



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



BRACE FAMILY YMCA PRESCHOOL ACADEMY

**2020-2021
Parent Handbook**

ymcacharlotte.org



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

Dear Families,

Welcome to the Brace Family YMCA Preschool Academy!

Thank you for the privilege of coming alongside you in this season of your child's preschool journey. It is our joy and a true blessing to partner with our families as we scaffold & nurture the building blocks of each child's learning and development. Our goal is to instill in each child a love of learning that will last a lifetime and to provide an environment where each child feels successful at every stage of their development.

The following information is meant to serve as a reference guide to the BRACE FAMILY YMCA Preschool Academy. Within its pages, you will find our mission and goals, policies on admission, enrollment, tuition, illness, emergencies, and child guidance, as well as outlines of procedures that will be used in the operation of the Preschool Academy. Please use this as your first recourse for questions. However if you find that you still have additional questions, please reach out to me.

Again, thank you for allowing us to collaborate with you as we embark on this year of adventure and discovery!

Tonja Giles
Preschool Program Director

Tonja.Giles@ymcacharlotte.org
704-716-4323

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In addition to reviewing the parent handbook, we ask that parents also read the “COVID-19 Precautions” information on Preschool Central to learn about the steps we are taking to prioritize the health and safety of our preschoolers and staff.

Program Information

The YMCA Mission/Vision

The YMCA Mission: "To put Christian principles into practice through programs that build healthy spirit, mind and body for all."

The YMCA Vision: "The YMCA of Greater Charlotte will connect and engage people to enhance lives and build community."

Our Philosophy/Goal

At the heart of our Preschool Academy is the belief in a holistic approach to learning. We draw from and identify with philosophies of education that emphasize the "child as a person" who is innately curious and who learns best in an environment where they are given opportunities to use all of their senses. Our goal is to provide a safe, wholesome, rich environment where children may achieve their greatest God-given potential. Each child will experience developmentally appropriate opportunities that will help them grow physically, mentally, socially, and spiritually. We integrate the "YMCA Character Development Traits" (Caring, Respect, Responsibility, Honesty and Faith) into all of our activities.

About Our Program

The BRACE FAMILY YMCA offers a Christian preschool program designed to meet your child's educational needs with a variety of activities that include Character Education/Devotion, center time, creative play, music, physical fitness, while also incorporating fine and gross motor development. All of our classes are planned to develop each child's self esteem and strong image of self-worth through learning and sharing in a fun, structured environment.

Children are encouraged to explore, ask questions, and solve problems in a warm and nurturing setting. The Transitional Kindergarten class supplements their curriculum with the Handwriting Without Tears written curriculum and materials, which is a play-based, multi-sensory approach to learning through modeled, hands-on instruction. Copies of your child's daily schedule will be given out at Meet the Teacher; additional copies are available upon request from your child's lead teacher.

Our program is a combined system of thematic learning and physical activity. In keeping with our commitment to Christian principles, we weave the YMCA's 5 Character Traits into our daily activities. We believe that through play and other process-oriented experiences, children gain confidence in their ability to learn. We strive to provide an atmosphere where children can laugh, learn, and play; a place where a child can be a child, growing intellectually, emotionally, socially and spiritually every day.

The YMCA of Greater Charlotte adheres to YMCA Quality Standards which are set by NC State guidelines. Please be advised, the Brace Family YMCA Preschool is not licensed and regulated by the State Department of Child Development due to being a half-day program, however they do follow a licensed, published curriculum and National YMCA Quality Standards (audits take place bi-annually). Half-day preschools are not required to be fully licensed and regulated by the State Department of Child Development. Preschools are not drop-in care programs. Children may not participate in the following programs or a combination of the following programs for more than **four hours in a 24-hour period** (calendar day) in a Charlotte YMCA or a combination of Charlotte YMCAs: unlicensed preschool, Y Kids (drop-in care) and unlicensed afterschool. **This means that you will not be able to utilize the drop-in care (at any YMCA in Greater Charlotte) for your child if they have already used the Children's Preschool Academy that day.** This is a NC State guideline. Should you have any questions, please feel free to contact the Preschool Academy Director.

