



# YMCA Latchkey Program

## Before and After School Care

West Muskingum Schools, Grades K-4<sup>th</sup>

2018-2019 School -Year

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



Download Paperwork and  
Parent Handbook at  
[www.mcmfy.org](http://www.mcmfy.org)

Contact Jeff Radde  
Executive Director for more  
information at **740-453-9622**

### Activities Include:

- \*Afternoon Snack*
- \*Homework Help*
- \*Playground*
- \*Board Games*
- \*Gym Games*
- \*Crafts*



### **Latchkey (Before & After School Care)**

#### **Runs:**

Monday-Friday

6:30 AM until school begins & when  
school ends until 6:00 PM

#### **Offered:**

During the school year, 2018-2019

#### **Location of Before & After Care:**

West Muskingum Elementary

### **Muskingum Family YMCA Latchkey (Before & After School Care)**

\*For children entering grades K-4<sup>th</sup>

\*2018-2019 School Year

\*Please contact the YMCA at **740-453-9622** for more information and registration

	<b><u>AM Session (6:30 AM until school begins)</u></b>	<b><u>PM Session (school ends until 6:00 PM)</u></b>
<b>Cost:</b>	\$6.00 (per session/per day)	\$6.00 (per session/per day)
	<b><u>Attending Both Sessions (AM &amp; PM)</u></b>	
	\$12.00 per day	

Muskingum Family YMCA, 1861 Adams Lane, Zanesville, OH 43701    740-453-9622

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# Muskingum Family YMCA

## **Before and After School Care Parent Handbook Grades K-4<sup>th</sup>**

### **Located at:**

**West Muskingum Elementary School  
200 Kimes Rd.  
Zanesville, OH 43701  
740-453-9622**

## **Muskingum Family YMCA Before and After School Parent Handbook**

The Muskingum Family YMCA in collaboration with West Muskingum Local Schools welcomes you to the 2018-2019 Before and After School Program.

Upon enrollment into the program, each child must have on file; current health records, emergency transportation information and parent roster permission.

The license capacity for the center is 32 school age children. The center requires staff/child ratio of 1:18 and a group size of 36.

Please read the enclosed information and feel free to call the YMCA with any questions or concerns. Thank you!

### **Important Names and Phone Numbers**

**Before & After School Program Cell Phone:** 740-453-9622

- To contact your child immediately during latchkey hours
- Initial registration
- Basic information on the program

**West Muskingum Elementary School:** 740-455-4058

## **Philosophy**

It's the philosophy of the Muskingum Family YMCA program to provide each child participant a safe, nurturing and educational environment Before and After School.

## **Children to be Served**

The Before and After School program serves children in Kindergarten through 4<sup>th</sup> grade.

## **Days of Operation**

The Before and After School program operates Monday through Friday, 6:30 AM until school begins and when school is out until 6:00 PM throughout the school year. The program **will not be open** when school is not in session.

## **Daily Schedule**

Our program's daily schedule is flexible when necessary but structured to provide routine. We include indoor and outdoor learning activities that incorporate structured and choice time. Our schedule allows opportunities for individual, small group and large group activities.

### **The morning Before & After School program runs from 6:30 AM until school begins.**

The schedule for the morning would be as follows:

6:30 AM- 8:15 AM	Arrival
6:30 AM- 7:00 AM	Check-In and board games
7:00 AM- 7:30 AM	Cafeteria or Gymnasium
7:30 AM- 8:00 AM	Outdoor Play or Gymnasium
8:00 AM- 8:30 AM	Cafeteria, small activity and clean up
8:30 AM	Cafeteria-breakfast

### **The afternoon Before & After School program runs when school is out until 6:00 PM.**

The schedule for the morning would be as follows:

3:25 PM	Arrival
3:30 PM- 3:45 PM	Check In, homework and snack
3:45 PM- 4:15 PM	Outside play and Gymnasium
4:15 PM- 4:45 PM	Homework/ Quiet Activities
4:45 PM- 5:15 PM	Choice 1. Activity (Reading, Quiet Time, Projects, Science, Art, Gym Games, Outdoor Play)
5:15 PM- 5:45 PM	Choice 2. Activity (Reading, Quiet Time, Projects, Science, Art, Gym Games, Outdoor Play)
5:45 PM- 6:00 PM	Clean- up & Pick- up

## Outdoor Play

The Before and After School program will provide outdoor play each day in suitable weather. On days the weather is not suitable, the children will have the opportunity to play in the gym.

