



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

ENSURE A BRIGHTER FUTURE

School Age Child Care MARION FAMILY YMCA

Parent Handbook 2018-2019

Location:

Marion Family YMCA

645 Barks Road East, Marion, OH 43302

E kking@marionfamilyymca.org

P 740 725 9622 **F** 740 389 1287 www.marionymca.org

THE YMCA SACC PROGRAM PHILOSOPHY

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. Every day our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

The YMCA SACC program exists to meet the needs of families to have a safe, consistent, environment for their children before and/or after school. The program is designed to complement, not imitate, school and home. It serves as an important component in the continuum of services provided for school-age children.

Through the YMCA SACC program, the YMCA seeks to help children:

- Grow personally
- Clarify personal values
- Get along with others
- Appreciate diversity
- Become better leaders
- Develop specific skills
- HAVE FUN!

The SACC program is child centered and designed to promote self-esteem and meet the individual developmental needs of **CHILDREN**. The YMCA program:

- Offers children a base of warmth, security, and continuity provided by caring, qualified staff
- Fosters initiative, independence, cooperation, and self-control
- Has flexible schedules that allow for choices during (but not limited to) play, social experiences, and school work
- Permits freedom within set limits
- Respects cultural diversity.
- Build strong character through programs centered around our core values of Caring, Honesty, Respect, and Responsibility.

The needs of **FAMILIES** will be met through a program that:

- Offers quality, safe, affordable child care services
- Is sensitive to the needs of children and families
- Encourages communication among children, school representatives, families, and Y-Club staff
- Allows for ongoing family involvement and regular opportunities for feedback through Family Events and/or a Family Advisory Committee and a regular family evaluation process.
- Assist families with building strong character values in their children.

The needs of the **COMMUNITIES** will be met by a program that:

- Provides quality child care services
- Reflects current values and concern
- Utilizes existing educational and recreational resources.
- Builds strong character values in children.

The Marion Family YMCA's mission is to put Christian principles into practice through programs that build a healthy spirit, mind and body for all. Our cause is to strengthen the community.

Enrollment / Admissions

A child is considered to be enrolled in the program only after the registration fee has been received, the Program Coordinator or Director confirms the availability of space and all of the required paperwork is received. This includes the required enrollment and health information. Any change to the enrollment and health information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Forms Required for Admission:

- Child Enrollment & Health Information
- Child's medical statement (Needs to be signed by a physician & turned in within 30 days of your child's start date.) All immunizations must also be completed before the start date, or have a scheduled appointment with a physician within 30 days of the start date.
- Pick-up authorization / permission form

Children to be served

The Y's School Age Child Care program primarily serves children in kindergarten through fifth grade who attend Benjamin Harrison Elementary. Children in grades kindergarten through fifth grade in other Marion County elementary schools are also eligible to attend, but a parent must arrange their own transportation from the program to school and from school to the program. All transportation arrangements must be reported to the Y in advance of attendance.

Hours and Days of Operation

- Before school care is from 6:50am-8:15am (when bus arrives for pick up)
- After school care is from 3:30pm (when bus arrives for drop off)-6:00 pm
- The program operates Monday through Friday during days that school is in session following the Marion City School calendar.
- After school care will begin 50 minutes early on Marion City School's Early Release Wednesdays.
- If your child attends another school district, please see the Program Coordinator about any calendar conflicts.
- Please see last pages of this Handbook for a complete list of days the program is closed.

Transportation to and From School

Marion City Schools is providing transportation from the Y to Benjamin Harrison Elementary in the morning and from Benjamin Harrison to the Y in the afternoon. This is the only pre-arranged transportation. If your child attends another school, you are responsible for arranging transportation and providing the required information to the Program Coordinator.

Daily Attendance

Attendance will be taken daily for the safety and security of each child. **If your child is ill or will not be attending the program for any reason, you must call the YMCA and notify us prior to your child's scheduled attendance.**

Parents/guardians are required to sign their child in each morning and/or out each afternoon. At the time of pick up, parents/guardians are asked to make contact with staff so they are aware that the child is leaving.

