



**ywca**

**kids place**

**parent  
program handbook  
2018-2019**

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## welcome

Welcome to the YWCA Kids Place school aged childcare program. For more than 20 years YWCA Kids Place has provided high quality care for children in central Ohio. We are very pleased to have your child enrolled in our program and take part in your child's extended education. As part of our licensed program, you will find a nurturing and supportive partner in our highly qualified and experienced staff. YWCA Kids Place programs are conveniently located within the elementary school buildings, so there is an easy transition for your child from the school day into our program.

We hope this handbook will help you to understand the policies and procedures of the program. It is important that you read this handbook and have it available for review while your child is enrolled. If you have any further questions, please feel free to contact either your site director or any of the employees listed on page 4. We look forward to providing exceptional care for your child.

## center program information

### **YWCA Mission**

The YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.

### **YWCA Kids Place Philosophy and Goals**

YWCA Kids Place embraces the mission and core values of the YWCA through eliminating racism, empowering women and promoting peace, freedom, justice and dignity for all. Kids Place provides exceptional child development programming and strives to be a leader and model in the field of out of school time care.

Our educational values include promoting choice, supporting individual needs and providing positive social opportunities for all children in our care.

### **Locations and Hours of Operation**

The YWCA Kids Place serves the Westerville and Gahanna school districts. Morning and afternoon programs are offered in the Westerville school district. In Gahanna, we offer only afternoon programs. All of our programs end at 6:00 p.m.

Please refer to the complete list of program locations, hours and annual calendar located in the Appendices on page 21.

*The YWCA is an Equal Opportunity Employer.*

*The YWCA, a United Way Agency, receives support from the Community Shelter Board and its funders, which include the City of Columbus, Franklin County Board of Commissioners and the United Way of Central Ohio.*

## ywca kids place staff

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- **Administrative Staff**
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## sample daily program schedule

A typical daily schedule for Westerville (Morning and Afternoon) and Gahanna (Afternoon only) is shown below. Specific daily schedules are posted at each site on the parent information center.

### Morning Schedule

- Attendance and Welcome, Bathroom/Handwashing
- Breakfast, Planned Activities, Inside Free-Choice (Includes individual/small group activities, and child-initiated activities)
- Clean Up, Outside/Gym Play
- Bathroom/Handwashing, Cool-Down Activity, Dismissal to Class

### Afternoon Scheduling

- Attendance and Welcome, Bathroom/Handwashing
- Snack, Clean Up
- Planned Activities, Inside Free-Choice (Includes individual/small group activities, and child-initiated activities), Outside/Gym Play
- Bathroom/Handwashing
- Homework/Quiet Choice
- Room Clean Up/Depart Program

### **Movies and Videos**

The YWCA Kids Place programs only show G and PG rated movies. If a movie is PG rated, you will be given a permission slip to sign prior to the showing of the movie.

### **Staff/Child Ratios and Group Sizes**

YWCA Kids Place maintains a minimum of a 1:18 teacher/child ratio for all school age children during the school year and in our Summer Kids Place Program. A lower ratio may be used for field trips and swimming activities. Maximum group size is 36 children.

In this school age program setting all children, ages 5 through 12 years old, meet in one large program area. To help children transition from the school day each child is assigned to a smaller Emergency Group, supervised by a specific staff member. This grouping may be by age, grade, girls/boys or alphabetically. Staff to child ratio is no greater than 1:18.

Each child reports to her/his assigned group daily for attendance. Announcements, bathroom breaks, snack, smaller group projects and field trips may also be completed while the child is in the Emergency Group. Children will be allowed to leave their Emergency Group at the specified time to independently make activity choices within the program area.

### **Parent Participation Policy**

Parent/guardian input and participation are encouraged. Parents and Guardians have unlimited access to all areas of the licensed childcare portion of the building during program hours but are required to inform the site director/designee of your presence when you arrive.

Parents and employees who need assistance or have concerns about any aspect of the program should speak with the Kids Place Site Director, the Program Administrator for their district, or the YWCA Director of Youth Programs. Contact information may be found on the YWCA's website at [www.ywacacolumbus.org](http://www.ywacacolumbus.org), or at the beginning of this handbook.

YWCA Kids Place Programs will hold parent events, service projects and field trips during the year. Parents are encouraged to participate in these events. Please watch the parent information board and the monthly newsletter at your site for information on upcoming events.

Teachers are available throughout the year to discuss your child's progress or needs; however, due to teacher's responsibilities and schedules, parents are asked to make appointments with teachers when it is necessary to engage in a lengthy conversation.

YWCA Kids Place believes that strong partnerships between home, school and the YWCA will create the most successful environment for children to succeed. As part of our ongoing improvement and evaluation efforts, parents are asked to complete an annual program survey. Information gained from the survey will help guide our programming and services

Parents also have the choice to be included on a parent roster for their child's Kids Place location. This roster includes the names and telephone numbers of families registered at the site who have given permission for their names to be shared. This roster is updated periodically throughout the year. The Ohio Department of Job and Family Services require this roster to be maintained and distributed upon request for child care program-related business. Parents who wish to have a copy of the roster may request a copy from the Kids Place Site Director.

### **Nap/Rest Time**

During before and afterschool program hours' nap/rest time is not available.

### **Parent Responsibilities**

Parent/guardian contributions in maintaining the peace and cooperative spirit that we strive for in Kids Place are essential. To accomplish this goal, the parents/guardians in our program have the following responsibilities:

- Parents/guardians are responsible for following YWCA Kids Place Program Handbook policies and procedures.
- Parents/guardians are responsible for informing anyone who enters the program, on their behalf, of the YWCA Kids Place policies and procedures.
- Parents/guardians are responsible for respectful communication with staff and children.
- Parents/guardians are responsible for informing the program if their child will be absent.
- Parents/guardians will keep informed by checking parent mailboxes, parent information board, newsletters and checking their email.
- Parents/guardians are encouraged to communicate with staff on a regular basis. Conferences may be scheduled with the site director.
- Parents/guardians are responsible for informing the YWCA Kids Place of any changes in home, work and cell phone numbers, addresses, and e-mail address.
- Parents/guardians are responsible for monitoring and being aware of any personal belongings their child may bring to the program from home. Inappropriate items brought from home by a child will be confiscated by Kids Place staff and returned only to a parent/guardian. Kids Place staff is not responsible for lost, stolen, or damaged property brought into the program from home.
- Kids Place staff will not be held responsible for items brought from home that are lost or stolen. It is the parent's responsibility to be aware of what each child is bringing to site. Any questions about what is permitted on site can be addressed with the Site Director
- Parents are responsible to inform the YWCA Finance Department of any changes in their EZ-EFT account information.
- Parents/guardians are responsible for keeping medications current and available on site.
- Parents/guardians are expected to use positive behavior reinforcement when reprimanding their own child while in the program area.
- Parents/guardians may only reprimand their own child while in the program area.
- Parents/guardians are responsible for the safety and supervision of any non-enrolled child accompanying them into the program area.
- Parents/guardians are responsible for the pick up of their child no later than 6:00 PM.
- Parents/guardians and authorized persons should be prepared to show identification at site.
- Parents/guardians are responsible for completing a program satisfaction survey each year.
- Parents/guardians are responsible for repairing or replacing any school, YWCA Kids Place or personal property damaged or destroyed by their child.
- Parents/guardians are asked not to bring pets into program areas, including the program playground.

## guidance and management policy

### Behavior Management

The YWCA Kids Place program policy of discipline is one that teaches and promotes self-control and builds self-esteem. Our hope is that each child will learn self-discipline through careful guidance and reinforcement of positive behavior. Your child will be treated with respect. If children are treated with respect, they in turn learn to respect the teachers and their classmates. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

Positive reinforcement and positive redirection will be used. A child may be asked to sit for a short time period to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat or toilet accidents. Spanking, hitting or rough handling of the children by staff, volunteers, or parents is strictly prohibited. A copy of the program behavior expectations appears in the Appendices.

Self-discipline is always encouraged and we strive to help the children learn skills to get along with others. We help the children learn how to express themselves by talking and explaining their wishes and feelings, while we show them an alternative to their situation.

Children are allowed to bring technology from home based on their individual sites schedule and policies. Any internet capable device brought to site must access the internet through the district's guest/student wireless internet access. All content on a child's device must be age appropriate. Only "E" for Everyone-rated content is permitted in the program. Children are not permitted to make phone calls, text, take pictures, or videos with their device during program hours. Children listening to music on their device must use headphones. Electronic devices are not permitted on field trips, swimming, in the gym, or on the playground. Electronic devices and games are not to be shared or viewed by other children. Device screens must be visible to childcare staff and children may be asked to sit so this is possible when using a device. If allowing technology becomes a behavioral concern the YWCA Kids Place staff reserves the right to disallow technology in the program.

