

YMCA of Ashland, Ohio Child Development Center

Handbook



Preschool, "Y" Kids, Summer Camp

Updated 4/26

Welcome!

We are delighted to have you and your child as part of our program! This **handbook contains important information** about our Preschool, "Y" Kids and/or Summer Camp 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**.
- This handbook can be updated at any time, please refer to the website to check the handbook at the beginning of a new program before acknowledging that you understand the contents of the handbook.

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

Licensing

The **YMCA of Ashland, Ohio Preschool, "Y" Kids and Summer Camp** are **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**, and **Kindergarten through 5th grade**.
- The center 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, "Y" Kids and Summer Camp** are 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, "Y" Kids and Summer Camp** are **inclusive and welcoming** to all children, regardless of **race, sex, color, ability, religion, or national origin**.

Curriculum

The **YMCA of Ashland, Ohio Preschool and Preschool/Kinder Summer Camp** follow the **Creative Curriculum**, which is designed to support the **development of the whole child**. **YMCA of Ashland, Ohio "Y" Kids, Junior and Senior Summer Camp** follow Cincy After School Curriculum, which is also 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:

PRESCHOOL

- 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.

"Y" KIDS & SUMMER CAMP

- Children are assessed developmentally throughout the summer/school year.

- Results will be shared with the parents verbally or by email from the director.
- **Conferences** will be held when they are seen to be the best fit for the individual situation.

Admissions

A child is considered **officially enrolled** in the YMCA of Ashland, Ohio Preschool, "Y" Kids and Summer Camp 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.

After the welcome email has been sent if you choose to unenroll your child(ren) from the program before the program begins, there will be a \$20 withdraw fee per child that will be put onto your account. If you agree to scheduled payments, the fee(s) will be charged to the account on file one week after the withdrawal is finalized.

Updating Information:

- Any changes to **personal or contact information** must be communicated to the director 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** for any child 3 years of age until they enter Kindergarten. Once they are enrolled in their local school system it is no longer required.
- 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:
 - Labor Day
 - Thanksgiving & the Friday after
 - Christmas Eve & Christmas Day
 - New Year's Eve & New Year's Day
 - Memorial Day

"Y" Kids Program:

- "Y" Kids follows the **Ashland City Schools schedule** for delays, cancellations, and holidays, with minor adjustments as needed
- Before School- 6:30am-8:15am (or when the city school bus arrives to take them to school)
- After School- 3:30pm (or whenever the city school bus arrives)-6pm
- Both- Care provided before and after school
- The center will close for major holidays, including but not limited to:
 - Labor Day
 - Thanksgiving & the Friday after
 - Christmas Eve & Christmas Day
 - New Year's Eve & New Year's Day
 - Memorial 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**.

Summer Camp:

- Care provided 6:30am-6pm Monday through Friday
- Third week of August center is closed for maintenance with no care
- The center will close for major holidays, including but not limited to:
 - 4th of July

Summer Transition & Maintenance:

- The center may **close briefly between the end of the school year 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
- The center will close briefly to transition from summer to school year at the end of August/beginning of September

Staff/Child Ratio and Group Size

The **YMCA of Ashland, Ohio Preschool, "Y" Kids and Summer Camp** 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, "Y" Kids and Summer Camp offer 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**.

Preschool 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

Time	Activity
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

“Y” Kids Morning and Afternoon Schedule:

- **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 (when available)
- **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. There could be times when we are able to take advantage of the gymnastics gym.

Summer Camp Schedule:

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

Kinder, Junior and Senior will participate in field trips on Fridays throughout the summer. Specific field trips with times will be available at the beginning of the camp.

Birthdays

We love celebrating birthdays at the YMCA of Ashland, Ohio Preschool, “Y” Kids and Summer Camp!

- **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 center provides **all materials and activities** needed for daily learning and play.

Transportation of Children

The YMCA of Ashland, Ohio Preschool, “Y” Kids and Summer Camp **do 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 center **does not transport children for field trips** or to/from other locations.
- **All transportation is the responsibility of the parent(s).**

**** The exception is for Kinder, Junior and Senior campers. There are a few times in the summer that we will use Ashland Transit to transport us to and/or from a field trip. The specific dates and times will be communicated at the beginning of camp.****

Health, Safety and Emergency Procedures

The YMCA of Ashland, Ohio Preschool, "Y" Kids and Summer are 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**.

Security Plan:

- An Authorized Pick up List is provided to staff to make all staff aware of who is authorized to pick up any child in our care. If the person is not recognized they will be asked for provide identification to verify they are on the list. If they are not on the list they will not be permitted to pick up the child(ren)
- The doors to enter the center are locked at all times. To enter from those doors, the person must be let in by a staff person. If a person is not recognized, they will need to show ID and if permissible to enter they will be allowed in.
- There is a second entrance that has access to the main portion of the YMCA, however, that entrance is monitored and gated when it is appropriate. It is not in the main hallway, therefore is not easily accessible.

