



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MAKING THE MOST OUT OF SUMMER



**TUSCARAWAS COUNTY YMCA
SUMMER CAMP
2026 BIG SCREEN SUMMER
INFORMATION GUIDE & REGISTRATION FORMS**

**TUSCARAWAS COUNTY YMCA
600 MONROE STREET, DOVER, OHIO 44622 330 364 5511 WWW.TUSCYMCA.ORG**

MAKING MEMORIES

THAT LAST A LIFETIME!

Summer is an amazing time of year for your child to experience learning in a whole new way. Your kids will be wild about the Y because the Y is wild about kids.

YMCA Summer Day Camp provides a safe and enriching environment for campers to participate in healthy, developmentally appropriate activities and learning experiences.

Our camps focus on having fun while building self-esteem and social skills through activities and new adventures. Weekly themes keep campers engaged and provide a basis for kids to learn about themselves and the world around them.

Are your kids ready to say YES to adventure, say YES to fun?



OPEN HOUSE: May 29 5-7:30 PM (Meet counselors and pick-up camp shirt!)

WHO: Campers entering Kindergarten - 8th Grade

WHERE: TUSCARAWAS COUNTY YMCA
600 Monroe Street Dover, Ohio, 44622

WHEN: JUNE 1, 2026- AUGUST 14, 2026

DAYS: Monday - Friday

TIME: 9:00 AM - 4:00 PM
Extended Care Available / Free of charge
7:00 AM-9:00 AM and 4:00 PM-6:00 PM

QUESTIONS/CONCERNS CONTACT:

Youth and Family Director Jeff Bray at 330-365-5511 Ext. 310 or jeff@tuscymca.org

REGISTRATION FEE
\$25

CAMP WEEKLY RATES
RATES ARE BASED BY
MEMBERSHIP TYPE

Youth Member
\$175 per week/per camper

Community Member
\$205 per week/per camper

FINANCIAL ASSISTANCE
AVAILABLE &
PUBLICLY FUNDED
ASSISTANCE ACCEPTED



SUMMER CAMP

SUMMER CAMP ESSENTIALS



Camp Mission: The Tuscarawas County YMCA Summer Camp is committed to enriching the lives of all participants through playing games, building relationships with others, and giving all children an equal opportunity to develop a healthy spirit, mind and body through a program based on the Christian principles and values of caring, honesty, respect, and responsibility.

Camp Hours 9:00 AM - 4:00 PM
Extended Hours Available 7:00 AM - 9:00 AM and 4:00 PM - 6:00 PM

Note to parents: Children cannot be dropped off earlier than 7:00 AM. Children must be picked up by 6:00 PM. Payments can be made at the front desk. The YMCA is not responsible for lost, broken, or stolen items.

Lunch 11:30 AM - 12:30 PM ****Please provide a packed lunch that does not need heated in a microwave.**
Afternoon snack is provided to all campers.

Swimming 2 PM - 3 PM
Campers swim every day unless on a field trip. Please bring bathing suit and towel.

What to bring to camp every day:

- Water Bottle
- Sunscreen
- Backpack
- Bathing Suit / Towel
- Tennis Shoes / **No flip flops**

What NOT to bring to camp:

- **Please do not bring electronics or toys from home.** We have plenty of games, crafts, and adventure to keep campers busy. Plus they won't want to miss out on the opportunity to make new friendships and memories.

IMPORTANT: State licensing requires all paperwork be fully completed and returned before your child may attend camp. **A JFS 01234 medical form is required**, and if your child has a medical condition, a JFS 01236 must also be on file. Paperwork may be dropped off at the Y prior to the first day of camp or emailed to jeff@tuscymca.org



ROLE CALL

RULES & REGULATIONS



Parent Communication

We will be using the **Remind App** to send camp updates throughout the summer. Please download the app and use the code: **@tusccamp26** to receive updates.

Getting the Day Started Right

Camp will start promptly at 9 AM in the multipurpose room. The pledge will be recited each morning before activities. Morning activities will be held outside unless weather dictates we move inside.

Lunchtime

Lunch will start at 11:30 AM, except on field trip days.

Daily Swimming

Swimming will be from 2:00 PM - 3:00 PM daily. Please have your camper bring a swim suit and towel to camp every day. Camp appropriate swim attire for girls and boys is: one-piece swimsuit for girls and short-styled swim trunks or board shorts for boys. Locker rooms will be supervised by camp counselors.

Dress for Success! Daily Clothing & Sunscreen

Campers are required to wear tennis shoes **with socks** every day. Sandals and flip flops are not permitted. Tank tops may be worn. Spaghetti straps or exposed midriffs are not acceptable. Under garments should not be visible. Please apply sunscreen every day before coming to camp!

Things Not to Bring to Camp

Fun activities are already planned for our campers. **Leave all electronic items, cell phones, games, cards, and toys at home.** We have the fun covered.

Behavior

Good behavior is the key to our success and we want all campers to have a great time! Rules are made to keep everyone safe. Respectful language and behavior is expected at all times. Back talk and being disrespectful will not be tolerated. Inappropriate gestures referring to sex, profanity, or racial slurs (directly or indirectly) will not be tolerated. **Repeated offenses will result in dismissal from camp.**

Camper Code of Conduct and Core Values

I will be respectful, I will be kind, I will be caring, I will be honest, I will follow the rules, I will do my best and if I fail I will learn from my experience and pledge to do better the next time. I will be a friend and accept the responsibility to be a helper; to make camp a great place to be for all.