Bullying is an anti-social behavior that affects everyone. This behavior is unacceptable and will be dealt with promptly and effectively. YWCA Kids Place is a telling school – which means anyone who knows that bullying is happening or anyone that is a victim of any type of bullying needs to tell the appropriate staff member. Appropriate staff member is defined as any site director, program assistant or substitute staff. All incidents will be taken seriously and investigated.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to withdraw a child. Every attempt will be made to work together with the parents and the child to correct the behavior; however, the safety of children is always our primary concern. If a child demonstrates behavior that requires frequent "extra attention" from a staff member, a behavior management plan will be implemented. This plan would be developed in consultation with the parent and would be in accordance with Rule 5101:12-19 in the Ohio Administrative Code. If a child is removed from school and not permitted on school grounds for a period of time, they are not permitted to attend the Kids Place program during that time. The program reserves the right to deny or terminate services due to behavior or disciplinary situations. If a child is expelled from the school-year Kids Place program for behavior/disciplinary issues, this may exclude them from participating in the summer Kids Place program & vice versa. This guidance and discipline policy applies to all YWCA Kids Place child care staff.

## supervision of children

### Arrival, Departure and Attendance Procedures

- Parents/guardians, or other authorized persons, are required to sign the child in and out the program. All authorized persons must be at least 16 years old. A child may not arrive or leave from the program alone. Children may not be dropped off at the entrance of the building or be sent inside alone.
- A child will not be released to anyone other than the custodial parent, guardian or a person authorized by the parent/guardian on the registration form or in writing.
- Parents/guardians and authorized persons should be prepared to show identification each time they pick up a child from Kids Place.
- Parents should minimize the use of cell phones when picking up or dropping off children.
- Children must be picked up by 6:00 p.m. according to the clock at the program site. Please allow sufficient time to pick up your child, considering traffic, road conditions and delays. Please drive safely.
- A late pick-up fee for every 5 minutes after 6:00 pm that a child is pickup up from the program will be assessed and charged to the existing EZ-EFT account within 5 business days of the occurrence. Frequent or repeated late pick ups and failure to notify staff may result in increased fees and/or termination of services.

- Please notify the site director as soon as possible if an event/emergency occurs causing a delay in picking up a child. A list of all program sites phone numbers is included in the Appendices. If you call the site phone number and do not get an answer, please leave a message with complete information including your name, your child's name and your expected time of arrival.
- The individual named as an emergency contact should be prepared to pick up a child on time in case the parent/guardian is delayed. All emergency contact persons will be required to show ID at the time of pickup.
- **YWCA Kids Place may NOT be listed on the school Emergency Card as an emergency release contact.**
- In the event that a parent/guardian or emergency contact person does not pick up the child within one-half hour of the program closing time, and no contact has been made with the site director to explain the delay, staff shall assume that a personal crisis or emergency has occurred. The local police department may be contacted to assist in a plan for locating the parent/guardian or emergency contact persons. The Franklin County Department of Children's Services may also be contacted. A message will be left with the primary parent if the child is transported elsewhere.
- Program staff are unable to release a child to anyone they suspect is under the influence of alcohol or other substances. Program staff will work with the parent to identify a safe method for transporting the child home. If the parent/guardian or other person refuses discussion or assistance, staff will inform the parent/guardian that if she/he leaves the program area with the child the police will be notified with the name and license number (if available) of the driver suspected to be impaired.

### **Custody Arrangements**

The parent/guardian is responsible for providing legal documentation concerning custody arrangements and instructions indicating who has access to the child and permission to pick up the child. The program may not deny a parent/guardian access to their child without legal documentation.

### **Absence Policy**

At YWCA Kids Place, your child's safety is our primary goal. Parents must notify the child's Kids Place location **in addition** to notifying the school office when your child is absent. (Please refer to the site directory in the Appendices for site phone numbers). If the parent calls the site phone number and does not get an answer, they should leave a message with complete information including parent's name, child's name and date and session (AM or PM or both) that child will be absent. Parents will also be able to leave a written notice of planned absences at the Parent Information Center at their child's Kids Place location.

- **Morning Sessions:** If a child who is scheduled to attend the morning session does not arrive, it is assumed that the parent/guardian has chosen not to bring the child to the program that morning.
- **Afternoon Sessions:** Unless notified in advance by the parent/guardian, all children scheduled for the afternoon session are expected. Attendance is taken as the children enter the program area and again upon departure. If the child is not in attendance the site director/designee will contact the parent/guardian by phone, as well as the other emergency contacts identified. If employees are unable to reach the parent/guardian they may do the following:
  - ✓ Check the school absence list
  - ✓ Check with school personnel
  - ✓ Contact the police

As this process can be time consuming and removes staff from program duties, please make every effort to report a child's absence in advance. A tracking fee may be charged if a search occurs. The tracking fee will be automatically charged to the existing EZ-EFT account within 5 business days of the occurrence.

### **Plan for Supervision of School Age Children**

No child shall be left unsupervised, except as allowed by Rule 5101:2-12-19 OAC which provides that school age children may:

- Run errands inside the building, or use the restroom alone or in groups of no more than six children, without adult supervision,
- Be in a group of no more than six children in K-3<sup>rd</sup> grade engaged in safe activities without a staff member as long as a child care staff member can see or hear the children at all times and checks on the children every 5 minutes until they return to the group/4<sup>th</sup> grade or older engaged in safe activities without a staff member as long as a child care staff member can see or hear the children at all times and checks on the children every 10 minutes until they return to the group, provided the program has exclusive use of the space being used.
- Leave the center for specific activities and participate in other activities within the building with the signed



permission of a parent or guardian

### **Transitions**

The YWCA is committed to ensuring smooth transitions for both parents and children when entering and exiting the Kids Place program. Transition strategies may include the following:

- An open house held for parents each fall that includes information about the program as well as the opportunity to meet program staff
- End of year celebrations
- Children greeted each day upon entry to the program
- Introduction of new students to the rest of the group and the opportunity for the new student to share something special about themselves
- Mentoring programs between younger and older students
- If notice of withdrawal is given, children will be given the opportunity to finish any projects they are working on, as well as say goodbye to peers and Kids Place staff before leaving the program.
- Upon registering for the program, if parents feel their child is apprehensive or nervous about attending we recommend that parents utilize age appropriate literature to help ease their child's transition into a new setting.
- Children are allowed to bring a comforting toy from home to assist in adjusting to their new setting.

### **food information**

Morning sessions include a nutritious breakfast for the children and afternoon sessions include snacks. Menus will be posted on the Parent Information Board at each site. If needed, nutritious snacks or breakfast items may be brought from home as a supplement to the foods offered. Refrigeration and microwave are **not** available for storage or preparations. Parents are responsible for providing children with a nutritious lunch on all Full Days and also during our Summer Program. All foods served at the program follow the guidelines required by the Ohio Department of Job and Family Services Day Care Licensing rules and the USDA Child and Adult Care Food Program guidelines.

#### **Nutritional Information for Lunches**

Lunches brought from home during our Summer and Full Day programs must consist of nutritional food from the following food groups: (minimum portion for 5-12 year old)

- Protein (2 oz.)
- Grain (1 slice or  $\frac{3}{4}$  cup)
- 2 servings of fruits & vegetables ( $\frac{3}{4}$  cup)
- Dairy (1 cup fluid milk)

All food items must be stored in a lunch box/bag with your child's name. Please be sure to include ice packs if foods need to be kept cold. Refrigerators and microwaves are not available for storing or heating lunches. If a lunch does not meet the nutritional requirements, YWCA Kids Place is mandated to provide the additional foods. A fee may be charged for repeated supplementation of lunches that do not meet nutritional requirements.

If a child arrives without a lunch, the parent/guardian will be asked to return with a lunch or make arrangements to provide one.

### **procedures for emergencies and accidents**

#### **Insurance Coverage**

YWCA Kids Place is covered by liability insurance through the YWCA. Any occurrence necessitating medical attention is the responsibility of each child's parent/guardian. The YWCA does not carry medical insurance on participants.

#### **General Emergencies**

Children meet in their assigned Emergency Groups for all emergency procedures. Fire and tornado drills will be held monthly during both morning and afternoon sessions at varying times. A record of these drills will be kept on display in the program area.

Each emergency group, evacuation routes and emergency procedures are posted on the parent information board.

In the event that the building is evacuated, a sign indicating the evacuation location will be posted on the front door of the school building. Parents/guardians will be contacted as soon as possible and asked to pick up their children. If a parent/guardian cannot be reached, the emergency contact listed on the registration form will be contacted. Please refer to the Emergency Evacuation Locations located in the Appendices for specific evacuation locations.

When a group of children are outdoors, the supervising staff member shall be able to summon another adult without leaving the group alone or unsupervised. A responsible child, fourth grade or higher, may leave the group to summon an adult. Playground safety rules will be reviewed and enforced with staff and children. A safety inspection of the outdoor play space, equipment and protective fall surfaces will be completed four times per year. Documentation of these inspections will be kept on file at each site.

### **Minor Injury or Illness**

In the case of a minor accident/injury staff will administer basic first aid. The parent/guardian will receive a written incident report on the day of the incident. If the injury is more serious, first aid will be administered and the parent/guardian will be contacted immediately to assist in deciding an appropriate course of action.

