



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# LEARN TOGETHER PLAY TOGETHER

North Canton YMCA  
Child Development Center  
Parent Handbook



## WELCOME TO THE NORTH CANTON YMCA CHILD DEVELOPMENT CENTER!

At the Y, we believe the values and skills learned early on are vital building blocks for quality of life and future success. That's why we are staffed with people who understand the cognitive, physical and social development of kids, the need children have to feel connected and supported in trying new things, and the caring and reinforcement parents and families need to help each other. At the Y, babies develop trust and security, preschoolers experience early literacy and learn about their world, and school-age kids make friends, learn new skills and do homework. Most importantly, children learn how to be their best selves. That makes for confident kids today, and contributing and engaged adults tomorrow

When you enter the North Canton YMCA Child Development Center, you will begin to realize that you are in a very special place. We work continuously to develop programs which are designed to meet the needs of our community. Our staff is here to provide quality care in a safe, fun, learning environment filled with nurturing, warmth, and kindness.

### Our Promise

Financial assistance is available through the Ohio Department of Job and Family Services and the YMCA. Through generous contributions from YMCA members and YMCA Annual campaign sponsors, no one is turned away from the Y due to an inability to pay. All applications are confidential.

### Our Areas of Focus

The Y is a cause-driven organization that is for youth development, for healthy living, and for social responsibility. That's because a strong community can only be achieved when we invest in our kids, our health, and our neighbors.

#### Defining our Areas of Focus

**YOUTH DEVELOPMENT:** Nurturing the potential of every child and teen.

**HEALTHY LIVING:** Improving the nation's health and well-being.

**SOCIAL RESPONSIBILITY:** Giving back and providing support to our neighbors.

#### Opportunities for All

The Y is for everyone. Our programs, services & initiatives enable kids to realize their potential, prepare teens for college, offer ways for families to have fun together, empower people to be healthier in spirit, mind, and body, prepare people for employment, welcome & embrace newcomers, and help foster a nationwide service ethic. And that's just the beginning.

### Childcare Management Team

**Mike Scarpino**- Director  
mscarpino@ymcastark.org

**Mandi Gibbons**- Assoc. Director  
mgibbons@ymcstark.org

**Laura Sasser**- Billing Manager  
lsasser@ymcstark.org

## Our Mission

“The YMCA of Central Stark County, rooted in Christian tradition and values, seeks to serve all people, especially the young, enabling them to achieve their full potential and realize self-awareness through the development of spirit, mind and body.”

The Center will:

- Seek to provide an exemplary program for the education and care of all children and demonstrate developmentally appropriate practices in the areas of child development, early childhood education, and related disciplines.
- Provide field experiences for interdisciplinary educational programs for local Universities.
- Provide family involvement, information, and referral and support services for the parents and children enrolled in the Center.

## Our Goals

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support, and care.
- To provide quality care for children regardless of socio-economic background.

## Our Philosophy

Each child that attends the North Canton YMCA Child Development Center is a unique individual growing and developing in his or her own way and has the right to be treated accordingly. Diverse opportunities are provided to facilitate the social, emotional, cognitive, and physical growth of each child. The Center seeks to provide developmentally appropriate individual and group learning experiences that encourage creativity, independent choices, responsibility, self-control, and the development of a positive self-concept.

## Program Year

The YMCA infant, toddler and preschool programs run the calendar year from August to August. **You will need to re-register each year.**

School-age programs run from August through May. **You will need to re-register each year.** School-aged children must register separately for Summer Day Camp which runs for the entire summer break. We follow the North Canton City Schools calendar for days off and offer “Fun Club Day” care on most days. You need to sign up separately for each Fun Club day.

## Hours

Our Center is open Monday through Friday from 6:30am to 6:30pm. Our morning preschool program is available M/W/F or T/H from 9:00am to 11:30am.

## Contact Information

315 N. Main St. NW  
North Canton, OH 44720

Ph. 330 305 5437  
Fax 330 491 8157

We regularly use Facebook and email as a means of communication with our families.

## Grievance Procedure

The Center has an open door policy. If a parent or staff member has a concern it should be brought to the Director’s attention. If the concern is not resolved, the Branch Executive Director may be contacted.

## Holidays

The Center will be closed on the following holidays:

- Labor Day
- Thanksgiving day and the Friday following
- Christmas Eve
- Christmas Day
- New Year's Day
- Memorial Day
- Fourth of July

## Emergency Delays/Closings

The center will remain open as scheduled, including days when public schools are closed. In the event that the center is without water or power for an extended period of time, parents will be contacted to pick up their children and the center will close until the concern can be remedied.

