

THE YMCA of Ashland, OH PRESCHOOL HANDBOOK



The YMCA of Ashland, Ohio
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Handbook updated 1/2026

Welcome!

We are delighted to have you and your child as part of our program! This **handbook contains important information** about our preschool and is designed to help answer many of the questions you may have.

- Please **read this handbook carefully** and keep it available for reference for as long as your child is enrolled.
- Our goal is to provide a **positive, enriching, and unique experience** that supports your child's growth and development.
- If you have **any questions or need further information**, please do not hesitate to contact the **Director**.

We are excited to partner with you in your child's early learning journey!

Licensing

The **YMCA of Ashland, Ohio Preschool** is **legally licensed** by the **Ohio Department of Job and Family Services (ODJFS)**.

- We are licensed to serve **children ages 3–5 years** who are **fully potty trained**.
- The preschool is **inspected annually** to ensure compliance with state regulations.
- Parents and guardians are **welcome to ask questions** about licensing or inspections at any time.

Philosophy and Goals

The **YMCA of Ashland, Ohio Preschool** is designed to **encourage the development of the whole child**. Our program provides experiences that:

- Nurture a **positive self-image**
- Promote **socialization skills**
- Foster **creative thinking**
- Inspire a **love for life and learning**

We believe that children thrive when **staff and parents work together as partners** in their growth and development.

The YMCA Preschool is **inclusive and welcoming** to all children, regardless of **race, sex, color, ability, religion, or national origin**.

Curriculum

The **YMCA of Ashland, Ohio Preschool** follows the **Creative Curriculum**, which is designed to support the **development of the whole child**.

Classroom Organization:

- Classrooms are carefully organized to provide materials and equipment that **challenge, engage, and interest children**.
- Activities are designed to meet **developmental needs** and may include:
 - Art, music, and dramatic play
 - Language arts and math
 - Science and geography
 - Gross motor and fine motor activities
 - Cooking, manipulatives, and blocks
 - Swimming and gymnastics
 - Socialization skills

Assessment and Communication:

- Children are assessed **academically and developmentally** several times per year.
- **Results will be shared with parents** in written form.
- **Parent-teacher conferences** are held **twice a year** to discuss your child's progress and development.

Admissions

A child is considered **officially enrolled** in the YMCA of Ashland, Ohio Preschool once the following steps are complete:

1. **Meeting or Email with the Director:** An initial meeting or email discussion with the director must take place.
2. **Completed Paperwork:** All required enrollment forms must be filled out and approved.
3. **Registration Fee:** The registration fee must be paid in full.

Once enrollment is complete, a **welcome email** will be sent with important information to help with your child's transition and daily routines.

Updating Information:

- Any changes to **personal or contact information** must be communicated to the administrator immediately to ensure records are accurate.

Medical Requirements:

- A **medical form signed by a physician or nurse practitioner**, including a current **immunization record**, must be submitted within **30 days of admission**.
- Physical exams must be **updated annually** to remain in compliance with state licensing regulations.

Hours and Days of Operation

Preschool Programs:

- **Half-Day Preschool (HDP):** Monday through Friday, **8:30 AM – 11:00 AM**
- **Full-Day Preschool (FDP):** Monday through Friday, **8:30 AM – 3:00 PM**, which includes a **packed lunch** and a **rest/nap option**

All-Day Care (ADC)-includes Preschool:

- Available daily from **6:30 AM – 6:00 PM** for children enrolled in the All-Day Care program

School Year & Holidays:

- Preschool follows the **Ashland City Schools schedule** for delays, cancellations, and holidays, with minor adjustments as needed
- Preschool generally runs from **the first week of September after Labor Day through the Friday before Memorial Day**
- The center will close for major holidays, including but not limited to:
 - 4th of July
 - Labor Day
 - Thanksgiving & the Friday after
 - Christmas Eve & Christmas Day
 - New Year's Eve & New Year's Day
 - Memorial Day

Summer Transition & Maintenance:

- The center may **close briefly between the end of preschool and the start of Summer Camp** to prepare for summer programming

- The YMCA will be **closed for one week in August** for major repairs and cleaning, typically the **third or fourth week of August**, coinciding with the end of Summer Camp
- Care will resume following the completion of the shutdown week

Staff/Child Ratio and Group Size

The YMCA of Ashland, Ohio Preschool is licensed to operate with a **maximum of 22 children per classroom** each session.

