

# THE YMCA of Ashland, OH

## Summer Camp

### HANDBOOK



The YMCA of Ashland, Ohio  
207 MILLER STREET  
ASHLAND, OHIO  
419-289-0626  
[www.ashlandy.org](http://www.ashlandy.org)

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## Welcome!

The YMCA of Ashland, Ohio warmly welcomes you to our Summer Camp program! This handbook contains important information about our program, and it is essential that you read it and keep it accessible for as long as your child is enrolled. It answers many common questions about the Ashland YMCA Summer Camp and provides guidance to help your child have a positive and enriching experience. Please feel free to contact the Director at any time if you have questions or need additional information.

## Licensing

The YMCA Summer Camp is **legally licensed** by the Ohio Department of Job and Family Services to operate for children ages **3 years through fifth grade**. All children must be **potty trained** to attend our Summer Camp program. The center is **inspected annually**, and parents are always welcome to ask questions about our licensing or visit the center. We are proud to be a **three-star program** in Ohio's Step Up to Quality rating system.

## Philosophy and Goals

The Ashland YMCA Summer Camp Program is designed to support the **development of the whole child**. Our experiences nurture:

- Positive self-image
- Social skills and teamwork
- Creative thinking
- A love of learning and life

We believe that achieving these goals requires **partnership between staff and parents**. We are honored that you have chosen us to be part of your child's growth and development. Our program is **inclusive of all children**, regardless of race, sex, color, ability, religion, or national origin.

## Curriculum

- **Preschool & Kinder Camp:** Creative Curriculum
- **Junior & Senior Camp:** Cincy After School Curriculum

Classroom organization is essential for the success of our program. Materials and equipment are carefully selected to **challenge and engage each child**.

To support your child's developmental growth, curriculum activities may include:

- Art, music, and dramatic play
- Language arts and math
- Science and geography
- Gross and fine motor activities
- Cooking and manipulatives
- Socialization skills, blocks, swimming, and gymnastics

Children are **assessed as needed**, and staff will communicate with parents and the administrator regarding progress. If necessary, a **conference will be scheduled** involving the parent, administrator, and staff working with the child.

## **Admissions**

A child is officially enrolled in the center only after:

1. A meeting or email with the **administrator**
2. Completion and approval of **all required paperwork**
3. Payment of the **registration fee**

Once enrolled, a **welcome email** will be sent with helpful information to make your child's transition and daily routines smoother.

Please communicate **any changes to your personal information** immediately to the administrator so that your child's records are always current.

## **Hours and Days of Operation**

The center is open **6:30 a.m. to 6:00 p.m.** Monday-Friday.

- The YMCA will close for **one week in August** for major repairs and cleaning projects. This is typically the third or fourth week of August and coincides with the end of Summer Camp.
- The center also closes for **major holidays**, including but not limited to:
  - 4th of July
  - Labor Day
  - Thanksgiving and the Friday after
  - Christmas Eve and Christmas Day
  - New Year's Eve and New Year's Day
  - Good Friday
  - Memorial Day

## **Staff/Child Ratio and Group Size**

The Ashland YMCA Summer Camp is licensed to operate with a **maximum of 22 children per classroom** each session. State-mandated staff-to-child ratios are:

- **3-year-olds:** 1 staff to 12 children
- **4-5-year-olds:** 1 staff to 14 children
- **School-age children:** 1 staff to 18 children

These ratios **do not include outdoor time or special activities.**

## **Daily Schedules** (*times are approximate and may vary for swimming, gymnastics, or special events*)

- **6:30–8:30 a.m.:** Morning wake-up
- **8:30–9:00 a.m.:** Arrival and special lessons
- **9:00–10:00 a.m.:** Individual & small group learning/group activities
- **10:00–10:30 a.m.:** Snack and prepare for playground/gross motor time
- **10:30–11:00 a.m.:** Playground or gross motor activities
- **11:30 a.m.–12:30+ p.m.:** Lunchtime
- **12:30–2:30 p.m.:** Kinder, JR, and SR Campers: Swim, quiet time  
Preschool: Naptime
- **2:30–3:00 p.m.:** Snack & prepare for playground/gross motor activities
- **3:00–6:00 p.m.:** Open centers & free play until departure

## **Birthdays**

Birthdays may be celebrated at camp with a **nutritious snack**. Children will sing and participate in activities to make the day special.

