

**Local Center Information Page**  
**CSU Child Development Center**  
2428 Chester Avenue  
Cleveland, Ohio 44115  
Center Director: Kelly Borders  
216- 802-3330

**Licensing Information**

Hours of Operation: Monday-Friday 6:30am-6:00pm

The nature of the activity notwithstanding, at least one child care staff member shall, at all times, be caring for:

Age group	Staff-to-child ratio	Maximum group size
6 weeks-18 months	1:4	8
18 months-24 months	1:6	12
24 months-36 months	1:6	12
3 years-5 years	1:9	18
5 years-12 years	1:15	15

Each of our classrooms has a Lead Teacher, who facilitates the program, and childcare staff who assist the Lead Teacher in the daily routine.

**Outdoor Play**

Licensing regulations require outdoor play each day that the weather permits. Please dress your child appropriately according to the weather.

**Emergency Evacuation Procedures**

In the event of an emergency evacuation of the center, the children will be evacuated to: Stilwell Hall 1960 E. 24<sup>th</sup> Street, Cleveland, Ohio 44115

**Absences**

If your child will be absent from the program for a day or a session, you must report your child's absence to the child care center at 216-313-0112. Should you fail to notify us of your child's absence, your account will be assessed a \$10.00 "failure to call off" fee.

**Fees, Payments and Registration Information**

All payments for Child Care services are made either by payment in full or pre-authorized checking account or credit card draft. Voucher participants must have an Employment & Family Services/Publicly Funded Child Care Certificate of Authorization for Payment issued to the CSU Child Development Center location before registration can be processed

**How to Register**

Complete and return the registration form and fee, along with a copy of your current class schedule (CSU students) and a copy of your CSU Viking Card (CSU faculty and staff) to:

By mail to: YMCA of Greater Cleveland Payment Registrar, 2200 Prospect Avenue, Suite 900 Cleveland, OH 44115

By fax to: 216-344-0571 or by email to: [childcarereg@clevelandy.org](mailto:childcarereg@clevelandy.org)

**Tax Information**

Please retain all records or bank statements for tax purposes our Tax ID number is 34-071-4728. If you would like an End of the year statement please submit your request in writing to the Payment Registrar Office at least two weeks prior to the date needed.