



**FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# MEYERS LAKE YMCA

## Child Care Parent Handbook

### Mission Statement

To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

### Our Promise

No one will be turned away from the YMCA due to the inability to pay.

We do not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, disability, ancestry or age.

**MEYERS LAKE YMCA**  
1333 North Park Ave NW, Canton, OH 44708  
P 330 454 9018 F 330 454 8996 [www.ymcastark.org](http://www.ymcastark.org)





# General Information

## Philosophy

The YMCA believes that Child Care should provide opportunities and experiences, which stimulate a child's physical, social, intellectual, and emotional development. Our Child Care Program has activities and program components to promote positive self-image, physical fitness and better family, and peer relationships.

Since children learn through play, the classroom schedule provides blocks of uninterrupted time to allow the child to choose an activity, and complete the activity without interruption. Opportunities are provided for the child to grow in the areas of both independence and interdependence with others, to develop a trust of adults and children, to develop self-control, to use appropriate social skills and to feel good about themselves. When conflicts arise, the staff will attempt to guide them through a problem solving process preparing them to solve problems throughout their life.

The staff and family are a great part of the development of the children's success in this age appropriate program. Working together to ensure your child has the best experience possible is vital.

## YMCA Values

The development of strong personal character is founded in a belief and commitment to traditional values that are translated into daily interaction with others.

**Trustworthiness** - Be honest • Don't deceive, cheat or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends and country

**Respect** - Treat others with respect; follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

**Responsibility** - Do what you are supposed to do • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your choices

**Fairness** - Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

**Caring** - Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

**Citizenship** - Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

# Enrollment Information

## Enrollment Forms and Procedures

Each child who attends the Child Care Program is required to have a completed Enrollment Packet turned in 3 business days prior to the first day of attendance. This includes a Child Enrollment and Health Information Form, Additional Registration Information Form, Behavior Guidance / Management Policy, Tuition / Attendance Agreement, Parent Provide Agreement (if applicable), Administration of Medication Form (if applicable), Medical Care Plan (if Applicable), CACFP Form (**Child and Adult Care Food Plan**) and payment for the enrollment and first weeks fees. Children who come to the YMCA for swimming on Fun Club Days must have a signed swimming permission form.

We do not have access to public school Medical-Emergency records. Therefore, it is essential that you complete and return all required forms to us. Your child is not considered enrolled until the complete paperwork is received and an enrollment fee and first week's fee is paid.

## Rates & Fees

Our Child Care programs offer affordable, quality year-round Child Care that is tailored to meet the wide variety of needs of today's families. A \$30.00 registration fee per child is required with a maximum registration fee of \$60.00/family annually. Fees are listed on the MEYERS LAKE YMCA webpage and in the Registration packet. Financial Assistance is available through the Stark County Department of Job and Family Services or through the YMCA for those who qualify. Sibling Savings are available for MEYERS LAKE YMCA, or Regional members.

## Tax Id Number

The YMCA tax ID number is 34-0714392.

## Tuition / Attendance Agreement

Each parent must sign a tuition agreement which states: Tuition is due in advance and my child(ren) will not be allowed to attend if I have a balance. ODJFS Client co-pays are due by the 10th of the month for care. Payments can be made by check or money order at the site. Cash payments can be made at the Child Care Office. Credit card payments can be made online or by calling the Child Care Office. All sites close at 6:00 pm. A \$1 per minute per child late fee is charged after 6:00 pm. A \$5 per week late fee will be applied to the account for each week the account is past due. I will be charged for the program and rate I signed up for. A 2 week notice is required for withdrawal from the program otherwise the account will be charged like normal.

## Program Components

### The Program

The program meets the developmental needs of particular age groups and, more importantly, the individual needs of each child. The scheduling, pacing and rhythm of each activity is consistent with recognized principles of childhood education. These principles recognize that each child develops at a unique rate within the general needs of his or her age group. The curriculum is based on interests of the child and makes available the resources to meet those needs. Children are encouraged to make activity choices to aid in emotional, social and language development. Each child is encouraged to share his or her thoughts and feelings as an individual.