A DAILY SNAP SHOT



SUMMER CAMP SCHEDULE

7:00-9:00	Extended Care / Supervised Free Play
9:00-9:30	Arrival / Hand Washing / Pledge of Allegiance
9:30-10:00	Stretching / Ice Breaker / Relay Races
10:00-11:15	Outside Games
11:15-11:30	Restroom Break / Hand Washing
11:30-12:30	Lunch / Clean Up / Bathroom
12:30-2:30	Activity of the Day (Lesson, Movie or Water Games)
2:00-2:30	Boys Gym / Girls Swim
2:30-3:00	Boys Swim / Girls Gym
3:00-3:30	Snack / Bathroom / Gather Belongings
3:30-4:00	End of Day Shoutouts / Highs and Lows / Pick Up
4:00- 6:00	Extended Care / Supervised Free Play

Daily Schedule is subject to change based on activities that occur throughout the week.

Field Trip Days will alter the schedule of events.

Mondays: Leadership Lesson

Tuesdays: Movie of the Week

Wednesdays: Field Trip Day

Thursdays: Craft Day and Theme Dress up Day

Friday: Water Games Day

GETTING STARTED

YMCA SUMMER CAMP ENROLLMENT FORMS

IMPORTANT: ALL paperwork must be completed and returned before the first day of camp. Please read the childcare program handbook and check over procedures. Please sign all summer camp field trip permissions before the first day.

The JFS 01234 medical form and, if applicable, the JFS 01236 medication form must be completed and on file before a child may attend camp.

Date of Admission for Summer Camp 2026: I want my camper to start _____

Select Camp: Explorers (Grades K-3) Pioneers (Grades 4-8)

T-Shirt Size (select one): Youth Sizes XS (2-4) YS (6-8) YM (10-12) YL (14-16)

Adult Sizes SMALL MEDIUM LARGE XL 2X

Child's Name: _____

Child's Birth Date: _____

Parent's Name: _____

Phone Number: _____

Parent's Name: _____

Phone Number: _____

Emergency Contacts: Must be an adult (18 or over). Please provide 2 contacts.

Name: _____

Name: _____

Relationship to child: _____

Relationship to child: _____

Phone Number: _____

Phone Number: _____

List any special concerns for your child: (IEP's, food allergies, medical conditions, etc.) If any medications must be given during camp hours, authorization paperwork must be completed by parent.

If you have any questions please contact

Youth and Family Director Jeff Bray at 330-365-5511 Ext. 310 or jeff@tuscymca.org

Parent Signature Required: _____ Application Date: _____

TUSCARAWAS COUNTY YMCA SUMMER CAMP
BACKGROUND INFORMATION

Child's Name: _____ Child's Birth Date: _____

Child's Address: _____

PARENT INFORMATION

Parent/Guardian Name: _____ Phone Number: _____

Parent/Guardian Occupation: _____ Work Number: _____

Parent/Guardian Name: _____ Phone Number: _____

Parent/Guardian Occupation: _____ Work Number: _____

Parent/Guardian Name: _____ Phone Number: _____

Parent/Guardian Occupation: _____ Work Number: _____

Parent/Guardian Name: _____ Phone Number: _____

Parent/Guardian Occupation: _____ Work Number: _____

Is there a court order, judgement entry, or custody paper concerning this child? YES NO

If yes, papers need to be in child's file for his/her protection.

What activities is your child involved in?

What method of behavior modification do you use at home?

Are there special concerns we should know about?

Is there anything that makes your child upset?

What are your expectations from your child's summer experience?

TUSCARAWAS COUNTY YMCA SUMMER CAMP

PICK UP PERMISSION

These people have permission to pick up my child from the Tuscarawas County YMCA Summer Camp Program. I will notify staff who (from the list below) will pick up my child on a daily basis.

For first time pick up, please have Photo ID for verification.

1. Name: _____

2. Name: _____

3. Name: _____

4. Name: _____

5. Name: _____

Parent Name (PRINT): _____

Parent Signature (Required): _____ Date: _____

TUSCARAWAS COUNTY YMCA SUMMER CAMP

SWIMMING ACTIVITY PERMISSION

Child's Name: _____ Birth Date: _____

I permit my child to participate in swimming/water activities during summer camp. A deep-end test will be given. Swimming will take place at the Tuscarawas County YMCA, 600 Monroe Street, Dover, Ohio, 44622.

Check one:

My child is: _____ a swimmer (deep end) _____ non swimmer (shallow end).

The YMCA will always have two lifeguards on duty during camp swim time. At least two additional camp staff (which will be over the licensing ratio requirement) will also be on duty.

Parent Name (PRINT): _____

Parent Signature Required: _____ Application Date: _____

TUSCARAWAS COUNTY YMCA SUMMER CAMP
CAMP WAIVER

Participant specifically assumes all risk of injury arising out of his/her presence on the premises of the Tuscarawas County YMCA, the use of its equipment or facilities, or participation in activities whether on the premises or at another location. I and my heirs and assigns hereby waive, release and agree to hold free from all claims of damages, the Tuscarawas County YMCA and its officers, directors, members, employees, or agents. I understand the risks and dangers involved in participating in the programs and activities at the YMCA. My child is physically capable of participating in such programs. My child agrees not to participate in any other activity that may injure themselves or others.

Child's Name: _____

Parent Name (PRINT): _____

Parent Signature (Required): _____ Date: _____

TUSCARAWAS COUNTY YMCA SUMMER CAMP
PARENT RELEASE FOR MOVIE DAYS

By signing below, you are giving permission for your child to see a "G" or "PG" rated movie. The "PG" rated movie will be approved by the Youth and Family Director.

