



YWCA
KIDSPLACE

parent
program handbook
2020-2021

COVID19 Edition

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welcome

Welcome to the YWCA Kids Place school aged program. For more than 20 years YWCA Kids Place has provided high quality before and after school programs 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.

This handbook has been updated for the 2020-2021 school year to include information that is unique to this school year. As a trusted family and community partner, you can rest assured that our YWCA Kids Place programs are taking every precaution to ensure your child's health and wellness during the COVID19 pandemic and subsequent distance and blended learning models that school districts adopt. We are heeding best practice recommendations from local, state and national agency leaders to ensure we are providing the safest programs for the communities we serve.

While we have made our best attempt to revise every policy to meet the demands of this year, there is still the possibility that there are more changes ahead that are unforeseeable. We appreciate your patience and your continued support as we navigate this together.

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.

This school year we will also offer All Day programs at Mifflin Presbyterian church in Gahanna and at Westerville Community United Church of Christ in Westerville. Please note that transportation to or from these buildings is not provided.

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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“All Day” Versus “Full Day” Definitions

The “All Day” program occurs on days that school is in session and students are distance learning.

The “Full Day” program occurs on regularly scheduled school breaks and other holidays. School is not in session during these times. Students are not remote or distance learning. Please see page 22 for a list of dates and policies regarding Full Days.

sample daily before and after school 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

sample daily all day program schedule

A typical daily schedule for the All Day programs at Mifflin Presbyterian Church and Westerville Community United Church of Christ 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

Mid-Day Schedule

- Distance Learning/Class Meetings
- Lunch/Recess/Brain Breaks
- Distance Learning/Class Meetings

Afternoon Schedule

- 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 maximum 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. However, heeding best practices for healthy environments, Parents and Guardians are requested to remain outside of the building and to participate in the remote drop off/pick up procedures established at the program site.

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 page 4.

YWCA Kids Place Programs will hold virtual family engagement events during the year. Parents are encouraged to participate in these events. Please read the monthly newsletter at your site for information on upcoming events.

Kids Place staff are available throughout the year to discuss your child's progress or needs; however, due to staff responsibilities and schedules, parents are asked to make virtual appointments with staff 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 requires 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 after school 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 email and periodic newsletters.
- Parents/guardians are encouraged to communicate with staff on a regular basis. Virtual conferences may be scheduled with the site director.
- Parents/guardians are responsible for entering updated information into the EZ Child Track system for any changes in home, work and cell phone numbers, addresses, and email 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 enter any updated payment information into their EZ Child Track 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 should not enter the program area, nor should parents/guardians allow any non-enrolled child 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 staff 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; however, during the 2020-2021 school year, the program may utilize drop off and pick up procedures that allow parents to sign in or pick up at the door, provided a YKP staff person is there to supervise the drop off and pick up.

- 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 **Auto Pay** account within 5 business days of the occurrence. Frequent or repeated late pickups 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.

- **All Day Sessions:** If a child who is scheduled to attend the All Day session does not arrive, it is assumed that the parent/guardian has chosen not to bring the child to the program that day.
- **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-Auto Pay** 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-3rd 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; 4th 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 will be held for parents each fall that includes information about the program as well as the opportunity to virtually meet program staff~~
- **Due to COVID, in lieu of a formal open house, program Site Directors and /or Program Administrators will reach out to families individually to answer questions and provide a warm welcome.**
- A Family Information Page completed as part of the registration process to provide staff with insight into a child's home life, interests, fears, etc...
- 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.
- **In alignment with best practice regulations, children are discouraged from bringing items from home to reduce the potential spread of COVID19.**

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 **All Day** / 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 **All Day** / 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 ¾ cup)
- 2 servings of fruits & vegetables (¾ 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 determine 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. **Please see appendices for COVID19 policies.**

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 (online) 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. The YWCA staff will 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. The YWCA staff will 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 online 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 log into EZ Child Track (forms section) 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 Ageders

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 to be 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

NOTE: For the 2020-2021 school year, students will not participate in off-site bus field trips, but may participate in walking 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

NOTE: For the 2020-2021 school year, students will not participate in swimming field trips.

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 days 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 sunscreen with an SPF of 30 to be applied before participating in outdoor activities.

Students participating in the Before and/or After School program will comply with school building policies regarding mask wearing while utilizing the playground. Students participating in the All Day / Full Day programs at Mifflin and Westerville Community United Churches will be not be required to wear masks on the playground.

