

Updated August 2020

# **Preschool Handbook**

## **MASSILLON FAMILY YMCA**

### **Preschool Pals**



[WestStarkY.org/child-care](http://WestStarkY.org/child-care)

**Massillon Family YMCA  
Preschool Pals  
Preschool  
131 Tremont Ave SE  
Massillon, OH 44646  
330-837-5116**

Dear Parents,

We would like to welcome you and your child to the Massillon Family YMCA's Preschool Program. This handbook contains information regarding our program and policies. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many questions you may have about the YMCA's Preschool program.

**Philosophy and Goals**

The YMCA has a mission to put Christian principles into practice through the programs that build a healthy spirit, mind, and body for all participants. Our preschool program strives to embody the YMCA mission by providing children with a well rounded program that includes developing strong gross, fine, and social skills. We have a team of quality caregivers who model Christian values, provide developmentally appropriate guidance and activities, and promote healthy, positive interactions.

Our goal, as an organization and as a quality preschool program is to support and strengthen the family and to help children develop to their fullest potential. We strive to achieve this goal in an environment that is positive, safe, supportive, and nurturing. We are deeply committed to providing quality care for all children regardless of socio-economic background.

Here at the YMCA, we understand that each child develops at his or her own unique rate in his or her unique way. We are committed to providing your child with a program that not only meets the developmental needs of his or her age group, but a program that meets the needs of your child as an individual. Each child's individuality is respected and children are encouraged to share their thoughts and feelings as they try new things, grow, and experience the world around them.

**License**

At the end of this handbook, you will find an attachment about licensing and other valuable information. Please take the time to read the information provided in this attachment.



### **Admissions**

To enroll your child in the Preschool Program at the YMCA, you must complete an enrollment packet. You may obtain an enrollment packet at either the front desk or from a childcare staff member. This packet must be completed and returned BEFORE your child may attend the YMCA preschool program. This packet includes a health and enrollment form prescribed by the Ohio Department of Jobs and Family Services.

### **Hours and Days of Operations**

The Massillon Family YMCA Preschool Classes are as follows:

3& 4 & 5 year old class                      4& 5 days a week  
(Kindergarten eligible for next fall ).

Our full day preschool is open from 6A-6P with a rest time daily in the afternoon. We are closed the major holidays and the teachers are given 2-3 professional development days as well.

### **Staff/Child Ratios and Maximum Group Size**

The YMCA preschool program will maintain the state required ratio of at least one staff member for every twelve children. Also, the YMCA will maintain their own maximum group sizes of 16-18 children. Maximum group size is defined by the number of children that can be cared for at any time in one room or area. Group size limitations do not apply during lunch time, snack time, outdoor play, or special activities and field trips.

### **Daily Schedule**

Table Activities  
Group Time  
Learning Centers & Individual Small Groups  
Restroom/Snack  
Gross Motor Time (Indoor/Outdoor)  
Group Time  
Dismissal

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AM Group Time: Topic for the day,  
Letters, Weather Graph, Story

PM Group Time: Recap of the day,  
Songs, Finger plays

### **Parties**

There will be class parties for the following holidays: Fall, Thanksgiving, Christmas, Valentines Day, and Spring . We ask that the parents plan and be involved with these parties.

You may provide treats for your child's birthday. Please let the teacher know in advance and keep in mind all things must be store bought.



### **Staff Baby Sitting Policy**

We encourage the staff to not baby sit for the families in our center. If you still choose to use one of our staff members to baby sit, you will be asked to sign a Hold Harmless Consent Form.  
(10/12/2009)

### **Communication**

Please feel free to approach any preschool staff member or child care administrator with any and all comments, questions, or concerns regarding your child and his or her preschool experience at the YMCA. The preschool staff is available to discuss any concerns you may have, but due to staff responsibilities, we ask parents to make appointments when it is necessary to engage in any lengthy conversations. You may make an appointment by speaking directly to the on duty staff or director, or you may make an appointment over the phone.

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

There is an annual preschool registration fee per child payable at time of registration and to accompany registration forms. This fee is a one time if your child stays enrolled in the program until KDG.

Automatic payments through your bank account or credit are available. Please speak to the child care director or the Y's finance director to set these up.

Weekly child care fees are due the week prior along with any schedule changes. Automatic payments through your bank account or credit are available. Please speak to the child care director or the Y's finance director to set these up.

Full day program has 2 vacations weeks per school yr. that can be used if it is in writing and given to the teacher 1 week prior of time off. These weeks will not be split up by days.

