



**GAHANNA & WESTERVILLE FAMILY
PROGRAM HANDBOOK
2022-2023**

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WELCOME

Welcome to the YWCA Kids Place expanded learning programs. For more than 30 years, YWCA Kids Place has provided high quality programs for families in central Ohio. We are excited to have your child enrolled in our program and look forward to being a part of their continued growth and development.

All our programs are ODJFS (Ohio Department of Job and Family Services) licensed and Step Up to Quality star-rated, using a comprehensive curriculum that includes choice-based learning, STEAM (science, technology, engineering, arts, and math), social-emotional development, advocacy and social justice, and physical fitness.

The YWCA Kids Place strives for continuous improvement through ongoing professional development. Our highly qualified and experienced staff are committed to your child's safety and wellness; they are trained to meet state safety and development standards, implement restorative practices, and provide trauma informed care.

This handbook outlines the policies and procedures of the program. It is important that you read and understand this handbook and keep it available for future reference. If you have any unanswered questions, please feel free to contact the Site Director at your program or any of the administrative staff beginning on page 9. We look forward to providing exceptional care for your family.

To help children easily transition from the school day into our program, the YWCA Kids Place programs are conveniently located in Gahanna and Westerville's elementary school buildings.

PROGRAM OVERVIEW

YWCA and Kids Place Mission, Philosophy, and Goals

YWCA Mission

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

About the YWCA Kids Place

YWCA Columbus is committed to acting as a beacon for good in our community so that each generation is braver, wiser, and kinder.

Kids Place provides exceptional learning opportunities and strives to be a leader in the out-of-school time (OST) field. This year-round program focuses on helping kids flourish, so they can grow into well balanced, empowered, and aware adults.

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

Philosophy

The YWCA Kids Place program embraces the mission and core values of the YWCA: eliminating racism, empowering women and promoting peace, freedom, justice and dignity for all. We believe in a whole-community approach to embody these values. Through our work in our expanded learning programs, we strive to develop tolerance, fairness and understanding in our future generations.

In addition to embracing our mission and vision, our curriculum approach has been influenced by the educational research conducted by the Science of Learning and Development (SOLD) Alliance. This alliance includes the American Institute of Research (AIR), EducationCounsel LLC, The Forum for Youth Investment, Learning Policy Institute, Populace and Turnaround for Children. We embrace their holistic approach to learning and aspire to create a program that exemplifies the best practices defined by this body of work.

We believe:

- Every child has potential and the ability to learn.
- Every child can learn new things and overcome challenges.
- Every child needs strong, trusting relationships to learn and develop.
- Every child learns and develops differently; understanding that is the key to unlocking their potential.
- Every child has a non-linear progression of development, and we see mistakes as opportunities for growth.
- Every child can experience profound positive impacts through culturally responsive, nurturing, identity-safe, and instructionally rich learning environments and experiences.
- Every child builds knowledge through opportunities to connect new information and experiences to knowledge and experiences that have come before. Children need the chance to reflect and make sense of their learning within social and cultural contexts and build knowledge in ways that can develop greater motivation and agency to form a

strong foundation for future learning.

- Every child needs comprehensive experiences to facilitate learning, development, and the realization of their potential.

Goals

Based on our philosophy and in alignment with our program structure, our program goals are integrated into our curriculum. Those goals include:

- Consistently create a positive environment that promotes strong attachments and relationships, a sense of safety, belonging, and relational trust.
- Provide productive instructional strategies that connect to child experience, support conceptual understanding, and develop metacognitive abilities.
- Lead children in the development of social-emotional skills that promote positive habits and mindsets that enable self-regulation, interpersonal skills, perseverance and resilience.
- Create programs with strong systems of support that enable healthy development, meet children's needs and, when appropriate, address learning barriers.

Diversity, Equity and Inclusion Statement

The YWCA Columbus believes in cultural competency, which is an awareness of, respect for, and attention to the diversity of the people with whom we interact (persons served, employees, and other stakeholders) and it is reflected in our attitudes, organizational structures, policies and services.

The YWCA Columbus will promote cultural diversity and inclusiveness and reflect the cultural richness of the population we serve in our staff members, volunteers, partnerships and curriculum.

We commit to:

- Providing services that are respectful of the persons served.
- Promoting awareness of the value of a diverse community.
- Creating a program for families and a workspace for staff that is respectful of individual differences.
- Reflecting the diversity of our community and of the people we serve throughout the program.

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.

Communication

The YWCA Administrative team, the YWCA Finance Department and the Kids Place Registration/Data Department, and your YWCA Kids Place Afterschool program will send emails with important information using the EZ Child Track system. This important information may include, but is not limited to, registration dates for events, notices of banking issues, emergency program closures, and more. It is critical that families provide a current and up to date email that is regularly checked within their EZ Child Track Parent Portal to ensure that communications are received. If you opt out of communications, you will not receive notices. Also, families should ensure that they mark EZ Child Track and YWCA Kids Place as a safe sender, to avoid emails being sent to their spam folders.

Questions?

Site Directors

Please refer to the YWCA Columbus Kids Place website for contact information.

I oversee the daily before and after school program, supervise the staff at the program site, and plan all the curriculum and special events.

I can talk to families about the activities that happen at their child's before and after school program.

I can help families with behavior or discipline issues at the program.

Data Specialist

Debbie Delzell | ddelzell@ywcacolumbus.org | 614-627-1260

I can help families with enroll, withdraw or change their YKP program.