## Breakfast

Children attending the Muskingum Family YMCA Before and After School program may participate in the breakfast program at Falls Elementary School. Parents/Guardians are responsible for any fees occurred. Children are also permitted to bring a nutritious breakfast snack from home if they choose not to use the breakfast program at Falls Elementary School.

## Afternoon Snack

A nutritious snack will be served each afternoon. Each snack will contain food from 2 of the 4 food groups. Snacks, such as cereal, crackers, pretzels, granola bars, juice, milk and other nutritious foods will be served. Please note that these snacks are not a replacement for meals. A snack menu will be posted by the sign in and out table.

- If your child has special dietary needs due to medical reasons or if you prefer that your child eat something other than what is planned for snack time, you are welcome to send food with your child. If you choose to send a snack, the snack must contain 2 out of the 4 food groups.
- Please note any food allergies on the Child Enrollment and Health Information Form and the Medical/Physical Care Plan Form and advise the Site Administrator.

## Program Fees

Muskingum Family YMCA Before and After School program is a not-for-profit organization dedicated to providing quality child care. The Muskingum Family YMCA is dependent upon prompt payments of fees.

1. **Program FEES:** Fees for Before and After School program are due on a **weekly basis**. Fees are determined by how many morning and afternoon sessions your child plans on attending for the week.
2. **COST:**

AM Session (6:30 AM-School Begins)	\$6.00 per session
PM Session (School's Out-6:00 PM)	\$6.00 per session

### **Attending Both Sessions per Day:**

Grades K-4<sup>th</sup> \$12.00 per day/both sessions

3. Every week parents will be required to fill out a form indicating what morning and afternoon sessions each child is planning on attending for the upcoming week.
4. Parents/Guardians need to be accurate on the days each child plans on attending the program for the week session. Payments will not be prorated or reimbursed for any reason, except when there is an extreme illness and a physician's note is provided for multiple day absences. If a child needs to attend a session that was not previously marked on the payment slip, the parent/guardian needs to contact the Site Administrator the day before the child plans on attending for approval. If a situation like this arises,

payments need to be made that day for that session attended. If this policy is abused it may result in dismissal from the program.

5. **Payments are due on a weekly basis.** Payments may be given to the YMCA Administrator or a YMCA staff member at West Muskingum Elementary.
6. **Checks are to be made payable to the YMCA.** There is a \$30 fee for returned checks. If you have a check returned to us for insufficient funds, you may no longer be permitted to pay by check.

## **Financial Assistance**

The YMCA has limited scholarships available through our Giving Campaign. Application forms for financial assistance are available at the Muskingum Family YMCA.

## **School Delays and Cancellations**

1. On scheduled 2 hour delays, the Before and After School program will open at its regular time.
2. On **non-scheduled 2 hour delays**, the Before and After School program will open at 8:00 am.
3. When there is a scheduled or non-scheduled early dismissal, the Muskingum Family YMCA Before and After School Program will not open for the evening program.
4. In the event that schools cancel after you have already dropped off your child at the Before and After School program, then parents/guardians will be required to come and pick up their child at West Muskingum Elementary School.
5. If school is cancelled with no delay, the Muskingum Family YMCA Before and After School program will be closed.

## **Daily Attendance/Arrival and Departure Procedures**

1. Parents or guardians are required to personally bring their child into the program area and sign their child in on the parent sign in sheet in the morning. In addition, parents or guardians are required to personally pick up their child from the program in the afternoon and sign their child out on the parent sign out sheet in the afternoon. **All children must be accompanied by an authorized adult and signed in and out daily.**
2. Children will be released only to those adults listed on the Child's Release Form. Additions or changes to this list must be made in writing and given to the Site Administrator. All child care staff members are required to ask for a form of picture identification before releasing a child to an adult they are unfamiliar with. Children will not be released from our care to any person not listed on the Child's Release form or to another child or minor.
3. Attendance will be taken daily for the safety and security of each child. In the afternoon, if a child does not arrive at the program and are supposed to be there for that day, a staff member needs to contact the parent/guardian. If the parent/guardian cannot be reached then the school and the child's emergency contacts (located on the Child's Enrollment and Health Form) need to be contacted. All attempts to locate the child need to be made. If we have not reached a party that can assure the safety of the child, we will contact the local Police Department.

4. **If your child is ill or will not be attending the program for any reason, your program's Site Administrator must be notified prior to your child's scheduled attendance. Please call the number to the latchkey program at 740-453-9622.** There will be no refunds or credits for illness, unless a physician's note is provided for serious illnesses resulting in multiple day absences.

## **Custody Agreements**

Both parents shall be permitted unlimited access to the program and be afforded the same rights unless there is court documentation limiting access and conditions of the nonresidential parent. A copy of the court documentation will be kept on file at the center.