### **Financial Assistance**

If you participate in the childcare assistance program offered through Jobs and Family Services, your monthly co-payment is due on the 10th of each month. If you do not qualify for this assistance and require a special payment arrangement or financial aid, please contact the child care director.

### **Withdrawing Your Child**

If, at any time, you wish to withdraw your child, on a temporary or permanent basis; you must inform the YMCA at least one week in advance to avoid being charged when your child is not in attendance.

### **Tax ID**

The YMCA's tax ID number is 34-0719180.

## **Supervision Policy**

### **Child Supervision Policy**

In order to assure that children are supervised at all times, children are NOT permitted to be in any area of the room or building where they cannot be both seen and heard by a childcare staff member regardless of the child's age. The only exception to this rule is when children are in the bathroom. At all times, children will be supervised by the childcare staff.



### **Arrival and Departure Policy**

When dropping off or picking up your child, you are required to sign your child in or out at the parent information table. Children are not permitted to enter the YMCA in the morning unaccompanied by a parent or guardian. This policy will help ensure that your child is supervised in the building at all times and is implemented for the continued safety of your child.

Parents are responsible for the supervision of their children prior to signing them in for the morning, and after signing them out in the evening.

### **Child Release Policy**

A child may be released only to those persons authorized by the child's parent or guardian in the child's enrollment packet. A child may be released to a person not listed as an authorized pick up ONLY if the parent or guardian of the child provides the preschool staff with a written statement, signed and dated, granting such per-

son permission to pick up the child on a specific date or dates in advance. A person not authorized in the enrollment packet may ONLY pick up the child on the dates specified in writing by the parent or guardian. Parents may NOT authorize pick ups over the phone, unless it is an emergency situation. Authorization MUST be in writing. Parents or guardians may authorize by fax ONLY if the fax is written, signed, and dated by the parent or guardian. If a parent wishes to permanently add or remove a person from his or her regular pick up list, the child's enrollment packet may be amended or updated in person at any time.

Persons authorized to pick up children should be at least 16 years of age. If a parent or guardian wishes to have a person under the age of 16 pick up their child, they must provide the preschool staff with a written statement to be kept on file, signed and dated, granting that person permission to pick up their child. They must provide this statement even if the person is listed on the child's regular pick up list.

### **Photo ID**

Anyone picking up a child must be prepared to show a photo ID, including the child's parents or guardians. Any person unknown to the preschool staff on duty MUST show a valid photo ID and be on the pick up list or otherwise authorized by the parent or guardian. Any person unable to produce a photo ID will NOT be permitted to leave with a child until their identity has been confirmed by the child's parent or guardian or until he or she can produce a photo ID.

### **Safe Transportation**

For the safety of your child, the child care staff will NOT release a child to any person or persons who appear to be intoxicated or otherwise impaired. Emergency contacts will be called to transport the child home safely. Police will be notified if necessary.

### **Custody Agreements**

If there are any custody agreements/issues that staff should be aware of, please notify the preschool staff immediately and provide appropriate court documentation. The YMCA is not permitted to deny a parent access to their child without proper documentation.

### **Policy for Determining the Whereabouts of Absent Children**

If your child will not be attending on a day he or she is scheduled to attend, you MUST call the YMCA at 330-837-5116 to call your child off for that day. If your child is scheduled to come and you do not call them off, the child care director will call to find out where your child is. If there is a continuation of absence and the child care director cannot reach you, we will assume your child is not returning, and will be terminated from the program.

### **Fieldtrips/Transportation of Children**

Over the course of the year, the preschool may plan some field trips. The YMCA does not provide transportation for these trips. We will advise you of when the trip is and ask that you drive your children to the event and stay to enjoy it with us and drive them back.

### **Emergency Transportation**

The YMCA will not be transporting children in emergency situations. If a child requires transportation due to injury, illness, or any other emergency, the emergency squad and the parent will be contacted.

Please note: The YMCA staff members are not permitted to transport your child in personal vehicles for any reason.

### **Guidance Policy**

Here at the YMCA, your child will always be treated with respect. We believe that treating children with respect teaches them to respect others. We also believe that helping children learn self-control is important. Children will have clear, age appropriate, expectations for their behavior while at the YMCA. The child care staff will use positive reinforcement and positive redirection to encourage and help children meet these expectations whenever possible. When necessary, children may be asked to sit out from an activity for an age appropriate period of time. Staff will be consistent, caring, and fair when giving consequences.