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.

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.ywcakidsplace.com and click on child care/before and after school or summer. Go directly to the parent portal under the "register here" link and log in as a new or returning parent.

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 will not operate the Kids Place programs, including Before or After School Programs or the All Day Programs at Mifflin Presbyterian Church or Westerville Community United Church of Christ.

- When the school district delays opening in the morning, before 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 the school district delays opening in the morning, before students' arrival, the All Day Kids Place programs at Westerville Community Church of Christ and at Mifflin Presbyterian Church will also delay opening. If school is resumed after a morning delay, the All Day 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.
- When school is dismissed early due to emergency conditions the decision to close the All Day programs at Mifflin Presbyterian Church and Westerville Community United Church of Christ will be at the discretion of the Administrator. Parents will be notified of plans via phone call as they develop.
- If school is closed for the entire day, the YWCA Kids Place, including the All Day programs, 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. The Full Day tuition costs will be added to any existing 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 Family Annual Fee per family/per school year is due at registration. Registration is monthly. Tuition is paid by the week by using an auto pay transfer. Weekly 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 **Payment Agreement** arrangements at time of registration. A fee may apply for split accounts.

The YWCA may apply payments received in advance and designated for 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. This late 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.

Tax Receipts: As a courtesy to assist parents during tax time, your parent portal will allow parents to print out an annual statement of child care payments.

Employer Child Care Reimbursement or flexible spending accounts: The parent portal will provide you with historical payment information if it is needed to provide to your employer.

Auto Pay/Electronic Funds Transfer (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. You will enter your bank account and/or credit/debit card information directly into the EZ Child Track system at the time of registration.

1. How Does Auto Pay Work?

Once you enroll in auto pay, 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:** Auto pay 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/debit card. You can modify this free payment service for any reason, at any time. Changes to your payment method must be entered a minimum of one week prior to the next scheduled tuition payment.
- **Value:** Not only is auto pay 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 auto pay than when you pay by check, which means auto pay is *more* secure than conventional checking!

3. Parents may use Automated Account Transfer directly from your checking account. Please note the YWCA is not responsible for early payment attempts made by financial institutions on auto pay accounts using debit or check cards.

To change your auto pay payment method, you may do so online in the Parent Portal. It is the responsibility of the parent/guardian to update payment information.

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.

Payment Agreement Changes and Withdrawal from the Program

Notification of any changes or withdrawals must be made **in writing** to Debbie Delzell (ddelzell@ywcacolumbus.org) before Wednesday of the final Friday Auto Pay date of the month.

A Payment Agreement Change Fee will be charged for changes that **reduce** the number of hours of program hours students attend. Parents can make this change in their EZ Child Track parent portal.

BELOW IS OUR TYPICAL POLICY, WHICH IS WAIVED FOR THE 2020-2021 SCHOOL YEAR

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. 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 Auto Pay 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 1st - June 30th and between July 1st - December 31st . 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.ywcakidsplace.com
Email: kidsplaceinfo@ywcacolumbus.org

Westerville
Monday - Friday
7:30-9:30am & 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~~
430 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

Monday – Friday
7:00 am - 6:00pm

**Westerville Community
United Church of Christ**
770 County Line Road
Westerville, OH 43081
614-905-4930

***NOTE: Hawthorne, Cherrington, Whittier and Wilder have not opened due to low enrollment**

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

Monday – Friday
7:00 - 6:00pm

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

***NOTE: Goshen Lane has not opened due to low enrollment**

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 43084
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
Westerville Community United Church of Christ - 355 N Spring Rd, Westerville, OH 43082
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

*NOTE: Goshen Lane has not opened due to low enrollment

annual calendar

Program Dates

- Westerville - October 5, 2020 – May 26, 2021
- Gahanna - October 26 – May 27, 2021



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

YWCA In-service Days (no program offered)

Wednesday, November 25
Wednesday, December 23
President's Day (February 12)

YKP Gahanna Only – No Afterschool

November 23
February 8
March 1
April 26
May 24

full day program schedule

For the 2020-2021 school year, if you enroll in the All Day program at either Mifflin Presbyterian Church or the Westerville Community United Church of Christ, the following holidays are included at no additional rate, with the exceptions of winter and spring break. During those two weeks, your space is secure and your student may attend at a cost of \$50/student/day fee.