I can tell families their wait list status.

I can help families having difficulty logging into their Parent Portal.

I can help families set up shared payments.

Accounting Coordinator

Shantanna Aburokbeh | saburokbeh@ywcacolumbus.org | 614-224-9121 Ext. 1207

I work in the Finance Department and help with the Kids Place accounts, I oversee Individual EZ Child Track accounts, post charges and issue credits.

I can help parents and guardians who need a credit applied to their account.

I can help parents and guardians who have questions about charges.

Communications and Technology Specialist

TBA (contact Nichelle Harris)

nharris@ywcacolumbus.org | 614-224-1233

I help the YWCA Kids Place staff members with their technology issues, help parents and guardians with summer and fall scholarships, and send communications to families on behalf of the YWCA Kids Place Administration.

I can answer questions about communications that come from the YWCA Kids Place Administration.

Program Coordinators

TBA—Gahanna (contact Steve Hiller)
shiller@ywcacolumbus.org | 614-224-9121
Ext. 1211

Mandi Buchwald—Westerville
mbuchwald@ywcacolumbus.org | TBA

I assist the District Program Administrator with overseeing the YWCA Kids Place programs. I oversee the Full Days and the Summer Day Camp program.
I can help families with questions about the Summer Camp program or activities.
I can help families with questions about Full Day programs.
I can help parents and guardians sign up for PFCC.

District Program Administrators

Steve Hiller—Gahanna
shiller@ywcacolumbus.org | 614-224-9121
Ext. 1211

Laura Miller—Westerville
lmiller@ywcacolumbus.org | 614-224-9121
Ext. 1271

I oversee the YWCA Kids Place Site Directors at the before and after school program and/or camp sites, coordinate district-wide communications with families, work to increase the partnerships with the community and the school districts, and help families understand and navigate the Publicly Funded Child Care (PFCC) system.
I can help families work with their Site Directors to resolve issues around program quality.
I can help families with Full Day programs.
I can help parents and guardians sign up for PFCC.

Managing Director of Education

Nichelle Harris | nharris@ywcacolumbus.org | 614-627-1233

I oversee all aspects of child and youth education programs at the YWCA. I supervise the Program Administrators, the Data Specialist and the Communications and Technology Specialist.

I can help with questions about organizational or district partnerships with the YWCA Education Programs.

I can help with questions about education funding, grants or donations to YWCA Education.

I can help with questions about expanded learning or summer learning outcomes and goals.

PROGRAM DETAILS

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. Afternoon programs are offered in the Gahanna school district. All programs end at 6:00 p.m.

Westerville Kids Place Programs

Monday—Friday | 7:00-9:00 AM & 3:00-6:00 PM

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

Huber Ridge Elementary
*Service provided at
Hawthorne Elementary.
Transportation provided by
Westerville City Schools. ***

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

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

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

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

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

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

Wilder Elementary
6375 Goldfinch Dr.
Westerville, OH 43081
614-882-2899
***Site for Full Day
Programming*

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

Minerva France Elementary
4990 Far View Rd.
Columbus, OH 43231
TBD

Westerville Community
United Church of Christ
(Temporarily Closed)
770 County Line Rd.
Westerville, OH 43081

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

Pointview Elementary
*Service provided at
Cherrington Elementary.
Transportation provided by
Westerville City Schools. ***

****Families needing bussing are required to complete the request the Request for Transportation form available on the YWCA Kids Place website.****

Gahanna Kids Place Programs

Monday—Friday | 2:00-6:00 PM

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

Mifflin Presbyterian Church
123 Granville Street
Gahanna, OH 43230
***Site for Full Day
Programming*

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

Lincoln Elementary
261 Helmbright Dr.
Gahanna, OH 43230
614-478-5156

Emergency Evacuation Locations

Westerville

Alcott - Westerville Central High School: 7118 Mount Royal Ave, Westerville, OH 43082

Annehurst – Annehurst Community Pool: 711 Granby Pl W, Westerville, OH 43081

Cherrington - Church of the Nazarene: 355 Cherrington Road, Westerville, Ohio 43081

Fouse - Genoa Middle School: 5948 Old 3C Highway, Westerville, OH 43082

Hawthorne - Newcomer Funeral Home: 3047 E Dublin-Granville Rd, Columbus, OH 43231

Mark Twain - Highlands Pool/Park: 245 S Spring Rd, Westerville, OH 43081

McVay - Mark Twain Elementary: 799 E Walnut, Westerville, OH 43081

Minerva France - Newcomer Funeral Home: 3047 E Dublin-Granville Rd, Columbus, OH 43231

Robert Frost - Heritage Middle School: 390 N Spring Rd, Westerville, OH 43081

Whittier – Westerville Public Library: 126 S State St, Westerville, OH 43081

Wilder – Kroger: 5991 S Sunbury Rd, Westerville, OH 43081

WCUCC - Westerville Fire Station #113: 355 N. Spring Rd., Westerville, OH 43082

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

Mifflin Presbyterian Church – Home owned by church on the south side of the building.

Sample Daily Program and Schedule

A typical daily schedule for Westerville (morning and afternoon) and Gahanna (afternoon) is shown below. Specific daily schedules are posted at each site on the family 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 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

Nap/Rest Time

During before and after school program hours, nap/rest time is not available.

Movies and Videos

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

Staff/Child Ratios and Group Sizes

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

In our programs, 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 “Small Group”, also known as Emergency Group, supervised by a specific staff member. This grouping may be by age, grade, alphabetically or by other designation.