Child's Name: _____

Parent Name (PRINT): _____

Parent Signature (Required): _____ Date: _____

TUSCARAWAS COUNTY YMCA SUMMER CAMP
PHOTO/VIDEO RELEASE

_____ I **DO** give permission to the Tuscarawas County YMCA to use, without limitation or obligation, photographs, film footage, or tape recordings that may include images or voice for purposes of promoting or interpreting Tuscarawas County YMCA programs. This can include, but is not limited to, social media platforms, commercials, or internet websites.

_____ I **DO NOT** give permission to the Tuscarawas County YMCA to use, without limitation or obligation, photographs, film footage, or tape recordings that may include images or voice for purposes of promoting or interpreting Tuscarawas County YMCA programs. This can include, but is not limited to, social media platforms, commercials, or internet websites.

Child's Name: _____

Parent Name (PRINT): _____

Parent Signature (Required): _____ Date: _____

TUSCARAWAS COUNTY YMCA KIDDIE CAMP

SUNSCREEN AND TOPICAL CREAM PERMISSION SLIP

I give permission for (child's name) _____ to keep and to use

(exact name of Product*) _____

**Please make sure the product is not expired and the exact name of product is listed above. Example: Banana Boat Kids SPF 50 cream sunscreen. This slip is good for one calendar year from the date signed. Parents/families are responsible for providing products. This permission slip is good for Sunscreen lotion and any non-prescription topical cream. No aerosol spray permitted.*

At the Tuscarawas County YMCA Summer Camp Program.

Parent Name (PRINT): _____

Parent Signature (Required): _____ Date: _____

TUSCARAWAS COUNTY YMCA SUMMER CAMP AUTOMATIC PAYMENT ENROLLMENT FORM

Participant Information:

Child's Name _____ Date of Birth _____
Membership Status: Family Membership Youth Member Non-Member/Community Member
Program: Tuscarawas County YMCA Summer Camp

Responsible Parent/Guardian Information:

Name: _____
Phone: _____ 2nd Phone: _____
Are you responsible for entire tuition payment? YES NO
(If "no" please explain below)

Ohio Department of Jobs & Family Services Assistance:

Are you receiving assistance through Ohio Jobs and Family Services? YES NO
If yes, please specify copay amount: _____

*Please see ODJFS policy document from your Child Care Director for all responsibilities for approved cases.

PAYMENT OPTIONS:

1. Bank Draft (Please include a voided check)
 Weekly Account Type: Checking Savings
Bank _____
Transit & Routing # _____
Account # _____
2. Credit Card Draft
 Weekly Account Type: Credit Card Debit Card
Credit Card Type: MasterCard VISA Discover American Express
Issuing Bank Name _____
Name on Card _____ Exp. Date _____
Account # _____ CCV _____

Draft Authorization: I authorize automatic payments for my child care fees for the program my child attends in the amount of the agreed upon weekly payment rate. Drafts will occur automatically until care is terminated in writing or the program ends. A minimum of 10 business days notice is required to stop or edit drafts.

Parent Name (PRINT): _____

Parent Signature (Required): _____ Date: _____

TUSCARAWAS COUNTY YMCA SUMMER CAMP CAMP SCHEDULE AND PAYMENT AGREEMENT POLICIES

Child's Name: _____ Child's Birth Date: _____

BIG SCREEN SUMMER

Camp Weeks	Week 1 June 1 to June 5	Week 2 June 8 to June 12	Week 3 June 15 to June 19	Week 4 June 22 to June 26	Week 5 June 29 to July 3	Week 6 July 6 to July 10	Week 7 July 13 to July 17	Week 8 July 20 to July 24	Week 9 July 27 to July 31	Week 10 Aug 3 to Aug 7	Week 11 Aug 10 to Aug 14
Weekly Themes	Encanto	The Incredibles	Moana	Toy Story	Zootopia	Ice Age	Finding Nemo	Sing	The Lego Movie	Coco	Up
Check box for each week attending											
Member Non-Member	\$175 \$205	\$175 \$205	175 \$205	\$175 \$205	\$175 \$205	\$175 \$205	\$175 \$205	\$175 \$205	\$175 \$205	\$175 \$205	\$175 \$205

Please initial each of the following:

- _____ I understand I will be charged for the program and rate for which I signed up my child.
- _____ A change in schedule must be submitted to the Child Care Director at least two weeks in advance, otherwise the account will be charged based on the schedule for which camper was signed up.
- _____ Program payment is drafted in advance of attendance per your agreed upon draft schedule.
- _____ Accounts with a balance of 2 weeks or more will be considered delinquent. The responsible parent will be contacted to reconcile the balance and keep the account current. If a payment agreement is not reached or payment is not made, child care services may be suspended.
- _____ Payments/Refunds will be applied to any outstanding Y balances first, then to current program fees.
- _____ The Tuscarawas YMCA Summer Camp closes at 6:00 PM. A \$1 per minute per child late fee is charged after 6:00 PM. All late fees will be added to the next week's draft payment. If late pick up occurs more than five times during the summer program, your camp placement may be in jeopardy.
- _____ I understand that weekly tuition is not adjusted for days missed due to illness, unless the child is hospitalized, and the parent/guardian notifies the Child Care Director at 330-364-5511 ext. 309.
- _____ A \$30 fee will be assessed for NSF drafts. Should my bank, for any reason, not honor any debit, I am responsible for the payment and the NSF fee. The payment and fee may be collected electronically by a third party.
- _____ Failure to communicate any draft issues within 5 business days may result in termination of services.

