

TROY REC

The Troy Recreation Association, located in downtown Troy, has been serving the community since 1941. With a primary emphasis on youth, the Rec offers programming for the whole family including junior high and high school dances and game room, indoor soccer, dance classes for adults, fitness classes for children, before and after school care for elementary students and preschool programs for the little ones. Check out our web site for activities that your family might enjoy!

The Rec is generously supported by the United Way and the City of Troy and receives annual support from the Duke Foundation. Without the patronage of organizations, businesses and individuals in this gracious community, non-profits would cease to exist. Our most sincere thanks go out to those who continue to help us make these program available to our citizens, big and small.

Troy Recreation Association
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Troy Recreation Association



Before & After
School Program
play learn grow

Parent Handbook

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Troy Recreation Association
Before and After School Program
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This program, which began in 1994, is licensed by the Ohio Department of Jobs and Family Services according to the regulations set forth for Child Care programs. Caring for children in grades K-5th, we are licensed to serve a maximum of 36 children in a before and after school capacity.

The center's licensing record, including copies of compliance report forms from the Department of JFS and evaluations forms from the fire, building, and health department are available upon request from the Department of JFS. The license for operation is posted in the entry to the group area for your convenience as well as the most recent compliance reports.

Child day care laws and rules are available online at www.ohiodjfs.com for your review at any time. If you believe that the program is in violation of the licensing rules, the Ohio Department of Jobs and Family Services offers a toll-free complaint number for your convenience. (1-800-686-1581)

Your suggestions, comments and criticism are welcomed by the program staff at all time. Please let us know what you like and what you don't! As parents ourselves, we understand the importance of the trust you place in us as caregivers. We take our commitment to your family seriously and work to ensure that this is the kind of place that we would want to leave our own children.



Medical and Dental Emergencies

All parents must sign a statement authorizing program staff to transport their child to a hospital to obtain medical care in case of an emergency. Further, parents should provide a current telephone contact number at all times. If neither parent can be reached in an emergency, the authorized emergency contact person will be called.

If the nature of the emergency requires immediate medical attention, program staff will call 911 to request an ambulance. If the child is transported by ambulance, a program staff member will accompany the child to the hospital until parents arrive.

In the event of an emergency, one staff member will take care of the sick or injured child, and the other staff member on duty will assume responsibility for all other children until help arrives. Staff members will remain calm and try to answer questions other children may have in a manner that is reassuring and soothing.

Children whose parents refuse to grant permission for emergency transportation may be excluded from care.



Licensing Record

The licensing record for the center is on display in the activity room on the bulletin board.

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 www.jfs.ohio.gov/cdc/families.stm.

Child Abuse and Neglect

It is the goal of this program to provide a safe and nurturing environment for each child. Children shall not be abused or neglected while under the center's care. Further, child care staff members are mandated by law to report any suspected child abuse or neglect to the Miami County Children Children's Services or the Troy Police Department.

Staff Illness

Staff members showing signs of communicable disease will not be allowed to work with children. In the event that a staff member becomes ill during working hours, a sub will be called in to take over.

Custody Arrangements

In cases where child custody is designated by a court order, a copy of the court documents will be maintained on file at The Rec. Non-custodial parents may only pick up their child in accordance with the paperwork on file unless prior arrangements are made with the director and the custodial parent.

All parents are welcome to visit the program at any time unless the custody paperwork specifically forbids it.

Special Needs

Children who require special medical or educational attention will be admitted to the center only with the approval of the Program Director and the attending physician.

Children whose special needs are identified after admission to the program will be referred for evaluation immediately to ensure that the specific needs of the child can be met in the program environment.

Medication Administration

In order for our staff to administer medication, parents must complete a Medication Authorization form. All medication brought into the program will be in the original prescription bottle which is clearly labeled with the child's name, medication name, dosage requirements, and prescribing physician's name.

Over the counter medication not containing aspirin or codeine may be administered by program staff without a doctor's note if it is in the original container with the original label that specifies dosage based on the child's age or weight. The full name of the child must be printed on the container. The center will not administer the medication for more than three consecutive days at a time. The parent must give the center written instructions for dosage, not to exceed label recommendations.

Topical products may be applied provided the parent gives written application instructions in keeping with the manufacturers' guidelines. Products may not be used for longer than fourteen consecutive days.



Problems and Complaints

It is our goal to provide an experience that is good for both parents and children. If at any time an issue arises that needs discussion, parents are encouraged to call the Director for a meeting to discuss the concerns. The hours and contact information for the Director can be found on the bulletin just inside the door of the activity room.

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Program Information

Our Purpose

Our goal is to provide a safe, fun environment that enhances the child's social, physical, cognitive, and emotional growth. We strive to provide high quality, developmentally appropriate care for children during those critical hours before and after the school day.



Program Description

This program has been designed to serve children before and after school during the regularly scheduled school year. The program does not operate on any school holidays, calamity days, or during summer vacation.