Each child reports to her/his/their 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 Small Group/ Emergency Group. Children will be allowed to leave their Small Group/ Emergency Group at the specified time to independently make activity choices within the program area.

PARENT AND GUARDIAN POLICIES

Participation Policy

Parent/guardian input and participation are encouraged. During COVID our Kids Place programs had modified physical access to the program to comply with best practice recommendations from ODJFS childcare licensing, Franklin County Public Health and the CDC. Typically, parents and guardians have unlimited access to all areas of the licensed childcare portion of the building during program hours but are required to inform the Site Director of your presence when you arrive.

Parents, guardians, or employees who need assistance or have concerns about any aspect of the program should speak with their Kids Place Site Director, and if needed, their district's Program Administrator. Additional concerns may be brought at any time to the YWCA Managing Director of Education. Contact information may be found in the staff directory.

YWCA Kids Place Programs will hold family events, service projects and field trips during the year. Parents and guardians are encouraged to participate in these events. Please watch the family information board and 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 and guardians are asked to make 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 and guardians are asked to complete an annual program survey. Information gained from the survey will help guide our programming and services.

Parents and guardians 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. Parents and guardians who wish to have a copy of the roster may request a copy from the Kids Place Site Director.

Family Responsibilities

It is essential parents and guardians contribute help maintaining the peace and cooperative spirit that we strive for in Kids Place. 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 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 staying informed by checking email, the family information table and board, and periodic newsletters.
- Parents/guardians are responsible to enter any updated payment information into their EZ Child Track Parent Portal.
- Parents/guardians are responsible for keeping medications current and available on site.
- 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 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.
- It is the parent/guardian's responsibility to be aware of what each child is bringing to site. Kids Place staff is not responsible for items brought from home that are lost, stolen, or damaged. Any questions about what is permitted on site can be addressed with the Site Director
- 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 the site.
- Parents/guardians are expected to use positive behavior reinforcement when reprimanding their own child while in the program area. Parents/guardians may only reprimand their own child while in the program area.
- Parents/guardians are responsible for the safety and supervision of any non-enrolled child accompanying them into the program area.
- Parents/guardians are encouraged to communicate with staff on a regular basis. Conferences may be scheduled with the Site Director.
- Parents/guardians are asked not to bring pets into program areas, including the program playground.
- Parents/guardians are responsible for completing a program review survey each year.

Parent/Guardian Appeals

The policies in this handbook are the guiding principles upon which inform all YWCA Kids Place decisions. In most instances, these policies will be applied as they are written. Parents and guardians are encouraged to refer to this handbook with questions about the program.

In some instances, extenuating circumstances occur that require policy review from our administrative team. Should parents or guardians wish to appeal a policy due to an extenuating circumstance, the Site Director at your child's program should be the first point of contact. If further discussion is warranted, the Site Director will reach out to the Program Administrator. The Program Administrator will determine exceptions to the policy.

GUIDANCE AND MANAGEMENT POLICY

Behavior Management

The YWCA Kids Place program policy of discipline teaches and promotes self-control and builds self-esteem. Our hope is that each child will learn self-regulation through careful guidance and reinforcement of positive behavior. Your child will be treated with respect. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

Positive reinforcement and redirection will be used. Personal responsibility, self-awareness, and self-management are always encouraged and we strive to help the children learn social-awareness and relationship skills to get along with others. We help the children learn to express themselves by sharing their feelings, while we show them an alternative to their situation.

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 and guardians is strictly prohibited. A copy of the program behavior expectations appears in the Appendices.

Bullying

All children deserve to feel safe in our programs. A child who bullies can have a negative impact not only on the children they bully, but also the children who observe bullying, and the overall climate of the school and community. This behavior is unacceptable and will be dealt with promptly. YWCA Kids Place policy is that anyone who knows that bullying is happening or anyone that is a victim of any type of bullying needs to tell an appropriate staff member. Appropriate staff members are defined as any Site Director, Program Assistant or substitute staff. All incidents will be taken seriously and investigated.

Behavior Management Plans

We expect children in our program to appropriately interact with peers and staff and follow directions of the staff in a group setting. If a child has greater individual needs than we can accommodate, the Site Director and/or Program Administrator will implement a behavior management plan. This plan will be developed in consultation with the parent/guardian and in accordance with Rule 5101:12-19 in the Ohio Administrative Code (OAC).

If a situation arises where a child is consistently endangering themselves, peers, or staff, it may become necessary to withdraw them. Every attempt will be made to work with the parent/guardian and the child to correct the behavior; however, the safety of children is always our primary concern.

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 Kids Place Summer Camp program and vice versa.

Children who are removed from the program by either YWCA staff or parents/guardians due to behavior or disciplinary concerns will participate in a consultation with the Program Administrator and the Site Director before a child will be re-enrolled. The consultation will include a meeting with key stakeholders and the development of a success plan for the child. All decisions regarding plans for re-enrollment after removal are at the discretion of the Program Administrator.

Technology

One of the most important aspects of the YWCA Kids Place program is the value of relationship building, finding new interests and the development of 21st Century skills. Engagement in conversation, active participation in program activities, and the development of leadership and SEL skills is what makes an expanded learning program an important and unique experience for participants. However, we understand that in this digital age, these goals can be compromised when children are given unlimited access to personal electronic devices. To ensure the best outcomes for our children, we strive to balance the opportunity for access to personal electronic devices with the encouragement to engage with the program, other children and the staff.