In the Before School program, program staff will observe children boarding the bus for Benjamin Harrison and record that he / she did so.

In the After School program, program staff will meet children as they exit the bus and record their arrival at the program. It's important that we know in advance if your child isn't attending the After School program. If we expect your child and he / she doesn't arrive, we will call you and / or emergency contacts until we confirm the child's whereabouts.

If your child is ill for an extended period of time, the child care program must be notified of the days your child will not attend. There will be no refunds or credits for illness, unless a physician's note is provided for serious illness resulting in multiple day absences

Program Schedule

Sample Daily Schedule for SACC-Before School

6:50 am		Doors Open
6:50 – 7:30	-	Interest Areas
7:30 – 8:00	-	Physical Activity in the Kids Gym
8:00- 8:15	-	Get ready to get on the bus
8:15	-	Get on bus to go to school

Sample Daily Schedule for SACC-After School

3:40-3:50	-	Get off bus and check in
3:50-4:00	-	Snack
4:00 – 4:40	-	Physical Activity / Group Games in the Gym
4:40- 5:40	-	Interest Areas, homework & reading
5:40-6:00	-	Clean up from the day & prepare to go home

Admission, Fees and Payments

A child is considered to be enrolled in the program only after the payment has been received and all of the required paperwork is received. This includes basic enrollment and health information. Any change to the enrollment and health information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child.

Fees and Payments

The Registration Fee for the school year is \$25 per child. This is a once per school year fee and is nonrefundable.

School Age Child Care is billed weekly based on type of care selected. The weekly fee represents one week's tuition. The weekly fee may vary some weeks due to scheduled days off. Payments are due each Friday for the following week of care. Advance payments may be made for future weeks of care.

We prefer families pay by automatic EFT with debit card or banking account, or an automatic credit card payment. This ensures worry-free, on-time payment and no late payment fees. When paying your registration fee, you may provide your credit card to be applied to weekly payments as well. If you opt out of automatic EFT payment, you must pay the Friday before each week of care. There is an additional \$5 fee per week per child to pay outside of automatic EFT.

Automatic payments are drafted Friday mornings for the following week of care. You may occasionally have an EFT draft on Friday for past sessions if a previous payment was not processed successfully. If an EFT is returned for insufficient funds or a credit card is declined, the Y will charge \$30 NSF fee. We may collect this fee plus the original amount of the EFT or credit card charge electronically through a third party. Please let us know at least two business days in advance if you need to pay in person one week instead of a draft.

Fees for the week are set and will not be adjusted for any reason (i.e. lack of attendance, illness, inclement weather, etc.).

Your child's enrollment is considered continuous. If you would like to cancel your child out of the program, you must provide two weeks written notice emailed to kking@marionfamilyymca.org or given to the Program Coordinator. The Y will not give any refunds for time missed without dis-enrolling through two week written notice.

As with all YMCA programs, financial assistance for SACC fees is available for families who demonstrate financial need, and are members of the YMCA. The application process is simple and quick. You can

download an application from the YMCA's website at www.marionymca.org or obtain one from the YMCA Service Center.

We have set our School Age Child Care fees as low as possible to cover costs and be affordable to all. Therefore, we're not able to offer a sibling discount.

Please keep your receipt at the time of registration and for each month's payment. If you choose to bank draft fees, simply ask for a receipt from the YMCA Service Center and we will be happy to provide you with one. The tax identification number for the Y is 31-4380058.

