



YMCA OF GREATER CINCINNATI
Pleasant Ridge Montessori (PRM) Pre-School & School Age
Afterschool Program

5945 Montgomery Road,
Cincinnati, Ohio, 45213
Tel: 513-363-4483
Fax: 513-363-4420
Tax ID # is available upon request

YMCA of Greater Cincinnati
*We build strong kids,
Strong families
Strong communities*

We look forward to working with you and your family. This handbook serves as part of the admission agreement and is designed to help inform you of our policies and procedures, and to help you learn more about our program. Please read it through, ask us any questions you might have and keep it in a convenient place at home for future reference. Our rules are designed to meet all State of Ohio licensing requirements and to provide a high quality experience for the children and families enrolled.

YMCA Mission

The mission of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Program Philosophy and Goals

The program is designed to meet the developmental needs of preschool, and school age children (3 to 12 years). It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical and creative development. Within the pre-school age program's daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills, and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self-directed and teacher directed activities. Opportunities for solitary play as well as group activities are provided. **Through play children learn the vital lessons of how to manage feelings, emotions and relationships, cooperating, sharing and listen to others. In the early years, (age's birth to 8 years old) children make no distinction between learning and playing. Children should be taught as much as they want to know, and real learning comes from a young child's experience of objects. The more ideas, activities, and skills we can offer children, the better; but only if we respect that play and having fun are essentials to learning.**

Within the school age program's daily schedule each child will have opportunities to practice and enrich their academic skills, supporting the school curriculum, and be given time and space to study. They will be given opportunities to develop personal discipline including taking responsibility for one's own actions, setting and accepting limits, respecting rights and property of others, forming friendships, and using community resources responsibly. Opportunities for learning to accept one's own personal abilities and opportunities to learn about healthy activity, nutrition and other components of a healthy, safe life will be offered as well.

Our Staff

We select our staff carefully in order to provide the best possible care and education for your child. We employ people who are warm and nurturing, who understand child development, who can apply their knowledge in the classroom, and who respect each child as an individual. We seek employees who value working as a team with parents and colleagues. Each staff person has on file three written references, a criminal records check, and a physical examination.

Continuing education is an important part of working for the YMCA. Each staff person attends training in first aid, communicable disease, child abuse prevention and recognition, child development, and teaching methods. The YMCA provides numerous educational opportunities for staff to continue learning.

Goals for Staff:

- ❑ Serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child’s individual needs.
- ❑ Respect parents as the primary and most important provider of care and nurturing. We believe that parents and teachers are partners in children’s care and education.
- ❑ Work in collaboration and cooperation with other organizations, such as schools, churches, social service agencies and other non-profits that are committed to serving the needs of children and families and who have goals similar to those of the YMCA.
- ❑ Be able to accept, demonstrate and teach the YMCA Character Development Values of Caring, Honesty, Respect, and Responsibility
- ❑ Seek to expand each child’s potential by providing a creative environment for preschool/school age children to develop individual capacities, socially, intellectually, physically, and emotionally.

Staff Ratio

The staff to child ratio is an important factor in quality care for children. Pleasant Ridge Montessori (PRM) Pre-School & School Age Afterschool Program maintains the following staff to child ratios:

Age	Program Staff To Children Ratio	Group Size
Preschool (3 to 5 years old)	1:10	20
5 – 12 years	1:15	36

YMCA Membership

The YMCA is a membership-based organization dedicated to the development of spirit, mind, and body. The goal encourages a lifelong commitment to physical health, supportive family relationships, and personal development. Participants in childcare are considered members. For information regarding membership in other YMCA programs and scholarship information, see the director of the program.

Annual Support Campaign

The YMCA program receives support from the generosity of the people in the community, including parents and staff. Each year we ask families to help support the program in a variety of ways, including fund-raisers, special events, donations, and by asking for the support of others. Your support enables us to continue serving this community.