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 listening to music on their device must use headphones.

During program hours, children are not permitted to

- make phone calls or text with their device without permission from their Site Director
- take pictures or videos with their device
- post on social media with their device

Electronic devices are not permitted on field trips, swimming, in the gym, or on the playground. Device screens must be visible to 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. Parents and guardians should bring any specific concerns about technology to their Site Director.

SUPERVISION OF CHILDREN

Arrival and Departure 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 the program alone, or be dropped off at the entrance of the building alone.
- A child will not be released to anyone other than the custodial parent, guardian or a person authorized by the parent/guardian on the registration form or in writing. Parents/guardians

and authorized persons should be prepared to show identification each time they pick up a child from Kids Place.

- Parents/guardians should minimize the use of cell phones when picking up or dropping off children.
- 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 families 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/they leave(s) 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.

Delayed Pickup Procedures

- 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.
- A late pick-up fee of \$1 every minute after 6:00 pm will be assessed and charged to the existing EZ Child Track Parent Portal account within 5 business days. Frequent 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 incident/emergency occurs causing a delay in picking up a child. A list of all program sites phone numbers is included in 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 people will be required to show their 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 or guardian if the child is transported elsewhere.

Absence Policy

At YWCA Kids Place, your child's safety is our primary goal. Parents and guardians must notify the child's Kids Place location **in addition** to notifying the school office when your child is absent. **School staff do not communicate child absences to Kids Place staff.** (Please refer to the site directory in the Appendices for site phone numbers).

If the parent or guardian calls the site phone number and does not get an answer, they should leave a message regarding the child's intended absence with complete information including parent's name, child's name and date and session (AM or PM or both). Parents/guardians will

also be able to leave a written notice of planned absences at the Family Information Center at their child's Kids Place location.

Morning Sessions

If a child who is scheduled to attend the morning session does not arrive, it is assumed that the parent/guardian has chosen not to bring the child to the program that morning.

Afternoon Sessions

Unless notified in advance by the parent/guardian, all children scheduled for the afternoon session are expected to attend. Attendance is taken as the children enter the program area and again upon departure. If the child is not in attendance at program start, 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 no less than \$5 may be charged if a search occurs. The tracking fee will be automatically charged to the existing EZChildTrack account within 5 business days of the occurrence.

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.

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, use the restroom alone, or use the restroom in groups of six or fewer 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/guardians and children when entering and exiting the Kids Place program. Transition strategies may include the following:

- Children greeted each day upon entry to the program
- Mentoring programs between younger and older children
- Introduction of new children to the rest of the group and the opportunity for the new child to share something special about themselves.
- Children are allowed to bring a comforting toy from home to assist in adjusting to their new setting.
- Upon registering for the program, if parents/guardians feel their child is apprehensive or nervous about attending we recommend that they utilize age-appropriate literature to help ease their child's transition into a new setting.
- 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.
- An open house held for families each fall that includes information about the program as well as the opportunity to meet program staff
- 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.
- End of year celebrations

FOOD INFORMATION

Morning sessions include a breakfast and afternoon snack that is compliant with the Ohio Department of Job and Family Services (ODJFS) licensing guidelines and nutrition requirements. Menus will be posted on the Family Information Board at each site. If needed, nutritious snacks or breakfast items may be brought from home as a supplement to the foods offered, including medical foods (for example: Pediasure, supplements that add salt, iron, or calories, etc.). Refrigeration and microwave are **not** available for storage or preparation. Parents/guardians are responsible for providing children with a nutritious lunch on all Full Days and during our Summer Program. All foods served at the program follow the guidelines required by the ODJFS licensing rules and the USDA Child and Adult Care Food Program guidelines.

ODJFS Guidance on Nutrition Requirements for Lunches

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

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

All food items must be stored in a lunch box/bag with your child's name. Please be sure to include ice packs if food needs 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 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 Small Group/ 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 Small Group/ Emergency Group, evacuation routes, and emergency procedures are posted on the Family 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 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.

Serious Incident, Injury or Illness

In the case of a serious incident or injury, first aid will be administered and the parent/guardian will be contacted immediately to assist in deciding an appropriate course of action. If EMS are contacted and determine that a child should be transported, a staff member will accompany the child until the parent/guardian 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. The program staff member who witnessed the incident will also complete an ODJFS form 01299 Incident/Injury Report. All forms will be completed and provided to the parent/guardian on the day of the incident or injury.

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:

1. The weapon will immediately be confiscated.
2. The child's parent/guardian will immediately be contacted.
3. A meeting between parent/guardian, program staff and child will be scheduled.
4. The child may be suspended or removed from the program.
5. The building principal may be notified.
6. 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/guardian. In regards to health and safety protocols, the YWCA Kids Place will continue to follow the guidance and best practices as recommended by Franklin County Public Health (FCPH), the Centers for Disease Control and Prevention (CDC), and the Ohio Department of Job and Family Services (ODJFS). If you would like information about your Kids Place location's COVID Health and Safety Procedures, please speak with your Site Director.

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/they enter(s) 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/guardian or emergency contact:
 - Temperature of 100 degrees Fahrenheit axillary.
 - 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/guardian will be contacted to pick up the child.

REQUIRED LICENSING INFORMATION

The following health and safety information is required by the Ohio Department of Job and Family Services licensing guidelines to be included in the program handbook.