State-mandated **child-to-staff ratios** are as follows:

- **3-year-olds:** 1 staff member per 12 children (1:12)
- **4–5-year-olds:** 1 staff member per 14 children (1:14)
- **School-age children:** 1 staff member per 18 children (1:18)

Note: These limitations **do not apply to outdoor play or special activity times**, where ratios may vary for safety and program quality.

Daily Schedules

The YMCA of Ashland, Ohio Preschool offers a structured daily schedule to support learning, play, and social development. Please note that **times are flexible** and may vary with **swimming, gymnastics, or special events**.

Morning and Afternoon Schedule:

Time	Activity
6:30–8:30 AM	Arrival and play time in the Banquet Room
8:30–9:00 AM	Arrival and special lessons
9:00–10:00 AM	Individual and small group learning
10:00–10:30 AM	Snack and preparation for playground/gross motor activities
10:30–11:00 AM	Playground or gross motor activities
11:30 AM–12:30 PM+	Lunch (Lunch Bunch)
12:30–3:00 PM	Preschool activities designed similarly to the morning schedule
12:30–2:30 PM	Nap time for children who request it (Snooze Cruise)
2:30–3:00 PM	Snack and preparation for playground/gross motor activities
3:00–6:00 PM	Open centers and free play until departure

Birthdays

We love celebrating birthdays at the YMCA of Ashland, Ohio Preschool!

- **Nutritious snacks** are preferred for birthday celebrations.

- The children will **sing and participate in activities** to make the day special for the birthday child.
- Please **limit sweets** and be cautious when sending cupcakes, as they can create a mess and are often not eaten.

Toys/Jewelry/Money from home

For the safety and well-being of all children, please **do not send toys, jewelry, or money** to school with your child.

- These items are often **lost or shared**, which can create stress for both children and staff.
- The preschool provides **all materials and activities** needed for daily learning and play.

Transportation of Children

The YMCA of Ashland, Ohio Preschool **does not provide transportation** for children, including in emergency situations.

- If a child requires transportation due to illness or an emergency, the **parent or emergency services** will be contacted.
- The preschool **does not transport children for field trips** or to/from other locations.
- **All transportation is the responsibility of the parent(s).**

Health, Safety and Emergency Procedures

The YMCA of Ashland, Ohio Preschool is committed to providing a **safe and healthy environment** for all children.

Emergency Evacuations:

- In the event of **fire, severe weather, power outage, or loss of heat/water**, the emergency destination is **CVS on Main Street**.
- A **sign will be posted on the entrance door** indicating the evacuation location for parent pick-up.
- Parents will be **contacted as soon as possible** to pick up their child.

Staff Training:

- All staff are trained in **First Aid and CPR**, as well as in **Communicable Diseases** and **Child Abuse Prevention**.

Injury or Illness:

- For **minor injuries**, staff will administer first aid and provide care.
- For **serious injuries**, staff will administer first aid and **contact parents immediately**.
- For **life-threatening situations**, **EMS will be contacted**, parents notified, and a staff member will **accompany the child to the hospital** with all available health records.

Incident/Accident Reporting:

- An **incident/injury report** will be completed for all injuries or accidents.
- Parents or guardians must **sign the report within 24 hours**.
- A **copy of the report** can be requested at the time of signing, while another copy **remains on file at the center**.

Swimming/Gymnastics

The YMCA of Ashland, Ohio Preschool offers **swimming and gymnastics experiences** for children **one day per week for 16 weeks** during the school year.

Participation:

- Children enrolled on these days will **attend the scheduled classes**.
- A **permission slip must be signed by a parent or guardian** before participation.

Supervision and Safety:

- **Certified lifeguards** are on duty for all swimming lessons, with **two staff members always present**.
- Staff are also **present for gymnastics activities** to ensure safety.