Admissions

Children are accepted in the program in the order in which their parents have contacted and visited the programs. When the programs are full, a waiting list is maintained. We do reserve the right to consider age in order to maintain a balance in each classroom / groups.

When parents are ready to enroll their child, we will make arrangements for the family to:

- ❑ Meet the child and parents, including explaining the program, policies, etc., and answering questions.
- ❑ Explain and assist with the necessary paperwork.
- ❑ Schedule a child’s beginning date, including visit if requested.

The program does not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, special needs, or economic status.

Special Services

The spirit and intent of the ADA (Americans with Disabilities Act) Title III is honored by making reasonable accommodations in the program for the inclusion and participation of children with special needs. Inclusion is evaluated on an individual basis, taking into consideration the following:

- strengths as well as limitations
- focus on the best interest of the child
- adaptive skills
- psychological and emotional issues
- physical health/safety issues
- environmental considerations

Evaluation and assessment is a collaborative process involving the parent(s)/guardian(s), administration/teacher(s), and the director.

Child Abuse

Ohio law requires that we report any suspicions of child abuse or neglect. All staff members are required to take a course in child abuse identification and prevention. Please understand our concern about injuries your child has had. We have a legal obligation to question bruises, marks, etc. We do not determine whether abuse has or has not occurred, we simply report any suspicions, based on special training, as we are required to do by law.

Safety Guidelines

- No child will ever be left alone or unsupervised. All children are within sight and sound of a staff member at all times except that school age children may go into the bathroom by themselves while the teacher watches from the hallway.
- Upon arrival and departure, a staff person greets or acknowledges each child as he/she comes and goes. Parents are responsible for accompanying their child to the classroom door upon arrival, and signing him/her in at arrival and out at departure.
- There is always immediate access to a phone. Telephones are located in the Director's and Administrative Assistant's offices, kitchen, and the classrooms.
- Fire and tornado drills are held monthly to insure that fire or tornado emergency is understood and easily managed. A record of fire drills will be maintained in the Administrative office.
- A plan is posted in each classroom indicating staff responsibilities in case of fire emergency and weather alerts.
- Field trip safety—the First Aid kit is available when away from the building. A person qualified in First Aid will attend all field trips and administer First Aid as necessary. All children will wear a nametag with the school/program name, address and telephone number. For security reasons the nametag will not include the child's name.

- An incident/injury report (JFS 01299) shall be completed by the child care staff member in charge of the child in the event of an illness, accident or injury which requires first aid treatment. A report will also be completed for any bump or blow to the head, or the unlikely event of emergency transportation, via ambulance, of a child. (see page 9, Emergency Transportation for more information) Parents receive a copy of the report on the day of the accident.
- The use of aerosol sprays during program hours is prohibited.

Parent Participation/volunteers

Parents are welcome at the programs anytime between 2:15 p.m. and 6:00 p.m. to visit their child. No appointment is necessary, although all visitors to the classrooms are required to check in with the program lead staff prior to visiting the classroom. Please share some of your time with us when you drop off or pick up your child. Parents are welcome and encouraged to participate as program volunteers or administrative volunteers. Trained and supervised volunteers are an important part of the quality program at the programs. In order to volunteer, you must complete the Cincinnati Public Schools requirements for volunteering. Please ask lead staff if you have any questions about the process.

Preschool:

Time	Activity
2:15 - 2:30	Arrival, Snack is available to all
2.30 -4.00	Free play in gym or classrooms. Self selected, individual and small group activities in science, mathematics, block building, language arts, dramatic play, water and sand play, creative art, special concepts, small motor development, music and woodworking.
4:00 - 4:30	Dinner
4:30 - 6:00	Language activity, large motor activities outside or gym activities

School Age

2:15 -2:30	Arrival, snack
2:30 - 3:30	YMCA Homework Support
3:30 - 4.15	Enrichment Clubs
4:15 - 5:00	Activity Time: STEM, ART, OR HEALTHY LIVING
5.00 - 5.30	Dinner
5:30 - 6.30	Read aloud and social time

Field trips, special visitors, and special projects appropriate to the developmental needs of children will be offered.