The children's daily routine may consist of Arrival Time, Large Group Time, Small Group Time, Free Choice, Work Time, Clean-up Time, Snack and/or Meal Times and Outside Time. The specific daily routine may vary depending upon the age group. School-age children are given an opportunity to do their homework.

### Hours Of Operation

The YMCA Child Care Programs open at 6:30 AM and close at 6:00 PM, Monday - Friday.

### Sample Schedule for Before- and After-School Child Care

Plain Local	A.M.	6:30 – 7:30	Children Arrive - FREE PLAY
		7:30 – 8:00	Quiet Activity Centers
		8:00 – 8:30	Choice of Games in Gym or Quiet Activities
		8:30 – 8:45	Planned Restroom Break
		8:45	Board Bus for school
Canton City	P.M.	school ends	Planned Restroom Break
		2:30– 3:00	Homework Help, Small Projects
		3:00 – 3:30	Clean Up Planned Restroom Break and Snack
		3:30 – 4:15	Gym / Outdoor Play Time
		4:15 – 5:15	Small Group Time - Theme or Craft Projects
		5:15 – 6:00	Games, Puzzles and Table Centers

### Parent Participation

Parents are encouraged to participate in our program. While we understand that schedule restrictions can prevent your on-site participation, we will keep you up-to-date on your child's activities and encourage you to call or write with comments or questions. If parents have questions or concerns that cannot be answered by the Site Director at your child's site, please feel free to visit the office between the hours of 8:00am and 5:30pm, or call 330-456-7141. If staff have questions or concerns that need addressed they need to consult their Site Director. If the questions or concerns are not resolved, notify your immediate supervisor in the child care office. Family activities are planned throughout the year, including a fall open house and a spring Healthy Kids Day event. We encourage you to attend these events as a family. Newsletters will be published on a regular basis to keep you informed of program and YMCA activities. Written evaluations of the program are conducted yearly. Your input is greatly appreciated.

A roster of names and telephone numbers of parents or guardians of children attending the site is available upon request. It will not include anyone who does not want to be included.

# Supervision & Safety

This section contains the MEYERS LAKE YMCA's policies and procedures concerning such matters as the safety of children while at the Site, the management of communicable diseases and other illnesses, medical, dental and general emergencies, and the guidance and discipline of children enrolled at the Site.

## Site Safety Statement

The Site's primary concern is for the safety and well being of your child. The following information constitutes the Site's Safety Policy Statement.

## Arrival & Departure

Parents or designated guardians must accompany the child(ren) into the site and sign them in. The same procedure is a requirement when picking up a child. It is required if a staff person does not recognize anyone picking up a child.

If the person picking up your child is suspected to be under the influence of drugs or alcohol, the following procedure will be followed:

1. If the person is not the custodial parent, the custodial parent will be called before releasing the child.
2. If the person is the custodial parent, we cannot keep you from taking your child, but if we feel your child(ren) are in jeopardy, we will call the police when you leave.

## Sign-In/Sign-Out Procedure

Each parent shall sign-in and sign-out his or her child, and shall escort the child to and from the classroom each day. No child shall be dropped off outside the building to come in alone.

## Release to Person Other than Parent or Guardian

Children will be released only to individuals authorized by the custodial/residential parent or guardian. The names of persons authorized by the custodial/residential parent or guardian to pick-up a child are kept in the children's folder. If the Child Care Staff members do not recognize an adult picking up a child, the adult will be asked to identify himself or herself and the name of the child to be picked up. Adults will be required to present a proper form of photo identification. If the person asking to pick up the child does not have proper identification, the child will not be released until the parent has been contacted and has verified the identity of the person and authorized the release of the child to the person. This procedure is designed to protect the safety of the child, and any doubt will be resolved in favor of not releasing the child. Any changes in the list of persons authorized to pick up a child must be communicated to the Child Care Director.