Community Outreach

Did you know the YMCA of Greater Charlotte is part of the network of YMCAs around the country that collectively represents the largest charitable community organization in the United States? Volunteer founded and still volunteer led, the YMCA of Greater Charlotte supports numerous programs that enhance lives and strengthen community health. We are able to do so through the generosity of individuals and corporations who believe in the YMCA's ability to have an impact in our community through these programs.

The YMCA of Greater Charlotte exists in our community as a community partner and provider, seeking to "Put Christian principles into practice through programs that build healthy spirit, mind and body for all." It is the emphasis on "for all" that leads our Association to ask you to partner with us, our 19 branches, and our two resident camps to create a stronger community.

Each year the BRACE FAMILY YMCA Preschool Academy participates in activities to benefit the annual community outreach campaign. This campaign is vital in continuing the YMCA of Greater Charlotte's commitment to build strong kids, strong families and strong communities for the years to come.

While the BRACE FAMILY YMCA Preschool Academy will make every attempt to provide reasonable accommodations for children with mental and physical limitations, the Preschool Academy cannot accept children that are (1) of danger to themselves, (2) of danger to others, or (3) a disruption to the normal activities making it unreasonably difficult for other children to learn and participate in our programs. A parent/guardian is encouraged to discuss with the Preschool Director any special conditions or circumstances involving their child. This must be discussed prior to registration, so that we can advise you as to whether or not we can make reasonable accommodations for your child.

CLASSROOM MILESTONE INFORMATION

Two Year Developmental Milestones

- Identifies names with people and objects
- Enjoys using large motor skills (dancing, running, jumping)
- Interest in fine motor skills (lace boards, cutting, coloring)
- Learning how to listen, comprehend and communicate
- Attempt potty skills
- Explores toys and objects by sorting, pushing or pulling

Two Year Curriculum Focus

- Activities that encourage children's imagination
- Group circle time activities that foster listening, language and social development
- Hands on learning environment
- Music and dramatic play that encourages creativity and build self esteem
- Art activities that encourages experimentation
- Engaging story time activities

***The ratios and maxes in our classroom as follows: (1 Teacher/6 Children; Max: 12)**

Three Year Old Developmental Milestones

- Can use sentences to relate simple stories
- Small motor skills are more easily mastered
- Interest in using material to form new objects
- Use imagination in play
- Asserts independence
- Imitates activities and actions
- Assists others with simple tasks
- Explores own environment

Three Year Old Curriculum Focus

- Enhance small and large motor skills through table time manipulatives
- Introduce letter, numbers to promote language development
- Play experiences that encourage independence
- Creative art materials to express how they think, feel and view the world around
- Interactive activities that promote language and cognitive skills.

***The ratios and maxes in our classrooms are as follows: ages 3 and up: (1 Teacher/7 Children; Max: 14)**

Four Year Old Developmental Milestones

- Development in running, jumping, climbing and swinging
- Stronger independence and social skills
- Increased language skills (i.e. Sentence structure)
- Understand simple stories
- Imagination becomes more vivid
- Participate in simple games

Four Year Olds Curriculum Focus

- Hands on manipulatives to teach basic math concepts (shapes, numbers, sorting, patterns, graphing)
- Reinforce letter recognition and beginning sound development
- Build skills for understanding the world around them
- Art activities that strengthen creativity and expression
- Sensory activities to introduce basic science concepts
- Exploration through simple number songs, rhymes and finger plays
- Directional and Positional words
- Self help skills

***The ratios and maxes in our classrooms are as follows: ages 4 and up: (1 Teacher/8 Children; Max: 16)**

Transitional Kindergarten Developmental Milestones

- School readiness
- Building the bridge to meet the needs of the 5 year old in areas of social, physical, and academics
- Developmental skills and self esteem are enhanced

Transitional Kindergarten Curriculum Focus

- Enhance social development
- Prewriting and spelling skills
- Graphing, measuring, sorting, patterns
- Science and the world around them
- Art and music development

***The ratios and maxes in our classrooms are as follows: ages 5 and up: (1 Teacher/6 Children; Max: 12)**

PLEASE NOTE:

Children will be assigned to classes based on their age **on or before August 31, 2020.**

Children will not be "aged up" into a different classroom. They MUST meet the specified birthdate criteria for the class.