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

(A) When is a [JFS 01217](#) "Request for Administration of Medication for Child Care" required?

- (1) The [JFS 01217](#) is required for all prescription and non-prescription medication, including sample medication.
- (2) The [JFS 01217](#) is not required for a medication or medical food required by a [JFS 01236](#) "Child Medical/Physical Care Plan for Child Care" pursuant to rule [5101:2-12-15](#) of the Administrative Code.
- (3) The [JFS 01217](#) is not required for non-prescription topical lotions or products.

(B) What are the requirements for prescription medications, non-prescription medicines containing codeine or aspirin, or non-prescription medication to be given longer than three consecutive days in a fourteen-day period?

- (1) The center shall ensure that the parent completes and signs box one of the [JFS 01217](#).
- (2) The center shall ensure that the instructions in box two of the [JFS 01217](#) are completed and signed by a licensed physician, as defined in Chapter 4731. of the Revised Code, licensed dentist, advanced practice registered nurse or certified physician's assistant.
- (3) Box two of the [JFS 01217](#) does not need to be completed 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.

(C) What are the requirements for non-prescription medications?

The center shall:

- (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 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 as defined in Chapter 4731. of the Revised Code, licensed dentist,

advanced practice registered nurse, or certified physician's assistant, this excludes topical preventative products and lotions unless the instructions exceed or do not match the manufacturer's instructions or use the non-prescription medication is not stored in original container.

(D) What are the requirements for topical products and lotions?

Written parental permission is not required for lip balm use or for using hand sanitizer with children older than twenty-four months.

For all other topical products and lotions, the center shall:

- (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 provides signed written permission to administer that topical product or lotion.
- (3) Apply the non-prescription topical products and lotions according to the manufacturer's instructions. Documentation is not required by the staff.

(E) What are the requirements for a licensed child care center to administer medications, medical foods or topical products in a licensed child care center?

The center shall:

- (1) Not administer any medication, 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 for the child are exempt from this requirement.
- (2) Not administer any medication, medical food or topical product for any period of time beyond the date indicated by the physician, physician's assistant, advanced practice registered 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, including when school-age children administer their own medication. This excludes items in paragraph (D) of this rule.
- (4) Follow prescribed dosages or the manufacturer's recommended dosages for administering non-prescription medication.
- (5) Complete a separate [JFS 01217](#) for each medication to be administered for each child, excluding items in paragraph (D). Each [JFS 01217](#) is valid for the time period listed on the form, not to exceed twelve months from the date of signature.

(F) What are the requirements for storing medication, topical products and medical foods in a licensed child care center?

The center shall:

- (1) Safely store all medication, medical foods, and topical products immediately upon arrival at the center. Ensure the medication, medical food, or topical product is stored per the requirements on the label in the original container with the child's name affixed.
- (2) Keep medication, medical foods, and topical 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) Permit school-age children to carry and use their own topical products.
- (4) Refrigerate, in a separate container, medications, medical foods, or topical products immediately upon arrival at the center if needed.
- (5) Ensure that medications, medical foods, and topical products are accessible to employees at all times.
- (6) Ensure that medications, medical foods, and topical 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 during registration. If not submitted online during registration, a paper copy of the form should be completed and returned to the Site Director. 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.

In the event the parent/guardian asks program staff to conduct medical procedures, such as breathing treatments, administering inhalers, changing bandages, or any other medical or physical procedure, the parent/guardian 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/guardians are asked to provide the supplement or foods that are appropriate for the child.

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/guardians 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

Children who participate in YWCA Kids Place field trips will be supervised by YWCA staff at all times, but are expected to follow the directions of the field trip facility staff and the rules established by the facility. Children who do not comply with instructions given by YWCA staff or field trip facility staff or established rules of the visit will be corrected and redirected by YWCA staff. Blatantly inappropriate behaviors, including dangerous or repeated offenses that violate the instructions of field trip facility staff or rules of the facility, will be handled by the supervising YWCA Staff member. Consequences may include loss of field trip privileges or removal from the YWCA program.

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.

Written permission is required from parents/guardians for all trips.

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.

SWIMMING POLICY

Swimming is considered a field trip. All the rules and policies that apply to field trips, including supervision of students, apply to swimming 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 family information board at each summer program site. A permission form must be signed by the parent/guardian to allow a child to participate in any swimming activity.

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.

All swimming field trips or water play events 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.

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 playground conditions are unsafe. Children will not play outdoors during inclement weather, including a heat advisory, wind chill that lowers the temperature below 25 degrees, hazardous ozone levels, lightning, heavy rain, or ice.

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, including high pollen count & high humidity.

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/guardians will be asked to sign a permission form for sunscreen with an SPF of 30 to be applied before participating in outdoor activities.

(Additional) REQUIRED LICENSING INFORMATION

The following health and safety information is required by the Ohio Department of Job and Family Services licensing guidelines to be included in the program handbook.

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 (ODJFS). 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/guardian 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 to meet with families 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents/guardians may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:

HHS (Health and Human Services) Region V, Office of Civil Rights 233 N. Michigan Ave, Ste. 240 Chicago, IL 60601 (312) 886-2359 (voice) (312) 353-5693 (TDD) (312) 886-1807 (fax)	ODJFS (OH Dept Job and Family Services) Bureau of Civil Rights 30 E. Broad St., 37th Floor Columbus, OH 43215-3414 (614) 644-2703 (voice) 1-866-277-6353 (toll free) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961
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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>.