## Open Door Policy

Any custodial parent or guardian of a child enrolled in the program shall be permitted unlimited access to the program during our hours of operation for the purpose of contacting their children, evaluating the care provided by the program or evaluating the premises. Upon entering the site, the person shall notify the Site Director of his/her presence.

If you have any concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found.

1. Site Director
2. Child Care Director
3. YMCA Executive Director

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. We want to make this a positive experience for your child and you.

## Custody Agreements

If there is a custody issue involving your child, you must provide the Child Care Director with court papers indicating who has permission to pick up the child. The child care site may not deny a parent access to their child without proper documentation.

## Staff/Child Ratios

We will not exceed the following state required ratios:

School Age	1 to 18	Over 5 Years
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## Participation in Other Activities

Children in the YMCA Child Care program may participate in other activities in the building, sponsored by groups other than the YMCA Child Care, such as Scouts, tutoring, sports or school programs with written permission from the parent or guardian.

## Absence of Regularly Scheduled Child

If a regularly scheduled child does not come into the Program, the Child Care staff will follow this procedure:

1. Contact child's school of origin or bus garage/driver.
2. Contact child's home.
3. Contact child's parent's work number.
4. Contact emergency phone numbers listed on the enrollment form.

Failure to locate a child after following this procedure will necessitate contacting proper authorities. If your child is absent for five (5) consecutive days for unknown reasons, we will assume you no longer need our services. Your child will then be withdrawn.

## Permanent or Temporary Withdrawals

A two week written notice is required when withdrawing your child from our program. Without this notification, we will continue to hold your child's spot and you will be responsible for paying the weekly fee.

## Bathrooms / Potty Training

Children must be fully potty trained in order to participate in Child Care. There are no diaper changing facilities at the child care site and teachers cannot leave the group out of staff to child ratio to go change clothes. We understand that accidents happen but when a pattern is established, the child will be excused from child care until the issue has been resolved.

## Emergency Incident / Procedures / Safety Policy

In case of an accident, the following procedures will be used:

- A member of the staff will carry out immediate First Aid for minor accidents.
- Incident reports will be completed by the Child Care staff member in charge of the child and given to the parent, guardian, or person picking up the child from the child care site, when the following occur:
  1. An illness, accident or injury which requires first aid treatment.
  2. A bump or blow to the head.
  3. Emergency transportation.
  4. An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the child care site unattended.
- Parents will sign and receive a copy.
- In case of serious accidents, a member of the staff will notify the parent/guardian.
- In case a parent or designated person cannot be reached, the director will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or accompany the child to the hospital and stay until the parent/guardian arrives.

A Child Care staff member in charge of a child or a group of children is responsible for their safety at the child care site and/or on field trips. **NO CHILD WILL EVER BE LEFT ALONE OR UNSUPERVISED.**

The Child Care Staff will not abuse or neglect children and will protect children from abuse and neglect while in the program's care. All staff are required by law to report their suspicions of any child abuse or child neglect and will immediately do so if abuse or neglect is suspected.

## Outdoor / Cold Weather Policy

Any center or program providing child care after school for more than 2 hours shall provide outdoor play each day in suitable weather. Exceptions to this would be on days when it is raining, on days when the temperature is less than 30 degrees Fahrenheit and on days when there is a heat index warning or ozone warning. Please make sure your child(ren) are dressed appropriately for the weather.

## Fire & Weather Alert Plan

**FIRE DRILLS** – Fire drills are held monthly. Emergency evacuation procedures are posted in the classroom.

**TORNADO WATCH** – Conditions are right for tornadoes to develop. Continue normal activities, but be aware there is a possibility of a tornado.