Please note that children do not change classes after they have a birthday. We recognize that classes will have a range of birthdays represented (just as children will have throughout their school career) and design our curriculum accordingly. The activities are done in a small group setting, so we can meet each child's developmental needs, and the curriculum is designed so that the activities grow with them as they develop over the course of the year.

Teachers

Our preschool is staffed with experienced, trained teachers who are excited to work with your child. Our teachers either hold their B.A. in education, with years of preschool/elementary teaching experience, or a degree in a related field and relevant experience, or have a vast amount of preschool teaching experience and have received YMCA preschool certifications. All teachers are required to complete a minimum of 30 hours of YMCA training in areas such as Child Development, First Aid and Blood Borne Pathogens, CPR (Infant, Child, and Adult), Child Abuse Prevention, dealing with discipline and positive reinforcement, safety and emergency procedures, water safety, and YMCA procedures related to child protection. We take pride in the high expectations we set for our preschool staff each year and evaluate them on a monthly basis.

Communication between parents and teachers is strongly encouraged. You may send messages to the teachers in writing by sending it in their daily communication folder (provided to you during the first week of class). **Please make sure the folder returns to school each day in your child's backpack.** Should you have any specific questions about your child's behavior or participations, you may schedule a conference outside of class time. This will ensure that classroom instruction will remain uninterrupted and your concerns will be thoroughly addressed in a one-on-one setting.

You can also leave a message for our teachers with Director Tonja Giles at (704-716-4323) or Tonja.Giles@ymcacharlotte.org

Evaluations

Individual progress reports will be sent home in the Fall and Spring. Students will be fully evaluated twice during the school year, and we discuss these evaluations with parents at our January parent conferences. We believe that since we are a small and close-knit preschool, that continuous daily communication is essential. Our teachers are dedicated to sharing with you both joys and concerns; if you have any questions or would like advice on how to academically prepare your child more at home, please let your child's teachers know.

Administrative Topics

Enrollment

The YMCA of Greater Charlotte will not discriminate by race, color, sex, nationality, origin, creed, or special needs.

Registration/Fees

Each child must register by filling out a registration form and paying a non-refundable/ non transferable registration fee of \$75 (Members) or \$100 (Program Participants) as well as our one time supply fee of \$90 per child (pro-rated Jan-May \$45). The first month's tuition for Members and Program Participants is drafted the 15th of each month, starting with August 15th - April 15th into equal 9 payments. Registration will need to be completed online at www.ymcacharlotte.org. Registration cannot be completed without proper payment.

The "Registration Fee" covers all necessary registration processes. The "Supply Fee" covers monthly curriculum, special events and crafts/consumable items costs. Please note: some field trips may require some additional small fees.

Admission

Children will be enrolled on a first-come, first-served basis. Additional space may become available in additional classes, as the school year progresses if individual participants leave the program.

The BRACE FAMILY YMCA reserves the right to deny preschool admission or continued participation if one or more of the following conditions exist:

- The child's registration form and fees are not paid at registration.
- The child is not participating in or benefiting from the program.
- The staff cannot provide adequate or safe care for the child.

The staff cannot provide adequate or safe care for other enrolled children due to the behavior of the child.

Withdrawal

If you plan to withdraw your child from the program before the end of the school year, you are required to give a written notice to the Director, fifteen (15) days in advance. You will be charged for those final 30 days. Should you not make us aware of your child's withdrawal from the program, you will continue to be charged on schedule. All withdrawals for the year must be turned in before April 15th 2021.