I will be paying by: _____ Bank Draft _____ Credit Card Draft

Draft Authorization: I authorize automatic payments for my child care fees, for the program my child attends, in the amount of the agreed upon weekly payment rate. Drafts will occur automatically until care is terminated in writing or the program ends. A minimum of 10 business days notice is required to stop or edit drafts.

Parent Name (PRINT): _____

Parent Signature (Required): _____ **Date:** _____

Child Care Handbook Receipt & Acknowledgement

This form confirms that the parent/guardian has received, reviewed, and understands the Tuscarawas County YMCA Child Care Handbook.

Child Name: _____

Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Name (Signature): _____



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tuscarawas County YMCA

Childcare Program Handbook

Revised November 2025

YMCA Childcare Program

600 Monroe St. Dover, Ohio 44622

330-364-5511

Contact:

Jeff Bray

Youth and Family Director

jeff@tuscymca.org 330-364-5511 ext. 310

Elizabeth Sickinger

Preschool Coordinator

elizabeth@tuscymca.org 330-364-5511 ext. 312

Hours of operation:

Summer Camp and Day Off: M-F 9am-4pm

AM Preschool: M-Th 8-11:30am

PM Preschool: M-Th 12:30-4pm

Afterschool Program: M-F 2:30-6pm

Extended School Age Care: M-F 7am-9am and 4pm-6pm

Holidays

We close 7 major holidays each year: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve and Christmas. We also periodically close early or for a whole day for staff meetings and other events. We'll let you know in advance so you can adjust your plans accordingly.

School delays/cancellations: Our center is open for snow days and non-major holidays. Please visit our website or see Jeff regarding our school age day off program.

Our Program Philosophy

Our core values—caring, honesty, respect, responsibility and equity—as a guide, children develop communication, reasoning and problem-solving skills through play while interacting with other children and exploring their environment.

Staff to child ratios and maximum group sizes

We are required to maintain certain teacher-to-child ratios by the state:

- Infants (birth and under 12 months): 1 to 5, or 2 to 12
- Infants (12 months and under 18 months): 1 to 6, or 2 to 12
- Toddlers (18 months and under 2 ½ years): 1 to 7, or 2 to 14
- Toddlers (2 1/2 years and under 3 years): 1 to 8, or 2 to 14
- Preschool - three years: 1 to 12, or 2 to 24
- Preschool - four and five years of age: 1 to 14, or 2 to 24
- School age - kindergarten to 11 years: 1 to 18
- School age - 11 years through 14 years: 1 to 20

We are licensed for the following:

- Serve children aged 2.5-14 years old
- To have 104 children on site
- Preschool Maximum Group size is 24 children
- Maximum Group size for Afterschool is 36 children.

Preschool Program

The YMCA's Preschool Program is for ages 3-5. The program is licensed by the State of Ohio. We believe that every child has the potential to be successful, and we've set in place an educational environment that is friendly, positive, and caring to help each student discover his and her own unique gifts. Educators in the YMCA's Preschool Education Program foster great achievement by presenting curriculum in a way that makes learning fun, meaningful, and interesting. Daily lessons are created to boost development through creative, age-appropriate activities, hands-on experience, and a balance of indoor and outdoor play.

We will provide formal child screenings called Ages and stages questionnaires at the start and again at the completion of the Preschool year. This will help determine your child's development and kindergarten readiness. We encourage parent participation in the completion of these.

Preschool Hours 4 Day Program (M-Th)

AM PROGRAM 8:00-11:30 AM, PM PROGRAM 12:30-4:00 PM

Note: The YMCA is not responsible for lost, broken, or stolen items. Activity Outdoor play and physical activity will be provided daily. Payments/Rates Payments can be made at the front desk or automatically withdrawn per month. Payments are due Monthly on the first of each month, payments can be drafted from your account monthly or made at the front desk by cash, card, or check.

Pick up is 11:30 AM for AM and 4:00 PM for PM.

Late pick up after 5 minutes will result in a late fee of \$10 and \$1 per minute after 5 minutes, please contact the front desk if you're going to be late.

Preschool Daily Snapshot

AM Schedule

AM Schedule 8:00-8:15 Arrival/ Attendance

8:15-8:30 Morning Circle

8:30-9:00 Zumba/ Yoga

9:00-10:00 Independent Exploration

10:00-10:30 Small Groups (Lively Letter Introduction)

10:30-11:00 Gross Motor Time

PM Schedule

12:30-12:45 Arrival/ Attendance

12:45-1:00 Morning Circle

1:00-1:30 Zumba/ Yoga

1:30-2:30 Independent Exploration

2:30-3:00 Small Groups (Lively Letter Introduction)

3:00-3:30 Gross Motor Time

3:30-3:45 Journals

3:45-4:00 Kindness Recorder/ Goodbyes Daily Schedule is subject to change based on activities that occur throughout the week.

Summer Camp Essentials

Enrollment forms are available online and from the front desk. Your child cannot attend camp until all paperwork is completed and returned. Drop off paperwork before first day of camp at the Y or email to jeff@tuscymca.org.

Camp Mission: The Tuscarawas County YMCA Summer Camp is committed to enriching the lives of all participants through playing games, building relationships with others, and giving all children equal opportunity to develop a healthy spirit, mind and body through a program based on the Christian principles and values of caring, honesty, respect, and responsibility.

