



USN 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 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 we strive 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 8. 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 supports that enable healthy development, meet child 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 the 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.

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 parents having difficulty logging into their parent portal.

Communications and Technology Specialist

TBA-Please contact your YKP Site Director

I help the YWCA Kids Place staff members with their technology issues, 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.

I can help parents and guardians who apply for scholarships.

District Administrator

Steve Hiller | shiller@ywcacolumbus.org

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

TBA-Please contact your YKP District Administrator

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 UPrep East and UPrep State elementary school buildings. Morning and afternoon programs are offered in designated rooms within the schools. All programs end at 6:00 p.m.

Our program will only operate on regularly scheduled school days. No program is provided on teacher work days, holidays or school breaks. In the event school is delayed or dismissed early, no program will be provided.

YWCA YKP Kids Place Programs

Monday—Friday | 7:00AM – 8:40AM & 4:00PM –6:00PM

UPrep East

31 N. 17th Street
Columbus, OH 43205
614-962-4806

UPrep State

617 W. State Street
Columbus, OH 43215
614-783-3517

Drop off and pick up at each location is at the main school entrance.

Emergency Evacuation Locations

UPrep East – Broad Street Presbyterian Church, 760 E Broad St, Columbus, OH 43205

UPrep State – Franklinton Library, 1061 W Town Street, Columbus Ohio, 43222

Sample Daily Program and Schedule

A typical daily schedule for UPrep East and State (morning and afternoon) is shown below. Specific daily schedules are posted at each site on the family information center.

7:00AM – 8:45 AM

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

4:00PM – 6:00PM

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, girls/boys or alphabetically.

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 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 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 Education Department Director. Contact information may be found on page 9.

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

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

Parent 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 school 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 parent information table and board, and periodic newsletters.
- 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'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 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 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.

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.

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 member is 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 a removal are at the discretion of the Program Administrator.

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 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.

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.
- Families are extended a 5-minute grace period but will be issued a Late Pick-Up warning if pick-up occurs on or after 6:06pm. If a second warning is issued, your scholar(s) will be suspended from the YKP program for 1 day. If a third warning is issued, program services may be suspended again or terminated at the discretion of your YKP Site Director.
- Frequent late pickups and failure to notify staff may result in 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 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.

Absence Policy

At YWCA Kids Place, your child's safety is our primary goal. Parents and guardians must notify the school office when your child is absent from the YKP Program.

Parents/guardians will also be able to leave a written notice of planned absences at the Parent Information Center at their child's Kids Place location.

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

Afternoon Sessions: Unless notified in advance by the parent/guardian, all children scheduled for the afternoon session are expected 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:

- Check the school absence list
- Check with school personnel
- Call the parent/guardian
- Call emergency contacts

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. Students who repeatedly are absent from the program may be removed.

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 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 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 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 additional foods.

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 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 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 at the time of the incident and provided to the parent at pick up.

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 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 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:

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 a copy of the Kids Place full COVID Health and Safety Procedures, contact your Site Director/Program Administrator.

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 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 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 nonprescription 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. 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/guardians are asked to provide the supplement or foods that are appropriate for the child.

Use of Topical Products and Emergency Medications for School Aged

School age children may carry their sanitizer and lip balm provided it is kept on their person and not accessible to other children. However, for sunscreen, lotion, and other topical products, 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/guardians 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/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 parent 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. Heat Index/Air Quality are always considered. Other considerations may include but are not limited to humidity, wind chill, ozone levels, pollen count, lightening, 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.

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. 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 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 parent.

Once the registration is complete, 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 to the children' 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 will not offer optional care when school is not in session (holidays, teacher in-service, winter and spring breaks).

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.

YKP ENROLLMENT POLICIES: CONDITIONS, FEES, ENROLLING AND CHANGE/WITHDRAWAL PROCEDURES

All requests for enrollment, change or withdrawal from the program may be made online in the Parent Portal.

Enrollment Conditions

The YWCA Kids Place program will enroll students at any time, provided there are spaces available in the program. The number of spaces available is determined by staff capacity and by ODJFS childcare licensing.

Students are encouraged to attend at least 3 days per week. Students who attend less than 3 days per week or who do not attend the program consistently are at risk from being removed from the program. If there is a wait list, students who are removed due to attendance or behavior will be placed at the bottom of the wait list.

The YWCA Kids Place program reserves the right to review and modify this attendance policy at any time based on factors such as wait list, general attendance trends and student behavior.

Program Fees

- There is no cost to attend the YKP program.

Enrolling In the Program

- All children who attend must register via the EZ Child Track parent portal.
- Prior to the first day of attendance, all children must have submitted all paperwork required by the YKP program and ODJFS licensing, including:
 - Family Information Form
 - Medical Conditions Form (only for children with medical conditions)

- Permission to Administer Medication Form (only if any medication is to be administered during program hours)
 - Release of Information Form
- The parent/guardian must notify the school of any withdrawal of the child.

Change or Withdrawal Procedures

- The parent/guardian must notify the school of the change/withdrawal of the child.
- A confirmation e-mail will be sent to the parent/guardian confirming the enrollment change.



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 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

USN 2022-23 SCHOOL CALENDAR

United Schools Network 2022-2023 School Calendar

JULY 2022							AUGUST 2022							SEPTEMBER 2022							OCTOBER 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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MARCH 2023							APRIL 2023							MAY 2023							JUNE 2023						
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UNITED SCHOOLS NETWORK

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Columbus, Ohio 43205
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Important Dates

Staff Summer Institute:
August 1 – August 23 (1st and 2nd Year Teachers)
August 11 – August 23 (All Teachers)
Staff Retreat: August 12, 2022

Family & Kindergarten Orientation: Check Campus Calendars
First Day of School: August 24, 2022
Last Day of School: June 7, 2023

Trimester I:
August 24, 2022 – November 17, 2022 (56)

Trimester II:
November 28, 2022 – March 2, 2023 (56)

Trimester III:
March 8, 2023 – June 7, 2023 (59)

Summer Academy: June 12-16, 2023 (Middle Schools Only)
5th/8th Gr. Commencement: June 13 (East & State), 14 (Main) 15 (Dana)

KEY

Holiday Breaks (No School)
Professional Development & Work Days (No School)
Family Conferences / Report Cards (No School)
Open House
Progress Reports
Comprehensive Exams (Middle Schools Only)
Summer Academy (MS) & Work Days (ES)

UNITE TODAY. CHANGE TOMORROW.