### **Serious Incident, Injury or Illness**

In the case of a serious incident, injury or illness the parent/guardian will be notified immediately. If EMS are contacted and determines that a child should be transported a staff member will accompany the child until the parent arrives and will provide medical personnel with all available health records for the child. The site director will notify ODJFS within 24 hours of any serious accident or injury by use of the Ohio Child Licensing and Quality System (OCLQS) system.

### **Procedure for Completing an Incident Report**

For all minor and serious incidents or injuries, the program staff member who witnessed the incident will complete an ODJFS form 01299 Incident/Injury Report. Whenever possible, this form will be completed immediately after the incident occurs and will be provided to the parent when they pick up their child. All forms will be completed within a 24 hour period from the time of the incident and provided to the parent at the next possible opportunity.

### **Employee Education and Training**

The Ohio Department of Job and Family Services requires that at least one staff member be present and have current, valid training in First Aid, Management of Communicable Disease, CPR, and Child Abuse Recognition. Because of our commitment to maintaining a safe environment, YWCA Kids Place requires that all staff complete these courses.

### **Weapons Policy**

Weapons of any kind are not permitted in the program area or on school property. The definition of weapon may include any object not usually considered a weapon but is used as a weapon for the purposes of this policy.

When a weapon (or an object used as a weapon) is found or is used to threaten or harm another, the following action will take place:

- The weapon will immediately be confiscated.
- The child's parent/guardian will immediately be contacted.
- A meeting between parent/guardian, program staff and child will be scheduled.
- The child may be suspended or removed from the program.
- The building principal may be notified.
- The police may be notified.

### **Management of Illness**

YWCA Kids Place is committed to providing a healthy and safe environment for all children enrolled. To help us prevent the spread of disease, please do not send an ill child to the program. When a child becomes ill, staff will ensure that the child is made as comfortable as possible and will contact the parent.

### **Symptoms Requiring Discharge from the Center**

A staff member trained to recognize the common signs of communicable disease or other illness will be present during program hours. The trained staff member shall observe each child daily as she/he enters the program. The following precautions shall be taken for children exhibiting signs of a communicable disease or other illness:

1. The site director or designee will immediately contact the parent/guardian to notify them of the child's condition.
2. A child with any of the following symptoms shall be immediately isolated and discharged to the parent or emergency contact:
  - Temperature of 100 degrees Fahrenheit
  - Diarrhea (three or more abnormally loose stools within a 24-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 or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning,

- itching or eye pain.
  - 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.
  - Sore throat or difficulty in swallowing.
  - Vomiting more than one time or when accompanied by any other symptom of illness.
3. The program shall follow the Ohio Department of Health Communicable Disease Chart to assist in the recognition and appropriate management of suspected illnesses. This chart is posted in the program area.
  4. A child with a suspected communicable disease will be isolated in a portion of the room not being used for other types of child care, within sight and hearing of a staff member at all times. The child will be made comfortable on a mat in a quiet place to rest, play or sleep and observed carefully to determine if the condition is becoming more severe.
  5. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mat shall be washed with soap and water and sanitized with an appropriate germicide. Temperatures are taken using the axillary (armpit) method with a digital thermometer. The thermometer must be sanitized after each use. Appropriate detergent solutions and germicidal agents are used for all cleaning purposes.
  6. A child who has been discharged from the program may return after 24 hours of being symptom free, or with a doctor's note stating they are not contagious.
  7. Parents/Guardians will be notified in writing when children have been exposed to communicable disease.
  8. If a child is too ill to participate in program activities, the parent will be contacted to pick up the child.

**5101:2-12-25 Medication administration, food supplements and medical foods for a Licensed Child Care Center**

Prescription medications, nonprescription medicines containing codeine or aspirin, or nonprescription medication to be given longer than three consecutive days in a fourteen-day period:

1. The center shall ensure that the parent completes and signs box one of the JFS 01217 "Request for Administration of Medication" (rev. 12/2016).
2. The center shall ensure that the instructions in box two of the JFS 01217 are completed and signed by a licensed physician, licensed dentist, advanced practice nurse or certified physician's assistant.
3. If the medication is stored in the original container with prescription label that includes the child's full name, a current dispensing date within the previous twelve months, exact dosage and directions for use, box two of the JFS 01217 does not need to be completed.

Nonprescription medications, food supplements or medical foods:

1. Ensure that the parent completes and signs box one of the JFS 01217.
2. Ensure that one of the following is met:
  - a. The medication or product is stored in the original container with a manufacturer's label containing directions based on the age and/or weight of the child.
  - b. The instructions in box two of the JFS 01217 are completed and signed by a licensed physician, licensed dentist, advanced practice nurse, or certified physician's assistant, this excludes topical preventative products and lotions unless the instructions exceed the manufacturer's instructions or use.
3. Ensure that the parent completes and signs box one of the JFS 01217.

Topical products and lotions:

1. Ensure that the product is stored in the original container with a manufacturer's label that includes directions based on the age and/or weight of the child.
2. Ensure that the parent completes and signs box one of the JFS 01217.
3. Apply the nonprescription topical products and lotions according to the manufacturer's instruction. Documentation is not required by the staff.
4. A JFS 01217 is not required for hand sanitizer or lip balm.

Administer medications, food supplements, medical foods or topical products in a licensed child care center:

1. Not administer any medication, food supplement, medical food, or topical product until after the child has received the first dose or application at least once prior to the center administering a dose or applying the product, to avoid unexpected reactions. Emergency medications that are listed on a completed JFS 01236 "Child Medical/Physical Care Plan for Child Care" (rev. 10/2016) for the child are exempt from this requirement.
2. Not administer any medication, food supplement, medical food or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice nurse certified to prescribe

medication, or licensed dentist, on the prescription label, for twelve months from the date of the form, or after the expiration date on the medication, whichever comes first.

3. Document each administration or application on the JFS 01217 immediately after administering. This excludes items in paragraph (C)(3) of this rule.
4. Nonprescription medication dosages administered shall not exceed prescribed dosages or the manufacturer's recommended dosages.
5. A separate JFS 01217 shall be used for each medication, food supplement, medical food or topical product to be administered for each child.
6. Each JFS 01217 is valid for the time period listed on the form not to exceed twelve months from the date of signature.
7. Retain each JFS 01217 on file at the center for at least one year following the last administration of the medication or product.

#### Storing medication, food supplements and medical foods in a licensed child care center:

1. Safely store all medication, food supplements, and medical foods immediately upon arrival at the center. Ensure the medication or product is in the original container with the child's name affixed.
2. Keep medication and products out of the reach of children, unless a school-age child is permitted to carry their own emergency medication and a JFS 01236 is completed and on file at the center.
3. School-age children are permitted to carry and use their own topical products.
4. Refrigerate, in a separate container, medications or products immediately upon arrival at the center if needed.
5. Ensure that medications and products are accessible to employees at all times.
6. Ensure that medications and products are removed from the center when no longer needed or expired.

#### **Administering Medication**

The program staff will administer medication to a child only after a complete Request for Administration of Medication form is completed by the parent/guardian. All sections must be completed and the medication given to the site director. Medications will be stored in a designated area inaccessible to the children. Medication may not be stored in the child's backpack or cubby. An ongoing prescription must be renewed every twelve months on the appropriate licensing form.

- Prescription medications must be in their original container with the prescription label identifying the child's name and dosage amount. The medication will be administered in accordance with the instructions on the label. An ongoing prescription medication must be renewed at least every twelve months. YWCA Kids Place will not administer medications that have expired.
- Over the counter medications must also be administered in accordance to label instructions. If a parent requests a different dosage or use a physician must provide written instructions on the Request for Administration of Medication form. Over the counter medications will not be administered for more than 3 days without written instructions from a physician.

In the event the parent asks program staff to conduct medical procedures, such as breathing treatments, administering inhalers, changing bandages, or any other medical or physical procedure, the parent must complete a Request for Administration of Medication and/or Medical Physical Care Plan form. Please see the YWCA website or your site director to obtain these forms. A written Medical/Physical Care Plan must be completed for any child attending the program on Full Days who has an ongoing health condition or a temporary condition that requires care.

#### **Food Supplements and Modified Diets**

If a child requires a food supplement or modified diet, written information from the physician is needed and parents are asked to provide the supplement or foods that are appropriate for the child.

#### **Use of Topical Products and Emergency Medications for School Agers**

School age children may carry their own topical products (i.e. Chapstick, sunscreen, hand sanitizer, and lotion) provided it is kept on their person and not accessible to other children. A Request for Medication Administration of Medication Form needs completed.

School age children who have been prescribed an inhaler or epi-pen may carry it on their person (only) provided the following procedures are followed:

- The emergency medication has all required prescription information on the label of the item including the child's name and dosage.
- A Request for Medication Administration of Medication Form has been completed

- A Medical/Physical Care Plan Form has been completed.

It is important for parents to remind their child to inform a member of the YWCA Kids Place team when they administer any topical products or emergency medications so it can be monitored and documented properly.

## transportation of children

### Emergencies

In the case of an emergency where EMS determines that a child should be transported to the hospital, only the parent/guardian or EMS may transport the child. Staff may not transport children in personal vehicles. A child whose parents have refused to sign the Permission to Transport section of the Child Enrollment and Health Information form will not be able to enroll in YWCA Kids Place.