The center will require enrollment information by way of JFS01234 as part of the child application prior to attending the program. The following information is included: child's date of birth, first day in the program, child and parent/guardian names and contact information as well as relationship, parent/guardian's place of employment, and emergency contacts.

*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 the “Registration / Parent Portal” button at the top of the page. From here, download the appropriate forms and log in as a new or returning family.

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

Wait List Information

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

School Delays or Cancellations

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

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

Scheduled School Days Off/Full Day programs

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

Families will be given an e-mail notification in advance of all Full Days. Please note that there is no information about the Full Day programs on the YWCA website – this service is only offered for currently enrolled children, and families should register via the EZ Child Track Parent Portal. On-line registrations for full day programs will occur 2-4 times per year. Dates for the Full Day Registration can be found in the Appendices.

Spaces are limited and filled on a first come, first served basis. Tuition is charged when the full day is selected at registration and is \$50 per student per day.

Approved participants of Publicly Funded Child Care (PFCC) with Franklin County Department

of Job and Family Services (FCDJFS) must have authorization for extended hours of care which specifically names the YWCA Kids Place Full Day site.

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 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/guardians 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 parents/guardians at the time of registration. Parents/guardians are responsible for maintaining updated contact information, and can change this information at any time via the Parent Portal.

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, including training provided by families in the areas of medication administration and administering care procedures (per JFS 01236 and JFS 01217 on file). 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 kindergarten and above in an elementary school are exempt from providing a medical statement to the child care program.

TUITION INFORMATION

Registration and Payments

A non-refundable registration fee per family/per school year is due at registration. In addition to the registration fee, the first tuition payment (of 18 total) is due on August 1st. For your convenience, tuition costs are based on annual rates for care divided into equal, bimonthly (two times a month) installment payments processed on the 1st and 15th of each month. Since these payments have been averaged out in advance, they will 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 is paid using an auto pay transfer.

Fees and Late Payment

Tuition payments and all fees that may occur are the responsibility of the primary account holder as identified on the enrollment form. Tuition must be current in order to sign up for any other YWCA programs, including Full Days and Summer Camp Programs. The YWCA may apply payments received in advance and designated for bimonthly tuition or other programs to overdue account balances.

Late tuition payments may be subject to a \$25.00 late payment fee, drafted the Sunday after the tuition is due. All fees are expected to be paid the next Monday. Any electronic check payments returned for nonpayment will result in a \$25 returned check fee.

Families experiencing financial hardship in paying their tuition are recommended to reach out to the Accounting Coordinator to discuss payment options. For updated contact information, please refer to the staff directory.

Additional Tuition Information

Split Pay Accounts: Parents/guardians needing to pay separately for the same child may make financial and contractual arrangements at the time of registration.

Tax Receipts: As a courtesy to assist families during tax time, the Parent Portal will allow parents and guardians to print out an annual statement of child care payments. Annual statements will be available by the 31st of January each year.

Employer Child Care Reimbursement or Flexible Spending Accounts (FSA):

Parents and guardians can access historical payment information via the Parent Portal as well if it is needed to provide to your employer. Any Flexible Spending reimbursement forms that may require a YWCA staff signature, may be forwarded to our Accounting Coordinator. For updated contact information, please refer to the staff directory.

Auto Pay/Electronic Funds Transfer (EFT)

The YWCA is pleased to offer Auto Pay as a safe secure way of ensuring timely and accurate tuition payments. At the time of registration, parents/guardians must enroll in Auto Pay via the Parent Portal by entering their payment information. Electronic checks, credit cards, and debit cards are all accepted.

Authorization

- The YWCA Columbus does not have access to your account once authorization is submitted to your financial institution.
- 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.
- Please note the YWCA is not responsible for early payment attempts made by financial institutions on auto pay accounts using debit or check cards.

Changing Payment Information

- Change to your Auto Pay payment method can be done online in the Parent Portal. It is the responsibility of the parent/guardian to ensure payment information is current.
- 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.
- For any assistance in regard to changing payment information, please email the Accounting Coordinator. For updated contact information, please refer to the staff directory.

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

Enrollment Changes and Withdrawal from the Program

Requests for enrollment changes or withdrawal from the program may be made online in the Parent Portal. An Enrollment Change Fee may be applied for multiple enrollment changes occurring within the same school year.

Enrollment 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 the Data Specialist. For updated contact information, please refer to the staff directory..
 - 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 enrollment change. The date the change becomes effective will include any additional costs or credits.
- Notice of withdrawal should be received one week prior to the next scheduled tuition payment.

Subsidized Child Care (Publicly Funded Child Care—PFCC)

Overview

We welcome families receiving Publicly Funded Childcare (PFCC), to participate in the program. Bimonthly 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 Franklin County Department of Job and Family Services (FCDJFS).

Attendance

Publicly Funded Child Care (PFCC) 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.

Absence

According to code 5101:2-16-41 of the Ohio Department of Job and Family Services (ODJFS) Policy Payment Rates and Procedures of Publicly Funded Child Care – each child has 20 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 days your child is absent, past the 20th absent day in a six-month period. As such, 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.

Child Care Time, Attendance, and Payment (CCTAP)

The State of Ohio now uses a touch-screen tablet to electronically record Publicly Funded Child Care (PFCC) attendance via the new Child Care Time, Attendance, and Payment (CCTAP) system. Parents/guardians utilizing PFCC must utilize the state Child Care Time, Attendance, and Payment (CCTAP) system. Details are provided in the “Caretaker Policy Agreement” signed by all parents/guardians utilizing PFCC.