- Please **limit sweets.**
- Cupcakes are not recommended, as they are often uneaten and create a mess.
- **Good alternatives** include cookies or prepackaged treats.

## **Toys/Jewelry/Money from home**

Please **do not send toys, jewelry, or money** with your child. These items are often lost or shared with friends, which can create unnecessary stress for both children and staff.

## **Transportation of Children**

The YMCA of Ashland Summer Camp **does not provide transportation** for children.

- In an **emergency**, parents or emergency services will be contacted.
- The center does **not transport children** for field trips or to/from other locations.
- **All other transportation** is the responsibility of the parent(s).

## **Accidents/Emergencies**

In the event of an **evacuation** due to fire, severe weather, or loss of power, heat, or water, our emergency **meeting location** is **CVS on Main Street**. A sign will be posted at the center entrance with evacuation details and where to pick up your child. Parents will be contacted as soon as possible.

All staff members are trained in **First Aid and CPR**, and many have additional training in **communicable diseases and child abuse prevention**.

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

An **incident/injury report** will be completed and must be signed by a parent or guardian within **24 hours**. You may request a **copy of the report** at the time of signing; a copy will also remain in your child's file at the center.

## **Swimming/Gymnastics/Kids Fit**

- **Preschool Camp:** Swim **once a week** for approximately 30 minutes.
- **Kinder, Junior, and Senior Camp:** Swim **Monday through Thursday**.

Please send a **swimsuit and towel daily**, regardless of your child's program, as we will do water play whenever possible.

All groups will participate in **Gymnastics** and **Kids Fit** activities **once a week**.

- **Days and times** may vary depending on the group and the availability of the instructor.

## **Outdoor Play**

Children benefit from **daily outdoor play**, which also supports state requirements. Outdoor time will be included **whenever weather permits**.

- On days when outdoor play is not possible, children will participate in **indoor gross motor activities**.
- Please **dress your child appropriately** for outdoor activities.
- **Flip-flops are not allowed** for safety reasons.

## **Parent Participation Policy**

Parents are encouraged to be involved and can discuss **procedures, policies, and curriculum** with the administrator at any time.

- **Monthly newsletters** will be sent via email with updates on curriculum, schedules, and upcoming events.
- Parents are **welcome to participate** in activities whenever possible.
- Teachers and the administrator are available to discuss your child's progress or needs. For longer discussions, please **schedule an appointment** so staff can focus on you and your child.
- If you have concerns, it's recommended to speak first with your **child's teacher**, then the **administrator**, and finally the **CEO of the YMCA**. Addressing concerns promptly helps prevent bigger issues.

An **open line of communication** between staff and parents is essential for a positive experience.

- Families may choose whether or not to be listed on the **school roster**, and can limit the information shared. This option will be offered during registration.

## **Guidance Policy**

We believe that **helping children learn self-control** is very important. Our goal is for each child to develop **self-discipline** through consistent and caring guidance.

- Children are treated with **love and respect**, which helps them learn to respect others.
- Expectations are **age-appropriate** and within each child's abilities, and children are made aware of these expectations.
- **Positive reinforcement** and  **redirection** are the primary strategies used.
- If a child is having a difficult time, they may be given a **short period of time apart** to regain control. **Time-outs** are age-appropriate and conducted within the classroom.
- In rare cases where a child **consistently endangers themselves or others**, dismissal from the program may be necessary. Every effort will be made to **work with parents and the child** to correct behaviors.
- Children requiring additional support may have a **behavior management plan** implemented in collaboration with parents and staff.