What to Bring:

- **Swimming days:** Please send a **bathing suit and towel**.
- **Gymnastics days:** Girls should wear **shorts or pants** for safety and comfort.

Outdoor Play

The YMCA of Ashland, Ohio Preschool encourages **daily outdoor play** to support children's health, development, and well-being.

- **Outdoor play** will be included in the daily schedule **when weather permits**.

- On days when outdoor play is not possible, children will participate in **indoor gross motor activities**.
- Please **dress your child appropriately** for the weather.
- **No flip-flops are allowed** for safety reasons.

Parent Communication and Involvement Policy

The YMCA of Ashland, Ohio Preschool values **strong communication and partnership with parents**.

Open House:

- An **open house** is held before school begins for parents and children to **meet the staff, review procedures, policies, and curriculum**, and ask questions.

Ongoing Communication:

- **Monthly newsletters** will be emailed to parents with updates on **curriculum, schedules, and upcoming events**.
- Parents are **encouraged and welcome to participate** in school activities, field trips, class parties, and special events.

Parent-Teacher Interaction:

- Teachers and the administrator are available to discuss your child's **progress or needs at any time**.
- For longer discussions, please **schedule an appointment** so staff can give their full attention to you and your child.
- If you have concerns, it is recommended to address them in the following order: **child's teacher → administrator → YMCA CEO**.
- **Early communication** helps resolve issues before they grow into larger problems.

School Roster:

- A **school roster** is available, and parents may choose whether to **be listed or limit the information shared**. This option is provided during registration.

Guidance Policy

At the YMCA of Ashland, Ohio Preschool, we believe **helping children learn self-control is essential** to their growth and development.

Approach:

- Children are treated with **love and respect**, and in turn, they learn to **respect others**.
- Expectations are **age-appropriate and within each child's capabilities**, and children are made aware of them.
- **Positive reinforcement and redirection** are the primary methods of guidance.

Time-Outs and Individual Support:

- If a child is having difficulty regulating their behavior, they may be given a **short, age-appropriate time apart** within the classroom to regain control.
- Time-outs are used **sparingly and constructively**, never as a punitive measure.

Behavior Concerns:

- If a child consistently **endangers themselves or others**, it may become necessary to **dismiss the child** for the safety of all.
- **Every effort** will be made to work with parents and the child to address and correct challenging behaviors.
- A **behavior management plan** may be implemented for children who require additional support or attention from staff.

Supervision Policy

The YMCA of Ashland, Ohio Preschool staff are responsible for ensuring the **health, safety, and well-being** of each child entrusted to our care. Staff are trained to anticipate potential hazards, take precautionary measures, and respond promptly to emergencies.

Supervision and Safety:

1. No child will be left alone or unsupervised at any time.
2. Children will only be released to **authorized individuals** listed on the pick-up form. Written authorization is required for any exceptions.
3. Parents are asked to keep children safely inside the car until a staff member escorts them to the classroom. Children will be returned to the car at dismissal.
4. Staff will escort children between the car and classroom safely.
5. Immediate access to a **working telephone** is maintained at all times.

Emergency Preparedness:

6. **Fire drills** are conducted monthly, and records are available upon request.

An emergency alert plan is posted in each classroom.

7. **Tornado drills** are held seasonally in accordance with state licensing requirements.

8. The use of **aerosols is prohibited** when children are present.

Health and Illness:

9. Staff are **mandated by law** to report suspected child abuse or neglect to the local children's protection agency.

10. Parents will be contacted immediately if a child becomes ill or needs to be picked up.

11. Staff will not release children to anyone, including parents, who appear **under the influence of drugs or alcohol**. Emergency contacts will be called to transport the child safely.

Custody and Legal Requirements:

12. Custody agreements must be submitted to the preschool with court documentation specifying pick-up permissions. The school **cannot deny parental access** without proper legal documentation.

Pick up and Drop Off Times:

Parents/guardians are asked to **pick up their child within 15 minutes of their registered pick-up time** each day. Arriving on time helps ensure a smooth transition for all children and allows staff to maintain program schedules.

If you are running late to pick up your child, **please call or email the center as soon as possible**. Children can become upset when all their friends have left and their ride has not arrived. If staff are aware of the delay, they can provide activities to keep your child engaged and comfortable.