In the event that a child is having difficulty meeting expectations on a regular basis, has been fighting, or has used derogatory or disrespectful words, the child's parent/guardian will be notified in writing. If needed, a meeting may be set up with the child, his or her parent/guardian, and the childcare staff to discuss a possible solution. If indicated, an individual behavior plan will be implemented. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of the children is always our primary concern. If a situation arises where a child is consistently endangering him or herself, peers, staff, or is behaving inappropriately in any way (including derogatory remarks) that causes harm to another individual, it may be necessary to suspend or disenroll the child from the program.

All specifications in Rule 5101:2-12-22 of the Ohio Administrative Code apply to all persons in the center at all times.

### **Meals and Snacks**

Preschool - Each parent will be responsible to sign up with your child's teacher to bring a snack for your child's classroom. The teachers will provide a list of approved foods.

### **All Day Preschool**

Please pack a lunch **daily**. Preschool lunch needs to contain 1 item from the meat group, bread/grain, 2 servings of fruits and vegetables, and 1 serving of 1% fluid milk. Please ask director or classroom teacher if unsure of acceptable food components.

### **Accidents/Emergencies**

The YMCA has emergency procedures and policies in place and all new staff members are trained in



these emergency procedures before starting work at the YMCA. Should an emergency occur while your child is in preschool, staff will follow the procedures outlined below.

### **In the Case of a Fire**

In the event of a fire, children will be instructed to drop what they are doing and get in line quickly and quietly. Preschool staff members will take their attendance sheets with them. One staff member will lead the children out of the building in an orderly fashion via the appropriate fire escape route and take them to the park at City Hall. One staff member will follow the last child out of the room or area. Staff members will check that no children are in the bathrooms and the last staff member out of the room will turn off the light and shut the doors. When the children are out of the building and removed to a safe spot, the preschool staff will do a head count and take attendance to confirm that no child has been left in the building. Children will participate in monthly fire drills and will be aware of the procedures followed in the event of a fire.

### **In the Case of a Tornado**

In the event of a tornado, children will be taken to the designated area. Children will be instructed to kneel down facing the wall, put their heads down, and cover the backs of their necks with their hands, as practiced in tornado drills. Staff members will take their attendance sheets with them and confirm that all children are present. Children will participate in tornado drills at intervals throughout the year and will be aware of the procedures to be followed in the event of a tornado.

### **In the Case of Loss of Power, Heat, or Water**

In the event that the YMCA loses power, heat, or water, staff will evaluate whether or not power/heat/water will be working again shortly, confirm whether or not the phones are working, and assess any possible danger to the children. If the power is out, the emergency lights will come on and there is a flashlight in the First Aid bag located in each preschool classroom. In a power outage, staff will remain calm and instruct children to sit down quietly to ensure that children do not sustain injury while moving or playing in the dim light. Bathrooms will be checked and all children will be accounted for. If it is determined that power, heat, or water will not be restored soon, parents will be contacted and asked to pick up their children and the program will close for the remainder of the day. Childcare staff will remain at the site until all children are picked up by a parent, guardian, or other authorized person.

### **In the Case of a Bomb Threat or Any Other Threat Requiring Evacuation**

If the safety of the children is threatened by a bomb threat, or any other threat that requires the evacuation of the building, the children will be taken to City Hall or St. John's Church safety shelter. The preschool staff members will ensure that children are all accounted for and evacuated in an orderly fashion. Preschool staff members will bring the attendance records. Only when the police or fire department has given the all clear, will the children return to the building.

### **In the Case of a Serious Incident, Injury, or Illness Affecting a Child**

All staff members are trained in First Aid and Communicable Disease and are CPR certified. In the case of a minor accident/injury, the preschool staff will administer basic first aid and the child's parent or guardian will be notified as indicated by the severity of the injury. In the event that a child in the care of the YMCA requires emergency medical treatment, professional consultation, or transportation for emergency medical treatment, 911 will be called and the child's parent/guardian

will be immediately notified. Staff may not transport children in their vehicles in the case of an emergency. Transportation will be provided by EMS or by the child's parent or guardian. If EMS transports your child, a childcare staff member will accompany the child to the hospital with all available health records and will stay with the child until the child's parent or guardian arrives.

An incident/injury report will be completed by the preschool staff and given to the person picking up the child on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury that requires first aid; the child receives a bump or blow to the head; the child has to be transported by the EMS; or an unusual or unexpected event which jeopardizes the safety of the child. If the child requires emergency transportation, the report will be available within twenty four hours of the incidents occurrence. The YMCA will also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a "general emergency" or "serious incident, injury, or illness." The report will be provided to licensing staff within three days of the incident's occurrence.