**TORNADO WARNING** – A tornado has actually been sighted or detected by radar. This may or may not be near our building. We will keep someone on alert for outdoor warning signals and monitor the radio. Participants will be moved to the lower part of the building for safety.

**INCLEMENT WEATHER PROCEDURES AND POLICIES** – When Canton City Schools, Plain Local, and/or Canton Local are closed due to inclement weather, YMCA Child Care programs will be held at the MEYERS LAKE YMCA.

**BUILDING EVACUATION** – Please see the postings at each site to read the procedures for building evacuation.

## Behavior Guidance / Management Policy

Our goal is to set guidelines and limitations to develop a feeling of self-worth and competence. Each child care site has rules that need to be followed by each child. The Child Care Director will review these rules with the groups and they will be posted.

When children are on field trips or at the YMCA for swimming or other activities, participants will be expected to abide by the rules pertaining to each program area and on the bus.

When behavior management problems arise, staff will use a problem-solving approach to support children in resolving conflicts. In this six step approach, a staff will:

1. Approach calmly, stopping any hurtful actions or language.
2. Acknowledge the children's feelings using simple descriptive words.
3. When the children are calm, gather information by asking the children to describe the problem in their own words.
4. Restate the problem to clarify issues and restate any hurtful language.
5. Ask the children for ideas and choose a solution together involving natural consequences.
6. Give follow-up support to make sure the problem is solved and the children are satisfied.

All direct care staff and support staff (i.e. food service or janitorial) will follow this policy. At no time will any form of corporal punishment or shaming be used. Children are never deprived of food as a form of discipline. The entire group is not to be punished for the action of one or a few. Children are not to be restricted from activities for extended periods of time. If the conflict resolution steps and redirection to other activities fail, the next step will be a discussion with the parent or guardian to develop a behavior plan consistent with our discipline policy and licensing guidelines.

If the behavior still continues, a suspension will result. The number of days suspended will be determined by the severity of the action. A last resort will be to expel the child from the program.

Our disciplinary steps are always based on an understanding of the individual child's needs and stage of development. It is our desire to help each child develop self-control, as well as respect for the rights of others.

When there are reoccurring problems and sufficient attempts to follow the above steps have failed, and the behavior involved may result in unsafe conditions for the child, others or the program environment; immediate removal from the program may be necessary. Examples may include running from staff to an unsafe area, bringing a weapon to Child Care, or physical or verbal confrontations with another child or staff. Such confrontations will result in an immediate "pick up" for the day.

Abusive language or actions of parents may also result in dismissal of the child.

# Illness & Medication

## Management of Communicable Disease Policy

1. Staff members are trained in First Aid and Communicable Disease Recognition. This training provides them with the knowledge of the signs and symptoms to look for in the case of illness. Each child will be observed daily as he/she enters the group.
2. If a child is suspected of having a communicable disease, a staff member will immediately notify a parent or designated emergency person of the child's condition. Please make sure the phone numbers that we have on file for you are always current.
3. A child with any of the following signs or symptoms of illness will be isolated and discharged to their parent.
  - Temperature of at least 100 degrees Fahrenheit when in combination with any other sign of illness.
  - Diarrhea - three or more abnormally loose stools within a twenty-four hour period.
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - Difficult or rapid breathing.
  - Yellowish skin or eyes.
  - Redness of the eye, obvious discharge, matted eyelashes, burning or itching.
  - Untreated infected skin patches, unusual spots or rashes.
  - Unusually dark urine and/or gray or white stool.
  - Stiff neck with an elevated temperature.
  - Evidence of untreated lice, scabies or other parasitic infestations (nits must be removed from the hair before the child can return to the program).
  - Sore throat or difficulty in swallowing.
  - Vomiting more than one time or when accompanied by any other sign or symptom of illness.
4. If a child is isolated due to illness:
  - He/She will be cared for in a room or a portion of a room not being used for other children.
  - The child will be within sight and hearing of an adult at all times. NO child will be left unsupervised.
5. The Communicable Disease Chart is posted in each site.
6. When a child has been removed from the program due to a contagious illness or a fever of over 100 degrees, the YMCA requires a 24 hour waiting period before the child re-enters the program. The waiting period may be waived if a doctor's statement for re-admittance is presented to the Site Director.
7. If a communicable disease is reported, all other parents will be notified as soon as possible by written notice.
8. Toys, materials, and work or play surfaces are disinfected daily and weekly to combat the tendency for the spread of disease in children less than school age.
9. The guidelines concerning the management of communicable disease also apply to all staff.