## **Supervision Policy**

The staff at the YMCA of Ashland, Ohio Summer Camp is responsible for ensuring the **health and safety** of every child in our care. Staff are trained to anticipate potential hazards and take necessary **precautionary and preventative measures**, including:

1. **No child will be left alone or unsupervised.**
2. Children will only be released to **authorized individuals**. Written authorization must be provided to the center.
3. Parents should keep children **inside the car until a staff member arrives**. Staff will escort children from the car to the classroom and back at dismissal.
4. **Immediate access to a working telephone** is available at all times.
5. **Fire drills** are conducted monthly, with records available upon request. An **emergency alert plan** is posted in all rooms.
6. **Tornado drills** are conducted seasonally.
7. **Aerosols are prohibited** when children are present.
8. Staff are **mandated by law** to report any suspected child abuse or neglect to the local children's protection agency.
9. Parents will be contacted immediately if a child **becomes ill** and needs to be picked up.
10. Children will **not be released** to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called if necessary.

11. **Custody agreements** must be provided with court documentation indicating who has permission to pick up the child. The center cannot deny a parent access without proper 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.

### **Special Events**

Kinder, Junior, and Senior Campers will participate in a **special event every Friday**. Activities may include, but are not limited to:

- Skating
- Bowling
- A visit to the fire station
- A trip to Brookside Park

There is a **one-time fee** at the beginning of the summer to help cover the costs of these events. If your child will attend on Fridays, payment of this fee is **required**.

For questions or additional information, please contact the YMCA at **419-289-0626** or email **ckrumlaw@ashlandy.org**.

## **Tuition/Fees and Payment Policies**

- A **fee schedule** is available upon request and included on the enrollment sheet.
- Monthly payments** are due at the **beginning of each month**.
- Payments can be made by:
  - Check (made payable to YMCA of Ashland, Ohio) — drop in the payment box by the administrator's office or give to a staff member
  - Online through your **parent portal** at ashlandy.org
- You may also **schedule payments** to be automatically withdrawn on the **first of each month**. Scheduling payments qualifies you for a **\$10 discount**.
- Late payments** (after the 10th of the month) incur a **\$20 fee**.
- Returned checks** for insufficient funds will incur a **\$15 fee per check**.
- Registration fees are non-refundable**.
- Summer Camp tuition is calculated as a **yearly rate divided into three monthly payments**, taking holidays into account.
- Tax ID** is available upon request.

### **Attendance & Withdrawal Policies:**

- Once enrolled, attendance is **required for a minimum of three months**.
- A **two-week written notice** is required to withdraw your child. Tuition is due until written notice is received.
- If tuition is **more than 2 weeks late**, the program reserves the right to **exclude your child** until the balance is paid.
- Excessive late payments (3 or more) may result in automatic withdrawal from your account.

- A balance unpaid for **more than 1 month** may result in removal from the program. Repeated occurrences may lead to **permanent removal**.

#### **Additional Information:**

- There is a **10% discount** for the **second child** enrolled in the program.
- Payments are **expected in full regardless of attendance**. Fees are based on the **total number of days attended** throughout the summer.
- Payments scheduled or made after the 15th of the current month **must be paid the month prior**. Late payments risk late charges or removal from the program.
- **Special payment plans** may be available. Please contact Christie Krumlaw at **419-289-0626** to discuss options.

## **Membership for All**

The YMCA of Ashland, Ohio believes **no family should be turned away due to inability to pay**. Our **Membership for All** program helps families who are struggling with tuition or YMCA memberships.

- Applications are **simple, private, and confidential**.
- You can **pick up an application at the front desk**, or the administrator can provide one for you.
- For more information, **contact the administrator** or the front desk.

This program ensures that **every child and family has access to YMCA programs** regardless of financial situation.

## **Snacks**

Children have a **daily snack** provided by the center, with a focus on **healthy foods**.

- We take **food allergies very seriously** and take every precaution to keep children safe.
- The center is a **nut-free environment**. If there are no allergies among the children, nut products may occasionally be used.
- Please **clearly list any allergies** on your child's **Medical/Physical Care Plan** so we can accommodate their needs safely.

## Management of Illness

The YMCA of Ashland Summer Camp provides a **clean and healthy environment** for all children. We understand that children may become ill from time to time, especially during their first year in care as their immune systems adjust.