### Field Trips

Transportation for field trips will be provided by the local school districts or by a private transportation service. Before departing the program site and after getting on the bus, a count will be taken of all the children. This count will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have safely arrived. This process will be repeated upon leaving the destination and returning to the program site.

During the course of the field trip, each staff member will have specific children that they are responsible for supervising and will conduct frequent head counts to assure the safety of the children in their care. The following will be available on all field trips:

- The First Aid box.
- The emergency transportation authorization for each child.
- The health record of each child.
- A record listing each child on the field trip

Each child will have identification attached showing the YWCA's address and telephone number to call in the event a child is separated from the group.

### Routine Trips

Transportation for routine trips will be provided by the local school district or by a private transportation service. Safety procedures for routine trips are the same as those listed for field trips.

**There is no option for care at the program site during the time of a trip.**

**Written permission is required from parents for all trips.**

## swimming policy

Swimming activities will be provided for school age children during the summer program and occasionally, as a special field trip, during the school year. In the summer children are regularly scheduled to swim on the same day/s of the week at the same time. Dates, times and pool locations are posted on the parent information board at each summer program site.

The child's swimming level must be indicated on the permission form. A colored wrist band indicating the child's swimming level (non-swimmer- red, beginner- yellow, intermediate- green, advanced- blue) will be worn by each child. The wrist band is used as a visual aid to help staff determine where a child may go in the pool area. Swim level may be tested by the pool facility, as required.

All swimming field trips or water play event will be supervised by YWCA Kids Place staff and certified lifeguards at the swimming facility. Staff will be assigned a designated area of the pool to monitor for safety. The staff/child ratio for any swimming activity is 1:15 or less, depending on pool requirements. Lifeguards are not included in the ratio.

A permission form must be signed by the parent/guardian to allow a child to participate in any swimming activity.

## outdoor play policy

Children will be given the opportunity to enjoy play time outside each day unless the temperature is below 25 degrees or above 90 degrees, or if conditions on the playground are unsafe.

Please make sure your child is dressed appropriately for the weather. It is recommended that your child wear clothing that allows for easy movement. Please inform the site director if a child should not go outside because of weather or health related conditions.

When outdoor play is not possible, children will be provided with indoor large motor activities in the gym. Tennis shoes must be worn in the gym to participate in activities.

During our summer program, parents will be asked to sign a permission form for sun screen with an SPF of 30 to be applied before participating in outdoor activities.

## Information Required by Ohio Administrative Code

### **Ohio Department of Job and Family Services Center Parent Information:**

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

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

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

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

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

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

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

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

*This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-07 of the Ohio Administrative Code.*

## ywca kids place policies and information

### Registration

The YWCA offers convenient on-line registration for all Kids Place locations. To complete registration please go to [www.ywcacolumbus.org](http://www.ywcacolumbus.org) and click on child care/before and after school or summer. By completing the online registration process this will generate the following required childcare forms your child will need in order to be enrolled in the YWCA Kids Place Programs:

- ODJFS 01234 Child Enrollment and Health Information Form
- Family Information Form
- Tuition Agreement
- Expected Behavior Form
- Request for Administration of Medication for Childcare Form (If needed)

Once the registration is complete and payment has been received an e-mail confirmation will be sent to you with your child's start date.

### Wait List Information

A waiting list will be maintained if a site is filled to capacity. The parent/guardian will be contacted when an opening occurs at the program site.

### School Delays or Cancellations

When schools or school districts are closed due to emergency conditions, including severe weather, public disaster or building issues, YWCA Kids Place does not have access to the school building and is unable to operate the Kids Place programs.

- When the school district delays opening in the morning, before to the students' arrival, the morning Kids Place program will not operate. If school is resumed after a morning delay, the afternoon program will operate as scheduled.
- When school is dismissed early due to emergency conditions the afternoon Kids Place program will not operate. The school will dismiss children from school according to the information parents/guardians have provided the school office on the Emergency Card. The YWCA Kids Place may **NOT** be listed on the school Emergency Card as an emergency release contact.
- If school is closed for the entire day, the YWCA Kids Place will not operate on that day.

### Scheduled School Days Off/Full Day programs

YWCA Kids Place offers optional care from 7:00 am until 6:00 pm on most scheduled days when school is not in session (holidays, teacher in-service, winter and spring breaks) for a fee. Please refer to the Handbook Appendices for each district's Full Day schedule and the choice of site locations.

Parents will be given an e-mail notification in advance of all Full Days. On-line registrations for full day programs will occur 3-4 times per year. The Full Day tuition costs will be added to the existing EZ-EFT account balance and charged with the next scheduled tuition payment.

Approved participants of subsidized funding for child care with ODJFS must have authorization for extended hours of care which specifically names the YWCA Kids Place Full Day site. Spaces are limited and filled on a first come, first served basis.

Full Day tuition payments are not refundable or applicable to any other Full Days or regularly scheduled school days. Tuition payments must be current in order to be eligible to use Full Day care. Full day payments are drafted from your account during the month in which the full day care will take place.

- Full Day Lunch - The parent/guardian must provide a lunch on all Full Days. Please send food items which do not need refrigeration or the use of a microwave. Milk will be available at lunch. Please refer to the "Food Information" section of this handbook for complete licensing rules regarding lunches.

### Full Day Cancellations or Changes

The YWCA reserves the right to offer Full Day programming at an alternative site or to cancel a Full Day due to low enrollment, operational needs or emergency conditions.

The program will not operate in the event of a public disaster, such as flood or tornado or when there is a building problem (gas leaks, etc.) which renders the building unsafe. The program will not be offered if the weather is severe enough to cause a Level 3 emergency.

The program may also need to close in emergency situations where the school district has determined that the school building needs to be closed. In this case parents of children in attendance at the program will be notified both by email and at the phone numbers listed on the child's registration form.

Notification of any Full Day cancellations or changes will be sent to the e-mail address provided by the parent at the time of registration.

### **Children with Special Needs**

Children with special needs are welcome to participate in YWCA Kids Place if it is identified that a program can appropriately meet the needs of the child. We encourage and promote the inclusion of children with special needs, based on the "reasonable accommodation" provisions of the Americans with Disabilities Act. Information supplied by the parent/guardian on the registration form and a visit by parent/guardian and child to the site will assist in this assessment. Concerns and questions will be addressed and expectations will be discussed, keeping in mind the child's ability to perceive and respond to the program environment based upon her/his developmental level. The site director will obtain a release of information for speaking with school personnel to assist in delivering appropriate services. The child's IEP will be shared with staff to provide consistency of care.

### **Formal Assessments**

The YWCA Kids Place programs do not provide formal assessments during the school year or summer.

### **Immunizations**

The YWCA requires that all children be immunized. We will follow the state licensing rules and regulations for school age children which states children who attend a grade of kindergarten and above in an elementary school are exempt from providing a medical statement to the child care program.

### **tuition information**

A non-refundable registration fee per family/per school year is due at registration. Tuition is paid by the month by using an electronic funds transfer. Payment 1 (of 9) must be paid at time of registration. For your convenience tuition costs are based on annual rates for AM care, PM care or AM and PM care, divided into nine, equal, monthly installment payments. Monthly payments remain the same regardless of the number of school days in the month, non-attendance due to illness, vacation, or other absence, holidays, breaks, teacher professional days or program cancellations due to emergency conditions.

Tuition payments and all fees that may occur are the responsibility of the primary parent as identified on the enrollment form. Parents/guardians needing to pay separately for the same child may make financial and contractual arrangements at time of registration. A fee may apply for split accounts.

The YWCA may apply payments received in advance and designated for monthly tuition or other programs to overdue account balances. Tuition must be current in order to sign up for any other YWCA programs, including Full Days and Summer Programs.

**Late Payments:** Late tuition payments will be subject to a \$25.00 late payment fee in addition to a \$25.00 processing fee. A Processing fee will be issued on any account for which tuition cannot be drafted from the financial institution we have on file the day tuition is due. Any accounts that are not brought current the same day tuition is due will be issued an additional late fee.

**Tax Receipts:** As a courtesy to assist parents during tax time, the YWCA will issue **yearly** child care account statements for each child and each program that child participates in. Statements will be sent by the end of January to the email address provided during registration for the primary parent/guardian. It is the parent's responsibility to ensure that the YWCA has a valid email address. Requests for duplicate statements will require up to 10 business days for processing. To request a duplicate receipt please e-mail Candice Moore in the finance department: [camoore@ywcacolumbus.org](mailto:camoore@ywcacolumbus.org).

**Employer Child Care Reimbursement or flexible spending accounts:** Monthly or quarterly tuition payment receipts that are more detailed as required by Employer may be requested by e-mailing the finance department at



[camoore@ywcacolumbus.org](mailto:camoore@ywcacolumbus.org) . Specialized receipts and employer forms will not be processed until after the 14<sup>th</sup> of the month in which the payment was received. This is to allow for processing time of the payment files and ensures the payment is not returned for any reason.