Students not enrolled in the All Day program, but who want to attend a Teacher Work Day/Holiday listed above will be allowed to register on a first come, first served basis, pending space in the program. Announcements about availability will be made as dates approach.

If you are registered in the All Day program and the school district decides to revert to a distance learning schedule (not at school), you will be automatically enrolled in the All Day program for the duration of the distance learning schedule time period. Should this occur, parents will be given the option to withdraw with no penalty at the time of the district announcement. After this adjustment in enrollment occurs, registration will be available for families who were not enrolled in the All Day program to enroll.

So that we may serve families as best we can, we request that parent who are not needing service notify us by the "opt out" dates indicated below.

Location	Date of Full Day	Date for Opt Out
Gahanna	November 9, 2020	October 26, 2020
Gahanna	December 21, 2020	December 7, 2020
Gahanna	December 22, 2020	December 7, 2020
Gahanna	December 28, 2020	December 7, 2020
Gahanna	December 29, 2020	December 7, 2020
Gahanna	December 30, 2020	December 7, 2020
Gahanna	January 4, 2021	December 7, 2020
Gahanna	February 12, 2021	January 25, 2021
Gahanna	March 5, 2021	February 15, 2021
Gahanna	March 29, 2021	March 22, 2021
Gahanna	March 30, 2021	March 22, 2021
Gahanna	March 31, 2021	March 22, 2021
Gahanna	April 1, 2021	March 22, 2021
Gahanna	April 2, 2021	March 22, 2021
Gahanna	April 30, 2021	April 26, 2021
Westerville	October 16, 2020	n/a
Westerville	October 29, 2020	October 12, 2020
Westerville	October 30, 2020	October 12, 2020
Westerville	November 3, 2020	October 19, 2020
Westerville	November 23, 2020	November 9, 2020
Westerville	November 24, 2020	November 9, 2020
Westerville	December 21, 2020	December 7, 2020
Westerville	December 22, 2020	December 7, 2020
Westerville	December 28, 2020	December 7, 2020
Westerville	December 29, 2020	December 7, 2020
Westerville	December 30, 2020	December 7, 2020

Westerville	January 4, 2021	December 7, 2020
Westerville	January 15, 2021	December 28, 2020
Westerville	February 12, 2021	January 25, 2021
Westerville	March 29, 2021	March 22, 2021
Westerville	March 30, 2021	March 22, 2021
Westerville	March 31, 2021	March 22, 2021
Westerville	April 1, 2021	March 22, 2021
Westerville	April 2, 2021	March 22, 2021
Westerville	April 5, 2021	March 22, 2021

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



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 Kids Place staff kindly. I will listen to all Kids Place staff. 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
Gahanna
2020-2021**

Tuition Rates:

YWCA Kids Place tuition rates are based on a monthly tuition fee and monthly enrollment that is divided into weekly 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 Weekly 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. Auto Pay using your EZ Child Tracker parent portal 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.

When you register for a program using the EZ Child Tracker parent portal or request changes to your account via our staff, you are authorizing payment from your current auto-pay method on file in the EZ Child Tracker system.

1. Weekly payments for Gahanna's Blue Group or Gold Group After School program during in-person learning days for 20-21 are **\$35 / student/week. \$285.00 per month.**
2. Weekly payments for Gahanna's Blue or Gold Group for After School program during in-person learning days AND the All day program at Mifflin during days of remote learning is **\$145/student/week.** (\$110 for 3 days of attendance at the All Day program at Mifflin and \$35 for 2 days of After School program at your student's program site)
3. Weekly payments for the All Day program at the Mifflin Presbyterian Church site is **\$185/student/week.** (5 days of attendance at the All Day program at Mifflin).

- There is no second child discount.
- A non-refundable **\$50.00 Family Annual Fee** per family per school year is due at registration.
- 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:

Payments are due the Friday before the week of attendance.