Fees through the end of 2018 are listed below:

Week	Days of SACC	Fee for Before only	Fee for After only	Fee for booth
Week of Aug. 21	Thurs & Fri	\$16.00	\$27.00	\$35.00
Week of Aug. 27	Mon, Tues & Wed	\$21.00	\$38.00	\$50.00
Week of Sept. 3	Tues, Wed & Thurs	\$21.00	\$38.00	\$50.00
Week of Sept. 10	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Sept. 17	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Sept. 24	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Oct. 1	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Oct. 8	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Oct. 15	Mon. through Thurs.	\$26.00	\$48.00	\$64.00
Week of Oct. 22	Tues. through Fri.	\$27.40	\$49.00	\$65.80
Week of Oct. 29	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Nov. 5	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Nov. 12	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Nov. 19	Mon. & Tues.	\$16.00	\$27.00	\$35.00
Week of Nov. 26	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Dec. 3	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Dec. 10	Mon. through Fri.	\$28.00	\$55.00	\$76.00
Week of Dec. 17	Mon. through Fri.	\$28.00	\$55.00	\$76.00

Late Pick-Up Fee:

We understand that you may at times be running a few minutes late, therefore we provide a five minute grace period after the program ends. After this five minute grace period you will be charged a \$1 per minute late fee.

Days Closed:

The Marion Family YMCA SACC program is a school-year based program operating August 23 through May. We follow Marion City School's calendar for all closures. Please feel free to register your child for our Schools Day Out program for any of the dates that are available, with associated fees.

During this time period there will be no SACC on the following days:

- Thursday August 30
- Friday August 31
- Labor Day: September 3
- Friday September 7

- Friday October 19
- Monday October 22
- Thanksgiving: November 21 - 23 (class resumes on Nov. 26)
- Winter Break/New Year: December 24- January 4 (SACC resumes on Jan. 7)
- Martin Luther King Day: January 21
- Friday February 15
- Presidents' Day: February 18
- Friday March 1
- Monday March 4
- Spring Break/ Good Friday: April 19- April 23 (class resumes on April 24)

Guidance and Behavior Management

When a child engages in inappropriate behavior that threatens the health or safety of herself/himself or others, the YMCA staff will do the following:

- A. Take immediate action to stop the behavior
- B. Inform the child and/or parents of the disciplinary action that will be taken. If the severity of the inappropriate behavior warrants, or the child cannot be controlled on the spot, it may be necessary to temporarily remove him/her from the situation. Additionally, staff will attempt to learn the causes of the behavior and will try to help the child understand and overcome these.
- C. Consider the possibility of suspending and/or expelling the child from the program. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

In all other situations where the safety of other children or staff is not directly jeopardized, YMCA staff will discuss the behavioral problem with the child and determine if disciplinary action is necessary. This process assists the child in learning to take responsibility for his/her own behavior. In cases of repeated inappropriate behavior, any one of the following disciplinary procedures may be used:

- Staff may hold a discussion with the child about the inappropriate behavior and its future consequences.
- Staff may inform the child of any disciplinary action to be taken if the behavior is repeated.
- Staff may redirect/provide time away from the activity, with the child returning to the activity contingent on a willingness to behave appropriately. Explain further disciplinary action to be taken if behavior continues.
- Staff may redirect/provide time away from activity, and notify parents of child's behavior. If behavior continues, staff shall conduct a parent/guardian conference to discuss and provide support in managing child's behavior at the program.

When a child's persistent or dangerous behavior takes too much time and attention away from the needs, safety, and well-being of other children, or causes disruption of the program objective, the possibility of suspending and or expelling the child from the program must be considered. The decision to send a child home is a difficult one to make and will be carefully considered before action is taken.

Supervision of Children

Arrival and Departure Procedure:

Children may be signed into the Before School program at 6:50 am.

Prior to the child's first day, parents must provide a list of adults (age 18 and older) who will be bringing and picking up your child. The YMCA will only release children to those adults listed on this form. **Valid photo ID must be presented by everyone when picking up a child. We will not release a child to anyone without a valid photo ID.** Please make sure you bring your ID and inform those authorized by you to pick up your child(ren) of this requirement.

Parents/guardians are required to sign their child in each morning and/or out each afternoon. At the time of pick up, parents/guardians are asked to make contact with staff so they are aware that the child is leaving.