## Mildly Ill Children

1. A child who is experiencing minor common cold symptoms.
2. A child who does not feel well enough to participate in activities, but who is not exhibiting serious illness symptoms.
3. Mildly ill children will be cared for within the group. The child will be observed carefully for signs and symptoms of worsening conditions.

## Administration of Medication, Fluoride & Food Supplements

State licensing requirements do not allow child care agencies to administer prescription medication to children without the authorization of the parent. Non-prescription medication and skin care topical such as those used for diapering may be given if a medication form is filled out by the parent or guardian and renewed every 3 months. This includes sun tan lotion, insect repellent, etc. **WE CANNOT ADMINISTER ASPIRIN OR MEDICINE WITH CODEINE WITHOUT A PHYSICIAN'S WRITTEN AUTHORIZATION.** If your child takes medication regularly or for a temporary condition, please contact the Site Director. Any medication prescription or non-prescription brought to the site must be in its original container and be clearly labeled with the child's first and last name. When a new prescription is given for regularly administered medication, please bring the new prescription bottle.

Medications, fluoride supplements, and food supplements will be kept in a locked box or cabinet out of the reach of children. The exception being that an inhaler or medication may be available to a school child with a special health condition in an emergency in accordance with the site's policy as required in rule 5101:2-12-30 of the Administrative Code. All site staff will be made aware of all school children having immediate access to personal inhalers. Medication requiring refrigeration will be refrigerated immediately upon arrival at the site and will be stored so as not to contaminate other foods.

Fluoride supplements, food supplements and modified diets can be administered with the written authorization of a physician or dentist and the parent or guardian.

When written instructions are given to the office, the following indicates how long we are allowed to administer the items. After that amount of time, we must have an updated administration of medication authorization.

- |   |                                |
|---|--------------------------------|
| • Food supplement   | ➤ Up to six months             |
| • Fluoride supplement                                       | ➤ Up to six months             |
| • Non-prescription that does NOT contain aspirin or codeine | ➤ Three days at any one time   |
| • Prescription medications                                  | ➤ Six months from current date |

## School Days Off/Snow Days/Early Dismissal/Late Start

The program will accommodate school days off (including snow days, conference days, vacation days and holiday breaks). Care is **not** provided on the following legal holidays:

- |                  |                                    |
|------------------|------------------------------------|
| • New Year's Day | • Thanksgiving Day & the day after |
| • Memorial Day   | • Christmas Eve                    |
| • Fourth of July | • Christmas Day                    |
| • Labor Day      | • New Years Eve                    |

On the school days off, all day care for children is provided at the MEYERS LAKE YMCA. Fun Club Flyers are distributed at all sites and must be completed and returned for children to participate.

If schools are closed early because of inclement weather, the Child Care staff at each site will work with school officials to contact parents and will remain at the site until the last child is gone.

### Fun Clubs & Snow Days

We will not have Child Care at the School Sites on Snow Days or Fun Club Days. However, we will provide Child Care Services at the MEYERS LAKE YMCA from 6:30 AM to 6:00 PM on these days. Fun Club registration is due three school days prior to the school day off and Snow Day registration is done at the time your child is dropped off. FOR EMERGENCIES SUCH AS A POWER OUTAGE or SNOW DAY, call the site cell phone for information and tune in to WHBC 1480 AM or check WEWS Channel 5 for information whenever possible.