Tuition

Full tuition is drafted by the 15th of each month, from August 15th – April 15th. Refunds are not given for days missed due to illness, snow days, Act of God or Nature or vacation. Your child has an assigned spot in our program (we cannot give your child’s spot away to outside children on days your child does not participate). **Should you have questions regarding payments, please contact Marla Cesario at Marla.cesario@ymcacharlotte.org or 704 716 4283 or 704 716 4281.**

Monthly Rates	Members	Program Members
2 Year Old Class – Tuesday & Thursday 9:00 – 1:00	\$234.00	\$310.00
3 Year Old Classes: 3 days – Monday, Wednesday, Friday 9:00 - 1:00	\$300.00	\$377.00
3 Year Old Classes: Monday - Thursday 9:00—1:00	\$323.00	\$400.00
4 Year Old Class – Monday – Thursday 9:00 – 1:00	\$323.00	\$400.00
4 Year Old Class – Monday – Friday 9:00 – 1:00	\$369.00	\$447.00
Transitional Kindergarten – Monday - Friday 9:00 – 1:00	\$431.00	\$551.00

A \$25.00 late fee will be charged if tuition is paid after the 15th of each month.

Parents are given a one week grace period to pay late (fee included), however should they not pay within that week, their child/ren will not be allowed to return to school until their account is up to date. Should they wish to withdraw their child, our withdrawal procedure still applies.

Tax Time

For those of you who write off your child’s tuition on your taxes, you can use the following YMCA Tax ID Number:

56-1045299 or call Teishana Brooks at: 704 716 4208.

Operating Procedures

Daily Apparel

Clothing for your preschooler should be simple, comfortable, washable, and easy for your child to manage in. **Rubber soled shoes are a must (no sandals please)**, especially for **daily** outdoor activities. Please send appropriate outerwear for the morning's weather conditions. During the winter time, please make sure your child is wearing **layers** as they will spend some time at P.E. (unless it is absolutely too cold). As with the warmer weather; please note that we cannot apply sunscreen to students. It needs to be applied before they arrive to school.

Please be mindful that while at school we play and discover many new things and although our staff takes great care in preventing paint spills, messes, etc., we ask that you **not dress your child in their best new clothes** and expect them to remain spotless. If an accident occurs, your child will be dressed in the extra set of clothes you are to leave in their backpack (starting on the first day of school); the soiled clothing will be returned home to you on that very day. **Please don't forget to send an extra set of clothing back if this happens.**

Labeling

We can not emphasize enough the importance of labeling **all** your child's personal belongings. Very often if an item is not labeled, teachers are unable to determine its owner. Therefore, if your child brings it to school, make sure that their name is clearly written on it. **Here's a list of items to label: shoes, socks, clothes, coats, hats, gloves, backpacks, lunch boxes, drink cups, etc.**

What To Bring

Your child does not need to bring much to school each day. All that is really required is that they show up promptly with their preschool backpacks (with an extra set of clothes and their daily communication folder inside), their snack/lunch , and water bottle for the day.

Since toys/electronics from home can be lost or cause friction among children, **please do not** let your child bring them to school.

Parents of 2-year-olds: on the first day, please send in 10 diapers and a set of wipes in a labeled plastic bag. These items will be kept for your child in the classroom throughout the year. When your child's items run low, we will send home a note as a reminder to send more in. This way, you will not need to pack them daily for your child.

Snack Time/Lunch

It is the parent's responsibility to pack a nutritious (peanut/tree nut free) lunch or snack each day for their child. **"Snack Time" is scheduled at the mid point of the school day, therefore it is at your discretion whether to pack them a full lunch or just a snack.** Teachers will sit with and monitor the students during this time each day to ensure safety. However, they will **not** be responsible for the amount your child chooses to eat of his or her snack items nor can lunches be heated. Teachers do insist that children eat their healthier items first. You are encouraged to use insulated containers to keep your child's lunch appropriately warm or cold. In order to minimize handling by staff of your child's lunch, to the extent possible, please pack items that your child can open on their own. Please pack a water bottle every day. Children will not be permitted to drink from water fountains.

