



100 Civic Drive  
Washington C.H., Ohio 43160  
740-335-0477

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

July 22, 2020

Dear Parents and Guardians,

Welcome to the 2020 – 2021 School Age Childcare program! We have been busy preparing for the school year and have made necessary changes to our enrollment and attendance policies. Below outlines the 2020-2021 enrollment and attendance policies.

At this time we do not have guidance on what The Ohio Department of Job and Family Services or the Governor will mandate for ratio's, max group sizes, or room capacity for School Age Childcare programs. Based on this, we do not know how many children we will be able to enroll into the program. We will continue to monitor the announcements and provide updates as we receive them. Until we have further information all School Age Childcare packets that have been turned in will go on a modified waitlist with priority given to YMCA employees and Sugar Creek and Wingate employees.

Registration and Attendance Guidelines:

1. Priority enrollment: the following will be given priority for enrollment
  - a. YMCA Staff children
  - b. Sugar Creek and Wingate employees' children
  - c. Essential Employees as defined by ODJFS and The Office of the Governor
  - d. Other
2. Enrollment guidelines:
  - a. Available enrollment spaces will be given based on the following criteria:
    - i. Children attending 5 days a week before AND after care
    - ii. Children attending 5 days a week before OR after care
    - iii. Children attending 3 or more days a week (minimum of 3 days)
  - b. Children must attend a minimum of 3 days a week to maintain their enrollment.
  - c. Weekly tuition rates only – no discounts will be given for part time attendance.
  - d. We will not be accepting drop in enrollment.
  - e. If your child misses multiple days without notifying the SACC Director or the Childcare Director, you will forfeit your child's enrollment.
3. Waitlist
  - a. If the need for a waitlist occurs, the waitlist will be first come first serve.
  - b. Your child will be put on the waitlist once a complete enrollment packet has been turned in to the YMCA SACC Director. Once the file is reviewed for completion your child's name will be added to the waitlist.
    - i. If any required documents are missing, they must be turned in before the child can be added to the waitlist.
4. Transportation
  - a. We are waiting guidance from the schools to determine bussing to and from the YMCA (School Buses).
  - b. We will not be offering transportation to or from the YMCA to the Middle Schools using the YMCA van.

For questions regarding our COVID policies and procedures please see the addendum at the end of the parent handbook.

Thank you and we look forward to a fun and healthy school year!

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### **Eligibility and Non-Discrimination Statement**

The Fayette County Family YMCA is open to serve youth between the ages of 5 (enrolled in kindergarten) to the age of 13 regardless of race, religion, sex, economic level, and physical abilities.

The Fayette County Family YMCA will make all reasonable attempts to accommodate children with special needs including, physical and developmental needs. Please contact Tosha Nicu for an interview to determine the center's ability to meet your child's needs.

### **Curriculum:**

Our curriculum is designed to meet the needs to each child as an individual. Activities include reading readiness, creative play, art, science, math, health, physical education and building.

It is the teacher's role to encourage, assist and guide each child in reaching his/her fullest potential by recognizing each stage of development and creating a curriculum that will nurture and facilitate each child's growth during that stage through participation in positive experiences, planned environments, and stimulating activities.

### **License:**

The Fayette County Family YMCA Before and After School Program is licensed to operate by the Ohio Department of Job and Family Services.

### **Hours of Operation:**

Monday – Friday        5:45am – 9:00am  
   2:30pm – 6:15pm

Center will be open during school days off from 5:45am – 6:15pm.

The Fayette County Family YMCA will be closed in observance of the following holidays: New Year's Eve (close early), New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Eve (close early, and Christmas Day.

### **Incident Weather Policy**

Level 1: YMCA will be open for normal operating hours. Classes/programs will follow their regular schedule.

Level 2: We may have a delay in opening or early closure. All classes/programs scheduled will be automatically canceled. The pool and child watch will be closed as long as a Level 2 is in place. Announcements will be made through our mobile app, website, and local media outlets.

Level 3: The YMCA will be closed. All classes/programs will be cancelled for as long as the Level 3 snow emergency is in place. Announcements will be made through our mobile app, website, and local media outlets.

*Credits will not be issued due to conditions beyond our control.*



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**Tuition / Fees and Payment Policies:**

School Age Program:	Fayette County Family YMCA Members	Sugar Creek Employees*	Community Non-Members
Full Time – AM and PM Care	\$80	\$73	\$90
School Day Out – <i>per day in addition to weekly tuition</i>	\$5	\$5	\$5
Part Time AM or PM Care	\$45	\$41	\$55
School Day out – <i>Per day in addition to weekly tuition</i>	\$12	\$12	\$14
Registration Fee	\$50	None	\$50
Family Discount:	15% off least expensive child	15% off least expensive child	15% off least expensive child

*\*Sugar Creek Employees receive an addition discount depending on number of children enrolled in both Kids World of Learning and YMCA.*

**Please note there is a discount for YMCA members. Membership may be purchased at the Fayette County Family YMCA. For more information on memberships call (740) 335-0477.**

**Outdoor Play:**

Weather permitting, children attending the Fayette County Family YMCA School Age Program will spend a minimum of 30 minutes a day outside. If the weather or routine maintenance does not permit us to go outside, children will have time in the Gym.

**Publicly Funded Child Care:**

The YMCA does accept Publicly Funded Childcare for those who qualify for assistance through Ohio Department of Job and Family Service (ODJFS). The co-payment established by ODJFS is due on Tuesday of the week child care is provided.

Weekly tuition is due on the Tuesday of the week child care is provide. The YMAC accepts cash, check or money order made out to the Fayette County Family YMCA, or a credit card.

**Please be aware, if you are a full pay family, you will be required to have your weekly tuition automatically drafted from a credit card or your bank account. Payments will be processed on Tuesday.**

Failure to keep our child care account current will result in your child’s care being suspended until the account is settled.