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 can register online for the days they need. The cost is **\$50 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-transferrable. 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: dzelzell@ywcacolumbus.org. **A \$30 fee will be assessed for this service to the 2nd parent on shared accounts.**
- **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 that reduce the number of hours of child care needed within the same school year. A new EFT Authorization is 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.ywcakidsplace.com) 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 portion paid of the 1st monthly tuition payment (payment #1) is refundable only if the child is withdrawn from the program prior to August 1st. After August 1st if a child is withdrawn before school starts, payment #1 is nonrefundable.
- 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 15th – December 31st (payments #4 & #5) and May 1st – 31st (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 EFT Authorization is required at time of re-enrollment.
- For questions regarding program withdraw, please contact the Kids Place Data Specialist at ddelzell@ywcaohio.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 tuition payment and a **non-refundable \$50 Family Annual Fee**. When subsidized child care assistance is approved, your billing will be adjusted and a credit will be applied.
- 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, the full deposit and tuition must be made at the time of registration. If the JFS authorized co-payment turns out to be less, 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.1st – June 30th & July 1st – Dec.31st). 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.



YWCA Kids Place Tuition Agreement Westerville 2020-2021

Tuition Rates:

YWCA Kids Place tuition rates are based on a monthly tuition fee and monthly enrollment that is divided into weekly 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 Weekly 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. Auto Pay using your EZ Child Tracker parent portal 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.

When you register for a program using the EZ Child Tracker parent portal or request changes to your account via our staff, you are authorizing payment from your current auto-pay method on file in the EZ Child Tracker system.

1. Weekly payments for Westerville's A or B team Before and After School program during in-person learning days for 20-21 is **\$100/student/week**.
2. Weekly payments for the All Day program at Westerville Community United Church of Christ is **\$185/student/week**.

- There is no second child discount.
- A non-refundable **\$50.00 Family Annual Fee** per family per school year is due at registration.
- 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:

Payments are due the Friday before the week of attendance.

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 can register online for the days they need. The cost is **\$50 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-transferrable. 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.~~
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- **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 that reduce the number of hours of child care needed within the same school year. A new EFT Authorization is 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.ywcakidsplace.com) 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 Auto Pay 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 portion paid of the 1st monthly tuition payment (payment #1) is refundable only if the child is withdrawn from the program prior to August 1st. After August 1st if a child is withdrawn before school starts, payment #1 is non-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 15th—December 31st (payments #4 & #5) and May 1st—31st (payment #9).~~
- For questions regarding program withdraw, please contact the Kids Place Data Specialist at ddelzell@ywca columbus.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 tuition payment and a **non-refundable \$50 Family Annual Fee. When subsidized child care assistance is approved, your billing will be adjusted and a credit applied.**
- 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, the full deposit and tuition must be made at the time of registration. If the JFS authorized co-payment turns out to be less, 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.1st – June 30th & July 1st – Dec.31st). 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.



2020 summer camp
On-line registration begins March 1st, 2021 at 10:00am!
www.ywcakidsplacesum.com

Site Locations

Westerville:
TBD

Gahanna:
TBD

Dates

Westerville
TBD

Gahanna
TBD

Hours

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

Tuition

\$230 per week per child – All-inclusive fee! No supply or extended hour fees.
Tuition is due the Friday before the next week via Auto Pay withdrawal.

Tuition Assistance

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

Important Deadlines

- **At Registration**
 - A \$50 nonrefundable deposit is due, however, if you attend your first week of summer program as scheduled, your deposit will be credited to that week's tuition.
 - If you decide to pay the full tuition amount at the time of registration for the first week or any weeks, but cancel by the May 14th deadline, you will receive a refund minus the \$50 nonrefundable deposit.
- **May 14th**
 - If you register after this deadline, full tuition is due at the time of registration.
 - Last day for any changes, substitutions or cancellations. Cancellations after this date require the full payment for *all* weeks scheduled **regardless of attendance.**
- **May 28th** – Tuition balance or full payment due for the first day of camp (Date TBD)
- Parents may add weeks at any time throughout the summer as long as space is available. **A minimum of one week's notice is required** so that we can be sure adequate staffing is in place.

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 your parent portal in the Bulletins section for an up-to-date 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

Highlands Park Aquatic Center
245 S. Spring Rd.
Westerville, OH 43081

Gahanna

Gahanna Swimming Pool
148 Parkland Dr.
Gahanna, OH 43230

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

- **Register early to ensure you are able to register for the weeks you need. Registration for each week will close when that week is enrolled to capacity.**
- Registrations are accepted on a first come, first served basis.
- Participants may register for all weeks or as little as one week.
- 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 **Payment Agreement** 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.
- Your child's immunization record is not required.
- Auto pay is 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
- Before registering In Westerville: contact Laura Miller at lmiller@ywcacolumbus.org

Have Questions?