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|------------------------|---|
| • Cost \$30.00 per day | • MEYERS LAKE YMCA/County Wide/Regional YMCA Member \$25.00 |
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### Summer Day Camp

The Summer Day Camp Program is an all day program held at the MEYERS LAKE YMCA. The program is from 6:30 AM to 6:00 PM on Monday - Friday. The registration fee for Camp is waived for children currently in the before and after school program. Additional forms are available in March for the upcoming summer session. The weekly fee includes a breakfast served at 8:30AM, milk at lunch, an afternoon snack served at 4:00 PM, a Camp T-shirt and all field trip fees. Parents must provide sunscreen and lunches for children attending camp.

Additional camp information including current pricing may be found by visiting our website at [www.ymcastark.org/summer-day-camp](http://www.ymcastark.org/summer-day-camp).

### Meals & Snacks

The MEYERS LAKE YMCA will serve a nutritional breakfast and snack to all children who are in attendance at Fun Clubs and other school days off (this does not apply to school sites). Breakfast is served at 8:30 AM and an afternoon snack at 3:30 PM. Each meal constitutes one-third of a child's dietary allowance as most recently specified by USDA child and adult care food program child care component.

**Parents must provide lunch for their children.** Lunch includes at a minimum, one serving of fluid milk (provided by the YMCA), one serving of meat or meat alternative, two serving of vegetables and/or fruits

(one serving of each is recommended) and one serving of bread or grains. Breakfast includes three components of the food group. Snack includes two of the components.

Parents should note that government nutrition recommendations are precisely that, recommendations. If your child has a medical, religious or cultural dietary need that necessitates deviation from this policy, it should be documented in the child's registration information. The Child Medical/Physical Care Plan (JFS 01236) forms are to be kept as part of the child's file. Substitute snacks will be offered by the site for medical, religious or cultural reasons.

The current menus are posted in a conspicuous place and copies made available to each parent. The YMCA is a sponsor of the Child and Adult Care Food Program. To file a complaint of discrimination regarding the food program, write USDA, Director, Office of Civil Rights, Room 326-W, Whiten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

### Food Brought From Home

At our school sites breakfast and lunch can be purchased at current school prices at each school location participating in these programs, see your school for details. Your child may choose to bring a breakfast or lunch instead of purchasing at the school. Food brought from home must meet the USDA 1/3 of the child's recommended daily requirements. Each breakfast must include three components of the food groups and each lunch must include the components listed above. Food brought from home will be stored in the cooler.

### Insurance

YMCA Child Care Programs are covered by liability insurance. It is the responsibility of every individual or his/her parent or legal guardian to provide accident and health coverage while participating in all YMCA activities. The MEYERS LAKE YMCA does not provide any medical, accident or health coverage for its participants.

### Transportation

The MEYERS LAKE YMCA will use Canton City Schools or RNS Transportation for field trip transportation.

Before departing the site, a count will be taken of all the children. Upon arrival at the destination, another count will be taken to assure that all children have safely arrived. This process will be repeated upon leaving the destination, and returning to the site. During the course of school routes and field trips, each staff member will have specific children that they are responsible for supervising.

Under no circumstances will children be taken from the Child Care Site or the YMCA without parental consent and knowledge. Permission slips will be signed by the parent or guardian which include mode of transportation, destination, date and times of departure and arrival, and specific notice if bodies of water are present. Children will be required to sit quietly, facing forward when being transported. All children must wear a seat belt while the vehicle is in motion.

The following will accompany the children on all field trips:

- A first aid kit and a person trained in first aid, management of communicable disease, and CPR.
- Identification wrist bands.
- Each child's Enrollment and Health Information form (JFS 01234).
- A Child Medical and Physical Care Plan for any child who has health conditions which require special procedures.