Daily Routine Departure

A consistent daily routine helps you and your child start the day well. If you work irregular hours, try to keep the departure times as consistent as possible. Children prefer to have the same things happen day after day. They often feel uncomfortable when a parent is later than usual and they notice and worry if you arrive later in the afternoon than usual.

Meals

We serve afternoon snack and dinner; a Licensed Food Service Agency caters the meals. Menus are posted. Our goal is to provide tasty, well-balanced meals and to develop the children’s healthy eating habits by exposing them to a variety of foods. We participate in the U.S. Department of Agriculture’s Child Care Food Program administered by The Ohio Department of

Education. The Child Care Food Program pays us for each meal or snack served, based on the average number of children enrolled in the program in each of three income groups. We ask that the parents complete a Child Care Food Program application at enrollment and annually thereafter and we keep this information confidential. The income from the CACFP helps us buy food and in return we are required to provide certain types and quantities of foods to all of the children. The menu includes changes such as fresh fruit in season so you may want to check it for the most accurate listing of foods served. We encourage the children to taste everything and we limit sugar.

Please do not send your child to school with any food/drink. Dinner includes milk, grain, and fruit. Dinner is served between 4:30 PM or 5:00 pm and includes foods from all four of the basic food groups: meat/meat alternate; vegetable/fruit; bread/bread alternate; and dairy products. A snack including foods from two of these groups is served at 2:15 p.m. Every effort will be made to provide special diets to children when required by the child's doctor. We will work with you to meet your child's nutritional needs when certain foods are prohibited for philosophical or religious reasons, including providing you with the menus so that you can supplement the program's offerings. A form concerning special diets (exactly the same form utilized for medications) is available and will need to be completed by the doctor whenever your child cannot have any foods for medical reasons. Children will occasionally participate in supervised cooking activities. Staff sits with children during snacks and meals, providing a family style environment. Children are given the opportunity to help set the tables. Safe drinking water will be available and accessible to the children at all times. During celebrations we encourage all snacks brought into the program to be healthy. Sugar sweetened beverages are not permitted.

Outdoor Play

The children will go outside to play every day. Please provide clothing for outdoor play – including hat, mittens or gloves, coat with a working zipper, no drawstrings please, and boots or extra shoes. Snow pants are nice when there is snow on the ground. You may want to include a sweat shirt or light sweater on spring and fall days and even in the summer if your child is not used to air conditioning. We request that jellies or other sandals not be worn.

We will provide opportunities for light, moderate, and vigorous physical activity for at least 60 minutes per day while children are in our care.

We are unable to keep one child inside even when you ask us to. If your child is healthy enough to attend school, he or she should be healthy enough to play outdoors. If your child has a medical condition that the doctor feels makes outdoor play unsafe, please have the doctor inform us of this condition in writing. We will make every effort to accommodate you after we have received the written notification from the doctor.

Exceptions: Outside play will be redirected to vigorous activities in the classrooms if the weather is not acceptable for outdoor play. Children will not go outside if the temperature is below 28 degrees Fahrenheit. If there is any form of weather alert (i.e. smog, severe weather, etc.), outside play will be moved indoors.

Field Trips:

When the children leave the building or playground, the outing will be treated as a field trip. Advance notice will be given and a written permission slip is required for all field trips. No child is ever transported in a private car. If you do not want your child to go on a field trip, please make other arrangements for their care and education the day of the trip. We choose not to expose a child who is not going on a trip to the excitement of his classmates and the other preparations we make for field trips. Parents are always welcome on field trips with advance notice. Children will always be supervised by a qualified staff person. When the children leave

the premises on a field trip, the first aid kit will accompany the group, there will always be a staff member qualified in First Aid and CPR. Children's records including transportation authorization (health and enrollment information) and medical care plan will accompany the children. Records listing each child on the trip and a means of communication such as a cellular phone will also accompany the children.