Bimonthly payments are calculated as follows:

52 weeks per year × weekly copay amount = total annual amount due ÷ 12 months ÷ 2 payments per month

52 weeks in a year × \$10 weekly copay = \$520 total annual amount due ÷ 12 months in the year ÷ 2 payments per month = \$21.67 bimonthly payment amount due.

Enrollment Procedure

All questions should be directed to the Program Administrator for your district. For updated contact information, please refer to the staff directory.

Prior to attendance, parents/guardians must:

- Apply through Franklin County Department of Jobs and Family Services (FCDJFS) for child care assistance and have FCDJFS approved authorization.
- Complete YWCA Kids Place online registration with a non-refundable \$50 registration fee

- Pay the 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.
- Families experiencing financial hardship in paying their tuition are recommended to reach out to the Accounting Coordinator to discuss payment options. For updated contact information, please refer to the staff directory.

Caretaker Agreement

As your chosen child care provider, YWCA Kids Place requires that you follow the program policies as described below, please read over the policy agreement carefully before signing. Return to your Site Director or email it to the Program Administrator for your district upon completion. For updated contact information, please refer to the staff directory.

As Parent/Guardian, also known as "Caretaker":

- I agree to be responsible for recording attendance daily using the Child Care Time, Attendance, and Payment (CCTAP) device, including establishing login information
- 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 for ensuring that any designee I choose to drop off or pick up my child will be added, in advance, to the CCTAP system via the Site Director and 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 Kids Place student sign-in/out log daily in addition to recording my attendance using the CCTAP device. The legible signing of your whole name and accurate recording of the time of day is required.

I understand that excessive absenteeism as defined by the YWCA Kids Place program may result in a daily fee or termination of subsidized child care. Excessive absences are considered more than 20 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 payment method on file in the EZ Child Track Parent Portal. ***The primary parent/guardian will be assessed a daily fee for all absences over the 20 absence maximum.*** Please contact the Kids Place administrative office for daily rates.

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ANNUAL CALENDAR

Program Dates

Westerville - August 11, 2022 – May 24, 2023

Gahanna - August 10, 2022– May 23, 2023



YWCA Holidays and Professional Development Days (no program offered)

Labor Day	New Year's Day
Thanksgiving Day	Martin Luther King Jr. Day
November 23, Staff Professional Development	February 20, Staff Professional Development
The Day after Thanksgiving	April 7, Staff Professional Development
Christmas Eve	Memorial Day
Christmas Day	Independence Day
New Year's Eve	

Full Day Program

Full Day Online Registration Dates

September 19 – September 23 for October and November Full Days.
 January 23 – January 27 for February, March, and April Full Days

2022-2023 Full Day Schedule

WESTERVILLE FULL DAYS	GAHANNA FULL DAYS
10/14/2022 - Central OEA/NEA Day	10/7/2022 - Teacher Work Day
10/20/2022 (TBA) - Parent Teacher Conf	10/10/2022 - Teacher PD Day
10/21/2022 (TBA) - Parent Teacher Conf	11/7/2022 - Teacher PD Day
11/8/2022 - Teacher PD Day	2/17/2023 - Teacher PD Day
2/17/2023 - No School	3/3/2023 - Comp Day

Full Day Locations

The YKP Full Day Program is held at Mifflin Presbyterian Church (Gahanna) and Wilder Elementary (Westerville), with the exception of the first Tuesday in November (Election Day), which is held at Fouse Elementary.

*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 child'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 children 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. I will help everyone feel safe/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/guardians of all parties involved to ensure children participating in the program are



YWCA COLUMBUS KIDS PLACE PROGRAM

Tuition Rates 2022 – 2023

	WESTERVILLE	GAHANNA
Program Hours	*7:00am – 9:10am 3:35pm – 6:00pm **7:00am – 9:35am 4:00pm – 6:00pm	2:00pm – 6:00pm
School Year	08-11-2022 to 05-26-2023	08-10-2022 to 05-23-2023
Buildings	* Alcott, Annehurst, Cherrington, Fouse, Mark Twain, Minerva France, Robert Frost, and Whittier	** Hawthorne, McVay, and Wilder

FULL TIME *BIMONTHLY RATE

*Accounts will be charged two times every month on the 1st and the 15th at the rates below
No payment will be charged on December 15, 2021

	Westerville	Gahanna
Schedule	One Child Rate + *Registration Fee	One Child Rate + *Registration Fee
AM	\$98 bimonthly + *Registration Fee	N/A
PM	\$124 bimonthly + *Registration Fee	\$143 bimonthly + *Registration Fee
AM / PM	\$199 bimonthly + *Registration Fee	N/A
*one time \$50 family Registration Fee applies at registration		
Schedule	5% Sibling Discount	5% Sibling Discount
AM	\$93 bimonthly	N/A
PM	\$118 bimonthly	\$136 bimonthly
AM / PM	\$189 bimonthly	N/A

PART TIME *BIMONTHLY RATES | No Sibling Discount

*Accounts will be charged two times every month on the 1st and the 15th at the rates below
No payment will be charged on December 15, 2022

2 Scheduled Days / Week
***No sibling discount for part time

Schedule	Westerville	Gahanna
AM	\$53 bimonthly + *Registration Fee	N/A
PM	\$63 bimonthly + *Registration Fee	N/A
AM / PM	\$85 bimonthly + *Registration Fee	N/A