Habitual late pick-ups may result in a **\$1.00 per minute fee**.

Anyone picking up a child who is **not a parent/guardian** must:

- Be listed on the **authorized pick-up list** completed at registration
- Be **at least 16 years of age**

No child will be released to anyone who does not meet these requirements.

Please be mindful of your **registered drop-off time** when bringing your child in the morning. A **15-minute window** before your scheduled time is permitted.

Habitual early drop-offs outside of this window may result in a **\$1.00 per minute fee** for every minute your child arrives early.

Delay and Closing Policy

1. Following Ashland City Schools Schedule

- **Preschool program** follows Ashland City Schools for delays and cancellations.

- Updates will be posted in the newsletter and on the website.

2. Weather Delays and Closings

Situation	All-Day Care	Half-Day Preschool	Full-Day Preschool
Delayed Schedule	Provided	Not held	Begins at 10:30 AM
Canceled Schedule	Provided	Not held	Care available at additional cost if needed; otherwise, no Full-Day Preschool

Key Points:

- **All-Day Care** is always available for working parents.
- **Full-Day Preschool** does **not** qualify for free care during school closings or holidays.
- Half-Day Preschool will **not** operate during delays or cancellations.

3. Planned Closings (Holidays & Breaks)

- During **Thanksgiving, Christmas, and Spring Break**, All-Day Care will be available **by need-based sign-up**.
- Minimum of **6 children per day** required to remain open.
- Families will be informed in advance if care will **not** be provided.

4. Contact for Questions

- **Christie Krumlaw, Director**
 - Phone: 419-289-0626
 - Email: ckrumlaw@ashlandy.org

Tuition/Fees and Payment Policies

1. Tuition & Payment Schedule

- A **fee schedule** is available upon request and included with the enrollment sheet.
- **Monthly payments** are due **at the beginning of each month**.
- Tuition is **spread over nine months** based on the yearly rate, so **monthly payments are the same** regardless of days attended.
- Payments can be made by:
 - Check (made to *The YMCA of Ashland, Ohio*)
 - Drop in the drop box by the administrator's office

- Give to a staff person
- Online through your membership portal
- At the front desk

2. Late Payments & Fees

- Payments **after the 10th** of the month incur a **\$20 late fee**.
- **Returned checks** (insufficient funds) incur a **\$15 fee**.
- **Excessive late payments** (3 or more) may result in automatic withdrawals from your account.
- If tuition is **more than 2 weeks late**, the YMCA Preschool reserves the right to **exclude the child from the program**.

3. Additional Fees

- **Field trip fees** are separate and due when the event is planned.
- **Registration fees are non-refundable**.

4. Enrollment & Withdrawal

- Enrollment is a **minimum 3-month commitment**.
- **Two-week written notice** is required to withdraw your child.
- You are responsible for **payment until notice is received**.

5. Discounts

- **10% discount** for the **second child** enrolled in the program.

6. Special Payment Arrangements

- Payments **after the 15th of the month** must be scheduled and paid **the month prior**.
- Payments after the 15th of the current month will incur **late charges** and may risk **removal from the program until paid in full**.
- For **special payment plans**, contact **Christie Krumlaw** at **419-289-0626**.

Membership for All

- The YMCA offers a program called Membership for All for families who may need help with tuition or YMCA membership.
 - **This program ensures that** no one is turned away due to inability to pay.
 - Applications **can be:**
 - **Picked up at the front desk**
 - **Requested to be provided to you directly**
 - **The process is** simple, private, and confidential.
 - **For more information**, contact the administrator **or the front desk.**

Snacks & Allergy Policy

- **Daily snacks** are provided by the YMCA Preschool.
- We focus on **healthy foods**.
- **Nut-free center:** We do **not allow nuts**. On rare occasions, if there are no nut allergies among the children, nut products **may be used**.
- **Food allergies:** We take all allergies **very seriously** and take extra precautions to keep children safe.
- Please **clearly indicate any allergies** on your child's **Medical/Physical Care Plan**.