Programming or General Questions: Jenn Hannah, Program Coordinator, jhannah@ywcacolumbus.org

Changes to registration or using online registration system: Debbie Delzell, ddelzell@ywcacolumbus.org

Thank you for choosing the YWCA as your summer care provider!



**YWCA Kids Place Tuition Agreement
For Gahanna Summer 2020**

Tuition:

- **The 2020 Summer Camp tuition rate is \$230.00 per child per week.**
- Tuition covers costs of 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 June 29 – July 3 due to the 4th of July holiday – we will be closed on July 3rd. **During this week tuition will be \$184.**
- At the time of registration you must set up auto payments to your chosen credit card or checking account. We accept all major credit cards.
- Tuition is due the Friday before the next scheduled week of care via auto pay. A \$25.00 late fee will automatically be added to any payments received after the Friday deadline.
- Tuition must be current each Monday for your child to attend that week.

Payment Dates:

Weeks	Gahanna Dates of Camp	Tuition Due Date
Week 1	June 1 – June 5	May 29 th
Week 2	June 8 – June 12	June 5 th
Week 3	June 15 – June 19	June 12 th
Week 4	June 22 – June 26	June 19 th
Week 5	June 29 – July 2	June 26 th
Week 6	July 6 – July 10	July 3 rd
Week 7	July 13 – July 17	July 10 th
Week 8	July 20 – July 24	July 17 th

- * **After the \$50 deposit, the balance of \$180 is due the Friday before the first registered week of camp.**
- * **Week of June 29 – July 3 fee is reduced to \$184 due to the shortened week.**
- * **There is no program on July 3rd.**

Important Deadlines

- **At Registration**
 - A \$50 nonrefundable deposit is due, however, if you attend your first week of summer program as scheduled, your deposit will be credited to that week's tuition.
 - If you decide to pay the full tuition amount at the time of registration for the first week or any weeks, but cancel by the May 15th deadline, you will receive a refund minus the \$50 nonrefundable deposit.
- **May 15th**
 - If you register after this deadline full tuition for the first week is due at the time of registration.
 - Last day for any changes, substitutions or cancellations. Cancellations after this date require the full payment for **all** weeks scheduled **regardless of attendance.**
- **May 29th** – Tuition balance or full payment due for the first day of camp (which is June 1st.)
- Parents may add weeks at any time throughout the summer as long as space is available. **A minimum of one week's notice is required** so that we can be sure adequate staffing is in place.



**YWCA Kids Place Tuition Agreement
For Westerville Summer 2020**

Tuition:

- **The 2020 Summer Camp tuition rate is \$230.00 per child per week.**
- Tuition covers costs of 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 June 29 – July 3 due to the 4th of July holiday – we will be closed on July 3rd. **During this week tuition will be \$184.**
- At the time of registration you must set up auto payments to your chosen credit card or checking account. We accept all major credit cards.
- Tuition is due the Friday before the next scheduled week of care via auto pay. A \$25.00 late fee will automatically be added to any payments received after the Friday deadline.
- Tuition must be current each Monday for your child to attend that week.

Payment Dates:

Weeks	Westerville Dates of Camp	Tuition Due Date
Week 1	June 1 – June 5	May 29 th
Week 2	June 8 – June 12	June 5 th
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Week 4	June 22 – June 26	June 19 th
Week 5	June 29 – July 2	June 26 th
Week 6	July 6 – July 10	July 3 rd
Week 7	July 13 – July 17	July 10 th
Week 8	July 20 – July 24	July 17 th
Week 9	July 27 – July 31	July 24 th

- * **After the \$50 deposit, the balance of \$180 is due the Friday before the first registered week of camp.**
- * **Week of June 29 – July 3 fee is reduced to \$184 due to the shortened week.**
- * **There is no program on July 3rd.**

Important Deadlines

- **At Registration**
 - A \$50 nonrefundable deposit is due, however, if you attend your first week of summer program as scheduled, your deposit will be credited to that week’s tuition.
 - If you decide to pay the full tuition amount at the time of registration for the first week or any weeks, but cancel by the May 15th deadline, you will receive a refund minus the \$50 nonrefundable deposit.
- **May 15th**
 - If you register after this deadline full tuition for the first week is due at the time of registration.
 - Last day for any changes, substitutions or cancellations. Cancellations after this date require the full payment for **all weeks scheduled regardless of attendance.**
- **May 29th** – Tuition balance or full payment due for the first day of camp (which is June 1st.)
- Parents may add weeks at any time throughout the summer as long as space is available. **A minimum of one week’s notice is required** so that we can be sure adequate staffing is in place



YWCA Kids Place

COVID19 Information and Safety Protocols, 2020-2021

full day program

YWCA Columbus Kids Place All Day Program is offered when Westerville and Gahanna students are not participating in in-person classes and participating in remote learning. We'll follow the school district(s) plans, and we may adjust the All Day program if schools change their remote learning periods.