Please consult ingredients when preparing your child's snack. Preschool aged children do not often know if they have an allergy to such products and if they do, they do not often remember to be careful of what foods they eat. This YMCA of Greater Charlotte children's policy is put into place for the safety of all the children. Due to YMCA Guidelines, staff members reserve the right to remove any nut products from your child's snack/lunch due to the health issues of many children with allergies. Crackers will be given as a supplement.

While the YMCA of Greater Charlotte is committed to providing an environment free of peanuts and tree nuts, we cannot guarantee that allergens will not find their way into our facility. Parents or guardians should make every effort to provide meals and/or snacks that do not contain nuts. However, we realize that most packaged products are labeled with verbiage that indicates foods may contain traces of nuts or may be made in facilities or on equipment that processes nuts so we do expect that some packaged products in our facility will contain that messaging

Screen Time and Parent Information

We believe that screen time should not be a part of the preschool day. Occasionally, our teachers will use technology (such as iPads) to show a quick video about a subject being studied. We provide opportunities for light, moderate and vigorous activities throughout the day. We do not allow any technology (iPads, phones, etc.) from home to be brought to school.

Messages from School

Your child's backpack and daily communication folder will be used to transport papers, messages, crafts and clothes. Please check your child's backpack after school **each day** to ensure that you don't miss any important news.

Emergencies

Our preschool staff will treat routine cuts, scrapes, and bumps. In the case of serious illness or an accident involving your child, we will contact you immediately. In the event that you cannot be reached, your signed authorization waiver (which you completed at registration) allows us to secure prompt treatment. Please be aware that in the case of a life-threatening emergency, 911 will be called **first**.

School Calendar

A copy of the school calendar will be included in the parent packet. A monthly calendar of school events and holidays is sent home at the beginning of each month.

Wellness Policy

If your child develops symptoms of illness during their stay; parents will be notified and will need to pick up their child immediately. It is our sincere desire to provide quality care for your children while you are participating in various YMCA services and programs. For the safety and well being of all children and staff, the following health and wellness policies will be strictly enforced.

Children who have the following symptoms should remain at home until they are symptom free for 24 hours (72 hours for fever) without the use of medication or unless a written note from the child's physician is provided, stating that their symptoms are not contagious:

- A fever 100.4 degrees or higher. Children must be fever-free without fever reducing medication before they can return to programs.
- Continuous and/or colored nasal drainage. A current note from a physician can be provided if drainage is caused by an allergy.
- Diarrhea. Child cannot have more than two loose stools in a 24 hour period.
- Vomiting within a 24 hour period.
- Communicable diseases. Examples include, but are not limited to, pink eye, head lice, skin rash, and strep throat.

Staff will notify parents to pick up the child when any of the following conditions exist:

1. The child displays any of the symptoms above.
2. The illness prevents the child from participating comfortably in program activities.
3. The illness results in a greater need than the YMCA staff can provide without compromising the health and safety of the other children.

If a parent cannot be reached, the staff will call an emergency number listed on the child's health form.

Please be considerate of the students and teachers in the classroom and do not send your child to school sick. If an illness such as Head Lice, Fifth Disease or Chicken Pox has been reported to us, the preschool will send written notices home so that parents can be alert for symptoms.

Medication Policy:

We will accept prescription medication in the original bottle and over the counter medication only if accompanied by a physician's note.

Parents/caregivers must sign an *Authorization to Administer Medication* form if medicine is needed.

Inclement Weather

The BRACE FAMILY YMCA Preschool Program will not offer make up days or refunds due to missed days due to inclement weather, Act of God, or Power outages.

In the event of inclement weather or other event that requires closing or delaying preschool, we will notify parents as quickly as possible.

Safety Drills

To prepare our students for the possibility of an emergency at the BRACE FAMILY YMCA Preschool Academy, we routinely conduct safety drills (fire, tornado, fallen child, lockdown etc.). Students will be taught how to leave the building quickly and in an orderly fashion. In the event of an evacuation, you will be contacted to pick up your child when the authorities from the fire department and/or emergency officials tell us they can be released.