### **Electronic Funds Transfer (EZ-EFT)**

The YWCA is pleased to offer the most secure and simplified method for ensuring timely and accurate tuition payments for your child's Kids Place care. This is a required form for all families enrolled in YWCA Kids Place. An updated form must be completed any time there are changes to your account. Failure to return an EFT form when needed is grounds for dismissal from the program

#### **1. How Does EZ EFT Work?**

Once you enroll in EZ-EFT, your financial institution will automatically send us your payment from your checking or credit card account on the day it is due. It's your choice.

- **Convenience:** EZ-EFT reduces the time and hassle of paying your YWCA Kids Place tuition. Your payment is made by your financial institution automatically and on time, avoiding hassle and expensive late payment fees.
- **Control:** You choose the method of payment: checking account or credit card. You can cancel this free payment service for any reason, at any time. *Notification of change or cancellation must be received a minimum of 15 days prior to the next scheduled tuition payment.*
- **Value:** Not only is EZ-EFT free, but it saves you time and money, and simplifies your busy life.

#### **2. What about security?**

Payment is made by your financial institution, but only with your authorization. The YWCA Columbus does not have access to your account information once authorization is submitted to your financial institution.

What's more, federal consumer safeguard regulations are even more stringent for EZ-EFT than when you pay by check, which means EZ-EFT is *more* secure than conventional checking!

#### **3. The YWCA recommends Automated Account Transfer directly from your checking account.** Please note the YWCA is not responsible for early payment attempts made by financial institutions on EZ-EFT accounts using debit or check cards.

#### **4. To change your EZ-EFT payment method** send a request by email to [camoore@ywcacolumbus.org](mailto:camoore@ywcacolumbus.org) before payment is due. It is the responsibility of the parent/guardian to inform the YWCA of any changes in payment options or any changes in credit cards.

Please refer to your district's specific Tuition Agreement, found in the Appendices, for a monthly tuition payment calendar and a detailed explanation of tuition costs.

### **Contract Changes and Withdrawal from the Program**

Notification of any changes or withdrawals must be made **in writing** a minimum of 15 days prior to the next scheduled tuition payment.

A Contract Change Fee will be charged for changes that switch AM and/or PM care or that **reduce** the numbers of hours of child care. A new tuition contract and EZ-EFT authorization are required for contract changes. A Contract Change Fee is not charged if adding hours of child care.

Each time a child is re-enrolled, within the same school year, a Re-enrollment Fee is charged.

### **Contract Changes or Withdrawal Procedures**

- The parent/guardian must notify the site director of the change/withdrawal of the child.
- The parent/guardian must send an e-mail explaining the change in child care hours or withdrawal information to Debbie Delzell, Data Specialist at [ddelzell@ywcacolumbus.org](mailto:ddelzell@ywcacolumbus.org). The e-mail must contain the child's name, name of the school site, start date of the change in hours, or the last day the child will attend the program if you are withdrawing your child.
- A confirmation e-mail will be sent to the parent/guardian confirming the contract change. The date the change becomes effective will include any additional costs or credits.

- If notice of withdrawal is received less than 15 days prior to the next scheduled tuition payment, half of the next monthly payment is required.

## subsidized child care

As Caretaker, please review the following:

- I agree to be responsible for recording attendance daily using the Child Care Time, Attendance, and Payment (CCTAP) device.
- I agree that I am responsible for updating any attendance transactions that are in error or were missed by the next day of program operations.
- I understand my cooperation with program staff is essential and any delays or refusals in updating transactions may result in termination of my subsidized child care.
- I am responsible to establish login information to record daily attendance.
- I am responsible for ensuring that any designee I choose to drop off or pick up my child will be added, in advance, to the Child Care Time, Attendance, and Payment (CCTAP) system via the Site Director. Additionally, the designee will be aware of and prepared with the appropriate login information when dropping off or picking up in my place.
- I understand that I am responsible for signing the parent sign-in/out log daily. The legible signing of your whole name and accurate recording the time of day is required in addition to recording my attendance using the Child Care Time, Attendance, and Payment (CCTAP) device.
- Publicly funded childcare recipients are expected to attend 5 days/week during the school-year unless a part-time schedule has been set with the Program Administrator by providing a part-time parent/guardian work/school schedule. Part time care is not available in summer. I understand that excessive absenteeism may result in a daily fee or termination of my subsidized child care. I understand that excessive absences are considered more than 10 absences in a six month period, regardless of site location. Absences in excess of 10 will be charged the daily rate and deducted from my EZ-EFT account. ***The primary parent will be assessed a daily fee for all absences over the 10 absence maximum. Please contact the Kids Place administrative office for daily rates.***

Attendance Policy: According to code 5101:2-16-41 of the Ohio Department of Job and Family Services Policy Payment Rates and Procedures of Publicly Funded Child Care – each child has 10 absent days between January 1<sup>st</sup> - June 30<sup>th</sup> and between July 1<sup>st</sup> - December 31<sup>st</sup> . Unused absent days within a six month period do not roll over into the next period. As a Provider, we are not reimbursed for any absent days after the 10 absent days have been used within the six month period.

# appendices

## site locations and hours of operation

Website: [www.ywcacolumbus.org](http://www.ywcacolumbus.org)  
Email: [kidsplaceinfo@ywcacolumbus.org](mailto:kidsplaceinfo@ywcacolumbus.org)

**Westerville**  
**Monday - Friday**  
**7:00-9:00am & 3:00-6:00pm**

**Alcott Elementary**  
7117 Mount Royal  
Westerville, OH 43082  
614-865-9482

**Hawthorne Elementary**  
5001 Far View Rd.  
Columbus, OH 43231  
614-882-8738

**Pointview Elementary**  
Service provided at  
Cherrington Elementary

**Annehurst Elementary**  
925 W. Main Street  
Westerville, OH 43081  
614-800-2206

**Huber Ridge Elementary**  
Service provided at  
Hawthorne Elementary

**Robert Frost Elementary**  
270 N. Spring Rd.  
Westerville, OH 43081  
614-882-2584

**Cherrington Elementary**  
522 Cherrington Rd.  
Westerville, Ohio 43081  
614-882-2263

**Mark Twain Elementary**  
799 E. Walnut St.  
Westerville, OH 43081  
614-882-8799

**Whittier Elementary**  
130 E. Walnut St.  
Westerville, OH 43081  
614-882-2697

**Fouse Elementary**  
5800 S. Old 3-C Highway  
Westerville, OH 43082  
614-865-9591

**McVay Elementary**  
270 S. Hempstead Rd.  
Westerville, OH 43081  
614-882-1831

**Wilder Elementary**  
6375 Goldfinch Dr.  
Westerville, OH 43081  
614-882-2899

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**Gahanna**  
**Monday – Friday**  
**2:00 - 6:00pm**

**Blacklick Elementary**  
6540 Havens Corner Rd.  
Blacklick, OH 43004  
614-755-4812

**High Point Elementary**  
700 Venetian Way  
Gahanna, OH 43230  
614-478-4730

**Royal Manor Elementary**  
299 Empire Dr.  
Gahanna, OH 43230  
614-478-5299

**Chapelfield Elementary**  
280 Chapelfield Rd.  
Gahanna, OH 43230  
614-478-7280

**Jefferson Elementary**  
136 Carpenter Rd.  
Gahanna, OH 43230  
614-478-5136

**Peace Lutheran Church**  
455 Clark State Rd  
Gahanna, OH 43230  
614-499-6977

**Goshen Lane Elementary**  
370 Goshen Lane  
Gahanna, OH 43230  
614-478-3709

**Lincoln Elementary**  
515 Havens Corner Rd.  
Gahanna, OH 43230  
614-478-5156

**Mifflin Presbyterian Church**  
123 Granville Street  
Gahanna, OH 43230  
614-800-2069

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## emergency evacuation locations

### Westerville

**Alcott** - Westerville Central High School: 7118 Mount Royal Ave, Westerville, OH 43082  
**Annehurst** – Annehurst Community Pool: 711 Granby Pl W, Westerville, OH 43081  
**Cherrington** - Church of the Nazarene: 355 Cherrington Road, Westerville, Ohio 43081  
**Fouse** - Genoa Middle School: 5948 Old 3C Highway, Westerville, OH 43082  
**Hawthorne** - Newcomer Funeral Home: 3047 E Dublin-Granville Rd, Columbus, OH 43231  
**Mark Twain** - Highlands Pool/Park: 245 S Spring Rd, Westerville, OH 43081  
**McVay** - Mark Twain Elementary: 799 E Walnut, Westerville, OH 43081  
**Robert Frost** - Heritage Middle School: 390 N Spring Rd, Westerville, OH 43081  
**Whittier** – Westerville Public Library: 126 S State St, Westerville, OH 43081  
**Wilder** – Kroger: 5991 S Sunbury Rd, Westerville, OH 43081