## Enrollment

Children from birth through 8<sup>th</sup> grade are accepted into our programs. Prior to attending our programs, children must have a completed registration packet on file, which contains the following:

- Child Enrollment and Health Information (ODJFS form 01234)
- Behavior Guidance Management Policy
- Permissions Form
- Child Medical Statement (Not required for School-aged children)
- Tuition agreement
- CACFP enrollment forms
- Medical forms, if necessary
- Court orders regarding custody and visitation rights

## Tuition Fees

Tuition is billed weekly. Payment is due by the Friday before the week of care.

Payments can be made by completing the draft form in the registration packet or online. The Child Development Center reserves the right to discontinue services to anyone falling delinquent in their childcare payments until all charges are cleared.

Outstanding balances may result in not only the discontinuing of childcare but also not being eligible for other YMCA of Central Stark County programs.

Tuition is based on classroom regardless of age. A tuition agreement must be signed by the party responsible for payment and submitted with all other paperwork.

Age Group	Part-Time (1-3 days )		Full-Time (4-5 days)	
	Y member	Non-member	Y Member	Non-Member
Infants			\$207	\$217
Toddlers			\$197	\$207
Twos			\$187	\$197
Preschool Morning T-Th	\$31	\$43		
Preschool Morning M-W-F	\$47	\$59		
Preschool/Pre K	\$112	\$122	\$148	\$159
Before School Only	\$30	\$41	\$35	\$46
After School Only	\$46	\$56	\$62	\$72
Before and After School Care	\$74	\$97	\$96	\$117
Fun Club			\$25	\$30
Jr. Day Camp/Day Camp			\$140	\$160
Camp Mid			\$145	\$165

## Fee Adjustments

Accounts will be billed their scheduled fee each week regardless of attendance with the exception of times that the Center is closed more than one day in a week (Thanksgiving week).

Each family is permitted one week of vacation per year (Aug-Aug) as well as the option to be off without payment during North Canton City School's Christmas and Spring breaks. **Written notification is due to the office two weeks in advance.**

We do not adjust billing due to attendance unless the child is hospitalized.

Children who are not picked up by 6:30pm will be charged a late pick-up fee of \$1 per minute.

Returned checks and failed drafts incur a \$30 NSF fee.

## ODJFS Assistance

The YMCA accepts child care assistance through the Ohio Department of Job and Family Services. Infants, toddlers and two's must be approved for full time care in order to enroll.

Parents are responsible for swiping in and out each day. Failure to swipe within the two week back-swipe period will result in the account being charged the private pay fee for that week. If there is an outstanding balance due of two weeks or more the delinquent payment form will be submitted to the assigned caseworker and the YMCA of Central Stark County Outstanding Balance procedure will be followed.

If a child receiving ODJFS assistance is registered for a Fun Club day and fails to attend, the private pay rate will be charged for that day.

## YMCA Financial Assistance

Financial Assistance is available through the YMCA for those who do not qualify for assistance through ODJFS. Applications can be picked up in the child care office.

## Withdrawal and Change of schedule

Two week written notice is required for withdraw of a child or a change of schedule. Changes in schedule are subject to space availability.

## Transitions

Prior to a child's first week at the Center

- Give tour to the family
- Introduce family to the child's teacher
- Review Center policies
- Allow child to observe group

### Class Promotion

When children are ready, both developmentally and by age to transition to the next age level and there is an opening available, parents will be notified in writing. Children will be given a period of one week (or longer if needed) to spend lengthening times in their new room.

### Leaving our Program

During the last few weeks of the school year program, graduating 8<sup>th</sup> graders will spend time reviewing emergency procedures and basic "home alone" skills.

When Children leave our program to attend a new program, records will be transferred to the new program by the parent's request.

## Staff

Our staff is here to support the social/emotional and cognitive growth and well-being of every child in our care.

All staff members meet the requirements set by ODJFS childcare licensing. Staff is trained in First Aid, CPR, Recognition of Child Abuse and Recognition and management of Communicable diseases.

## Curriculum

The YMCA Child Development center utilizes *The Creative Curriculum* in our infant, toddler and preschool classrooms. This is a play-based curriculum that uses children's interests as a means for meeting the objectives that are aligned with the Ohio Early Learning Content Standards. Children learn with hands-on experiences in many interest areas, including but

not limited to, blocks, sensory table, dramatic play, music and movement, science and outdoor play.

Children are assessed within 60 days of enrollment using the Ages and Stages Questionnaire. The results of which, will assist in the development of the children's individualized goals and will help us know if the child needs to be referred to outside services. Children will be routinely assessed using the Creative Curriculum's Assessment tool and through the use of a portfolios. Parent conferences are offered in the Fall and Spring to review each child's progress.