Camp Hours 9:00 AM - 4:00 PM

Extended Hours Available 7:00 AM - 9:00 AM and 4:00 PM -6:00 PM

Note to parents: Parents must sign children in/out every day. Children cannot be dropped off earlier than 7:00 AM. Children must be picked up by 6:00 PM. Pick up at 6:05pm will result in a late fee of \$10 and \$1 per minute after 5 minutes, please contact the front desk if you're going to be late.

Payments are due the Monday of each week care is utilized.

Publicly funded childcare is accepted, financial aid may be available for those who qualify.

Payments can be made at the front desk or drafted from your bank account or credit card

*The YMCA is not responsible for lost, broken, or stolen items. Lunch 11:30 AM - 12:30 PM

A DAILY SNAPSHOT SUMMER CAMP SCHEDULE

7:00-9:00	Extended Care / Supervised Free Play
9:00-9:30	Arrival / Hand Washing / Pledge of Allegiance
9:30-10:00	Stretching / Ice Breaker / Relay Races
10:00-11:15	Outside Games
11:15-11:30	Restroom Break / Hand Washing
11:30-12:30	Lunch / Clean Up / Bathroom
12:30-2:30	Activity of the Day (Lesson, Movie or Water Games)
2:00-2:30	Boys Gym / Girls Swim
2:30-3:00	Boys Swim / Girls Gym
3:00-3:30	Snack / Bathroom / Gather Belongings
3:30-4:00	End of Day Shoutouts / Highs and Lows / Pick Up
4:00- 6:00	Extended Care

Daily Schedule is subject to change based on activities that occur throughout the week. Field Trip Days will alter the schedule of events.

Summer camp snacks and meals,

The YMCA a PM Healthy snack containing 2 food groups. Please notify staff of any dietary restrictions or allergies your child may have so we can supplement accordingly.

Lunches are to be sent in from home. We ask that it require limited additional preparation. Please send meals that are ready to eat and do not require additional heating – thermoses work great to hold the temperature of warm and cold items. Please rinse, peel and cut fruits and vegetables before they are packed. Meals requiring refrigeration must be packed with an ice pack in your child’s lunch bag. We recommend that meals sent from home meet state requirements by consisting of nutritional food from the following food groups (minimum portion sizes for a 3-6 year old are shown in parentheses) protein (1 ½ ounce), grain (1/2 slice of bread or ¼ cup of pasta, etc.) and two foods from the fruit/vegetable group (1/2 c). The YMCA will supplement food as needed to ensure the necessary food groups required are provided for each child.

Please bring the following:

- bathing suit and towel
- Water Bottle
- Sunscreen
- Backpack
- Tennis Shoes / No flip flops

What NOT to bring to camp:

- Electronics or toys from home. We have plenty of games, crafts, and adventure to keep campers busy. Plus, they won’t want to miss out on the opportunity to make new friendships and memories. School aged children may carry and apply topical lotions, including sunscreen with parents signed permission on file.

Afterschool Program

The YMCA provides after school care for school aged children 5-14 years old from 2:30pm-6pm.

A healthy snack will be provided. Children will have homework assistance available and physical activity will be provided.

Payments and rate

Payments can be made at the front desk or drafted from a bank account or credit card.

Payments are due the Monday of each week care is utilized.

Financial assistance is available to those who may qualify. Payments are due weekly on Mondays, payments can be made by bank draft, or cash/check at the front desk. Please note; Pick up at 6:05pm will result in a late fee of \$10 and \$1 per minute after 5 minutes, please contact the front desk if you're going to be late.

After School Daily Snap shot

2:30-3:15pm Arrival, hand washing, Snack

3:15-4:30pm Center activities and or homework

4:30-5pm Outdoor/Gym play

5-6pm Gross Motor play/Free play

Afterschool and Day Off Program Enrollment

All students are accepted for this program. A child is considered enrolled in the center only after the required fee has been received, the administrator confirms the availability of the space, and the required paperwork is received, including enrollment packet and DCY form 01234.

If the child has any medical concerns, please inform the Director so a **Medical plan can be filled out and staff can be trained as needed (DCS form 01236)**. Children must be vaccinated to enroll in our program. Unvaccinated children will only be accepted into the program if it is documented on the ODJFS Medical statement then signed by the parent and Doctor.

If there is a scheduled day off or snow day, parents will bring their child to the Afterschool site. Withdrawal from the program will be agreed upon by the parent and/or the Youth and Family Director.

Attendance, Absences, Release of Children

Attendance, Absences and No Shows

We record attendance for each individual child upon arrival and departure.

It is the parent/guardian's responsibility to notify the staff if a child will be absent from childcare due to illness, vacation, or for personal reasons. If an absence is not communicated, staff will contact a parent/guardian to verify the absence. If a parent/guardian cannot be reached, staff will call the designated emergency contact and will continue trying to contact parent/guardian until the location of the child is verified.

This process of notification will also take place if a child is scheduled to arrive from another program/activity and does not arrive.

Procedure For Releasing a Child

If the person picking up your child is suspected to be under the influence of drugs or alcohol, the following procedure will be followed:

- If the person is not the custodial parent, the custodial parent will be called before releasing the child.
- If the person is the custodial parent, the child will be released, but authorities will be called.