Children are accepted for care from 7:15am-6:00pm. On any days school is schedule to begin late or let out early, the program hours are adjusted to accommodate. This includes any time school is delayed due to weather. However is school is cancelled due to weather, the program will not operate.

The daily schedule will offer activities that are responsive to the individual needs and interests of children in the group. Children will be allowed choose from a variety of activities including large motor play in the gym, developmentally appropriate enrichment activities and unstructured periods of free choice in the art, dress-up, block, game, book and other centers. The following is a sample of our daily schedule:

Mornings:

7:15 am—7:55am Breakfast and free choice in centers or gym
8:00am-8:15am Clean up and prepare to leave for school

Afternoons:

3:20pm-4:15pm Arrival from school, snack, homework, free choice
4:15pm-5:00pm Free choice, open gym, scheduled activities (optional)
5:00pm-6:00pm Clean up, quiet activities, homework as needed

Because The Rec does not have an outdoor play area, children will be escorted to the park behind the library when possible during nice weather. The gym is open daily to allow running and large motor play in all types of weather.

Scholarships

Limited funding for scholarships is sometimes available. If funding is available, Scholarships are allocated based on demonstrated need at the discretion of the director.

Illness

In order to maintain a healthy environment, we ask that you do not send your child to this program if he is showing signs of an illness. If your child becomes ill during program hours, you will be contacted to pick him up. Ill children will be isolated in the Director's office until parents arrive.

All children will be visually screened upon arrival for any apparent symptoms of contagious disease. Children demonstrating any of the following symptoms will be sent home:

1. Axillary temp over 100
2. Unusual rash that is contagious or symptoms of measles, hepatitis, mumps, scarlet fever, or strep infection.
3. Persistent or severe vomiting or diarrhea
4. Head lice, scabies, ringworm, impetigo or any other untreated skin or scalp infection
5. Conjunctivitis—red watery eyes or thick yellowish discharge from the eyes
6. Difficult or rapid breathing or severe coughing
7. Yellowish skin or eyes
8. Unusually dark urine and/or grey or white stool
9. Stiff neck or difficulty swallowing
10. Child does not feel well enough to participate in program activities



Mildly ill children who are experiencing minor common cold symptoms, but who are not exhibiting any of the aforementioned symptoms will be cared for provided they are well enough to participate in program activities. If a mildly ill child begins to demonstrate symptoms of a more serious communicable disease, the parent will be notified immediately and asked to pick up their child.

Children with communicable disease will not be readmitted without a note from the attending physician which states that the child is well enough to return to group care or:

1. An antibiotic has been given for 24 hours for a known infection
2. Vomiting and diarrhea and fever has subsided for 24 hours
3. Child feels well enough to participate in activities
4. Chicken pox lesions are all crusted over, usually after 5-6 days
5. Treatment for scabies or lice has been completed and nits have been removed
6. Conjunctivitis has diminished to the point that the eyes are no longer discharging

Parents will be notified by email of any known communicable disease to which their child has been exposed. Staff members will be trained every three years to detect signs and symptoms of communicable diseases in children. This training includes lessons on classroom sanitation, food handling procedures, and communicable diseases in the child care setting.

Discipline

This program will operate in a manner that is respectful of the rights of all children. Positive methods of discipline will be used to guide children's behavior in accordance with general rules of conduct. These rules are as follows:

- Take care of yourself
- Take care of others
- Take care of our things

Program staff will be trained in the use of appropriate discipline methods annually. Only program staff may discipline children. Discipline may not be delegated to older children or volunteers in the program.



Interesting and stimulating activities, as well as indirect means of guiding behavior will be used to decrease the need for direct guidance whenever possible. Acceptable guidance techniques include talking with the child, temporarily removing the child from stressful situations, and limiting the children's participation in some activities. Program staff will speak kindly, but firmly and give children directions for acceptable behaviors. If necessary, children will be taken by the hand and redirected to an acceptable activity. Positive reinforcement will be used as much as possible by praising the children for exhibiting acceptable behavior.

The following actions are strictly prohibited:

Any humiliating or frightening punishment such as spanking, slapping, hitting, pinching, shaking, biting, or any form of physical punishment; verbal abuse, profane language, threats or derogatory remarks about the child or his family; binding or tying to restrict movement, or placing the child in a confined space such as a closet, locked room or box; withholding snacks or meals, rest or toilet use. Children will not be disciplined for failure to eat or toileting accidents.

If any disciplinary incident should occur which does not comply with this rule, the center shall prepare a report for the parent's signature on the day of the incident. Staff members who violate the written discipline policy will be terminated.

Appropriate discipline will be administered in a manner that is respectful of the rights of all children. The guidelines set forth in this handbook must be followed by ALL adults on site, including parents.

If a child's behavior is out of control, or if a child's behavior is consistently difficult for program staff to manage, the parent will be contacted to arrange a meeting with the Program Director. Together, the parents, child, and program staff will find solutions for challenging problems.