### Gahanna

**Blacklick** – Jefferson Twp Fire Dept.: 6767 Havens Corners Rd. Blacklick, Ohio 43230  
**Chapelfield** – Gahanna Middle School West: 350 Stygler Rd, Gahanna, OH 43230  
**Goshen Lane** – City BBQ : 108 South Stygler Rd, Gahanna, OH 43230  
**High Point** – Middle School East : 730 Clotts Rd., Gahanna, OH 43230  
**Jefferson** – Gahanna Library: 310 Granville St., Gahanna, OH 43230  
**Lincoln** – Lincoln High School: 140 South Hamilton Rd., Gahanna, OH 43230  
**Royal Manor** – Good Samaritan Reformed Church: 620 McCutcheon Rd., Gahanna, OH 43230  
**Peace Lutheran Church** – US Bank Branch: 130 N Hamilton Rd, Gahanna, OH 43230  
**Mifflin Presbyterian Church** – Home Owned by church on the south side of the building

## annual calendar



### Program Dates

- Westerville - August 16, 2018 – May 23, 2019
- Gahanna - August 15, 2018 – May 29, 2019

### YWCA Holidays (no program offered)

Labor Day  
 Thanksgiving Day  
 Day After Thanksgiving  
 Christmas Eve  
 Christmas Day

New Year's Eve  
 New Year's Day  
 Martin Luther King, Jr Day  
 Memorial Day  
 Independence Day

### Full Day Program Schedule

#### Full Day Online Registration Dates:

Aug. 27<sup>th</sup> – Sept. 2<sup>nd</sup> for October and November full days.  
 Oct. 29<sup>th</sup> – Nov. 4<sup>th</sup> for December and January full days.  
 Jan. 2<sup>nd</sup> – Jan. 7<sup>th</sup> for February, March, and April full days.

#### Westerville Location

10/19/18	OEA/NEA Day
10/25/18	Parent Teacher Conferences
10/26/18	Parent Teacher Conferences
11/6/18	Westerville Educator Day
11/21/18	Day Before Thanksgiving
12/20/18	Winter Break
12/21/18	Winter Break
12/26/18	Winter Break
12/27/18	Winter Break
12/28/18	Winter Break
1/2/19	Professional Dev. Day
3/25/19	Spring Break
3/26/19	Spring Break
3/27/19	Spring Break
3/28/19	Spring Break
3/29/19	Spring Break
4/19/19	No School – Good Friday

#### Gahanna Location

10/15/18	Professional Dev. Day
10/22/18	Conference/Comp Day
11/9/18	Professional Dev. Day
11/21/18	Day before Thanksgiving
12/26/18	Winter Break
12/27/18	Winter Break
12/28/18	Winter Break
1/2/19	Winter Break
1/3/19	Winter Break
1/4/19	Winter Break
1/7/19	Professional Dev. Day
2/15/19	Conference/Comp Day
2/25/19	Professional Dev. Day
3/25/19	Spring Break
3/26/19	Spring Break
3/27/19	Spring Break
3/28/19	Spring Break
3/29/19	Spring Break
4/19/19	No School – Good Friday

***The YWCA reserves the right to change or cancel full day programming based on enrollment, building restrictions or other programmatic needs.***



**On-line registration begins March 4th at 10:00am!**  
[www.ywcacolumbus.org](http://www.ywcacolumbus.org)

Site Locations

**Westerville:**  
TBD

**Gahanna:**  
TBD

Dates

**Westerville**

Dates TBD. There is no program on July 4<sup>th</sup>.

**Gahanna**

Dates TBD. There is no program on July 4<sup>th</sup>.

Hours

Program hours are 7 a.m. to 6 p.m. Monday through Friday.

Tuition

\$230 per week per child - No registration or supply fee. The week of July 1-5 will be prorated to \$184. Tuition is due the Friday before the next contracted week via electronic funds transfer (EFT).

***Publicly Funded Child Care is accepted for applicants approved by the County Department of Job and Family Services.***

Important Deadlines

- **Registration** – tuition for the first week attending is due at the time of registration.
- **May 3<sup>rd</sup>** – last day for any changes, substitutions or cancellations. However, parents may add weeks at any time provided that space is available and a minimum of one week's notice is provided.
- **May 3<sup>rd</sup>** – last day for any tuition refunds. After this date, the account on file will be charged for all weeks reserved, even if not attended.
- **May 10<sup>th</sup>** – deadline to register to attend the first week in Westerville
- **May 10<sup>th</sup>** – deadline to register to attend the first week in Gahanna.

Field Trips

Field trips will take place weekly. Parents will be informed of any changes to the schedule listed on the signed permission form. There is no option for care at the program site during the time of a field trip. On all field trips, children must wear the provided t-shirts identifying the program. Parents should plan to arrive at site ahead of field trip departure times. Please visit our website for a full field trip schedule.

Swimming

Your child will be swimming each week with her/his assigned group. The child's swimming level (non-swimmer, beginner, intermediate, and advanced) must be indicated at time of registration. A colored wrist band indicating swimming level will be worn by each child and used as a visual aid to help staff determine where a child may go in the pool. The staff/child ratio for any swimming activity is 1:15 or less, depending on pool requirements. Certified lifeguards are on duty during all swimming activities.

Swim Locations:

**Westerville**  
TBD

**Gahanna**  
TBD



**YWCA Kids Place Tuition Agreement  
For Westerville Summer 2019**

**Tuition Rates:**

- **The 2019 Tuition rate is \$230.00 per child per week**
- Tuition covers costs for care, breakfast, snack, field trips, swimming and transportation.
- This tuition amount will remain constant during the agreement period with the exception of the week of July 1 – 5 due to the 4<sup>th</sup> of July holiday.
- Tuition is due each Friday for the next scheduled week of care via Electronic Funds Withdrawal. Tuition must be current each Monday for your child to participate in programming. A \$25.00 late fee will automatically be added to any payment received after the Friday deadline.

**EZ EFT:**

The YWCA is pleased to offer the most secure and simplified method for ensuring timely and accurate tuition payments for each child's Kids Place Summer care. EZ-EFT (Electronic Funds Transfer) allows the parent to choose an automatic checking or savings account withdrawal, or a debit or credit card for weekly tuition payments. This is a free service to all YWCA families. An EZ-EFT form is required for all families enrolled in YWCA Kids Place. An updated form must be completed any time there are changes to your account. If an EFT form is not on file for your child, they will be unable to attend the program. To make a change or update your EZ-EFT account information at any time, simply:

1. Print the EZ-EFT form found on the child care tab of our website, ywcakidsplacesum.com
2. Complete the form with updated information
3. Fax to: YWCA Kids Place, Attn: Finance Department Fax # 614-224-2522
4. EZ-EFT form for weekly tuition payment required for weeks 2-8.

**Payment Dates:**

<b>Weeks</b>	<b>Westerville Dates of Camp</b>	<b>Tuition Amount</b>	<b>Tuition Due Date</b>
<b>Week 1</b>	June 3 – June 7	\$230	At time of Registration
<b>Week 2</b>	June 10 – June 14	\$230	June 7 <sup>th</sup>
<b>Week 3</b>	June 17 – June 21	\$230	June 14 <sup>th</sup>
<b>Week 4</b>	June 24 – June 28	\$230	June 21 <sup>st</sup>
<b>Week 5</b>	July 1 – July 5	<b>\$184**</b>	June 29 <sup>th</sup>
<b>Week 6</b>	July 8 – July 12	\$230	July 5 <sup>th</sup>
<b>Week 7</b>	July 15 – July 19	\$230	July 12 <sup>th</sup>
<b>Week 8</b>	July 22 – July 26	\$230	July 19 <sup>th</sup>
<b>Week 9</b>	July 29 – August 2	\$230	July 26 <sup>th</sup>

- \* **Week of July 1 – July 5<sup>th</sup> reduced due to 4<sup>th</sup> of July Holiday.**
- \* **There is no program on July 4<sup>th</sup>.**

**Important Deadlines:**

- **At Registration** – tuition for the first week attending is due at the time of registration.
- **May 3<sup>rd</sup> by 5:00pm** – last day for changes, substitutions, cancellations or tuition refunds. Registrations completed after this date do not have the option for any changes, substitutions, cancellations or tuition refunds. **All withdrawals made after this date will be charged tuition due regardless of attendance.** All changes must be made in writing and sent via email to Debbie Delzell at [ddelzell@ywcacolumbus.org](mailto:ddelzell@ywcacolumbus.org)
- **May 10<sup>th</sup> by 5:00pm** – deadline to register to attend the first week in Westerville and Gahanna

***I have received and agree to the conditions outlined in the YWCA Kids Place Summer Tuition Agreement.***

Parent/Guardian Signature

Date





**YWCA Kids Place Tuition Agreement  
For Gahanna Summer 2019**

**Tuition Rates:**

- **The 2019 Tuition rate is \$230.00 per child per week**
- Tuition covers costs for care, breakfast, snack, field trips, swimming and transportation.
- This tuition amount will remain constant during the agreement period with the exception of the week of July 1 – 5 due to the 4<sup>th</sup> of July holiday.
- Tuition is due each Friday for the next scheduled week of care via Electronic Funds Withdrawal. Tuition must be current each Monday for your child to participate in programming. A \$25.00 late fee will automatically be added to any payment received after the Friday deadline.