Children will be released only to individuals authorized in writing by the custodial/residential parent or guardian. The names of people authorized by the custodial/residential parent or guardian to pick up a child are kept on site. If the program staff members do not recognize an adult picking up a child, the adult will be asked to identify himself or herself and the name of the child to be picked up. Adults will be required to present a proper form of photo identification. If the person asking to pick up the child does not have proper identification, the child will not be released until the parent has been contacted and has verified the identity of the person and authorized the release of the child. This procedure is designed to protect the safety of the child, and any doubt will be resolved in favor of not releasing the child.

A child shall only be released to people sixteen years of age or older, except when parent or guardian permission is on file. This written permission shall be signed and dated by the parent or guardian and administrator.

Any changes to the list of people authorized to pick up a child must be communicated to the childcare staff immediately.

Procedure for Custody Agreements

If there is a custody issue involving your child, you must provide the Youth and Family Director with court documentation indicating who has permission to pick up the child. The childcare site may not deny a parent access to their child without proper documentation. It is the registering parent's responsibility to provide all court orders addressing parental rights, such as custody and visitation rights, about the child enrolled in the Childcare Program. The YMCA will follow all legal documentation. If an issue occurs that is not identified in documentation, proper authorities will be called.

Illnesses

Ohio law requires that the Program always maintain a minimum child/staff ratio. (Ohio Administrative Code 5101:2-12-18). For this and other reasons, **the Childcare Program is not equipped to care for children who are ill.** We appreciate the cooperation of parents in keeping their children at home when those children exhibit any of the symptoms listed below and coming promptly when called by the Childcare staff if their child is identified as exhibiting symptoms. It is crucial that you keep the staff informed of the phone numbers where you, and at least two other authorized adults, can be contacted at all times for this purpose.

Symptoms for Student Discharge

If a child exhibits any of the following signs or symptoms, he or she will be isolated from the other children, and the parent or guardian will be notified to come and pick up the child:

- Temperature of 100 degrees Fahrenheit taken by the axillary method
- Diarrhea, three or more abnormally loose stools within a twenty-four-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, obvious discharge, matted eyelashes, burning, itching.
- 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 sign or symptom of illness.

Procedure for Isolating Student and Contacting Family

A child isolated due to suspected communicable disease will be cared for on the other side of the room that is not being used by other children. The ill child will be provided with a cot to rest on and always be within the sight and hearing of a Childcare staff member. They will be monitored constantly until the parent, guardian, or other authorized person arrives to take the child home.

Parents of an ill child will be notified immediately and will be expected to arrive promptly to take their child home. The Childcare Program recognizes the difficulty that this may present, but it is necessary for the health and safety of both the ill child and the other children at the program. It is important that you provide the Program with the names and phone numbers of at least two other people whom you authorize to pick up the child in these circumstances, should the program be unable to contact you personally.

Mildly ill children experiencing minor symptoms or a child who does not feel well enough to participate in activities but who is not exhibiting serious illness symptoms will be observed carefully for sign and symptoms of worsening conditions.

Communicable Disease

The center follows the Ohio Department of Health "Child Day Care Communicable Disease Chart" for the appropriate management of suspected illness. This chart is in the program room. All members of the Childcare staff receive regular in-service training in the management of communicable diseases according to rule 5101:2-12-16 of the Administrative Code and in proper hand washing and disinfecting procedures.

A sign will be posted visible to parents/guardians on the door or next to the kiosk, to notify parents when their child has been exposed to a communicable disease by the next day of the program's operation.

A child who was discharged because of illness will be re-admitted to the program when the child is free of communicable disease symptoms or by the written permission of a physician. The program site will follow the communicable disease chart as a guide, and the childcare program reserves the right to require a statement from the physician before readmitting the child. If sent home with a fever or vomiting, he/she must be fever/vomit free 24 hours before returning.

Emergency Plan

All YMCA staff are prepared and trained to activate emergency procedures in the event of severe weather, fire, or other conditions that require building evacuation or other immediate safety measures. Each program location has a disaster emergency plan, please ask YMCA staff if you would like to obtain a copy.

Administration of Medication

Prescription Medication

Medications will be stored in an area inaccessible to children. If rescue medication is brought to care daily, **the medicine must be handed to a childcare staff upon arrival and will be put in an area inaccessible to children.** School age children are not permitted to carry their own medications or ointment. School age children are only permitted to carry emergency medications between school and care. Counselors will keep them on their person once the child is signed into care and return it as the child leaves.

Medications must be in their original container and administered in accordance with instructions on the label. The label must state the child's name, current date within the last 12 months, an exact dosage to be given, the specific number of dosages to be given daily, and the route of administration.

The Child Care Program reserves the right to refuse to administer certain medications. All medications will be removed from the program when no longer needed or if medication expires. Parents will be contacted to pick up their child's medication. If it is not picked up within 5 days, the medication will be disposed of by program staff.

Medication Policies: Administration of Medication, Medical Foods, and Modified Diets

The staff shall:

- Be trained on administration of medication and medical/physical care plans for all children they are responsible for.
- Assure the medication, medical food, or modified diet is not administered for any period of time beyond the date indicated by the physician or for 12 months, whichever comes first.
- Administer the medication/medical food for children they are responsible for.

- Verify each administration or application of medication by documenting it on the DCY 01217 and or DCY 01236 form.
- Assure that dosages administered do not exceed prescribed dosages.
- Assure that a separate form is used for each medication/medical food.

Summer Day Camp Sunscreen

For sunscreen to be administered, a permission slip must be completed by parent/guardian. Please apply sunscreen before your child arrives at camp. Staff will re-apply sunscreen after lunch.

Application of nonprescription topical products and lotions used only as a preventative measure do not need to be documented.