Swimming/Gymnastics

The YMCA of Ashland, Ohio Preschool, "Y" Kids and Summer offer **swimming and gymnastics experiences** for the children who attend our programs.

- Preschool will participate in both for 12 weeks throughout the school year.
- "Y" Kids will participate in both on Fun Club Days when available.
- Summer Camp will provide experiences based on the child's age.

Preschool, Kinder Too will do each once a week

Kinder, Junior and Senior will do gymnastics once a week and will swim 4 times throughout the week.

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, towel and a bag to transport wet suit and towel.**
- **Gymnastics days:** Girls should wear **shorts or pants** for safety and comfort. Boys should wear comfortable clothes.

****Please no buttons, zippers or other clasps that can damage the equipment on gymnastics days****

Outdoor Play

The YMCA of Ashland, Ohio Preschool, "Y" Kids and Summer 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, "Y" Kids and Summer value **strong communication and partnership with parents.**

Open House:

- A Preschool **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, "Y" Kids and Summer, 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, "Y" Kids and Summer 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:

1. **Fire drills** are conducted monthly, and records are available upon request. An emergency alert plan is posted in each classroom.
2. **Tornado drills** are held seasonally in accordance with state licensing requirements.
3. The use of **aerosols is prohibited** when children are present.

Health and Illness:

1. Staff are **mandated by law** to report suspected child abuse or neglect to the local children's protection agency.
2. Parents will be contacted immediately if a child becomes ill or needs to be picked up.
3. 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:

Custody agreements must be submitted to the center and the director with court documentation specifying pick-up permissions. The school **cannot deny parental access** without proper legal documentation. Both biological parents have equal access to the child(ren) unless there is legal documentation limiting one parent's 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**
- Be given permission by a biological parent or guardian prior to pick up

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

If a parent or guardian does not want their child picked up by a biological parent or someone associated with the biological parent proper paperwork must be filed with the administration stating this. This paperwork needs to be legal documentation specifically stating what the procedure needs to be in the future.

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.

Custody and Guardianship Policy

At the YMCA of Ashland, Ohio, we are committed to maintaining professional and cooperative relationships with all parents and legal guardians of the children in our care. Custody arrangements are treated with the utmost seriousness, and any applicable legal documentation must be provided and kept on file in order for the center to implement specific accommodation or restrictions.

In accordance with applicable law, any biological parent listed on a child's birth certificate retains the right to access their child and is authorized to make modifications to the approved pickup list. This may include designating individuals for pickup, either in person or through verbal authorization via telephone. Biological parents or legal guardians retain the authority to add or remove authorized individuals from the designated pick-up list, except where such authority is limited or otherwise restricted by applicable court orders or legal documentation.

In circumstances where such authority is to be limited or restricted, the center must receive and maintain official court documentation explicitly outlining those limitations. Absent such documentation, the YMCA of Ashland is not legally permitted to deny a biological parent access to their child or to restrict their ability to make arrangements regarding authorized pickup.

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 & Fun Club Day	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.
- Fun Club Day will be provided for school aged children.

3. Planned Closings (Holidays & Breaks)

- During **Thanksgiving, Christmas, and Spring Break**, All-Day Care and Fun Club Day(S) will be available **by need-based sign-up**.
 - Minimum of **6 children per day per program** 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
 - In cash (placed in an envelope with the child's name)
 - At the front desk
 - If a card is used there will be a 3% charge for use of a card
-

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, "Y" Kids and Summer Camp 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 during the school year**. Summer only- enrollment is a minimum of 8 weeks.
 - **Two-week written notice** is required to withdraw your child.
 - You are responsible for **payment until withdrawal notice is received**.
-

5. Discounts

- **10% discount** for the **second child** enrolled in the program.
 - **\$10.00 discount** for **scheduled payments**
-

6. Special Payment Arrangements

- Payments **after the 15th of the month** must be scheduled and paid **the month prior**.
- Payments after the 10th 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**.

Special Events for Kinder/Junior/Senior Campers

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**.

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, "Y" Kids and Summer Camp.
- 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**. At times, we do not have an allergy in the center and we will let you know so you can send nut products until a child with a nut allergy enters the program.
- **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, "Y" Kids and Summer Camp provide 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 the center.** 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), and diarrhea/vomit free 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**. This item must be always kept on the premises in its original packaging with refill date visible.
-

3. Physicals & Medical Statements (For preschool aged children)

- **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 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.

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. At times we do not have any allergies and will allow nut products at that time. Families will be informed when that is the case.

Swim Requirements:

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

Summer Camp:

For **full-time working families**, care is available during summer.

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. At times we do not have any allergies and will allow nut products at that time. Families will be informed when that is the case.

Nap Items: Preschool and Kinder Too

- Bring a **pillow, blanket, and one stuffed friend** in a **XX-LARGE storage bag that is sealable** 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.

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 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

Christie Krumlaw
Child Development Director
419-289-0626
ckrumlaw@ashlandy.org