Kids Place will support your children by creating an environment conducive to learning during the school day, and by providing fun, enrichment activities before, after and in between! Please keep in mind our staff are not classroom teachers. We can assist children who need clarification or help on lessons, but it is the responsibility of the parents to monitor academic progress, assignment completion and progression.

More information can be found on the YWCA website.

Program Design

- The hours of 9:00 a.m. until 3:00 p.m. will be designated as "educational time". During this time students will be expected to complete their required school assignments in alignment with school schedules. Staff will create an environment conducive to learning and offer support when needed.
- The hours of 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 6:00 p.m. will be designated as "enrichment time". During this time staff will lead children in activities designed to complement, but not imitate, the school day. Examples of activities include, but are not limited to, large motor games and sports, STEM activities, arts and music, social emotional competency building, service learning projects, and other activities and from our expansive collection of YWCA curriculum.

Tuition Assistance

- **Publicly Funded Child Care families:** We are not currently approved for serving PFCC families, but are pursuing approval. To attend the Fall Session, families will need to pay full the full tuition amount until the time that both our program and the family is approved.
- Gahanna families only: Scholarship is available for those who qualify. Visit the YWCA website or contact VHenthorn@ywcacolumbus.org for more information.

Important Deadlines

- A \$50 nonrefundable deposit is due at enrollment.
- Tuition is billed weekly. Weekly tuition is due the Friday before the week your child will attend.

YWCA Kids Place SAFETY PROTOCOLS – All Day Programs

****YWCA Kids Place will follow all rules and guidance specified by ODJFS which are intended to maintain the safety and security of our students and staff****

General Health & Safety Protocols

- We will use an outside drop-off/pick up routine so that parents will not need to enter the building. Parent should call their site phone upon arrival should a staff member not be waiting for them at the door. Students will be expected to wash hands/use hand sanitizer upon entering/leaving the building
- Temperatures will be taken of all staff/students upon entering the building using non-touch thermometers.
- We will provide masks for all staff and students should they not have their own.
- In alignment with school district policies and with ODJFS Child Care licensing guidelines, all children will be required to wear a mask when indoors unless it is not medically appropriate. Exceptions will require written physician documentation. Face shields are not an appropriate substitute for required face covering. Masks WILL NOT be required when outdoors.
- Staff will be sent/remain home if showing any symptoms of COVID-19 (coughing, shortness of breath, fever), be required to seek medical attention, and quarantine for 14 days.
- Children with a fever or those who show symptoms of COVID-19 will be sent home and asked to return only after 14 days or medical documentation. We ask that parents monitor their child for any symptoms prior to arriving at the program each day. Parents of students with pre-existing medical conditions understand the heightened risk they assume by entering into a congregate setting.
- Frequent handwashing will occur at checkpoints during each day as well as after restroom usage.
- A signed waiver for will be required.
- YKP staff will help support academic outcomes by providing a positive environment conducive to learning. Parents are responsible for monitoring grades and work completion.

Space

- Groups of no more than 12, will be assigned to a teacher, separated by classroom/partitions from other groups, including during breakfast/snack. Student baskets for their book bags, jackets, lunch and other personal items will be kept in the program space where each group is located.
- Additional instructional and free choice activity materials have been purchased to reduce sharing of supplies. We will clean/sanitize any shared materials often, including after each individual or group use, according to the item/surface.
- Building surfaces will be cleaned/sanitized at various times throughout the day.
- Program participants will use the designated to prevent contact of participants with the public.

Personal Items from Home

- Personal items from home are limited due to the increased possibility of disease transmission. No soft items such as blankets or stuffed animals are permitted due to the difficulty of cleaning and sanitizing these items.