Special Health Condition Paperwork:

All medical paperwork must be complete and approved before child begins in care. For a special health condition, a DCY 01236 "Child Medical/Physical Care Plan", must be completed.

For a medication to be administered, a DCY 01217, "Request for Administration of Medication for Child Care", must be completed by parent/guardian and physician when applicable.

For a medical food or a modified diet, a DCY 01217, "Administration of Medication for Childcare" and/or a DCY 01236, "Child Medical/Physical Care Plan for Child Care" must be completed by a physician. We will administer medication for with proper forms completed by parent/Doctor.

Nutrition

The YMCA provides 1 healthy snack containing 2 of the food groups during AM Preschool, PM preschool and Afterschool care.

Weather

Please listen to WJER and WTUZ radio stations and social media platforms for a list of closings. **If Dover Schools close, the preschool program will close. If Dover has a two-hour delay, the preschool program will close.** Make Up days will be announced later.

If Dover or New Philadelphia has a two-hour delay, we will still provide afterschool care only.

Supervision policy

Our number one supervision policy is that we only hire the best childcare staff! All our teachers and camp counselors are fun, smart, and loving. They are dedicated to their chosen profession and work daily to get better while providing the best possible experience for your child. We record attendance for each individual child upon arrival and at departure. We do frequent counts to ensure all children are safe, present, and accounted for. For preschoolers and school aged children, teachers will accompany them to the bathroom or anywhere onsite. For school agers 7 years old or older, once it is determined there is no one unauthorized in the area, the child will be in either eye shot, or ear shot of the teacher to use the restroom or enter another authorized area.

Behavior Management

Student Code of Conduct and Core Values

- I will be respectful
- I will be kind
- I will be caring
- I will be honest
- I will follow the rules
- I will do my best and if I fail, I will learn from my experience and pledge to do better next time.
- I will be a friend and accept the responsibility to be a helper, making the program a great place to be for all.

Our staff believe that it is important for children to learn self-control as part of their developmental experience. Our teachers always treat children with love and respect and make clear our expectation that they love and respect others in return. The foundation of our behavior management philosophy is conscious discipline, which is a comprehensive self-regulation program that integrates social-emotional learning and discipline. Conscious Discipline integrates classroom management with social-emotional learning, utilizing everyday events such as the curriculum and addressing the adult's emotional intelligence as well as the child's. In addition to Conscious Discipline, we utilize several tools in our guidance process. Positive reinforcement is used to encourage children to use the right behavior. We also use positive redirection – removing the child and giving them an appropriate activity – when there is an issue. When these approaches fail to accomplish the desired behavioral outcome, we put a progressive guidance action plan, called a Behavior Management Plan, in place with the family.

Behavior Management Plan – warnings, suspension and expulsion from the program

Afterschool/Day-Off/Summer Camp

In the program, children will follow the “Off the Path Consequences” chart which consist of the following”

1. Verbal Warning
2. Take a Break (step away from current activity)
3. Roadblock Card (Formal conversation with teacher and action plan for how to do better next time)
4. Last Warning (immediate conversation with Youth and Family Director)
5. Behavior Report (formal write up) – See progression of behavior reports below.

Once a behavior report has been given, the following is the progression:

1. First Behavior Report: Formal write-up and the parent/guardian will be contacted.
2. Second Behavior Report: The child will be sent home and serve a suspension. Parent/Guardian is contacted and must discuss incident with the Youth and Family Director.
3. Third Behavior Report: The student will be sent home and serve a suspension. Child cannot return until parent/guardian meets with the Youth and Family Director to develop a specific behavior management plan.
4. Fourth Behavior Report: The student will be expelled from the program and services will no longer be provided.

Behaviors that may result in suspension include, but are not limited to:

- Refusing to follow rules or cooperate with staff
- Leaving the group or staff without permission
- Use of profanity, vulgarity, obscenity
- Continuous disruptive behavior
- Fighting of any kind
- Endangering the health and safety of self, other children, and/or staff
- Teasing/bullying of other children or staff
- Stealing or damaging property

****We may suspend or disenroll a child if there are excessive absences or if the account becomes more than one month past due.**

Incidents and Emergency Transportation

In case of an accident, the following procedures will be used:

A member of the staff will provide immediate First Aid for minor accidents. If further medical attention is required, staff will contact 911 and the parents.

Incident reports

Incident reports will be completed by the childcare staff member in charge of the child and given to the parent, guardian, or person picking up the child, to sign and keep a copy. These are given when the following occur:

- An illness, accident or injury which requires first aid treatment.
- A bump or blow to the head. (Immediate call to parents)
- Emergency transportation. (Immediate call to parent and childcare staff member travels with child)
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the childcare site unattended.

In case of serious accidents, a member of the staff will notify the parent/guardian. In case a parent or designated person cannot be reached, the Director will have the authority to call the designated physician and/or call the local emergency unit for treatment and/or accompany the child to the hospital and stay until the parent/guardian arrives. **Please indicate on your child's enrollment forms that we can provide emergency transport; we cannot enroll your child without this consent to adhere to our policy.**

Outdoor play

Our program includes outdoor play time daily whenever weather permits. Your child will never stay in the center for more than four hours without outdoor play. ALL children will play outside when the temperature is between 25-90 F, if the broader weather conditions cooperate, rain, snow, ice, etc. Please send your children with clothes and shoes (preferably closed-toed) appropriate for outdoor play on the day you drop them at the center. On days when weather does not permit outside play, we will go to the gym or engage in gross motor activities indoors

Formal screenings and assessments

We will provide formal child screenings called Ages and stages questionnaires at the start and again at the completion of the Preschool year. This will help determine your child's development and kindergarten readiness. We encourage parent participation in the completion of these.