In the Before School program, program staff will observe children boarding the bus for Benjamin Harrison and record that he / she did so.

In the After School program, program staff will meet children as they exit the bus and record their arrival at the program. It's important that we know in advance if your child isn't attending the After School program. If we expect your child and he / she doesn't arrive, we will call you and / or emergency contacts until we confirm the child's whereabouts.

If your child is ill for an extended period of time, the child care program must be notified of the days your child will not attend. There will be no refunds or credits for illness, unless a physician's note is provided for serious illness resulting in multiple day absences.

Custody Agreements:

If there are custody issues involving your child, you must provide the program with court papers indicating who has permission to pick up your child. The program may not deny a biological or custodial parent access to their child without proper documentation.

Supervision of School Age Children

Programs will not exceed the following State required ratios: 1 staff to 18 school-age children. Maximum group size for school-age children is 36. Maximum group size is defined by the number of children in one group that may be cared for at any time. Exceptions may include snack, outside play or special events.

1. No child will be left alone or unsupervised. A minimum of 2 staff shall always be in the building when there are children present. Required staff/child ratios will be maintained at all times.

2. School age children may run errands inside the building or use the restroom alone or in groups of no more than six children without adult supervision as long as all of the following conditions are met:

- children are within hearing distance of a teacher
- the teacher checks on the children regularly until they return
- the restroom is for the exclusive use of the program

3. When children leave the program to participate in activities such as mentoring, tutoring, or clubs, parents must fill out a YMCA Form for Student Activities On/Off Program Premises designating the day, time of departure, time of return, destination, and mode of transportation (if applicable) that the child will use to get to the activity.

Weather Cancellation

The after school program will not operate on days that school is dismissed early due to weather or any other unscheduled early release.

If school cancels due to weather during the time that your child is at our SACC before school program, your child will automatically be enrolled in our Snow Days Out program unless the child is picked up prior to 9:00am. Snow Day fees will apply and be automatically drafted from your payment method on file, that day.

If there is a two hour delay at school due to weather, or any other reason, the before school program will extend an additional two hours. Afternoon SACC will continue as scheduled.

If a Level 3 Snow Emergency is indicated on Marion Online or WMRN's website, the Marion Family YMCA will close the facility in 30 minutes. All children must be picked up immediately from the program.

Snacks

A nutritious snack will be served each afternoon in the program. Each of the snacks will contain food from two of the four basic food groups. Snacks such as cereal, crackers, pretzels, granola bars and other nutritious foods will be served. Please note that these snacks are not a replacement for meals. A snack menu is posted on the bulletin board.

If your child has special dietary needs due to medical reasons or you prefer that your child eat something other than what is planned for snack-time, you are welcome to send food with your child. If you choose to send a snack with your child, the snack must contain two food groups. Please send utensils and other necessary items as the child care program will not have access to these items. There is no reimbursement of tuition if food is sent from home. Please note any food allergies on the Child Enrollment and Health Information form and the Medical/Physical Care Plan form, and advise Y-Club staff.

Accidents and Emergencies

If your child has a serious accident, illness or becomes injured while at the YMCA program, a staff member will administer first aid while another staff member contacts you and a local rescue squad. If you cannot be reached, only the people listed as emergency contacts on your Child Enrollment and Health Form will be notified. The rescue / emergency squad may choose to transport your child to an appropriate medical facility if parental permission is granted. **The YMCA does not accept enrollment from a child whose parent or guardian refuses to sign the Permission to Transport section of the Child Enrollment and Health Form.** A staff member will accompany your child and bring your child's medical form to the hospital if necessary. We will remain with your child until you or one of your designated emergency contacts assumes responsibility of your child. Incident reports will be written for all injuries occurring at the center. All serious injuries must be reported to ODJFS. If your child has an accident at home, we may require a written documentation from a physician releasing your child to attend preschool. If it is necessary for us to evacuate the YMCA we will take all children to the flagpole area in front of the YMCA's main entrance. If directed by emergency personnel to be further from the building, we will take all SACC children to the far side of the football fields on the southern edge of the YMCA's property. Staff will remain with the children until all children have been signed out by a parent or other authorized adult. The program will observe monthly fire, tornado and school safety drills that will be done during the seasonal months. Fire emergency and weather alert plans and diagrams are posted in the classroom. A record of drills is available for your reference.

