

# THE YMCA of Ashland, OH

## “Y” Kids

## HANDBOOK



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

Handbook updated 1/2026

## **Welcome!**

Welcome to the YMCA of Ashland, Ohio Child Development Center! This handbook is designed to provide important information about our program and what you can expect while your child is enrolled.

We strongly encourage you to read this handbook carefully and keep it for future reference, as it addresses many common questions about the YMCA of Ashland, Ohio "Y" Kids program. We are confident that your child will benefit from the positive, enriching experiences offered through our unique program.

If you have any additional questions or need further information, please feel free to contact the Child Development Director at any time.

## **Licensing**

The YMCA "Y" Kids program is licensed by the Ohio Department of Job and Family Services to serve children in kindergarten through fifth grade. Our program is inspected annually to ensure compliance with all state licensing requirements.

Families are welcome to ask questions about our licensing or inspection process at any time.

## **Philosophy and Goals**

The YMCA of Ashland, Ohio "Y" Kids Program is designed to support the development of the whole child. Our program provides experiences that nurture positive self-esteem, social skills, creative thinking, and a lifelong love of learning.

To successfully achieve these goals, staff and families work together in partnership. We are honored that you have chosen to include us in your child's growth and development.

The YMCA of Ashland, Ohio welcomes all children regardless of race, sex, color, ability, religion, or national origin.

## **Curriculum**

The organization of the classroom environment is essential to the effective operation of our program. Materials and equipment are developmentally appropriate and selected to support children's interests, learning styles, and individual needs.

The curriculum is designed to support all areas of child development and includes age-appropriate activities such as art, language and literacy, science, gross and fine motor development, dramatic play, mathematics, music and movement, geography, manipulatives, social-emotional skill development, cooking experiences, block play, swimming, and gymnastics.

Children's development will be observed and documented as needed in accordance with licensing requirements. Ongoing communication will occur between parents/guardians and program administration. When concerns or additional support needs are identified, a conference will be scheduled with parents/guardians, the administrator, and staff members involved in the child's care.

## **Admissions**

A child is considered officially enrolled in the "Y" Kids program in our Child Development Center only after a meeting or email communication has taken place with the administrator, all required enrollment paperwork has been completed and approved, and the registration fee has been paid in full.

Once enrollment is complete, families will receive a welcome email containing additional information to support a smooth transition and establish daily routines. Families are responsible for promptly notifying the administrator of any changes to personal or contact information to ensure accurate and up-to-date records are maintained.

## **Hours and Days of Operation**

The Child Development Center is open Monday through Friday from **6:30 a.m. to 6:00 p.m.** Care is provided **before school** until the city school bus arrives and **after school** beginning when the bus drops children off at the end of the school day.

Care is also available on **no-school days and during school holiday breaks** by advance sign-up only and for an additional fee. These days are referred to as **Fun Club Days**.

Each year, the YMCA of Ashland, Ohio closes for **one week in August** to allow for major facility maintenance and cleaning. This closure typically occurs during the **third or fourth week of August** and coincides with the conclusion of the Summer Camp program. The Child Development Center will reopen for care following the completion of this annual shut-down week.

The Child Development Center is also closed in observance of major holidays, including but not limited to: **Independence Day (July 4), Labor Day, Thanksgiving Day, the Friday following Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.**

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

The YMCA of Ashland, Ohio "Y" Kids Program is licensed by the Ohio Department of Job and Family Services to serve a maximum of **22 children per classroom per session**, in accordance with state-mandated child-to-staff ratios.

The required staff-to-child ratios are as follows:

- **1:12** for three-year-old children
- **1:14** for four- and five-year-old children
- **1:18** for school-age children

These ratio limitations do not apply during **outdoor play or special activities**, as permitted by state licensing regulations.

## **Daily Schedules**

### **Morning and Afternoon Care**

- **6:30 a.m. – 8:30 a.m.**  
Morning care and breakfast until school bus arrival
- **3:30 p.m. – 6:00 p.m.**  
Afternoon care, snack, and planned activities until parent/guardian pick-up

### **Fun Club Days Schedule**

- **6:30 a.m. – 8:30 a.m.**  
Breakfast and open-choice activities in the classroom

- **8:30 a.m. – 11:00 a.m.**  
Crafts and planned, intentional activities
- **11:00 a.m. – 12:00 p.m.**  
Lunch and preparation for swimming
- **12:00 p.m. – 1:00 p.m.**  
Swimming
- **1:00 p.m. – 2:00 p.m.**  
Quiet activities such as reading or a movie
- **2:00 p.m. – 4:00 p.m.**  
Crafts and planned, intentional activities
- **4:00 p.m. – 6:00 p.m.**  
Open play in the banquet room, gym, or playground

Please note: These time frames are flexible and may vary due to swimming schedules, special events, or program needs.