The Program Director reserves the right to require parents to withdraw the child if the behavior becomes a danger to program staff or other children/parents in the program.



Fees

Fees for child care will be determined annually and approved by the Troy Rec Association Board of Directors. Fees for care may be paid on a weekly, bi-weekly or monthly basis, but must be paid by the end of the week for which service was provided. Fees that are in arrears more than two weeks may result in a family being asked to leave the program. Fees are charged for all days that the program operates whether children attend or not.

A late pick-up fee of \$.50 per minute per child will be due when any child is left in the program past the 6:00pm closing time. After the first 15 minutes, the late pick up fee will increase to \$1.00 per minute. If school is delayed and then they decide to cancel, students must be picked up by 9:00am.

The tax identification number for the Troy Rec is as follows: 31-0579679. Child care expenses may be tax deductible.

Meals and Snacks

A limited breakfast will be served in the morning. Children are welcome to bring food from home.

In the afternoon, a full snack is served and children will not be allowed to bring snacks or drinks from home without prior approval. Menus will be posted on the parent bulletin board for review. Food will be served in accordance with nutritional and sanitary requirements by the Department of Jobs and Family Services.

If your child has food allergies or requires a modified diet, please see the Program Director.

Acceptance and Registration

Children will be accepted into this program regardless of race, color, sex, national origin, religion, or familial status. Upon registration, parents must complete all required forms, pay the registration fee, read and understand the parent handbook and meet with the Program Director.

Ratio

The staff to child ratio for school age children is 1:18 as prescribed by the Ohio Department of Jobs and Family Services. At the Troy Rec Before and After School Program, we strive to keep our ratios well under the state requirements in order to provide the most personal and high quality care available for school age children in this area. On most days, you'll find that our ratio is 1 caregiver per 12 children. Because we keep our numbers lower, we can provide each child with more individualized attention than you'll find elsewhere.

Parent Access and Participation

Parents are welcome to visit the program at any time for the purpose of contacting their children, evaluating the program, or participating in activities. Children benefit the most from our program when parents and staff communicate regularly in both formal and informal conversation. By working together, we can design a program that will respond to the individual needs of your child. Conferences between staff and parents will be provided upon the parent's request to discuss their child's progress, needs, or to exchange information about the program. Due to the age of the children we serve, formal assessments are not performed.

Safety

A working telephone will be available for use at all times. Parents will be contacted in the event of any emergency involving their child.

Facilities and equipment will be maintained in a manner that ensures the safety of all children in the program. In the event that a piece of equipment is deemed unsafe, it will be placed off limits until the necessary repairs can be made. In accordance with ODJFS regulations, no aerosol cans will be sprayed when children are in the building.

Supervision

Children will not be left unsupervised at any time. Children who need to leave the group area to use the restroom will be supervised by a staff member.

Children will be signed in by a staff member upon arrival and signed out by a parent upon departure. Parents are expected to call the program if their child will not attend that day. If a child does not arrive at the program when he is expected after school, the parent will be notified immediately.

General Emergency/Lock-Down

In the event of an emergency, a plan is posted on the kitchen bulletin board. For tornado warning, children will be taken to a downstairs room in a protected area of the building. In the event of a fire, children will be taken outside the building to the parking lot by way of a primary or secondary evacuation route. In the case of a general emergency, the building will be locked down by the staff, 911 will be called and parents will be notified as soon as possible.



Fire Safety

The center will conduct monthly fire drills at varying times throughout the month to teach the children appropriate fire evacuation procedures. In each room, an emergency plan for fire and weather alerts will be posted. This plan denotes the evacuation routes to be used.



Release of Children

For your child's safety, he will not be released to anyone other than the parent, custodian or legal guardian without prior permission from you. Custodial parents must supply a court order granting sole custody if the non-custodial parent is to be denied admission to the program or release of the child.

Arrival Policies

Children may be dropped off at the door upon arrival in the mornings. Parents should ensure that their child is in the building and a staff member is present before leaving. A staff member will sign the children in when they arrive. Parents are always welcome to come upstairs too.

Dismissal Policies

Due to the limited amount of parking, parents may wish to call on a cell phone to let us know that they are downstairs. We will be glad to help by sending their child downstairs to meet them. Parents should not call until they arrive at the Rec to avoid having the children waiting unsupervised.

Children will only be dismissed to parents or those people listed on the permission form signed during enrollment.

Withdrawal From Program

Parents desiring to terminate their child's enrollment in the program will need to give two weeks notice to the Program Director. In the event that two weeks notice is not given, parents will be responsible for paying the regular weekly fees for the remainder of the two week period.

Walking Trips

Routine walking trips, within a 3 block radius of the Rec may be taken in the afternoons. When this occurs, a sign will be posted on the door stating the departure/ return times, destination and route taken. Children will be accompanied by at least 2 staff and ratios will be maintained.