**EZ EFT:**

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5. Print the EZ-EFT form found on the child care tab of our website, ywcakidsplacesum.com
6. Complete the form with updated information
7. Fax to: YWCA Kids Place, Attn: Finance Department Fax # 614-224-2522
8. EZ-EFT form for weekly tuition payment required for weeks 2-8.

**Payment Dates:**

<b>Weeks</b>	<b>Gahanna Dates of Camp</b>	<b>Tuition Amount</b>	<b>Tuition Due Date</b>
<b>Week 1</b>	June 3 – June 7	\$230	At time of Registration
<b>Week 2</b>	June 10 – June 14	\$230	June 7 <sup>th</sup>
<b>Week 3</b>	June 17 – June 21	\$230	June 14 <sup>th</sup>
<b>Week 4</b>	June 24 – June 28	\$230	June 21 <sup>st</sup>
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\* Week of July 1 – July 5<sup>th</sup> reduced due to 4<sup>th</sup> of July Holiday.

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- **May 10<sup>th</sup> by 5:00pm** – deadline to register to attend the first week in Westerville and Gahanna

***I have received and agree to the conditions outlined in the YWCA Kids Place Summer Tuition Agreement.***

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

### Outdoor Play

Outdoor play is based on a voluntary desire on the part of each child to go outside during morning and afternoon free choice play times. During the day, theme activities and field trips will occur outside on a daily basis. Sunscreen will be applied before participating in outside activities. On days when the heat index is extremely high, outdoor play will be limited or prohibited at the discretion of the site director.

### Daily Schedule

The daily schedule of activities and breakfast/snack menu will be posted for parental review along with weekly swimming times, field trips and special events. A typical day's schedule includes:

7:00 am. Arrival, Breakfast, Centers: Art, Games, Music, Dramatic Play, Manipulatives  
9:00 am. Opening Activities, Announcements  
9:15 am. Theme Activities or Swimming  
11:30 am. Lunch and Outdoor Play/Free Play  
12:30 pm. Theme Activities or Swimming  
2:45 pm. Closing Activities  
3:00 pm. Snack  
4:00 pm. Centers: Art, Games, Music, Dramatic Play, Manipulatives  
6:00 pm. Program Closed

### Additional Registration and Tuition Payment Information

- **Please note: registration for each week will close when that week is enrolled to capacity. Register early to ensure you are able to register for the weeks you need.**
- Registrations are accepted on a first come, first served basis.
- Participants may register for one week, several weeks or the entire summer.
- If enrolled in a YWCA Kids Place school year program, tuition payments must be current to register for summer.
- Any outstanding balances from last summer's program must be paid in full before registering.
- The parent/guardian signing the contract is financially responsible for all weeks registered, including those weeks reserved but not attended.
- Tuition must be current each Monday for your child to participate in programming.
- Incomplete, unsigned, undated registrations or registrations without payment will not be processed.
- Your child's immunization record is not required.
- EZ-EFT payment required for weeks 2 - 9.
- Tuition payments will not be accepted on-site.

### **Publicly Funded Child Care (PFCC) Participants:**

- Before registering in Gahanna: contact Mandi Buchwald at [mbuchwald@ywcacolumbus.org](mailto:mbuchwald@ywcacolumbus.org) or 614-224-9121 ext. 1211.
- Before registering in Westerville: contact Laura Miller at [lmiller@ywcacolumbus.org](mailto:lmiller@ywcacolumbus.org) or 614-224-9121 ext. 1271.

### **Have Questions?**

**Programming & field trips:** Jenn Hannah, Program Director, [jhannah@ywcacolumbus.org](mailto:jhannah@ywcacolumbus.org)

**General questions & waitlist:** Loren Martin, [lmartin@ywcacolumbus.org](mailto:lmartin@ywcacolumbus.org)

**Changes to registration or questions about using registration system:** Debbie Delzell, [ddelzell@ywcacolumbus.org](mailto:ddelzell@ywcacolumbus.org)

## Behavior Expectations

Child's Name \_\_\_\_\_

YWCA Kids Place is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our program works to ensure that all students have the opportunity and support to develop to their fullest potential.

Program staff will discuss the following behavior expectations with all children. Please review them with your child and sign below. We appreciate your assistance in reinforcing the importance of safe, respectful and appropriate behaviors.

### Expected Behavior at YWCA Kids Place

- 1. I will take care of myself:** I will make good choices and speak up if I need help.
- 2. I will take care of others:** I will treat my friends and teachers kindly. I will listen to my teachers. I will not hurt others. I will not be a bully and will stand up for others that are being bullied.
- 3. I will take care of the space:** I will use the toys, games and equipment with respect, clean up after myself and take care of the school building and playground.
- 4. No weapons:** Weapons of any kind are not allowed at school or Kids Place. This includes violent toys, and any object that is a facsimile of a real weapon. Any use of articles designed for other purposes (i.e. pencils, scissors etc.) to inflict bodily harm and/or intimidate others will be treated as the possession and use of a weapon.
- 5. I will have good sportsmanship:** I will play by the rules and try not to argue. I will follow directions. I will encourage my teammates and ask everyone to play. I win without gloating – I don't rub it in. I lose without complaining – no hard feelings.

### Bullying:

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. These behaviors happen more than once or have the potential to happen more than once.

Bullying will not be tolerated in Kids Place. Kids Place staff will work closely with parents of all parties involved to ensure children participating in the program are safe. If bullying behavior continues a child may be exited from the program.

Every attempt will be made to successfully resolve conflicts between children. Staff, children and families will be involved to work toward solutions. However, if a child's actions continue to threaten his or her safety, the safety of others, or the program environment, there may be a suspension or expulsion from the program. Serious or repeated incidents may result in immediate dismissal from YWCA Kids Place programs. Notice will be given and a parent conference will be required when a suspension or expulsion occurs.

*I agree to follow the behavior expectations listed above in order to keep myself and this program as safe as possible.*

---

Signature of Child

Date

*I have reviewed the behavior expectations with my child.*

---

Signature of Parent/Guardian

Date

**YWCA Kids Place Tuition Agreement  
Westerville  
2018-2019**



**Tuition Rates:**

YWCA Kids Place tuition rates are based on an annual tuition fee that is divided into nine equal monthly payments. Some months contain more program days than others, but the tuition amount remains the same. There is no tuition adjustment due to holidays, emergency closures, vacations or child absence. Monthly tuition payments are non-refundable and not transferable unless approved by the Program Administrator.

The YWCA is pleased to offer the most secure and simplified method for ensuring timely and accurate tuition payments for each child's Kids Place care. EZ-EFT (Electronic Funds Transfer) allows the parent to choose an automatic checking or savings account debit or a credit card for monthly tuition payments. This is a free service to all YWCA Kids Place families. An EZ-EFT form is required for all families enrolled in YWCA Kids Place. An updated form must be completed any time there are changes to your account. Failure to return an EFT form when needed is grounds for dismissal from the program. To make a change or update your EZ-EFT account information at any time, simply:

9. Request an EZ-EFT form by calling the Kids Place fiscal administrator at 614-224-9121 ext:1207
10. Complete the form with updated information
11. Fax to: YWCA Kids Place, Attn: Finance Department Fax # 614-224-2522

**Westerville tuition rates include a fee charged by the Westerville City School District for use of the program space.**

Schedule	First child	10% sibling discount – special rate available for full time participants
<b>AM</b>	<b>\$188.00 month</b>	<b>\$169.00 month</b>
<b>PM</b>	<b>\$234.00 month</b>	<b>\$211.00 month</b>
<b>AM/PM</b>	<b>\$364.00 month</b>	<b>\$327.00 month</b>

- A non-refundable **\$50.00 registration fee** per family per school year is due at registration.
- Additional children in the same family are eligible for a **10% sibling discount**. The discount applies to the lowest tuition rate or the younger children if enrollment is the same.
- YWCA Kids Place accepts **subsidized child care** (Publicly Funded Childcare) for families that qualify. Parents who are working or in school can apply for help to pay for their child care in the county where they live by contacting Franklin County Department of Job and Family Services (FDJFS). Parents may be required to contribute a co-pay towards the subsidized childcare services that is paid directly to YWCA Kids Place.

