



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

**ATTENTION: STUDENTS, RESIDENTS, FACULTY AND STAFF of the MARSHALL UNIVERSITY SCHOOL of MEDICINE and UNIVERSITY PHYSICIANS & SURGEONS, INC.**

Child Care Services are offered at our Child Care Center located in the Phil Cline Family YMCA (917 9<sup>th</sup> Street, Huntington, WV). The Huntington YMCA Child Care would offer the following services and pricing:

- Offer toddler care (1 year old), preschool (2 years thru 5 years old of those not in school) and school age care (5 years old in school thru 12 years old).
- The YMCA Child Care Program will open at 7:00am till 6:00pm Monday thru Friday (can open at 6:00 am if there is a demand, must have a minimum of five).
- Transportation from school to YMCA Child Care is available for the following school's (Highlawn Elementary, Spring Hill Elementary, Meadows Elementary, Southside Elementary, Central City Elementary, and Huntington Middle School). Transportation can be expanded to include St. Joseph Elementary if there is a demand (must have three to five).
- YMCA Child Care will be open to all school age children enrolled in our afterschool program when schools are unexpectedly closed and also for scheduled closing days. The only times during the week that the YMCA Child Care is not open is for Thanksgiving, Friday after Thanksgiving, Christmas Eve, Christmas, New Years, Memorial Day, 4<sup>th</sup> of July, and Labor Day.
- The Child Care program provides to all participants breakfast, lunch, and afternoon snack (meals meet the requirements of the West Virginia Department of Education Food Program).
- The YMCA Child Care Program will offer all participants enrolled in the program who are affiliated with the Marshall University School of Medicine and Marshall Health a 20% discount. Participant's enrolled need to know that occasionally our child care prices increase but they will continue to receive the 20% discount.
- The YMCA Child Care Program accepts LINK and Ohio Department of Families Child Care Assistance. For those enrolled in these programs, they can not receive the 20% discount.

The Students, Residents, Faculty and Staff will be expected to comply with the YMCA Child Care policies and standards , including the following:

- For those children that are in diapers the families must provide diapers and baby wipes for their child or children.
- Participants are required to pay on the Friday prior to the week their children will be attending the child care program or on Monday of the week they will be attending.
- All children must be signed in and signed out by parents or the individual designated to bring or pick up the child at our child care center. This designated individual must be 17 years old or older. Individuals that are designated to pick up the participants must be on the forms in our child care office and we must see proper picture ID before the child will be released to that individual.
- Individuals enrolling their children in our child care program must fill out all enrollment forms prior to starting the program. Forms must be delivered to the child care office three days prior to the child attending the program.
- If a child has allergies this must be stated on the enrollment forms. If child must receive medication throughout the day this must be discussed with child care director and the teachers that will be working with the child (a form must be received from the child's physician stating the procedure in giving the child his/her medication).
- If parents or guardians are ten minutes late picking up their children they will be charged a fee, this fee must be paid that day. If parent or guardian calls and informs child care they are having a problem getting to the child care center by closing time they will not be charged as long as it is not a continuous problem.
- Participants are not permitted to bring food to the child care center unless they have documented allergies.

**For information contact Child Care Director Misty Byars or Assistant Director Wendy Terry 304.697.7113**

**LET'S WORK TOGETHER**