## **Parent Participation**

The Muskingum Family YMCA encourages parents/guardians to play an active role in their child's care. Parents/guardians shall have access to the Before and After School program at all times to interact and visit with their child. Parents/guardians are encouraged to participate in family events and volunteer opportunities within the program. A parent roster will be made available upon request, only if a parent indicated on the Child Enrollment Form they want their contact information available to other parents. A conference regarding the progress of your child may be setup by calling the Site Administrator. Parents, guardians, and staff with specific concerns for the program may call the Site Administrator at 740-453-9622, or schedule an appointment to meet in person.

## **Communicable Disease Policy**

The YMCA strives to maintain a clean and healthy environment. However, we realize that children become ill from time to time. YMCA child care staff will be trained in recognizing the signs and symptoms of illness, washing procedures, and disinfecting procedures. We observe all children as they enter the program to quickly assess their general health. We ask that you do not bring any sick or "mildly" ill child to the program for they will be sent home. Please also plan ahead and have a backup plan in place if you are not able to take time off from work or school. A child with any of the following symptoms will be immediately isolated 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 three abnormally loose stools within a 24 hour period)
- Severe Coughing (causing the child to become red in the face or make a whopping 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 elevated temperature
- Evidence of nits, lice, scabies or other parasitic infestations
- Vomiting more than once or when accompanied by another sign of illness
- Sore throat or difficulty swallowing
- Unusual dark urine and/or gray or white stool

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent or guardian will be notified. If a child does not feel well enough to participate in program activities the parent or guardian will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The child who is ill will be carefully observed for worsening conditions. The cot and any linen used will be washed and disinfected before being used again.

Any staff who displays signs or symptoms of illness as listed above will be sent home immediately and the Site Administrator will be contacted (if the Site Administrator is not on site). The Site Administrator then will call another childcare staff for replacement.

A child who may be experiencing minor cold symptoms, but who is not exhibiting any previously listed symptoms above may still attend the Before and After School Program. Children will be readmitted to the program after at least 24 hours of being free of a fever and other symptoms. If they are not symptom free, a doctor's note will be required stating the child is not contagious.

Parents/guardians will be notified by person or in writing if any child has been exposed to a communicable disease.

The Ohio Department of Job and Family Services communicable disease chart is posted by the sign in/out book at the site.

## **Lice Policy**

The Muskingum Family YMCA is aware of the lice problem in many schools today. Any child can get lice, and unfortunately, many do. To limit the spread of lice within our program, we follow a nit free policy. Please note this may differ from your child's school policy. If a child is discovered to have nits or lice, he/she will be immediately moved to an area of the program away from other children, but supervised by staff. The child's parent/guardian will be contacted immediately and asked to pick up their child. Any child who has been sent home due to nits or lice, may not return until they have been treated and are found by YMCA staff to be nit free and lice free.

## **Medications**

The Before and After School program will not administer medications to any child. In the case the child may need medication, the parent/guardian will need to come to the Before and After School Site to administer medication.



## **Personal Belongings**

The Muskingum Family YMCA discourages your children from bringing valuable items to the latchkey program. The YMCA is not responsible for lost or stolen items. Personal belongings are the responsibility of the child.

## **Discipline/Behavior Management Policy**

When a child engages in inappropriate behavior that threatens the health or safety of themselves or others, the Muskingum Family YMCA staff will do the following:

1. Take immediate action to stop the behavior.
2. Discuss the situation with the child. Attempt to find causes of the behavior.
3. Focus on redirecting and giving the child choices and options.
4. Staff will document any incidents and maintain constant and consistent communication with the parent of the child.

## **Children's Guidelines**

1. All children are expected to respect the rights and feeling of others and to avoid disruptive behaviors that would interfere with program activities. Aggressive behaviors such as hitting, kicking, biting, tripping, verbal put-downs, spitting and other similar inappropriate behaviors will not be tolerated.
2. All children are expected to follow all directions given by staff regarding safety procedures and to stay with the group for all scheduled activities.
3. The program strictly prohibits the use of alcohol, tobacco, and drugs.
4. All children are expected to respect the private property of others and to understand that stealing or vandalizing the property of others will not be tolerated.
5. The YMCA has a zero tolerance policy in regards to serious threats (verbal or physical) to other children, families, or YMCA staff members.
6. Weapons are strictly prohibited in any YMCA program.