Tuition

Tuition is due every Monday for the upcoming week. Late tuition may result in you being asked to leave the program. If there is a problem meeting this deadline for any reason, please notify the director immediately. We will sincerely do all within our power to work out a solution that works for everyone concerned.

Check, money order, cash, credit, or debit cards with the Visa or MasterCard logos must be used to pay for all tuition. If you are paying with cash, make sure it is paid to office personnel only and you are given a receipt immediately. Please deposit your check or money order into the locked box in the office. Credit/debit cards payments must be made in person. Receipts are kept in the office and are available upon request.

A registration fee of \$25.00 per child or \$50.00 per family is required upon enrollment and annually thereafter and is not refundable. We must charge tuition whether or not your child is in attendance. There are no refunds at any time or for any reason. Fee adjustments will not be made for days that the Program is closed due to National Holidays or emergencies such as weather, major repairs, etc.

Tuition rates are as follows:

Preschool- \$65 per week

School age After School- \$65 per week

*There will be a 10% discount for siblings enrolled in the program.

*ODJFS vouchers will be accepted.

*Fees are based on a 5 day week, there is no discount for partial week attendance.

A minimum of two week's notice (one week meaning Monday through Friday) is required when your child is leaving the program as well as a signed Change Of Program Form. The tax ID number is furnished upon request.

Departure, Escorts (Release)

Procedure insuring that staff are aware of who is present: All children are to be escorted to and from their classroom (or outdoor area) and signed in/out and left in (or taken from) the care of one of the teachers. The sign out sheet must be filled in completely (full name of parent/guardian). Staff will initial each time a parent/guardian signs a child out thereby indicating their awareness that the child has left.

Procedure releasing a child to persons other than the parent or guardian: Children will be allowed to leave the YMCA property only with those persons designated on the enrollment health form and/or emergency card. Please inform escorts to carry identification. Parents must talk to the Director or give written notification to the Director or Teachers that their child is departing with someone other than those listed. We require that **all** escorts be at least 12 years old. If an escort is under 16, there is a special form to be filled out giving permission.

The program closes at 6:00 p.m. If you arrive after 6:00 p.m., you will be expected to pay a late fee of \$1.00 per child per minute. We will sympathize with any explanations such as flat tires or traffic jams, but unfortunately we must charge you the late fee regardless of the reason. Chronic lateness, as defined by the Director, may result in the doubling of late fees and/or the termination of the family from our program.

Emergency Contact Information

It is important that we be able to contact at least one parent or relative at **all times** when your child is at the program. There should be someone available to pick up your child in case of emergency. Notify us in writing immediately of any change of address, telephone number, or place of employment or training. There are special forms for updating your contact information but any piece of paper will do. Please call us ahead of time if a new person will be picking up your child. We will not release your child to any person unless that person's name is on the pick-up list or you call us and ask us to add it.

Hours of Operation/ Holidays

The program is open 2:15 a.m. to 6:00 p.m. daily, Monday through Friday, during Cincinnati Public School academic year. If After Schools Activities are cancelled then the after school and preschool program is closed and if the school is closed then all programs are closed as well.

Attendance

Regular attendance is important so that children receive the full benefit of the program. Children who do not attend regularly often do not feel comfortable and/or are unable to fully adjust to and trust the staff, other children and the environment.

Payment from the Department of Job and Family Services is limited to 10 absences per 6-month period, and United Way scholarship programs are limited to 19 days per 6-month period for preschool. Therefore, parents will be required to pay the entire fee (up to \$235 per week) for absences beyond the allowed number of days. Children that use vouchers from a county must attend 25 hours per week for full day care and 7 hours per week for before and after school care.

Termination of Services

The program reserves the right to deny enrollment or discontinue service to any child at its discretion.