School-aged children are assessed using anecdotal notes and self-assessment checklists. Our school-age program uses the guidelines of the YMCA curriculum as well as the principals from *Building the Primary Classroom*. Teachers' weekly lesson plans support the Ohio Academic Content Standards through fun and play. We also incorporate Character Education into our daily activities.

<b>School-Age Sample Schedule</b>	
<b>Before School Schedule</b>	
6:30am – 7:00am	Center Time – Breakfast may be eaten until 7:45am
7:00am – 8:17am	Room Activity Time – Crafts, Group Games
8:50am	Clearmount dismissed
7:50am	Greentown dismissed
8:11am	Orchard Hill dismissed
8:30am	Northwood dismissed
<b>After-School Schedule</b>	
<b>Group 1</b>	
2:30pm – 3:30pm	Snack and Center Time
3:30pm – 4:00pm	Outside/Gym Time
<b>Group 2</b>	
3:30pm – 4:00pm	Snack and Center Time
4:00pm – 4:15pm	Group Meeting
4:15pm – 4:45pm	My Choice Time: Craft or Homework
4:45pm – 5:30pm	Outside/Gym Time
5:30pm – 6:30pm	Center Time

<b>Toddlers and Twos Sample Schedule</b>	
6:30am – 8:30am	Children Arrive/Initial Diaper Check & Restroom/Exploration
8:30am – 9:00am	AM snack
9:00am – 9:20am	Morning Circle/Story Time
9:20am – 10:00am	Small group activity/Learning centers/Diaper Check & Restrooms
10:00am – 10:50am	Playground/gym
10:50am – 11:00am	Diaper Check & Restroom
11:00pm – 12:00pm	Lunch/Diapers & Restroom
12:00pm – 2:30pm	Nap
2:30-3:00pm	Diapers/Restroom break
3:00pm – 3:30	PM Snack
3:30pm – 4:00pm	Centers/Group Activity
4:00pm – 4:45pm	Playground/Gym
5:00pm – 5:30pm	Diapers/Restroom
5:30pm – 6:30pm	Exploration & small group time

<b>Preschool &amp; Pre K Sample Schedule</b>	
6:30am – 7:00am	Morning care in Rainbow Room
7:00am – 8:15am	Preschool care in Green Room
8:15am – 8:30am	Wash hands
8:30am – 9:00am	AM snack then restroom break
9:00am – 9:20am	Morning circle
9:20am – 10:00am	Small group activity/Learning centers
10:00am – 10:50am	Playground/gym
10:50am – 11:00am	Wash hands
11:00am – 11:45am	Lunch/Restroom then restroom break
11:45am – 12:00pm	Large group activity
12:00pm – 2:00pm	Nap
2:00pm – 2:15pm	Restroom break
2:15pm – 3:15pm	Playground/gym
3:15pm – 3:25pm	Wash hands
3:25pm – 3:50pm	PM Snack then restroom break
3:50pm – 4:10pm	Afternoon circle
4:10pm – 5:30pm	Small group activity/Learning centers
5:30pm – 6:30pm	Preschool care in Red Room

<b>Preschool Morning Sample Schedule</b>	
9:00am – 9:30am	Learning centers
9:30am – 9:50am	Morning Circle
9:50am – 10:00am	Restroom Break
10:00am – 11:40am	Small group activity
11:40am – 11:50am	Restroom Break
11:50am – 11:05am	Snack
11:10am – 11:30am	Playground/gym

## Outdoor Play

Outdoor play time is provided daily when the temperature is between 25 and 90 degrees Fahrenheit as factored by wind chill and heat index. If thundering and lightning, outdoor play will be prohibited. Indoor gross motor play will be provided when weather prevents outdoor playtime.

## Supervision and Child Guidance

State required staff to children ratios.

Age of Children	Staff/Child Ratio	Max. Group Size
<b>Young Infant</b> <12 months	1:5 or 2:12 in same room	12
<b>Older Infant</b> 12 to <18 mo.	1:6	12
<b>Young Toddler</b> 18mo to <2.5yr	1:7	14
<b>Older Toddler</b> 2.5yr to <3yrs	1:8	16
<b>Young Preschool</b> 3yrs to <4yrs	1:12	24
<b>Older Preschool</b> At least 4yrs and not enrolled in kindergarten	1:14	28
<b>Young School Age</b> Kindergarten to <11yrs	1:18	26
<b>Older School Age</b> 11yrs to <15yrs	1:20	40

Children will be actively supervised by staff, who will engage in play and learning activities.