- **Daily health checks:** Children are observed upon arrival to assess their general health.
- **Sick policy:** Please **do not bring a sick child** to camp. Children who become ill while at camp will be sent home immediately.
- **Exposure to illness:** Parents will be notified if their child has been exposed to a **communicable illness**.
- **Returning after illness:** A **doctor's note** is required for a child returning after a communicable illness.
- **Fever policy:** Children who have had a **fever within the past 24 hours** may not attend camp. Children must be **fever-free for at least 24 hours without medication** before returning.

## Medications

- Medications will only be administered if a "**Request for Medication form**" is completed by a doctor with **written instructions**.
- **Emergency medications** (inhalers, EpiPens, seizure medications) are stored in the office for **easy access** by all teachers.

## ODJFS Families

All parents/guardians are required to **record daily in and out times** for their child. This is done on the tablet in the lobby or through the **KinderSmart app** (available for download on your phone).

- The tablet or app will indicate whether the entry is "**accepted**" or "**denied**."
- If an entry is denied, **notify the administrator or a staff member immediately** so it can be corrected.
- **Co-pays** are due at the beginning of each month unless prior arrangements have been made with the administration.
- Children **cannot start the program** until your application has been processed with **ODJFS**. Your spot will be held for **30 days** during processing; after that, it may be opened to other families.

## Important Attendance Guidelines:

1. Daily entries must be **logged and kept up to date** to ensure ODJFS has accurate information.
2. Failure to keep entries current may result in your family becoming **self-pay** and a **\$10 weekly fee** for missed entries.
3. **Absences longer than 2 weeks** will also trigger self-pay status, and the two-week absence along with any accrued balance must be paid.
4. All entries must be **completed and up to date by every Friday at 6:00 PM.**
5. If entries are **not submitted by Monday morning**, a **\$10 late fee** will be added to your account and must be paid by the end of that week.

### **KinderSmart App:**

- You can use the app to record daily entries, approve changes, and manage attendance from your car.
- A **QR code** is available next to the tablet in the lobby to guide you through setup and use.

## **Technology Use Policy**

At the YMCA of Ashland, Ohio Child Development Center, we strive to provide children with enriching experiences they may not otherwise have. In support of this goal, children attending our programs are not permitted to use cell phones or other personal technology brought from home.

This policy allows staff to appropriately monitor internet access and ensure that all content children are exposed to while in our care is safe and age-appropriate. Any personal devices brought to the program will be placed in a secure lock box upon arrival. The lock box is accessible to both staff and children at all times. Devices may be retrieved at dismissal.

If a child needs to contact a parent or guardian during program hours, the preferred method of communication is through our program phone line or the director's email. In the event there is no alternative to using a child's personal device, use will be supervised by a staff member and the device will be returned to the lock box immediately afterward until dismissal.

## **Other Notes**

- **Lunch:** Please send a **daily lunch** with an **ice pack** to keep food cold. You may also send a **gallon or half-gallon of milk** for your child to avoid packing it each day.
- **Heating Food:** Due to the large number of children, please **limit meals that require warming.**

- **State Guidelines:** All lunches **must meet state nutrition guidelines**. Nut-free lunches are required due to allergies in the center. Non-compliance could result in a state violation. For questions, contact the administrator.
- **Swim:** Bring a **swimsuit and towel daily**, as children will likely swim each day.

## **In-service Policy**

- In-Service Training Days:** To comply with changing state licensing regulations and maintain our high-quality care, the center **may close up to once per month** for staff in-service training. Please have a **backup plan** in place for your child on these days.
- Questions & Concerns:** You are always welcome to **stop in and discuss any questions or concerns** with staff or administration.
- Handbook Updates:** This handbook may be **amended** to reflect policy changes mandated by the **State of Ohio** or the **YMCA**. Families will be **notified promptly** of any updates.

*Christie Krumlaw*

Christie Krumlaw  
Child Development Director  
419-289-0626  
[ckrumlaw@ashlandy.org](mailto:ckrumlaw@ashlandy.org)