Outdoor Play:

Outdoor play will occur if weather conditions are suitable. Outside play will not occur if:

- The weather is greater than 80 degrees Fahrenheit, or less than 30 degrees Fahrenheit
- The wind speed is higher than 20 mph.
- The relative humidity is above 80%.
- Pollen counts are above 50.
- If there is any lightning, rain, or ice.

Illness

Please call the YMCA at 740-725-9622 and let us know if your child will not be attending SACC for any reason. Staff appreciates knowing in order to plan the day. We ask that you do not bring a sick child to the Y as they will be sent home.

If your child becomes ill while at the Y, you will be notified immediately. It is important that we have your current contact number, cell number, etc. Please let us know of any changes so that we may contact you when necessary. If we cannot reach you, we will telephone the emergency contact on your enrollment form. At the time you are notified that your child has become ill, the child must be picked up from SACC within 30 minutes.

YMCA staff will be trained in recognizing the signs and symptoms of illness, washing procedures, and disinfecting procedures. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the program as they will be sent home.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

- Temperature of 100 degrees F – in combination with any other signs of illness
- Diarrhea (three or more abnormally loose stool within a 24 hour period)

- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Purulent (pus) eye discharge, or eye pain, or eye lid redness or fever
- Untreated skin patches, unusually spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of nits, lice, scabies or other parasitic infestations
- Vomiting more than once or when accompanied by another sign of illness
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent/guardian will be notified. If a child does not feel well enough to participate in program activities the parent/guardian will be called to pick up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. The cot/mat and any linens used will be washed and disinfected before being used again. Parents will be notified in writing on the parent bulletin board if children have been exposed to a communicable illness. Children will be readmitted to the program after at least 24 hours of being free of a fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

In addition we will implement the following preventative practices for the management of communicable disease on a daily basis:

- The Program Director will ensure that training is provided for all staff in the process of hand washing. Employees will also be provided with training on basic precautions as outlined in paragraph (D) of rule 501:2-2-15.1 of the Administrative Code.
- The Program Director will ensure that staff is following procedures described in paragraph (E) (1) of this rule.
- The center will release employees who have a communicable disease or who are unable to perform their duties due to illness.
- The center will notify parents in writing with information on parent bulletin board, within the next day of center operation, when their child has been exposed to a communicable disease.
- Centers shall follow the current version of the JFS 0807 "Ohio Department of Health Communicable Disease Chart" for appropriate management of suspected illnesses. The chart will be posted in a location readily available to center staff and parents.

Medication, Modified Diet and Food Supplements

The Marion Family YMCA's first priority is the safety of your child(ren). Under the current licensing rules mandated by the State of Ohio, any non-compliance involving medication, the administration of medication and the necessary forms required for administering medication, is a serious rule violation. Therefore, giving children medication that is not absolutely necessary during SACC hours put the YMCA at greater risk of non-compliance.

Prescription Medication:

The YMCA will only administer prescription medication that is required specifically during the hours your child is present in SACC as prescribed by your child's doctor. We will administer medications to a child only after the parent/guardian completes a "Request for Administration of Medication" form. All proper sections must be completed and the medication must be handed to the Y SACC staff member. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's book bag or other item in his / her possession.

Prescription medications must be in their original container and administered in accordance to the instructions on the label. If a medication is prescribed to be given once or twice a day, please give the medication to your child before and/or after program hours. Unless absolutely necessary and prescribed by your child's doctor, we will not be administering it at the YMCA.