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## **Transitions**

### **Enrolling in the program:**

To complete enrollment of a child at the center, the parent will need to visit the center with their child, and fill out and return the following:

- Enrollment Packet including Health History and Child and Adult Food Program
- Registration Fee to be paid the first week of care with the School Age Child Care Program

Parents will schedule an orientation meeting with the Director, and a time for the child to visit the classroom prior to starting the program. This allows the student to meet his or her teachers and peers, and to become familiar with the environment. We can also allow for the child to attend for a few hours a day during the first week of enrollment, if deemed beneficial for the child.

### **Withdrawing from the Program:**

We know that "saying good-bye" is hard for everyone. We strive to make the process as smooth as possible for each child and family. We ask parents to give us a two week notice when withdrawing so that we can help their child say goodbye to their friends and begin to talk about the experience of going to a new school. Parents may request an additional conference with their child's teachers to discuss their child's growth and development. Parents will receive their child's assessment information when the child leaves the program.

Resources are available for families to make the transition process as smooth as possible.

### **Transition Activities:**

The center has supplied each classroom with an Our Classroom Book that will be available for the families. The book contains pictures of the building, playground, and staff, describes some of the activities that the child will be participating in when they come to the Before and After School Program. Transitional activities will also be created for each individual child to cater to their specific needs.

### **Age Specific Activities:**

#### School-Age Transition Activities:

- Into the Center:
  - Children will be paired up with a buddy that will introduce them to the classroom and their peers. The classroom Book will be available for children.
- Within the Center:
  - There is no transition for school age children students.
- Out of the Center:
  - Children will have a small going away party and will receive a card from their classmates.

### **Children Participating in YMCA Activities:**

If your child is registered for a YMCA program that takes place during program hours, a note is required for us to allow them to leave our program and go to the other program.



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A child with any of the following symptoms or combination of 3 or more symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F- in combination with any other signs of illness
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey/white stools
- Stiff neck with an elevated temperature
- Evidence of lice or nits, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing.

Any child demonstrating signs or illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in program activities, the parent will be called to pick up the child. Anytime a child is isolated, they will be kept within sight and hearing of a staff member.

Parents will be notified in writing by a note on the clipboard if children have been exposed to a communicable disease. Should a parent be called to pick up their child, they must do so within 1 hour of notification. Children will be readmitted to the program after being 24 hours free of fever and other symptoms (untreated by fever reducing medications). If the child is not symptom free, a doctor's note will be required stating the child can return to a group care setting and is not contagious.

#### **Administration of Medication:**

Child care staff will administer medications to a child only after a parent completes a Request for the Administration of Medication (JFS01217) and Child Care Plan for Health Conditions or Medical Procedures (JFS01236). *Child care staff will not administer any medication to a child that has not previously received a dosage.* Medication will be stored in a designated area inaccessible to children. Medication may NOT be stored in a child's backpack. The only exception to this requirement is a child that requires the immediate use of an inhaler for a medical condition. The child must keep the inhaler on his person at all times. Anytime the child is unable to maintain control of the inhaler, it must be handed to a teacher in charge of the child.

Prescription medications must be in their original container and administered in accordance to the instructions on the label. Over the counter medications will not be administered more than three days without instructions from a physician. Over the counter medications must be age appropriate and given in the correct dosage unless written permission is obtained from the physician on the Request for Administration of Medication form.



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### **Basic Child Care Rules:**

These rules and regulations are necessary so that we may enhance the enjoyment and safety of all participants. *The staff reserves the right to add to or modify the rules as needed to create a positive and safe program for all children enrolled.*

1. Children will use appropriate behavior and language at all times.
2. Children will use materials and supplies in a safe and appropriate manner.
3. Respect and follow the directions of the staff.
4. Respect the property of the Fayette County Family YMCA, all YMCA staff, and fellow classmates.
- 5. Absolutely no bullying, fighting or disruptive behavior will be tolerated.**
6. All YMCA participants must stay within the designated boundaries of the program as outlined by YMCA staff. Any participant found out of the designated areas will be dismissed from the program.
7. Have Fun!

### **Discipline Policy:**

Any kind of violent act or behavior will automatically result in a suspension or dismissal from the program.

Violations of rules will result in the following actions:

#### **FIRST OFFENSE:**

A verbal warning from the teachers, or at the Director's discretion, an ejection may be warranted.

#### **SECOND OFFENSE:**

A written warning from the teachers, or at the Director's discretion, an ejection may be warranted.

#### **THIRD OFFENSE:**

A second written warning will be issued, plus a meeting/phone call between the participant, his/her parents, the teacher, and the Director; or at the Director's discretion, an ejection may be warranted.

#### **FINAL ACTION:**

Dismissal from the program for a period of time deemed appropriate by the Director.

\*If any child is dismissed from the program for a discipline reason the parents will be notified immediately. Parents will need to pick up the child within 1 hour of notification. No refunds or credits will be issued by the Fayette County Family YMCA.

\*We reserve the right to dismiss a child from the Before and After School program as we see needed regardless of whether they have previous warnings.

The success of the program and the safety of all participants are contingent on each individual respecting and obeying the rules listed above. We hope each child will have a positive, fun experience during the program. We are committed to working with you and your child to ensure this happens. We appreciate your time, respect, and support of these rules and regulations.



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Please sign acknowledging you have read and went over the handbook with your child. Once signed and dated please hand it in with the completed packet.

I have read the rules, regulations, and discipline policy procedures written above to my child. My child understands that they must follow the rules to help make the Before and After program a safe program for everyone and agrees to follow the policies.

Parent Name \_\_\_\_\_

Date \_\_\_\_\_

Child's Name \_\_\_\_\_