The Programs Conduct Policy

The YMCA Child & Youth Development programs have a clear responsibility to protect and promote the YMCA's goals, which include teaching children to resolve conflicts in nonviolent and non-aggressive ways. This policy identifies unacceptable behaviors by parents, staff and visitors while at the YMCA. We expect that staff, parents, and visitors will treat each other kindly and with respect, keeping in mind that we are role models for our children. The unacceptable behaviors include, but are not limited to the following:

- ❑ Profanity
- ❑ Threats, intimidation or harassment
- ❑ Mental or bodily harm
- ❑ Disruption and obstruction
- ❑ Destruction of property
- ❑ Disturbing the peace

- ❑ Dishonesty or misrepresentation
- ❑ Violation of criminal law
- ❑ Smoking

Anyone found in violation of this policy is subject to immediate termination of services.

Child Custody

Please make sure we are fully informed of any issues of child custody that may affect us. We are not able to assist in the monitoring of compliance with parenting agreements, each parent has unlimited access to the Program. However, orders of protection are implemented when copies are provided to the school and the Director.

Emergency Transportation

The program obtains written emergency transportation authorization and health information from each parent or guardian before the child begins attending the program. We will not accept any children whose parents or guardians refuse to grant permission for emergency transportation.

In the case of a life threatening illness such as difficulty breathing or a seizure, or the unlikely event of a severe injury, the program will call 911. If the life squad decides to transport the child, a staff member will go to the emergency facility with the child and will take the child's records. The parents will be called to meet the child and staff person at the hospital and the staff person will remain at the hospital until the parent arrives.

Personal Items

Personal items, including coats, hats, etc. should be labeled with the child's name. Please dress your child for school in comfortable, washable play clothes that he/she can manage in the bathroom. For pre-schools we require that an additional outfit, including shirt, shorts or pants, socks and underpants be kept in your child's cubbie at all times. A light sweater is helpful as well. Soiled clothes will be put in your child's cubbie in a plastic bag for you to take home at the end of the day. Please check the cubbie each day for soiled clothes and be sure to bring a fresh set of clothing for the next day. If programs clothing is loaned to your child, these clothes must be washed and returned as soon as possible. We do not want to bother you at work, so please make sure that weather appropriate clothing is available at all times.

Please do **not** allow your child to bring toys from home except for special activities that the teacher encourages all to participate in and bring something from home. If your child needs to bring something to ease the transition between home and school we will work with you. Please recognize the challenges we face monitoring each child's belongings. The best way to handle this is to give your child a choice of sharing the toy with his/her friends or of putting it in his cubbie. We will make every effort to keep track of your child's personal belongings, but cannot be responsible for losses. We do **not** allow guns, knives, or other violent toys into the programs. Please do not send your child with or allow your child to bring jewelry, money, candy or chewing gum.

Discipline Policy

The goal of discipline is to help the child develop self-control. Children are encouraged to **express their feelings** (tell him, "I don't like it when you take my toy" or "I'm angry"). They are reminded of the rules in a **positive** way ("Please walk in the hall", "Use your words", "Build with the blocks") and are **redirected** (You may not throw the block, but here's a ball you can throw" or "Books are for reading - you may tear this old magazine"). Children are **encouraged to solve problems** ("What should we do about 2 people wanting the same toy" or "What would

happen if . . .”) and are encouraged **to take responsibility for their own actions through logical consequences** (“When you poured the water out onto the floor, it got wet. Please use the sponge to clean it up”, or “Here’s the tape to fix the ripped book.”). Time out is limited to children who are out of control and need our assistance to regain control of them, and is not a punishment.

Guidance and discipline are positive and appropriate to the situation and to the child’s developmental level. Discipline will never be imposed for failure to eat or for toileting accidents. No child will be humiliated, shamed, frightened, or subjected to verbal abuse. Discipline will not be delegated to children – they are not permitted to hit each other on program/school property nor are parents permitted to spank or slap children at the programs. In case of physical aggression, teachers may restrain children for the safety of those involved but no form of physical punishment or restraint is ever used. “NO” shall always be followed by an explanation. The teachers may consult with the parents about problems that are occurring at the program and encourage the parents to discuss any problems they are having at home. It is very important for us to work together for the benefit of the children.