Child Guidance Policy

We believe in encouraging self-regulation. The teachers model positive interactions and appropriate communication in guiding a child through this process.

The Philosophy of our program is based on the character development principles of Respect, Responsibility, Honesty, Caring, and Faith. It is expected that our staff is to give respect and courtesies to each participant. The staff will make every effort to relate to children on an individual basis as well as implement appropriate behavior management techniques.

- Staff will not damage the participant's self image or embarrass the child.
- Staff will help participants learn self – control, choose alternatives, identify feelings and develop understanding and respect for the feelings of others.
- Every effort will be made by staff to enlist cooperation of the child and parents to solve problems.

Staff will make reasonable and appropriate attempts to modify activities, rewards, system/ procedures in order to make all children successful.

Examples of Inappropriate Behavior:

- Fighting with another student (pushing, yelling, etc)
- Hitting another child/teacher (with closed fist...example: punch)
- Hitting another child/teacher (with open hand...example: slap)
- Throwing objects at another child/teacher

Other: Leaving the group, spitting, inappropriate language, etc.

When a situation arises the following steps will be taken:

Redirect – the child will be redirected from the inappropriate behavior to a more suitable choice or activity.

Warning – the child will be given a verbal warning and reminded that continuing the inappropriate behavior will result in a consequence.

Logical Consequence – the child will be given a logical consequence for their behavior such as being separated from the group for a short time or for a toy to be removed.

Parent Conference – if the above steps have not been successful, a conference with the parent and teachers will be held to discuss and create a plan for the specific circumstance.

Biting Policy

With young children (under the age of 3), biting is a normal and temporary developmental phase, particularly for those who do not yet have the verbal skills to express their feelings and thoughts. However, we recognize that this behavior is not only disruptive to the class, but also unsafe. Teachers will do their best to prevent biting, but in the event that a child is bitten the following safety measures will be taken.

- The biting will be interrupted (if possible) with a firm, "NO...we don't bite people."
- The staff will remain calm and not overreact.
- The bitten child will be comforted and the injury will be cleaned and cooled with ice.
- Staff will remove the biting child from the situation. The child will then be isolated from the group (either in a regular chair or high chair based on their age).
- Parents of both children will be notified of the biting incident and appropriate forms/documentation will be filled out. A phone call will be made if skin has been broken.
- If a child bites, regardless of whether skin is broken, three times in one month, they will need to be picked up from the Preschool and will not be able to return the following school day.
- If a child is biting habitually, we will work with the parents to create an appropriate action plan for prevention such as providing a more appropriate object for biting (i.e. a teething necklace)
- If an older child (over 3) bites and breaks the skin, they will be sent home immediately. Confidentiality of all children involved will be maintained.

Field Trips

Throughout the school year the preschool will go on field trips. Notices regarding these trips will be sent home in advance. *Due to YMCA 0-5 Year Old Guidelines, you will be responsible for your child's transportation to and from these field trips.* Please keep in mind that a small, additional fee may be charged to personally participate in the field trip.

Birthday Celebrations

In an effort to maintain a healthy environment and to be sensitive to the increasing number of food allergies of our participants, birthdays may be observed with **non-edible items** only. Children will be given recognition for their special day (with a crown, stickers and/or a special privilege) in the classroom.

You may celebrate your child's birthday by sending in a non-food treat for the class such as stickers, bubbles, etc.

If you are planning an off-site party and would like to invite some classmates, please send party invitations to the teacher so that they can distribute them discretely into backpacks, so as to prevent hurt feelings. Presents as well, are not permitted to be exchanged in the classroom.

Pick-Up/Drop-Off

Drop-off procedures and health screening information

- Health screenings, including an online health questionnaire and temperature check, will be conducted on all staff and participants prior to entering the facility.
- Staff will take the temperature of children using a temporal thermometer, and children will not be permitted to stay if the temperature is at or above 100.4. Parents may not leave until their child is cleared to enter.
- Additional, specific information about drop off, including carpool procedures, will be posted on our website prior to the start of preschool.

