School Programs DO NOT take trips\*\***

The Y-SACC's plan for safety whenever children are transported from the center on field trips, special outings, or routine trips is as follows:

- Ratios of staff to children will be maintained at all times on field trips. One staff person will be on each vehicle used for transportation. If there are nineteen or more children in the vehicle, a second staff person will ride that vehicle.
- A person trained in first aid shall be available on each field trip or special outing
- A first aid kit shall be available on the trip, which meets the requirements.
- Each child on the field trip or special outing shall have identification attached to him containing the center's name, address, and telephone number to contact in the event the child becomes lost. An emergency transportation authorization form and health record is to be taken on all outings.
- Prior written permission is needed from the parent for each child transported to and from the center for routine trips, field trips or special outings, including the child's name, destination, signature, and date parent signed, and the date of the field trip
- In the event of a minor accident or injury, first aid will be administered, then the parent will be notified, and an incident report will be filled out and given to the parent.
- If a very minor scrape or bruise occurs, the necessary first aid will be given and the parent will be notified on pick up of the incident and given an incident report
- All accidents will be reported to the Program Administrator and logged on an accident form. Parents will receive a copy of the report when available.

**NOTE:** It is important to state that serious accidents very rarely occur. The above procedures are a precautionary measure to provide maximum protection for the children.

A plan for water safety, including swimming, exists at the "YMCA."

**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 cell phones, personal music players, video games, and cameras. Staff will take these items from the participant and will return them to the adult picking up the child at the end of day. The Lake County West End Y cannot be responsible for lost, stolen or damaged items brought to the center.

## **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 people 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 to 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 members check all rooms and bathrooms for children and get radio and emergency lighting.
3. Children walk quickly and quietly in an orderly manner to the designated area.
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.
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 the designated area.
3. The parent/guardian will be notified that they must pick up their child using REMIND app, then phone
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.

#### **The center will use the approved JFS/DCY Disaster Plan on site in the event of:**

- Emergency outdoor or indoor lockdown or evacuation due to threats of violence which include active shooter, bioterrorism, or terrorism.
- Emergency or disaster plans due to hazardous materials and spills, gas leaks or bomb threats.
- Outbreaks, epidemics, or other infectious disease emergencies.

- Other threatening situations that may pose a health or safety hazard to the children in the center.

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 or guardians will be informed of the relocation site only when necessary to ensure the safety of the children, in accordance with the procedures outlined in the Disaster Plan.**

All staff have immediate access, at all times, to a working non-coin telephone within the building used by the site. The site conducts fire drills 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.

### **BUS RULES (IF APPLICABLE)**

1. Students should wait at the designated place for their school. The place should be at least 3 feet away from the street.
2. Students should behave in an orderly manner.
3. After the driver has brought the vehicle to a complete stop, students should enter and/or leave in a quiet, orderly, single file line.
4. Students should take a seat immediately and stay seated.
5. Never throw anything inside or outside the vehicle.
6. No heads, arms, or hands outside the vehicle at any time.
7. No rough play, loud talking, abusive language or bothering others.
8. No food or drinking on the bus.
9. Students must get permission from the driver to open windows.
10. Students are not to tamper with safety devices or deface or destroy any portion of the vehicle.
11. In addition, all YMCA bus rules will apply. The driver will check attendance at the school and the site staff will recheck attendance at the center.

### **SWIMMING POOL RULES - LAKE COUNTY YMCA SWIMMING POOL POLICY (IF APPLICABLE)**

1. When children are swimming, the parent is required to sign a permission slip which includes whether the child is a swimmer or a non-swimmer.
2. There will always be a certified lifeguard on duty.
3. YSACC 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 is 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 always in charge 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.

## **NO SACC PROGRAM on district scheduled School Day Offs (SDO)**

Program sites will be closed when school is closed, including days off due to inclement weather and during the breaks and holidays per the Willoughby Eastlake School District Calendar. West End Y may have programming on these days.

**SDO, School Day Off Programs & Calamity (Snow) Days** may be available at the West End Y on following days, please check website for details or contact the Business office at 440-946-1160.

[Child Care West End Willoughby | Lake County YMCA](#)

- NEOEA Day
- WINTER BREAK
- MARTIN LUTHER KING
- PRESIDENTS DAY
- SPRING BREAK

**IMPORTANT:** THE YMCA IS NOT RESPONSIBLE FOR ITEMS WHICH ARE LOST, STOLEN OR BROKEN AT THE YMCA OR YSACC SITE.

**SUBJECT TO CHANGE PER GOVERNOR'S ORDERS:**

ACTION: Emergency

DATE: 08/08/2020 7:16 PM

**ADDENDUM:**

**5101:2-12-02.2**  
**Pandemic**

**Transitional**

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

**(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 shall 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 transitional child care?**

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

- (1) The center shall follow all guidelines set by the governor of Ohio or the director of the Ohio department of health.
- (2) The center shall follow all handwashing procedures pursuant to rule 5101:2-12-13 of the Administrative Code with the following additions:
  - (a) Administrators, child care staff members and employees shall wash their hands upon entering a classroom and prior to leaving for the day. All children shall wash their hands prior to leaving for the day.
- (3) The center may use non-permanent sinks to meet the handwashing requirements of this chapter.
- (4) The center shall ensure that all administrators, employees, child care staff members and children are assessed for 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 100 degrees or higher:
    - (i) The center shall immediately send the person home. The individual shall 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 probable to have COVID-19, the individual shall not return to the center until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department.
  - (b) If a person has any of the symptoms listed in appendix A and has had known contact with someone confirmed or probable to have COVID-19:
    - (i) The center shall immediately send the person home.
    - (ii) The individual shall not return to the center until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department.
  - (c) The requirements of this paragraph also apply to anyone whose symptoms are assessed after arrival.
- (5) The center shall ensure that all administrators, child care center staff members and employees wear a face covering while indoors, unless not medically appropriate. Face

coverings, including cloth masks or plastic face shields, shall 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 United States centers for disease control and prevention (CDC) guidelines (which is available at [https://content.govdelivery.com/attachments/OHOOD/2020/08/04/file\\_attachments/1511083/8.3.20%20OCHA%20and%20AAP%20Face%20Coverings%20Masking%20Guidelines\\_.pdf](https://content.govdelivery.com/attachments/OHOOD/2020/08/04/file_attachments/1511083/8.3.20%20OCHA%20and%20AAP%20Face%20Coverings%20Masking%20Guidelines_.pdf)), the center shall 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, including cloth masks or plastic face shields, shall cover the child's nose and mouth. Per guidance from the CDC, no child two years old and under shall wear a face covering.
- (7) Disposable face shields shall only be worn for single use. Reusable face shields shall be cleaned and disinfected after each use.
- (8) 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 shall:
  - (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 prior to being permitted to return to the program.
- (9) 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:**

**08/08/2020**

CERTIFIED ELECTRONICALLY

Certification

08/08/2020

Date

Promulgated Under:

119.03

Statutory Authority:

5104.015, 5104.016

Rule Amplifies:

5104.015, 5104.032,

5104.05

**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