**Payment Dates:**

*(Please note: if a payment date falls on a weekend or YWCA holiday, tuition will be charged the next business day)*

Payment:	#1	#2	#3	#4	#5	#6	#7	#8	#9
<b>EFT charge dates:</b>	due at registration	9/15/18	10/16/18	11/15/18	1/2/19	2/1/19	3/1/19	4/2/19	5/1/19

**Additional Services and Fees:**

- **Full Day Programs:** YWCA Kids Place offers optional care from 7:00am to 6:00pm on most scheduled days when school is not in session. Notification is provided in advance for all full day programs and parents are provided a link to register online for the days they need. The cost is **\$45 for each day of care needed**. Tuition and fees must be current to register for full day programs. Full day tuition is non-refundable and non-transferable. Spaces are limited and reserved on a first come, first served basis. State subsidized child care participants may register for full day programs if they have a JFS approved authorization for extended hours of care that specifically names the YWCA Kids Place Full Day location.
- **Extra Care Days:** YWCA Kids Place parents may request to add an occasional additional session of care to their regular care schedule. Please contact your site director for details, tuition rates and space availability.
- **Account Sharing:** Parents/Guardians who wish to share payment responsibilities may do so during the registration process by contacting the YWCA Kids Place Data Specialist: [ddelzell@ywcacolumbus.org](mailto:ddelzell@ywcacolumbus.org). **A \$30 fee will be assessed for this service.**

- **Late or Unpaid Account Balances:** Late tuition payments will be **subject to a \$25.00 late payment fee in addition to a \$25.00 processing fee.** A Processing fee will be issued on any account for which tuition cannot be drafted from the financial institution we have on file the day tuition is due. Any accounts that are not brought current the same day tuition is due will be issued an additional late fee. Habitual late payment or non-payment may result in termination of services. A participant dismissed from the program for non-payment will be placed on a wait list and allowed to return to the program only after all account balances and all late fees have been paid in full and if space is available.
- **Contract Changes:** A **contract change fee of \$30.00** will be charged for changes that reduce the number of hours of child care needed within the same school year. A new tuition contract and EFT Authorization are required for any contract change. There are some limitations on when contract changes may occur. Please see dates under “Withdrawal from Program” below and refer to the parent handbook for details on contract changes.
- **Tracking and Late Pick Up:** At YWCA Kids Place, your child’s safety is our primary goal. Parents *must* notify their Kids Place location of any days their child is not attending. Site phone numbers are listed in the program handbook, on our website ([www.ywcacolumbus.org](http://www.ywcacolumbus.org)) and on the Parent Information board at your child’s Kids Place location. If your child is expected at Kids Place and does not arrive, staff will contact parents and emergency contacts in order to ensure that the child is safe. A **\$5.00 tracking fee** will be charged for each non-notification of a child’s absence. A **late pick-up fee of \$5.00 for every 5 minutes after 6:00pm** that a child is picked up from the program will be assessed. Fees will be charged to your existing EFT account within 5 business days of the occurrence. Frequent or repeated late pick ups and failure to notify may result in increased fees or termination of services.

#### **Withdrawal from Program:**

- After registration: The 1<sup>st</sup> monthly tuition payment (payment #1) is refundable only if the child is withdrawn from the program prior to August 1<sup>st</sup>. After August 1<sup>st</sup> if a child is withdrawn before school starts, payment #1 is refundable at 50%.
- After school starts, payment #1 is NOT refundable.
- Withdrawals and changes may be made starting with payment #2. Written notification of withdrawal must be received a minimum of 15 days prior to the next scheduled tuition payment. Late notifications will result in only a partial refund.
- No changes or refunds will be given for the following time periods:
  - November 15<sup>th</sup> – December 15<sup>th</sup> (payment #4) and May 1<sup>st</sup> – 31<sup>st</sup> (payment #9).
- A child may be re-enrolled if space is available. A **\$30.00 re-enrollment fee is charged each time** a re-enrollment occurs within the same school year. A new tuition contract and EFT Authorization are required at time of re-enrollment.
- For questions regarding program withdraw, please contact the Kids Place Data Specialist at [ddezell@ywcacolumbus.org](mailto:ddezell@ywcacolumbus.org).

#### **Subsidized Child Care Assistance**

Parents/guardians receiving State subsidized funding or Publically Funded Childcare (PFCC) for child care must do the following to participate in the program:

- Apply through Franklin County Department of Jobs and Family Services (FCDJFS) for child care assistance and have FCDJFS approved authorization
- Complete YWCA Kids Place online registration with a **non-refundable \$50 registration fee** (per family)
- Pay first month’s co-payment as determined by JFS, if applicable. Or, if PFCC authorization is not received by the YWCA Kids Place program prior to registration, a \$100 estimated co-payment must be made at the time of registration. If the JFS authorized co-payment turns out to be less than the \$100 estimated co-payment, the difference will be credited to the parent/guardian account.

Monthly co-payments follow the same payment schedule as full tuition payments. A child may only attend the program for the number of hours approved by FCDJFS. Publicly funded childcare recipients are expected to attend 5 days/week during the school-year unless a part-time schedule has been set with the Program Administrator by providing a part-time parent/guardian work/school schedule. Part time care is not available in summer. A child is permitted up to 10 absent days per 6 months (Jan. 1<sup>st</sup> – June 30<sup>th</sup> & July 1<sup>st</sup> – Dec. 31<sup>st</sup>). After 10 absences in a 6-month period, a per day Absence Fee may be charged. Excessive absenteeism of a child participating in the program may result in termination of authorization for assistance by the State. Parents utilizing subsidized child care assistance must utilize the state Child Care Time, Attendance, and Payment (CCTAP) system. Details are provided in the “Caretaker Policy Agreement” signed by all parents utilizing subsidized child care assistance.

*I have received and agree to the conditions outlined in the YWCA Kids Place Tuition Agreement.*

---

Parent/Guardian Signature

Date



**YWCA Kids Place Tuition Agreement  
Gahanna  
2018-2019**

**Tuition Rates:**

YWCA Kids Place tuition rates are based on an annual tuition fee that is divided into nine equal monthly payments. Some months contain more program days than others, but the tuition amount remains the same. There is no tuition adjustment due to holidays, emergency closures, vacations or child absence. Monthly tuition payments are non-refundable and not transferable unless approved by the Program Administrator.

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2. Complete the form with updated information
3. Fax to: YWCA Kids Place, Attn: Finance Department Fax # 614-224-2522

Schedule	First child	10% sibling discount
<b>PM</b>	<b>\$261.00 month</b>	<b>\$235.00 month</b>

- A non-refundable **\$50.00 registration fee** per family per school year is due at registration.
- Additional children in the same family are eligible for a **10% sibling discount**. The discount applies to the lowest tuition rate or the younger children if enrollment is the same.
- YWCA Kids Place accepts **subsidized child care** (Publicly Funded Childcare) for families that qualify. Parents who are working or in school can apply for help to pay for their child care in the county where they live. Parents may be required to contribute a co-pay towards the subsidized childcare services that is paid directly to YWCA Kids Place.

**Payment Dates:**

*(Please note: if a payment date falls on a weekend or YWCA holiday, tuition will be charged the next business day)*

Payment:	#1	#2	#3	#4	#5	#6	#7	#8	#9
<b>EFT charge dates:</b>	due at registration	9/15/18	10/16/18	11/15/18	1/2/19	2/1/19	3/1/19	4/2/19	5/1/19

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may result in termination of services. A participant dismissed from the program for non-payment will be placed on a wait list and allowed to return to the program only after all account balances and all late fees have been paid in full and if space is available.

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- **Tracking and Late Pick Up:** At YWCA Kids Place, your child’s safety is our primary goal. Parents *must* notify their Kids Place location of any days their child is not attending. Site phone numbers are listed in the program handbook, on our website ([www.ywcacolumbus.org](http://www.ywcacolumbus.org)) and on the Parent Information board at your child’s Kids Place location. If your child is expected at Kids Place and does not arrive, staff will contact parents and emergency contacts in order to ensure that the child is safe. A **\$5.00 tracking fee** will be charged for each non-notification of a child’s absence. A **late pick-up fee of \$5.00 for every 5 minutes after 6:00pm** that a child is picked up from the program will be assessed. Fees will be charged to your existing EFT account within 5 business days of the occurrence. Frequent or repeated late pick ups and failure to notify may result in increased fees or termination of services.

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- After school starts, payment #1 is NOT refundable.
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#### **Subsidized Child Care Assistance**

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- Apply through the county where you live
- Complete YWCA Kids Place online registration with a **non-refundable \$50 registration fee** (per family)
- Pay first month’s co-payment as determined by FCDJFS, if applicable. Or, if PFCC authorization is not received by the YWCA Kids Place program prior to registration, a \$100 estimated co-payment must be made at the time of registration. If the FCDJFS authorized co-payment turns out to be less than the \$100 estimated co-payment, the difference will be credited to the parent/guardian account.

Monthly co-payments follow the same payment schedule as full tuition payments. A child may only attend the program for the number of hours approved by FCDJFS. Publicly funded childcare recipients are expected to attend 5 days/week during the school-year unless a part-time schedule has been set with the Program Administrator by providing a part-time parent/guardian work/school schedule. Part time care is not available in summer. A child is permitted up to 10 absent days per 6 months (Jan.1<sup>st</sup> – June 30<sup>th</sup> & July 1<sup>st</sup> – Dec.31<sup>st</sup>). After 10 absences in a 6-month period, a per day Absence Fee may be charged. Excessive absenteeism of a child participating in the program may result in termination of authorization for assistance by the State. Parents utilizing subsidized child care assistance must utilize the state Child Care Time, Attendance, and Payment (CCTAP) system. Details are provided in the “Caretaker Policy Agreement” signed by all parents utilizing subsidized child care assistance.

*I have received and agree to the conditions outlined in the YWCA Kids Place Tuition Agreement.*

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Parent/Guardian Signature

Date