*one time family Registration Fee applies at registration

3 Scheduled Days / Week
***There is no sibling discount for part time

Schedule	Westerville	Gahanna
AM	\$75 bimonthly + *Registration Fee	N/A
PM	\$92 bimonthly + *Registration Fee	N/A

AM / PM	\$132 bimonthly + *Registration Fee	N/A
*one time family Registration Fee applies at registration		

EXTRA CARE RATES PER DAY No Sibling Discount		
For children currently enrolled in the YKP program Rates are automatically charged through your EZ Child Track Parent Portal		
Schedule	Westerville	Gahanna
AM	\$18 per day	N/A
PM	\$20 per day	N/A
AM / PM	\$25 per day	N/A

SCHOOL DAYS OFF / FULL DAYS PER DAY No Sibling Discount		
For children currently enrolled in the YKP program. Scheduled days off for Westerville and Gahanna Schools. Does not include emergency closures or early dismissals.		
Schedule	WESTERVILLE	GAHANNA
Full Day (7AM – 6 PM)	\$50 per day	\$50 per day



YWCA KIDS PLACE TUITION AGREEMENT 2022-2023

Tuition Rates:

YWCA Kids Place tuition rates are based on an annual tuition fee that is divided into eighteen (18) equal bimonthly payments. Since these payments have been averaged out in advance, the tuition amount remains the same regardless of the number of days in each month. There is no tuition adjustment due to holidays, emergency closures, vacations or child absence. Tuition payments are non-refundable and not transferable unless approved by the Program Administrator.

At the time of registration, parents/guardians must enroll in Auto Pay via the EZ Child Track Parent Portal by entering their payment information. Electronic checks, credit cards, and debit cards are all accepted. Auto Pay is a safe, secure way to ensure timely and accurate tuition payments. This service is offered free of charge to all YWCA Kids Place Families.

Families experiencing financial hardship in paying their tuition are recommended to reach out to Accounting Coordinator to discuss payment options. For updated contact information, please refer to the staff directory.

Additional Details:

- A non-refundable \$50.00 registration fee per family per school year is due at registration.
- Additional children in the same family are eligible for a 5% sibling discount. The discount applies to the lowest tuition rate or the younger children if enrollment is the same.
- YWCA Kids Place accepts Publicly Funded Child Care (PFCC) for families that qualify. Parents/guardians 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 (FCDJFS). Parents/guardians may be required to contribute a co-pay towards the subsidized childcare services that is paid directly to YWCA Kids Place.

Families experiencing financial hardship in paying their tuition are recommended to reach out to the Accounting Coordinator to discuss payment options. For updated contact information, please refer to the staff directory.

Payment Dates:

(Please note: if a payment date falls on a weekend or YWCA holiday, tuition will be charged on the due date.)

Payment Number and Due Dates 2022-2023					
#1	#2	#3	#4	#5	#6
8/1/2022	8/15/2022	9/1/2022	9/15/2022	10/1/2022	10/15/2022
#7	#8	#9	#10	#11	#12

11/1/2022	11/15/2022	12/1/2022	1/1/2023	1/15/2023	2/1/2023
#13	#14	#15	#16	#17	#18
2/15/2023	3/1/2023	3/15/2023	4/1/2023	4/15/2023	5/1/2023

Additional Services

- **Full Day Programs:** YWCA Kids Place offers optional care from 7:00 am to 6:00 pm 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. Publicly Funded Child Care (PFCC) participants may register for Full Day programs if they have a Franklin County Department of Job and Family Services (FCDJFS) approved authorization for extended hours of care that specifically names the YWCA Kids Place Full Day location.
- **Extra Care Days:** YWCA Kids Place parents/guardians 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.

Additional Fees

- **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. For updated contact information, please refer to the staff directory.
- **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. 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. Families experiencing financial hardship in paying their tuition are recommended to reach out to the Accounting Coordinator to discuss payment options. For updated contact information, please refer to the staff directory.
- **Tracking and Late Pick Up:** At YWCA Kids Place, your child's safety is our primary goal. Parents and guardians *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 Family 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, guardians 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 \$1.00 for every minute after 6:00 pm that a child is picked up from the program will be assessed. Fees will be charged to your existing EZ Child Track Parent Portal account within 5 business days of the occurrence. Frequent or repeated late pick-ups and failure to notify staff in advance may result in increased fees or termination of services.

- **Recurring enrollment changes:** An enrollment change fee of \$30 may be assessed for recurring enrollment changes made within the same school year.

Withdrawal from Program:

- After registration: the portion paid of the 1st bimonthly tuition payment (payment #1) is refundable only if the child is withdrawn from the program prior to July 26, 2022. 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 one week prior to the next scheduled tuition payment. Late notifications may result in only a partial refund.
- A child may be re-enrolled if space is available
- For questions regarding program withdrawal, please contact the Kids Place Data Specialist. For updated contact information, please refer to the staff directory.

Publicly Funded Child Care (PFCC)

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

- Apply through Franklin County Department of Jobs and Family Services (FCDJFS) for child care assistance and have FCDJFS approved authorization
- Complete YWCA Kids Place online registration with a **non-refundable \$50 registration fee** (per family)
- Pay the 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.
- Bimonthly 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 20 absent days per 6 months (Jan.1st – June 30th & July 1st – Dec.31st). After 20 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. Families 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/guardians utilizing subsidized child care assistance.