If you find that you do not agree with our discipline policy, please share your feelings and beliefs with us. We will attempt to work out our differences; however, if you find yourself uncomfortable with our methods and we haven’t been able to work out a compromise you may need to consider other childcare arrangements for your child. An example of this problem is if you believe that it is necessary for your child to hit other children when conflicts arise. Since hitting by anyone, no matter what the reason, is unacceptable in our program this is not a difference that can be worked out by compromise. The specifications of this rule apply to all employees of the program.

Licensing Regulations

The YMCA After School Program is owned and operated by the YMCA of Greater Cincinnati and is licensed to operate by the Ohio Department of Job and Family Services. We are members of 4C, and are 5 Star rated by the state of Ohio. Individual staff members belong to various professional groups, such as the National Association for the Education of Young Children (NAEYC). We uphold the Ohio AEYC Code of Ethics. The licenses are posted as well as current compliance information. Our compliance with licensing requirements is monitored and licenses are renewed regularly. Should you have any questions regarding licensing, contact: **Department of Job and Family Services toll free number 1-866-886-3537.**

Grievances

Complaints and problems should be discussed with the Teachers and Director. We want to know right away if anything we say or do causes you concern or worry. We will do our best to resolve any problems that arise. If any problem you have discussed with the teachers and then the Director that remain unresolved, or if you wish to appeal your child being asked to leave the program, you may file a written grievance within 10 days to:

Simon Bradley

YMCA OF GREATER CINCINNATI
Youth Development & Education
1105 Elm Street, Cincinnati, OH 45202
(c) 513 824 9043
(E) sbradley@cincinnatiymca.org (W) MyY.org
(O) Facebook | Twitter | YouTube

The Y: We’re for youth development, healthy living, and social responsibility.

REVISED: May 8, 2017

Please include your daytime phone number. The Vice President of Youth Development will respond as soon as possible.

Medication, Food Supplements, Modified Diets:

We will give prescription medication to your child at your request. A doctor's signature on the approved form will be required if you wish for us to give your child an over-the-counter remedy such as cough medicine. A doctor's signature is not required for a prescription medication as long as the prescription is in the child's name, is in the original container, and is dated and the parent completes the appropriate form. Medication forms will be available from the Director or your child's teacher. Please remember that we give medication as a special service to the parents and children. Parents are expected to take the full responsibility for properly completing the appropriate forms and for dropping off and picking up medicines that need to be refrigerated in the kitchen. There is a special storage place for medicine in the refrigerator. We reserve the right to ask your child's doctor the purpose for which the medication is being used. The program does not allow children to self medicate, including inhalers. Any special medical needs, including regularly administered medications, will be documented on the Ohio Department of Job and Family services medical care plan. We are sorry that we are not able to accept your delivery of medication if there are any items uncompleted on the forms—even if we don't give a child medication, if we have it on the premises and there is an issue with any of the paperwork, it is a violation of a "serious risk rule" and puts our staff in jeopardy.

Emergency Closings

Should bad weather make travel difficult, please watch the local news stations for closures. As the program is located in a Cincinnati Public School building we are required to operate under the emergency closing procedures of Cincinnati Public Schools.

Weather Emergencies Occurring During Program Hours

In the event of tornado or severe weather alerts, all classes gather in the hallway where we will be free from flying glass and furniture. Staff may bring books for reading to children in the hall. Parents who arrive during such an emergency will be strongly encouraged to remain at the School until the alert has been lifted. If it appears that the weather will make travel dangerous, the director reserves the right to close the programs. The programs will be staffed until all children have been picked up. All children, staff, parents and guardians are required to follow the emergency procedures of Cincinnati Public Schools buildings.