When a child's persistent or dangerous behavior takes too much time and attention from the needs, safety, and well-being of other children, or causes disruption of the program objective, the possibility of suspending or expelling the child from the program will be considered. The decision to suspend or discharge a child is a difficult one to make and will be carefully considered before action is taken. In the event that a child has to be permanently removed from the program, payment for that current week will not be refunded. However, any payments made in advance for upcoming weeks will be refunded.

The Muskingum Family YMCA staff are here to help and support the children. Our top priority is to offer each child a safe, enjoyable, and nurturing environment. At no time will discipline be physically or verbally abusive. All discipline will be developmentally appropriate with praise for positive behaviors.

The Before and After School Program methods of managing behavior applies to all employees of the center.

## **Termination of Child Care Services**

The Muskingum Family YMCA reserves the right to discontinue child care services under any of the following conditions:

1. Failure to abide by any of the responsibilities or conditions included in the Parent Manual.
2. Severe behavior by the child which disrupts the group, including; repeated instances of failing to listen to YMCA staff, refusal to follow program rules, excessive use of physical force(hitting, pushing, kicking, or biting), verbal abuse, or excessive threats to use physical or verbal abuse.
3. Failure of parents/guardians to treat staff or other parents or children respectfully.
4. The program follows a zero tolerance policy in regards to weapons. Any participant, parent/guardian or family authorized adult that uses or possesses or threatens to use or possess a weapon at any time may be permanently expelled from the program.
5. Any check for payment returned to us for non-sufficient funds by the bank will result in either cash payments only or termination of services.
6. A continuous two week absentee from the program without written consent from a physician, or appropriate authority will result in termination of services.

## **Child Abuse Reporting**

The Before and After School Program staff will not abuse or neglect any child and will protect children from abuse and neglect while the children are in the program's care. The Site Director of the program and each employee are required to immediately notify the local Job and Family Services Agency when they suspect that a child had been abused or neglected.

## **Safety Policy**

The staff to child ratio is 1:18. No child will be left alone or unsupervised anytime except that:

1. Children may run errands inside the building or use the restroom singly if the restroom is designated for the center only, or in a group of six or less with the permission of center staff.
2. School age children fourth grade and older may be within sight or hearing distance of a staff member as long as the children are inside the building and are engaged in a safe activity.
3. Any child that is involved in an activity before or after school and the activity is located in the same building as the program; the child may participate with the written permission from the parent or guardian.

## **Weather and Fire Policy**

The Before and After School program has devised several procedures to follow in the event that an emergency would occur while a child is in the program's care.

1. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children arrive at the designated "safe spot".
2. In the case of the loss of power, heat, water parents/guardians will be notified to pick their child up at the site.

3. Fire drills and tornado drills are held monthly at varying times and a record of these drills will be maintained at the center.
4. The fire emergency and weather alert plans are posted in each room being used by the program.

## **Accidents/Emergency Policy**

1. In the case of a minor accident/injury will administer basic first aid and TLC.
2. Should a child need medical attention more than minor first aid, parents or guardians will be notified immediately to assist in deciding appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents/guardians will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their own vehicles. Only parents/guardians, the child's emergency contact, or EMS will transport.
3. For an accident (major or minor), an incident report will be completed 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 which requires first aid, the child receives a bump or blow to the head, or an unusual or unexpected event occurs which jeopardizes the safety of the child.
4. For an emergency (bomb threat, gas leak, etc.), children will exit Falls Elementary and proceed to West Muskingum High School. West Muskingum High School is our primary evacuation location. Children will follow instructions of the emergency personnel as to stay at the primary evacuation location or proceed to the secondary evacuation location located at West Muskingum Middle School. Staff will take the attendance roster, first aid kit, emergency contact information for the children upon exiting the building. Parents will be notified as soon as possible if an emergency evacuation has occurred.

The Ohio Department of Job and Family Services requires at least one staff member present on site that has received training in First Aid, Communicable Disease, Child Abuse Recognition and CPR. They also require all sites to have an updated first aid kit available in case of an accident or emergency.

## **Phones**

The Muskingum Family YMCA Staff has immediate access to a working non coin operated phone at all times during operation. To contact the YMCA Latchkey program please call 740-453-9622.

## **Transportation**

### **Morning Procedure:**

The morning Before and After School Program requires parents or guardians to drop off their children and walk them into the program site at Falls Elementary School. No child will be permitted to walk to the program from home or alone. **Children need to be accompanied by an adult and signed in each morning.**

### **Afternoon Procedure:**

Parents or guardians are required to personally pick up their child from the latchkey program in the afternoon. **All children must be picked up by an authorized adult and signed out daily.** Children will be released only to those adults listed on the Child's Release Form.