Management of Illness

Illness Policy

- The YMCA Preschool provides a **clean and healthy environment**.
- Children, especially in their **first year**, may experience more frequent illnesses as their immune system adjusts.
- **Do not bring a sick child to school.** Children will be **sent home immediately** if ill.
- Parents will be **notified of exposure** to communicable illnesses.
- After a communicable illness, a **doctor's note** is required for your child to return.
- Children must be **fever-free (without medication) for at least 24 hours** before returning.

2. Medication

- Medications are only administered after a **Child Medical/Physical Care Plan** is completed by a **doctor and parent** with written instructions.
- **Emergency medications** (inhalers, EpiPens, seizure meds) will be stored in the **designated classroom backpack**.

3. Physicals & Medical Statements

- **Physicals expire yearly.** A current physical is required **within the first 30 days** of school.
- Children may attend **without immunizations**, but this must be documented on the **Medical Statement (JFS form 01305)** and signed by a physician.
- Parents will receive **1–2 months notice** before a Medical Statement expires.
- Parents have **30 days** after expiration to submit a renewed physical.
- **Children cannot return** until the updated Medical Statement is submitted.

ODJFS Families

Daily In/Out Entries

- **All families must enter daily in/out times** on the tablet.
- The tablet will show **“Accepted”** or **“Denied”**:
 - If **denied**, notify the **administrator or a staff member immediately** so it can be corrected.
- **Entries must be completed and up-to-date by Friday at 6:00 PM.**
- **Monday morning submission** is required.
 - Failure to submit entries on time will result in a **\$10 fee per week** for missed entries.

2. Importance of Timely Entries

- Keeping entries accurate ensures **ODJFS receives correct information**.
- **Falling behind** can make your account **self-pay**, which will include a \$10 weekly fee for missed entries.

- **Absences longer than 2 weeks** will result in self-pay for the absence plus any balance accrued.

3. Co-Pays

- Co-pays are **due at the beginning of every month**, unless special arrangements are made with the administration in advance.
- **Children cannot start** the program until the **application is processed with ODJFS**.
- Spots will be **held for 30 days** while processing; after 30 days, the spot may be given to another child.

All Day Care/ Full Day Preschool

Lunches:

- Please bring a lunch **daily with an ice pack**, as we can no longer store lunches in our refrigerators.
- You may bring a **gallon or half-gallon of milk** for your child to avoid packing it daily.
- Due to the number of children, please try to **limit how much heating is needed** per day.
- **All lunches must follow state guidelines** to avoid non-compliance. See attached state guidelines. Questions? Contact the administrator.
- **No nut items** should be sent in lunches unless specifically approved by administration, due to allergies.

Nap/Quiet Time:

- All Day Care and Full-Day Preschool students have the option of **quiet time from 12:30–2:30 p.m.**
- We provide cots and soft music for rest.
- Non-nappers may still participate in quiet time.
- Staff reserves the right to have children rest if needed. With the new schedule, some children may begin developing nap habits.

Nap Items:

- Bring a **pillow, blanket, and one stuffed friend** in a **XX-LARGE storage bag** labeled with your child's name.
- These items will be transported every other Friday for washing.

- Recommended storage bags: Zip-Loc (Walmart) or Dollar Tree (\$1). If unavailable, the center sells them for \$2 each.
- **Maximum allowed:** 1 blanket, 1 pillow, 1 stuffed friend. Extra items can become a distraction.

All-Day Care & Preschool Breaks:

- Care is provided during breaks from preschool.
- **Sign-up is required** for these days.
- If you do not sign up in advance, a **\$15/day fee** will be added.

In-service Policy

- Due to changing licensing regulations for preschool and childcare centers, we **reserve the right to close the school/center up to once per month** for staff in-service training. This ensures we maintain our license and continue providing **high-quality care**.
- Please have a **backup plan** in place for your child(ren) on these days.

Questions & Policy Updates:

- If you have any questions or concerns during the program, you are always welcome to **stop in and discuss them**.
- This handbook **may be updated** to reflect policy changes mandated by the **State of Ohio or the YMCA**. Families will be notified of any changes.

Christie Krumlaw

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