## **Birthdays**

Birthdays may be celebrated at the YMCA with a **nutritious snack**, which is preferred. Children will sing and participate in activities to make the day special for your child.

To help maintain a healthy environment, **please limit sweets**. If you choose to send cupcakes, be aware that children may not eat them and they can create a large mess. **Suggested alternatives** include cookies or individually pre-packaged treats.

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

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

## **Transportation of Children**

The YMCA of Ashland, Ohio "Y" Kids **does not provide transportation** for children, including in emergency situations. If a child requires transportation due to an emergency, the parent/guardian or emergency services will be contacted.

The program **does not transport children for field trips or to/from other locations**. Morning pick-up and afternoon drop-off via the city school bus must be arranged by the parent/guardian.

All other transportation responsibilities remain with the parent/guardian. If issues arise while a child is on the city school bus, please contact the bus

garage directly, as the YMCA has limited ability to intervene in incidents that occur during bus transportation.

## **Emergency Procedures and Health & Safety**

In the event of an **emergency evacuation** due to fire, severe weather, or the loss of power, heat, or water, our emergency relocation site is **CVS on Main Street**. A sign will be posted on the center's entrance door indicating that we have evacuated and providing the location where you can pick up your child. Parents/guardians will be contacted as soon as possible to retrieve their child.

All staff members are trained in **First Aid and CPR**, as well as in **communicable disease prevention** and **child abuse recognition**.

- For **minor injuries or accidents**, staff will provide appropriate first aid and care.
- For **serious injuries**, first aid will be administered and parents/guardians contacted immediately.
- For **life-threatening injuries or illnesses**, emergency medical services (EMS) will be contacted, parents/guardians notified, and a staff member will accompany the child to the hospital with all available health records.

An **incident/injury report** will be completed for every injury, and a parent/guardian signature is required within 24 hours. Upon request, a copy of the report will be provided for your records. A copy of each report will remain in the child's file at the center.

## **Swimming**

Swimming experiences are offered to children on **Fun Club Days** and other school break days throughout the school year. Children attending on these days **must bring a swimsuit and towel** each day.

A **parent or guardian permission slip** is required for each child prior to participation in swimming activities.

All swimming sessions are **supervised by certified lifeguards**, with **two YMCA staff members present at all times** to ensure safety.

## **Outdoor Play**

Research shows that children are healthier and more engaged when they have daily outdoor play. In accordance with this and state licensing requirements, outdoor play will be part of the daily schedule whenever **weather permits**.

When outdoor play is not possible, children will participate in **indoor gross motor activities** to support physical development.

Please **dress your child appropriately** for outdoor activities, including weather-appropriate clothing and shoes. **Flip-flops are not allowed** for safety reasons.

## **Parent Communication and Involvement Policy**

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

- Each November, a **Harvest Dinner** will provide an opportunity for parents to meet with staff and the administrator to discuss the program and their child.
- **Monthly newsletters** will be emailed to parents, providing updates on curriculum, schedules, and upcoming events.
- Parents are always **welcome to participate** in classroom activities whenever possible.

Teachers and the administrator are available to discuss your child's progress or needs at any time. For more **lengthy conversations**, please schedule an appointment so the teacher can provide focused attention on you and your child.

If you have questions or concerns, it is recommended to follow this order:

1. Speak with your child's teacher
2. Speak with the program administrator
3. Speak with the CEO of the YMCA

Addressing concerns **promptly** helps prevent small issues from becoming larger problems. Open communication between parents and staff is essential for a positive school year and experience.

The YMCA maintains a **school roster**, and parents may choose whether or not their child's information is included or limit the information shared. This option will be offered during registration.

## **Guidance Policy**

At the YMCA of Ashland, Ohio, we believe that helping children develop **self-control and self-discipline** is an essential part of their growth. All children are treated with **love, respect, and understanding**, and in turn, are encouraged to treat others with respect.

- **Expectations** are communicated clearly and are developmentally appropriate for each child.
- Staff use **positive reinforcement and redirection** to guide behavior.
- Children who are having difficulty managing their emotions may be given a **short, age-appropriate time apart** within the classroom to regain control.

If a child's behavior consistently endangers themselves or others, it may become necessary to consider **dismissal** from the program. However, every effort will be made to **work with parents and children** to address and correct challenging behaviors.