Morning Drop Off

Children will not be permitted into the school until the doors open for arrival.

Please respect the fact that our teachers need to have their time to prepare for the day.

We also ask that children arrive no later than 10 minutes after class time starts, as this makes them not only feel out of place because they may have missed the morning activity, but it also disrupts the class. If you are later than 10 minutes, you will need to park and walk your child to the TOP front door of the preschool building. There, the Director will walk them to class AFTER a temperature check has been completed. The teachers lock all entrance doors after 10 minutes of drop off time.

Please remember that if you intend on using our convenient covered drive-through drop-off, that you **remain in your car** and allow the teacher to retrieve/load your child from the vehicle, for safety purposes. Please be courteous to the flow of traffic and keep moving to allow classes to start on time.

Please note: The YMCA of Greater Charlotte policy states that staff will assist your child into the car but cannot buckle them in.

Please also note that our staff cannot transport students in their own vehicle. Also, staff may not babysit, drive or ride in cars with members or invite children to their home.

Cell Phone Use

Using a cell phone while in carline puts all of our children at risk. Distracted drivers in a small area where staff and children are walking back and forth is simply not acceptable. We will strictly enforce the following policy: If you are on your phone in the carline (this includes talking, texting, playing games, etc.) you will be given **one warning and one warning only**. If you are found to be on your phone again during carline, you will lose your carline privilege for the remainder of that week and all of the following week. We regret having to resort to such measures but the safety of the children is our **number one priority**. Please communicate this important information to anyone who may be picking up your child.

Also, remember that carline is a time for you to briefly communicate with your child's teacher. The time allotted for this is for quick updates/feedback on the day or information they need to share with you. Please be respectful and give them your full attention during this time. Thank you for your understanding and cooperation.

Early Sign Out/Late Drop Off

If you wish to pick up or drop off your child prior to regular time (due to a doctor's appointment, for example), please inform your child's teacher **in writing**, in advance.

Absences

Should your child be out sick, due to illness, vacation or emergency, we ask that you call the Academy office: (704)716-4323 so we can let the teachers know.

Late Pick Up

There is a 5 minute grace period granted for late pick-ups.

A \$1.00 per minute fee will be charged and payment is due by the next school day. A form will be given to you as a reminder. Should you not pay your fee; your child will not be allowed to attend school until it is paid. Chronic late pick-ups will be grounds for dismissal from the program. If a child is not picked up after 10 minutes, we will call someone on your emergency list.

Authorized Pick up

For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the Preschool registration form. Every adult must present a photo ID at dismissal. In the event that a child will be picked up by an adult not listed on the registration form, a parent note (including the person's name as it appears on their photo ID) is required and photo ID must be shown during dismissal. Help us speed up the dismissal process by having your ID ready. This YMCA of Greater Charlotte policy is also followed by camp and after school programs. Should you have any questions, please contact the Director.

Updating family information

Please make sure you update your family's records through your online YMCA account prior to the start of the program. Information that needs to be reviewed and updated includes contact information, emergency contacts, and authorized pick-ups. You will also need to update medical information for your child, including allergies, medications, and vaccination dates.

Contacts/Directory

Should you have any questions or concerns regarding the Preschool Academy or other YMCA programs, you can reach the following staff/departments:

Preschool Information, Absences, Policies, Student/Parent Needs

704-716-4323

Preschool Director: Tonja Giles

704-716-4323

Tonja.Giles@ymcacharlotte.org

Financial Information: Marla Cesario

704-716-4283 or 704-716-4281

Brace Family YMCA Front Desk

704-716-4200

Brace Family YMCA Fax

704-716-4201

Mailing Address

BRACE FAMILY YMCA
3127 Weddington Road
Matthews, NC 28105.

Preschool Address - Hemby Program Center

9760 Happy Valley Dr.
Charlotte. NC 28270