Fire Emergencies

The school holds monthly fire drills during which the staff escorts the children to the nearest exit. It is the role of the Director to check all rooms and playgrounds to make certain they have been evacuated.

General Emergencies

In the event of an emergency that requires the building be immediately evacuated or closed including threats to the safety of children due to environmental situations or threats of violence, natural disasters such as fire, tornado, flood, etc, children may be escorted out of the building and parents notified to pick up their children immediately. If the loss of power, heat, or water, jeopardizes the well being and safety of children, parents will be called to immediately pick up their children.

Illness and Communicable Diseases

The YMCA maintains a strict policy to exclude children from the programs who may be contagious and/or who may not feel able to participate. Staff members have received training by

the Red Cross, registered nurse, or licensed physician, in recognizing communicable illnesses. Staff members are also trained in hand washing and disinfecting procedures. A trained staff person will observe each child upon arrival and throughout the day for evidence of communicable illness.

Parents need to be aware of the policies and will be given the policies in writing so that they can keep a child home who has any unusual symptoms. When a child becomes ill at the program, we expect the parent to come and pick up the child as soon as possible. It is often inconvenient for parents to leave work and/or stay home due to a possible communicable illness. However, the program's policy of strictly excluding children with possible communicable illness is designed to protect all of the children and staff. Although the staff may certainly sympathize with your difficulty in leaving work or staying home, we cannot and will not care for sick children. Of all the policies and procedures we use, communicable disease seems to cause the greatest conflict, since many employers expect you to be at work regardless of your need to care for your sick child. We encourage you to plan for illnesses that your child may have.

The Ohio Department of Health has provided us with a "Day Care Center Communicable Disease Chart" that is posted in the Administrative office. When your child has been exposed to a communicable disease other than a cold, you will be notified in writing within 24 hours.

When a child has symptoms of communicable disease, she/he will be isolated from the other children and supervised by an adult. Ill children will be provided with a clean cot and personal blanket and pillow (which will go home to be laundered). The cot will be disinfected after use. The parents and/or the designated emergency contact will be contacted to pick up their child immediately.

Children will be sent home or not accepted with the following conditions:

1. Temperature of at least one hundred degrees F when in combination with any other signs or symptoms of illness
2. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
3. Severe coughing (causing child to become red or blue in the face or make a whooping sound)
4. Difficult or rapid breathing
5. Yellowish eyes or skin
6. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain.
7. Untreated infected skin patches, unusual spots or rashes
8. Unusually dark urine and/or gray or white stool
9. Stiff neck with an elevated temperature
10. Evidence of untreated lice, scabies, or other parasitic infestations
11. Sore throat or difficulty swallowing
12. Vomiting more than one time or when accompanied by any other sign or symptom of illness

Children may return to the program as listed below:

1. With a physician's statement that the child is free from communicable disease and that returning to the program presents no risk to the child or others. Or
2. Visibly free from communicable illness AND
 - a. **Fever free without fever reducing medicines for 24 hours**
 - b. **Free of vomiting or diarrhea for 24 hours while eating a normal diet.**

A mildly ill child (minor cold symptoms or not feeling well enough to participate fully in the program) will be cared for at the program and watched closely. If any of the above symptoms

develop, the parent will be called to come and take the child home. **We prefer to err on the side of caution rather than allow healthy children and staff to be exposed to communicable illnesses.**

The program retains the right to continue to exclude a child despite a physician's statement if that statement contradicts the program's policies. The program has the final say in caring for children who may be contagious. Please feel free to discuss these policies with the Director if you have questions or problems.

A staff member who has a communicable disease will not work with children, and will be replaced by a qualified substitute.

IN CLOSING ---

We appreciate that your family has selected the YMCA to care for and educate your child. Just like you, we care deeply about your child. Your suggestions and comments will receive careful consideration as we continue to design a program responsive to the needs of your family.