For children who require additional support, a **behavior management plan** may be developed in collaboration with parents to ensure the child's success and safety in the classroom.

## **Staff Responsibility and Child Safety Policy**

The staff at the YMCA of Ashland, Ohio "Y" Kids are responsible for ensuring the **health, safety, and well-being** of every child in our care. Staff are trained to anticipate potential hazards and take preventative measures, including but not limited to:

1. No child will ever be left alone or unsupervised.
2. Children will only be released to **authorized individuals**. Written authorization must be on file for anyone not listed as a regular pick-up contact.
3. Parents/guardians must keep children **inside the vehicle** until a staff member comes to escort them to the classroom. Children will be returned to the car at dismissal.
4. Staff will **escort children safely** from the car to the classroom and back.
5. A **working telephone** is available at all times for emergencies.
6. **Fire drills** are conducted monthly, and records are available upon request. Emergency procedures are posted in each classroom.

7. **Tornado drills** are conducted seasonally.
8. **Aerosol products** are not used while children are present.
9. Staff are **mandated by law** to report any suspected child abuse or neglect to the local children's protection agency.
10. Parents/guardians will be contacted immediately if a child becomes ill and needs to be picked up.
11. Children will **not be released** to anyone, including parents/guardians, who appear impaired by alcohol or drugs. Emergency contacts will be called for safe transportation.
12. **Custody agreements** must be provided to the center, including court documentation indicating who has legal permission to pick up the child. Without proper documentation, the center cannot deny a parent access.

### **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**

The YMCA of Ashland, Ohio "Y" Kids program follows the **Ashland City Schools schedule** for delays and snow days. If school is delayed or canceled due to weather, **Fun Club Days** will be available for an additional charge. Updates regarding schedule changes will also be communicated via **newsletter and the YMCA website**.

**Fun Club Days** are designed to support working parents who need full-day care for their children during school closures. During planned school breaks such as Thanksgiving, Christmas, and Spring Break, Fun Club Days will operate **on a "need-based" sign-up**.

- A minimum of **6 children per day** is required for the center to open.
- If fewer than 6 children are registered, the center will **not open**, and parents will be notified in advance to make alternate arrangements.
- We understand this may cause inconvenience for some families, but opening for fewer than 6 children is not feasible for the YMCA.

If you have questions or concerns regarding Fun Club Days, please contact **Christie Krumlaw** before registering:

- **Phone:** 419-289-0626
- **Email:** ckrumlaw@ashlandy.org

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

A **fee schedule** is available upon request and is also included on the enrollment form.

### **Payment Methods and Due Dates**

- Monthly payments are due at the **beginning of each month**.
- Payments may be made by:
  - Check payable to **The YMCA of Ashland, Ohio**, dropped in the payment box by the administrator's office or given to a staff member
  - Online through your **parent portal**, at any time
- Optional **scheduled payments** are processed on the **first of each month** and qualify for a **\$10 discount** per month.

### **Late Payments and Fees**

- Payments made **after the 10th of the month** will incur a **\$20 late fee**.
- Returned checks or payments for **insufficient funds** will incur a **\$15 fee** per transaction.
- Excessive late payments (**3 or more**) may result in payments being **automatically deducted** from a personal account.
- If a balance remains **more than 1 month**, your child may be **removed from the program** until the balance is paid in full. Repeated delinquencies may result in **permanent removal** from the program.

### **Program Commitment and Withdrawal**

- Enrollment requires a **minimum commitment of 3 months**. You are responsible for tuition for at least three months.
- A **two-week written notice** is required to withdraw your child from the program. Tuition is due until written notice is received.
- Registration fees are **non-refundable**.

### **Discounts**

- A **10% discount** is available for a second child enrolled in the program.

### **Attendance and Payments**

- Payments are **expected in full** regardless of attendance. Monthly payments are based on the **total number of program days throughout the school year**, not on daily attendance.
- Payments scheduled or made after the **15th of the month** must be paid for the **following month** to avoid late fees and potential removal from the program.

### **Special Payment Arrangements**

- Parents with special circumstances may contact **Christie Krumlaw** at **419-289-0626** to discuss alternate payment plans.

### **Tax Information**

- The YMCA of Ashland, Ohio **tax ID number** is available upon request.

### **Membership for All**

The YMCA of Ashland, Ohio is committed to ensuring that **no one is turned away due to an inability to pay**. Families who may be struggling with tuition or YMCA membership costs can apply for the **Membership for All** program.