### **Management of Illness**

The YMCA provides children with a clean and healthy environment. However, we realize that children become ill from time to time. Please do not send your child to preschool if he or she is ill. If a child is suspected of having a communicable disease, a staff member will immediately notify a parent/guardian or emergency contact of the child's condition. A child with any of the following symptoms will be immediately isolated from other children and discharged to the parent/guardian or emergency contact:

- Temperature of 100 degrees F in combination with any other signs of illness
- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Severe coughing (causing child to become red in the face or make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms and the parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Anytime a child is isolated he or she will be kept within sight and hearing of a childcare staff member. The cot and any linens or blankets used will be washed and disinfected before being used again. A child discharged for illness may return to the center after 24 hours of being symptom free. If the child is not symptom free, a doctor's note will be requested stating that the child is not contagious.

Parents will be notified with a flyer located on the sign in and out table if their children have been exposed to a communicable illness.

### **Medications**

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The YMCA will administer medications to a child only after the parent/guardian has completed a Request for Medication form. All proper sections of the form must be completed and the parent must hand the medication to a preschool staff member each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's backpack.

Prescription medications must be in their original containers and administered in accordance with the instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If a parent requests any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the counter medication will not be administered for more than three days without instructions from a physician.

### **Food Supplements or Modified Diets**

If your child requires a food supplement or modified diet, you must secure written information from your physician regarding this matter. Please speak with the Child Care Administrator for more information in regards to food supplements or modified diets.

### **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, the YMCA will provide opportunity for outdoor play on a daily basis as the weather allows. Outdoor play will NOT be provided when the temperature drops below 25 degrees or above 90 degrees. Consideration will also be taken in regards to humidity, wind chill, ozone levels, and pollen count. The children will not be provided with outdoor play if the weather conditions are deemed unsafe. The children will also remain inside if it is raining, hailing, or if the ground is icy. The safety of the children is our utmost concern. On days when outdoor play cannot be provided, the children will be provided with opportunities for large motor play in the gym. Please remember to always send your child with proper outdoor clothing as needed, including hats, gloves/mittens, and snow boots.



**Center Parent Information** (JFS Appendix C to rule 5101:2-12-07 (12/6/2016))

The center is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of job and family services.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>

The YMCA participates in the CACFP and the SFSP. This intuition is an equal opportunity provider



### **Transition Information**

When a new family inquires about enrolling into the program, a tour of the program is given with a focus on the classroom they are looking to enroll in. Parents have the opportunity to interact with the teacher in the classroom and observe the children in the learning environment. Time is set aside to review the enrollment paperwork and the parent handbook. At this time there will be a discussion about the policies and procedures of the program. The family will have time to discuss their child's needs and ask questions they may have.

When a transition happens within the program both families and teachers of current and new classroom are included in the process. A meeting is set up to jointly come up with a transition plan that meets the needs of the child. This meeting will give parents the opportunity to discuss their concerns and ask any questions they may have about the upcoming transition. After the meeting is held the child will begin their transition into the next classroom based off of the transition plan that was created. The transition plan can be adjusted as needed depending on the needs of the child.

When a child is transitioning out of the program the teacher will gather all of the child's belongings, art work and portfolio materials. The child will be assisted with saying goodbye to their teacher and friends. The child is encouraged to come back and visit. The parents are given the record's release policy to allow the opportunity to request them.

When a child is aging out of the program we assist the child with being independent and self-sufficient. The family is provided with information and tips on having a child stay home alone. The teacher will assist the child in making an emergency contact list of numbers in their area and have discussions with them about stranger danger and microwave safety. The child is encouraged to come back and visit.

### **Childcare Protocols for COVID-19**

The wellbeing and safety of our children is our number one priority. Ensuring they receive the most quality care possible is what we do.

- Parents drop off and pick up their child(ren) at the designated door and will not be allowed entry into the building. Preschool parents will allowed to be upstairs to drop off and pick up UNLESS it is a school day off and other children are in the building
- Temperatures are taken upon arrival of all staff and children.
- Staff and children will be sent home if temperature is 99 or above.
- If a child or staff show symptom's they will be sent home and not able to return without a doctor's release.
- Staff and children are required to wash hands upon arrival and dismissal and prior to changing any activity. Hand sanitizer may be used throughout the day but not upon arrival and dismissal.
- To the best of our ability children are kept 6 feet apart.
- Only toys that can be sanitized will be allowed and will be sanitized after use by children.