Staff will use developmentally appropriate behavior guidance techniques to assist children with self-regulation. When necessary, parents may be contacted. The YMCA of Central Stark County's Behavior Management Form will be used for children exhibiting extreme disruptive or dangerous behaviors.

First Report: Warning and parents contacted  
Second Report: Child is sent home and may not return until the parent meets with program Director

Third Report: Child will be removed from the program

The Center reserved the right to skip steps as deemed necessary.

Physical violence or bullying toward another child or staff member may result in immediate dismissal from the program.

## Parent Involvement

Parents are welcome to visit our programs at any time. Teachers may encourage parents to participate in classroom activities by sharing a story or leading a special activity. Parents are also encourage to participate in center-wide events such as Family Nights and Open houses.

Parent conferences are available at requested time. We encourage conferences in the Fall and Spring.

## Sign In & Out Procedures

All children must be signed in and out by their adults each day. For this reason, adults must accompany their children to the classroom. Only persons as indicated on the enrollment forms may pick up your child. Proof of identification will be required if an individual is on the authorized pick-up list but is unfamiliar to the staff.

Unless documented by court order, either parent will be permitted to pick up his/her child.

## Absences

If your child will not be in attendance on a particular day, please call and report him/her off. If school-aged children who are not called off do not get off the bus as scheduled, parents will be called to confirm their location.

## Exclusion From Care Due to Illness

State of Ohio Child Care licensing mandates that children be excluded from care under the following circumstances:

- Temperature of 100 degrees Fahrenheit
- Diarrhea (three or more loose stools within a 24 hr period)
- Redness of the eye or eyelid, thick and pussy discharge, matted eyelashes, burning itching eye pain
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty swallowing
- Vomiting more than once or when accompanied by any other signs of illness
- Untreated infected skin patches, usually spots or rashes.

The center will follow the guidance of the posted Ohio Communicable Diseases chart for appropriate management of suspected illnesses. If center staff suspects an illness, parents will be contacted to pick up the child. At times, a child may be released to return to care by a physician but the Center maintains the right to exclude the child from care based on health department recommendations and licensing rules.

In the event of a serious illness or injury, trained staff will provide first aid. If the illness or injury requires, EMS will be called. Parents will be contacted immediately. A center staff member, with the child's enrollment forms, will accompany a child if transport is necessary. Parents are required to sign the "Permission to Transport" statement to enroll a child in our program.

Parents are required to submit a child's immunization record and physician's signature prior to the first day of attendance. If a child has

not received the recommended screenings (hearing, vision, dental, etc.) information will be given regarding such screenings.

## Administration of Medication

Children requiring medications, including food supplements and topical products, must have proper medical forms on file, including a Medical/Physical Care Plan (JFS 01236) and the Administration of Medication form (JFS 01217), BEFORE the child is permitted to begin care. Medications will be secured with a staff member and administered only by trained staff.

## Potty Training and Diapering

Diapers will be checked and changed every two hours or more frequently as needed. Center staff will promote potty training beginning in our Toddler rooms and in conjunction with parents. Children must be fully potty trained to participate in morning only preschool.

## Rest Periods

Toddlers and preschoolers will rest on a cot for a period of time, not to exceed two hours, during the afternoon. Infants will sleep in their assigned crib according to their individual schedules.

## Snacks and Meals

A morning snack, lunch and afternoon snack are served daily. A current menu is posted on the information board and on our website each month.

Children with dietary needs that deviate from the center's menu must have those needs documented in their registration forms including a medical/physical care plan (JFS 01236). Parents may provide alternatives.

Parents of infants may provide prepared formula or breast milk along with written serving instructions or they may opt to use the formula provided by the center. A private area for breastfeeding mothers is located in the infant room.



## **Field Trips**

Written parent permission is required for scheduled field trips. When not walking, transportation will be provided through a contracted bussing company.

## **Swimming and Water Activities**

All swimming sites will meet all state and local guidelines. Swimming will not be permitted in bodies of water where the bottom is not visible. Bodies of water 18" or greater in depth shall be supervised by lifeguards currently certified by the American Red Cross or an equivalent water safety program. Written parental permission is required before children may participate in activities in, on or near water greater than 18" in depth and for infants and toddlers to participate in wading pool activities.

## **Emergency Procedures**

Fire, severe weather and disaster drills will be practiced regularly. In the event of a fire or other need for evacuation, center staff will evacuate all children to their designated meeting area. If first responders instruct that children may not return to the building, parents will be contacted for pick up.

In the event of a severe weather warning, children will be kept inside in their designated safe place until the warning is lifted.

Facebook and other social media may be used to keep families informed in the event of a center-wide emergency.