Over the counter medication **will not be** administered in the program without physician's orders. This includes topical creams and lotions. If a physician deems it necessary for a child to be given over-the-counter-medication during our program hours the medication must be in its original container, must not be expired, and must be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instruction on the "Request for Administration of Medication" form. Over-the-counter medications cannot be administered for more than three days without instructions from a physician.

If a medication is prescribed to be given once or twice a day, please give the medication to your child before and/or after program hours. Unless absolutely necessary and prescribed by your child's doctor, we will not be administering it at the YMCA.

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the Program Coordinator for more details regarding this policy.

Lice Policy

The Marion Family YMCA is very aware of lice problems in many schools today. Any child can get lice, and unfortunately, many do. To limit the spread of lice within our program, we take the following action: We follow a nit-free policy. If a child is discovered to have nits or lice, he/she will be immediately moved to an area of the room away from the other children, but supervised by staff. The child's parent/guardian will be contacted immediately and asked to pick up their child(ren). All other children are checked for nits or lice during that program time and may, if necessary, be checked through the following program time. All areas are cleaned and treated for lice before students are allowed to play with items affected. An exposure notification will be posted on the parent bulletin board informing parents/guardians that their child(ren) may have been exposed to lice. Any child who has been sent home due to nits or lice, may not return until they have been treated and are found by YMCA staff to be nit-free and lice free.

Transportation for Emergencies & Trips

If your child becomes seriously ill or injured while in the YMCA program, YMCA staff will provide first aid, call you (if you can't be reached your emergency contacts) and EMS. The rescue / emergency squad may choose to transport your child to an appropriate medical facility if parental permission is granted. **The YMCA does not accept enrollment from a child whose parent or guardian refuses to sign the Permission to Transport section of the Child Enrollment and Health Form.** A staff member will accompany your child and bring your child's medical form to the hospital if necessary. We will remain with your child until you or one of your designated emergency contacts assumes responsibility of your child.

The SACC program will take no field trips away from YMCA property.

YMCA Parent / Guardian Participation

- Parents/guardians shall have access to SACC at all times to interact with their child and observe the program. Please notify the Program Administrator when you arrive and plan on visiting the classroom.
- Parents/guardians as well as program staff members should discuss any complaints or suggestions about the preschool program or program staff members with the Program Administrator. If a parent or staff feels that their concerns have not been addressed by the Program Administrator, the parent/guardian or staff member may discuss their concern with the YMCA Program Director. The Program Director may be reached at 740-725-9622.
- Family participation opportunities include family events, volunteering in the program, YMCA committees, the YMCA's Building a Strong Community Campaign, and donations.
- YMCA staff is available to discuss your child's progress or needs at any time. However, due to staff responsibilities and schedules parents are asked to make appointments with staff when it's necessary to engage in any lengthy conversations.
- Parents have the opportunity to give input and evaluate the program at least annually.

ODJFS Center Parent Information Required by Ohio Administrative Code

- This facility is licensed to operation legally by the Ohio Dept. of Job and Family Services. This license is posted in a conspicuous place for review.
- A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.
- The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.
- Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluation the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his / her presence.
- Contact Information for parent or guardians of the children attending the facility is available upon request. This information will not include the name, telephone number, or email of any parent/guardian who requests that his/her name, telephone number or email not be included.
- Recent licensing inspection reports and any substantial complaint investigation reports, for the past two years are posted in a conspicuous place in the facility 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 request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The department's website is <http://jfs.ohio.gov/cdc/childcare.stm>.
- It is unlawful for the facility 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.

Napping and Resting:

We do not provide a scheduled napping/resting time.

Water Activities and Swimming:

At this time we do not offer water or swimming activities during our SACC program. We do offer age appropriate swim lesson programs outside of SACC hours. Swim lesson information is available on our website and at the Service Center. .

Formal Assessments:

At this time our program does not perform formal assessments on students.

Thank you for enrolling your child in our SACC program. We look forward to interacting and building relationships with all the children in our program. We are excited for a great year!

Kaylee King

Program Director

740-725-9622

kking@marionfamilyymca.org