Children will need to bring the following items to the program:

- Water bottle (drinking fountains will not be available)
- Healthy lunch that requires no refrigeration (breakfast and snack will be provided)
- Clean face covering (one will be provided if your child needs one)
- School Issued Chromebook
- Headphones
- School Supplies (pencils, markers, scissors, etc....). We will be able to supplement some basics, as needed.

Responsibilities of all parents

- Parents agree to monitor their child(ren) for any symptoms prior to arriving at the program each day. Parents agree not to bring a child with a fever or showing any symptoms of COVID19 to the program.
- Children with a fever or those who show symptoms of COVID-19 will be sent home and asked to return only after 14 days or medical documentation. Parents agree to promptly pick up child(ren), including siblings residing in the same home, after a call from the program administrator.
- Parents of students with pre-existing medical conditions understand the heightened risk they assume by entering into a congregate setting.

- In alignment with state government officials, any student who travels out of the state of Ohio to a state reporting a positive testing rate of 15% or higher for COVID -19 must self-quarantine for 14 days before coming back to Kids Place (YKP staff follow this protocol as well).

Program Closures Due to COVID19 Positive Test

- When a student or staff tests positive for COVID19 and has been in attendance at the program, that program will close for 14 days in accordance with ODJFS and Franklin County Department of Health.
- Parents whose students have potentially been exposed will be notified by email when a positive test has occurred within the program. We encourage parents to notify their school building, as well.
- The YWCA is required to report all positive tests to ODJFS and the Franklin County health department.
- YWCA staff will quarantine for 14 days or until a negative COVID19 test is provided to YWCA human resource department.
- Families enrolled in a program that closes will not be charged tuition for that program during the closure. If EZCT auto pay has already charged your account, those charges will be reversed.
- Students who test positive are unable to attend any YWCA program until 14 days or with medical documentation after the date of the positive test.

YWCA Kids Place SAFETY PROTOCOLS – Before and / or After School Programs

****YWCA Kids Place will follow all rules and guidance specified by ODJFS which are intended to maintain the safety and security of our students and staff****

General

- We will use an outside drop-off/pick up routine so that parents will not need to enter the building. Parent should call their site phone upon arrival should a staff member not be waiting for them at the door. Students will be expected to wash hands/use hand sanitizer upon entering/leaving the building
- Temperatures will be taken of all staff/students upon entering the building using non-touch thermometers.
- We will provide masks for all staff and students should they not have their own.
- In alignment with school district policies and with ODJFS Child Care licensing guidelines, all children will be required to wear a mask when indoors unless it is not medically appropriate. Exceptions will require written physician documentation. Face shields are not an appropriate substitute for required face covering. Masks will not be required when outdoors.
- All children will be required to wear a mask when indoors. Masks will be required when outdoors.
- Staff will be sent/remain home if showing any symptoms of COVID-19 (coughing, shortness of breath, fever), be required to seek medical attention, and quarantine for 14 days.
- Children with a fever or those who show symptoms of COVID-19 will be sent home and asked to return only after 14 days or medical documentation. We ask that parents monitor their child for any symptoms prior to arriving at the program each day. Parents of students with pre-existing medical conditions understand the heightened risk they assume by entering into a congregate setting.
- Frequent handwashing will occur at checkpoints during each day as well as after restroom usage.
- A signed waiver will be required.

Space

- Groups of no more than 18 students, per ODJFS Child Care licensing – with an intention of maintaining lower ratios due to best practice recommendations -will be assigned to a teacher. Group separations will be informed by individual district/building policies and best practices. Student baskets for their book bags, jackets, lunch...will be kept in the program space where each group is located.
- Additional instructional and free choice activity materials have been purchased to reduce sharing of supplies. We will clean/sanitize any shared materials often, including after each individual or group use, according to the item/surface.
- Building surfaces will be cleaned/sanitized at various times throughout the day.
- Program participants will use the designated restrooms.

Personal Items from Home

- Personal items from home are limited due to the increased possibility of disease transmission. No soft items such as blankets or stuffed animals are permitted due to the difficulty of cleaning and sanitizing these items.

Children will need to bring the following items to the program:

- Water bottle (drinking fountains will not be available)
- Clean face covering (one will be provided if your child needs one)

Responsibilities of all parents

- Parents agree to monitor their child(ren) for any symptoms prior to arriving at the program each day. Parents agree not to bring a child with a fever or showing any symptoms of COVID19 to the program.
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