Bus evacuation drills are conducted monthly to comply with rule 5101:2-12-18.1

## Swimming & Water Safety

The Program must have written permission from the parent or guardian for a child to participate in swimming or water play activities. Swimming activities are not permitted in lakes, rivers, ponds, creeks or other similar bodies of water with the exception of school children who have written permission.

Swimming pools, wading pools and other bodies of water two or more feet in depth will be fenced or otherwise made inaccessible to the children when adult supervision is not available. The site will provide enough child care staff members to meet child/staff ratios according to rule 5101:2-12-20 at all times during swimming and water play activities.

Child Care staff members will always accompany and supervise children at swimming sites including, but not limited to, public or private swimming pools, lakes or rivers. Swimming sites removed from the site will be approved and supervised by local authorities. Activities in bodies of water two feet or more in depth will be supervised by persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or any equivalent water safety program.

## Licensing

### Laws & Rules Governing Child Care Sites

All of our Child Care Programs are licensed by the Ohio Department of Job and Family Services. The laws and rules governing Child Care sites are available for review by request at each site. The Ohio Department of Jobs and Family Services has a toll free number, 1-800-686-1581, which may be used to report suspected violations of child care site laws and regulations. Health, building and fire inspection forms are available upon request from the Department of Job and Family Services. Compliance Report Forms and a copy of the ODJFS license capacity in each age category are posted at every site.

## YMCA Child Care @ the MEYERS LAKE YMCA 1333 North Park Ave NW, Canton, Ohio 44708

### CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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

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

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

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

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc>.

It is unlawful for the facility 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.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***

Parents, after reading the handbook please sign the appropriate section on p3 of the ODJFS Enrollment Form.

## Current School Year Sites

### CANTON CITY SCHOOLS:

YMCA Child Care @ Cedar Elementary School 2823 9th Street SW Canton, OH 44710 Child Care: 330-417-5699	6:30 – 8:15 AM / 2:15 – 6:00 PM – M-F Elementary Ages Serves: Cedar
YMCA Child Care @ Clarendon Elementary School 412 Clarendon Ave. NW Canton, OH 44708 Child Care: 330-417-5403	6:30 – 8:15 AM / 2:15 – 6:00 PM – M-F Elementary Age Serves: Clarendon
YMCA Child Care @ Harter Elementary School 317 Raff Road NW Canton, OH 44708 Child Care: 330-316-3230	2:15 – 6:00 PM – M-F Elementary Ages Serves: Harter
YMCA Child Care @ Worley Elementary School 1340 23rd St NW Canton, OH 44709 Child Care: 330-418-1310	2:15 – 6:00 PM – M-F Elementary Ages Serves: Worley, Mason Schreiber & the Arts Academy @ Summit Elementary School

### CANTON LOCAL SCHOOLS:

YMCA Child Care @ Walker Elementary 3525 Sandy Ave SE Canton, OH 44707 Child Care: 330-417-5451	6:30-8:15 AM / 2:30 – 6:00 PM – M-F Elementary Ages Serves: Walker & Faircrest
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### PLAIN LOCAL SCHOOLS:

YMCA Child Care @ Taft Elementary School 3829 Guilford Ave NW Canton, OH 44718 Child Care: 330-417-5401	6:30 AM – 9:00 AM – 3:00 PM – 6:00 PM – M-F Elementary Ages Serves: Avondale, Frazer, Glenwood & Taft
YMCA Child Care @ Warstler Elementary School 2500 Schneider St NE Canton, OH 44721 Child Care: 330-936-2653	6:30AM – 9:20 AM & 3:00 PM – 6:00 PM – M-F Elementary Ages Serves: Barr, Middlebranch, Warstler

## Fun Club/Summer Site

YMCA Child Care @ the MEYERS LAKE YMCA 1333 North Park Ave NE Canton, OH 44708 Child Care: 330-454-9018	6:30AM 6:00 PM – M-F Elementary Ages Serves: ALL
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