We will not complete screenings during our summer camp program.

We will not complete any formal screenings or assessments for school age children in our afterschool program.

We do not report child level data to ODFJS (pursuant to 5101:2-17 of the administrative code)

Parent participation

Parents are welcome to participate at our center whenever they would like and have unlimited access to all parts of our facility during operating hours. Parents with questions or concerns should talk to their child's teacher or the center Director. You are welcome to speak to the Director or teacher at any time during our hours of operation.

If you need to have a lengthy conversation with a teacher, we ask that you schedule it in advance so the teacher can be available from daily responsibilities. Parents may request from the Director the contact information of other members' families. This contact information will be provided except for those member families who have requested that their contact information not be shared.

Diapering policy

We ask that children be potty trained prior to enrollment. We understand that potty accidents happen and we will help change your child, please provide a spare change of clothes for your child.

Please see Director if your child has a delay or disability that may require to be diapered, and we will discuss options.

Napping

Due to the structure of our programs and hours of operation. We do not offer naptime. Children may rest on provided cushions if needed.

Transportation

We use YMCA vehicles or local school district bussing for transportation. Written permission slips signed by the parent or guardian will be required in advance of the trip. The staff/child ratio will always be met while out of the center on field trips. Children will be assigned to a specific staff childcare member for each trip.

The following will also be met:

- An adult will be present in the vehicle any time that children are in the vehicle.
- If the vehicle chartered has seat belts, they will be used by the adults and the children.
- Children will not be permitted to stand or sit on the floor of the vehicle.
- Children will not be permitted to ride in the front seat.
- The staff will see that each child safely boards and exits the vehicle.
- The staff will conduct a check of the vehicle at the end of each trip to be sure that no child has been left in the vehicle.
- Prior to transport, staff will check the fuel level of the vehicle.
- No smoking will be permitted in the vehicle.
- A person trained in first aid, communicable disease and CPR will be present at the destination. We will take a first aid kit, a cell phone, all emergency transportation authorization forms, completed enrollment forms for each child, and a completed child medical plan form for each child who has health conditions, a record listing each child on the trip, and any supplies needed to provide treatment for children with health conditions on the trip.
- Children will wear a YMCA t-shirt Routine Trips – routine trips are defined as repeated excursions off the center premises which occur on a regularly scheduled basis and that parents have been made aware of the destinations of the trip. We require a permission slip for such trips. Examples include transportation to and from school, getting on and off the school bus, and walks

Swimming

Our Day-Off children and summer campers swim daily at the YMCA swimming pool. **Parents must sign permission slips for each child to participate**, parents must indicate whether the child is a swimmer or non-swimmer. Non swimmers will stay at the shallow end of the pool and will have access to life jackets. Staff/child ratios will be met while swimming along with 2 lifeguards on duty. Please indicate upon enrollment if you do not wish your child to participate during swimming activities and they will get extra Gym time.

Overnight care

We do not offer overnight care.

Issue resolution

Parents who need assistance resolving issues related to the childcare center should communicate their concern to the Youth and Family Director

Disability Concerns

Providing Reasonable Accommodations

The YMCA is committed to serving everyone in the community by complying with all applicable provisions of the Americans with Disabilities Act (ADA) and its corresponding state and local laws. It is our policy not to discriminate against any child or family because of an individual's disability. In line with this policy of nondiscrimination, we will provide reasonable accommodations to children and their family members with disabilities as defined by the ADA or applicable state or local law who have made us aware of a disability.

If you and/or your child require a reasonable accommodation, please contact Management to inquire as to what we can do to accommodate a disability. We encourage individuals with disabilities to come forward and request reasonable accommodation. We will establish a written child/family specific procedure for those who require accommodation. Any written procedures required for caring for the child will address, by way of example, mobility accommodations, 19 administering pharmaceuticals (see Policy 20.0-20.1), feeding accommodations (see Policy 21.0), and other care accommodation procedures.

As these matters are very case specific, we will do our best to reasonably accommodate you and your child.

Reporting Disability Discrimination

It is unlawful for the center to discriminate in the enrollment of children upon the basis of 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: Write or Call: HHS ODJFS Region V, Office of Civil Rights Bureau of Civil Rights 233 N. Michigan Ave, Ste. 240 30 E. Broad St., 37th Floor Chicago, IL 60601 Columbus, OH 43215-3414 (312) 886-2359 (voice) (614) 644-2703 (voice) (312) 353-5693 (TDD) 1-866-277-6353 (toll free) (312) 886-1807 (fax) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961

INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The center is licensed to operate legally by the Ohio Department of Children and Youth (DCY). 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 childcare 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 to meet with parents 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 DCY. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents 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: Write or Call: HHS ODJFS Region V, Office of Civil Rights Bureau of Civil Rights 233 N. Michigan

Ave, Ste. 240 30 E. Broad St., 37th Floor Chicago, IL 60601 Columbus, OH 43215-3414 (312) 886-2359 (voice) (614) 644-2703 (voice) (312) 353-5693 (TDD) 1-866-277-6353 (toll free) (312) 886-1807 (fax) (614) 752-6381 (fax) 1-866-221-6700 (TTY) or (614) 995-9961 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 5180:2-12-07 Appendix C of the Ohio Administrative Code. (REV. 1/2025)