- Applications can be **picked up at the front desk** or requested from the administrator.
- The application process is **simple and confidential**.
- For more information or assistance, please contact the **administrator** or the **front desk**.

## **Snacks & Food Allergy Policy**

Children at the YMCA of Ashland, Ohio "Y" Kids have **daily snacks**, with a focus on **healthy foods**.

- The center **provides all snacks**.
- We are a **nut-free facility**; however, if there are no children with nut allergies, occasional nut products may be used.
- Food allergies are taken **very seriously**. Please clearly indicate any allergies on your child's **Child Medical/Physical Care Plan** so staff can provide a safe environment for all children.

## **Health, Illness and Medications**

The YMCA of Ashland, Ohio "Y" Kids is committed to providing a **clean and healthy environment** for all children. We understand that children may become ill from time to time, and for children in their **first year of care**, illnesses may occur more frequently as their immune systems adjust.

### **Health Observations and Illness:**

- Children are observed upon arrival to **assess general health**.
- **Sick children should not be brought to care**. Any child who appears ill will be sent home immediately.
- Parents/guardians will be **notified of any exposure** to communicable illnesses.
- A **doctor's note** may be required for re-admittance after a communicable illness.
- Children must be **fever-free without medication for at least 24 hours** before returning to the program.

### **Medications:**

- The YMCA will **only administer medications** after a **Child Medical/Physical Care Plan for Child Care form** has been completed by a doctor, including written instructions.
- **Emergency medications** such as inhalers, EpiPens, or seizure medications will be **stored in the designated classroom backpack** for your child.

## ODJFS Families

### Daily Entries:

- Parents/guardians are required to **record their child's daily in and out times** using the designated tablet.
- The tablet will indicate **"accepted" or "denied"** for each entry. If an entry is denied, please **notify the administrator or a staff member immediately** so it can be corrected.
- All entries must be **completed and up-to-date by 6:00 PM every Friday**. Entries should be submitted on **Monday morning**.

### Missed or Late Entries:

- Failing to enter times correctly may result in a family becoming **self-pay**.
- A **\$10 fee per week** will be charged for missed entries.
- Absences longer than **2 weeks** from the program will result in **self-pay status**, and payment for the absence period will be required along with any accrued balance.

### Co-Pays:

- Co-pays are **due at the beginning of each month**, unless prior arrangements are made with the administration.
- Children may **not begin the program** until the ODJFS application is processed. The center will **hold a spot for 30 days** while the application is processed; after that, the spot will be **released** if not completed.
- Late or missing entries may **affect ODJFS reporting**, so it is important to log in **daily and keep records accurate** to avoid the self-pay option.
- A **\$10 late submission fee** will be added to accounts for entries not completed on time, and payment is expected by the end of the following week.

## **Fun Club Days Participants**

For **full-time working families**, care is available during school breaks through **Fun Club Days**.

### **Sign-Up and Attendance:**

- Attendance during breaks requires **advance sign-up** separate from the regular schedule.
- If your child attends without signing up, an **additional \$15 per day** will be added to your bill.
- You may **only attend the hours you sign up for**. A charge of **\$1 per minute** will apply for early drop-off or late pick-up.
- A **note will be sent home at least 2 weeks in advance** with Fun Club details. If you do not receive it, it is your responsibility to request one.
- If you sign up but **cancel less than 48 hours in advance**, you will be charged **50% of the daily rate**.

### **Lunch Guidelines:**

- Please bring a **lunch daily with an ice pack**. You may also bring a **gallon or half-gallon of milk** to avoid packing it daily.
- Limit items that require **reheating**, as we have many children and limited warming capacity.
- Lunches **must follow state guidelines** to remain in compliance. (See attached state lunch guidelines.)
- **Nut products are not permitted** due to allergies in the center.

### **Swim Requirements:**

- Please bring a **swim suit and towel daily**, as children will **likely swim each day**.

## **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.

## **In-service Closings and Handbook Updates Policy**

To comply with **state licensing regulations** and maintain **high-quality care**, the YMCA of Ashland, Ohio "Y" Kids may close the center **up to once per month** for staff **in-service training**.

- Parents/guardians are asked to **have a backup plan** for childcare on these days.

### **Questions and Concerns:**

- Families are always welcome to **stop in and discuss any questions or concerns** with the staff or administrator.

### **Handbook Updates:**

- The YMCA reserves the right to **amend this handbook** to reflect policy changes mandated by the **State of Ohio** or the **YMCA**.
- Families will be **notified of any policy changes** in a timely manner.

*Christie Krumlaw*

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