



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



**2019-2020  
SCHOOL YEAR**

# **KEITH FAMILY YMCA PRESCHOOL PARENT HANDBOOK**

**[ymcacharlotte.org](http://ymcacharlotte.org)**

## **PLEASE NOTE**

The Keith Family YMCA Preschool program is not licensed by the State Department of Child Development. The YMCA of Great Charlotte Preschool Programs adheres to the YMCA Quality Standards.

## **NON DISCRIMINATION CLAUSE**

**The YMCA of Greater Charlotte recognizes that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability or cultural identity. The YMCA, while not adhering to any doctrine or dogma, is committed to Christian principles. This includes asserting that all individuals, without exception, are intrinsically valuable. This Afterschool program is not licensed and regulated by the State Department of Child Development. The YMCA of Greater Charlotte Afterschool Programs adhere to YMCA quality standards.**

## **Our Mission**

To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

YMCA Preschools provide developmentally appropriate early-learning environments, rich in social, emotional, physical and cognitive growth and learning opportunities. YMCA Preschool is based on Christian teachings that follow the YMCA mission statement. We provide a safe and nurturing environment where each child can confidently develop at his own pace. We celebrate diversity within our school and welcome all! All children must be registered in PERSONIFY prior to the start of the program or added throughout the school year when spaces become available. Thank you for choosing YMCA Preschool!

## **Program Philosophy**

YMCA Preschool provides a loving, educational, Christian environment that develops the whole child. We focus on developmental assets that are the essential character building blocks that all youth need to grow up as a healthy, competent, caring and responsible adult with a sense of his/her own purpose and worth. Our program incorporates this approach to help children develop positive identities, values and social skills as a firm foundation for making correct choices throughout life. Throughout the year we will focus on 8 fundamental assets that all children need.

### **8 fundamental assets that all children need:**

1. Support - *experiencing people and places that are accepting and loving*
2. Empowerment - *knowing that they are valuable*
3. Boundaries and Expectations - *understanding the limits and possibilities*
4. Constructive Use of Time - *being involved in enriching and structured activities*
5. Commitment to Learning - *believing that education is important and engaging*
6. Positive Values - *caring for others and holding high standards for self*
7. Social Competencies - *developing skills and relationships for life*
8. Positive Identity - *believing in their personal power, purpose and potential*

## **Focus**

Socialization, self-control, cooperative play, creativity, and movement.

## **CHILD ABUSE PREVENTION**

The health and well-being of your children is essential to YMCA Child Care. The YMCA has developed a policy on the prevention of child abuse that includes the following provisions:

- Parents are encouraged to visit program sites at any time and do not need to make an appointment
- Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected; the Director will be notified immediately
- YMCA staff and volunteers will not discipline children by use of physical punishment or by failing to

provide the necessities of care, such as food and shelter

-YMCA staff and volunteers will not verbally abuse, emotionally abuse or punish children

-The hiring process includes drug testing, reference and background checks. Once on staff, training will include information about recognizing the signs of child abuse and the approved procedures for responding to the suspicion of abuse

-The YMCA is mandated by state law to report any suspected case of child abuse or neglect to the appropriate authorities for investigation.

## **Contact Information**

Keith Family YMCA  
8100 Old Mallard Creek Road  
Charlotte, NC 28262  
(M) 704-716-6700  
(F) 704-716-6701  
(W) [ymcacharlotte.org](http://ymcacharlotte.org)

Christel Harvey  
Preschool Director  
Keith Family YMCA  
(O) 704-716-6780  
(F) 704-716-6701  
(E) [charvey@ymcacharlotte.org](mailto:charvey@ymcacharlotte.org)

## **Tuition Policies**

The monthly tuition is due on the fifteenth (15) day of the month prior to service. Payments not made by the 15th of the month prior to service will incur a \$25 late fee. Payments not received by the 25th of the month prior to service will result in discontinued service for you child.

Example: Tuition for October is due on the 15th of September. If payment is not made before the 15th of September a \$25 late fee will be charged to your account on the 16th. If you have not paid by the 25th of the month, your child's service (Preschool) will be discontinued.

- ❖ Payments need to be set up at the **Membership Services Desk** during time of registration.
- ❖ Tuition may be paid in the form of credit/debit card or bank draft.

## **Insufficient Items**

If a draft or charge is returned due to insufficient funds payment in cash, money order, or a credit/debit card along with a \$25 returned draft fee is to be paid at the Member service desk.

- Enrollment in the preschool program requires payment of each month's full tuition whether or not the child attends classes.
- Refunds are not given for days missed due to illness or vacation.
- Consideration will be given due to extenuating circumstances, based on individual situations, and at the discretion of the Preschool Coordinator and Family Services Director.

## **Registration Rates Per Child**

Registration Fee : Member \$75.00 Program Participant: \$100.00

Supply Fee: Member \$25.00 Program Participant: \$35.00

**Requested Class** (must be class age by August 31)

**Package Tuition Yearly Pricing**

\_\_\_\_\_ 2 Year Old 4 Day Class (meets Mon - Thu)  
Little Learners

Member \$2,931.32  
Program Participant \$3,809.12

\_\_\_\_\_ 2 Year Old 5 Day Class (meets Mon-Fri)  
Petite Pioneers

Member \$3,547.08  
Program Participant \$4,609.20

\_\_\_\_\_ 3 Year Old 5 Day Class (meets Mon - Fri)  
Bright Beginners

Member \$3,171.33  
Program Participant \$4,221.76

\_\_\_\_\_ 4 Year Old 5 Day Class (meets Mon - Fri)  
Super Scholars

Member \$3,056.10  
Program Participant \$4,068.12

**Financial Assistance**

Financial assistance is giving through our My Y Pricing program, making preschool affordable for all. Please see our Sales & Service team for more information concerning the My Y Pricing program.

**Withdrawal from Program**

If your child is withdrawing from the program, a WRITTEN notice is to be given to the Preschool Coordinator or Family Services Director at least 15 days in advance. Failure to give a 15 day notice will result in no refund for remaining week(s) or you will be charged for next month's tuition.

**PROGRAM INFORMATION**

**Proper Apparel**

Please be mindful that we are at school to play and discover many new things, although our staff takes great care in preventing paint spills, etc., accidents do happen. Children should wear comfortable, washable **PLAY** clothes. We also spend time running and playing outdoors. Please send your child in with rubber soled, closed toe shoes. This will help prevent injuries.

**2-Year Olds**

2 year olds need to bring in a labeled backpack or diaper bag **DAILY**.

***Bag must include:***

- 1 Complete Change of Clothes
- 3 Pull Ups/Training Pants (labeled)
- Baby Wipes

Teachers will assist with toilet training when parents and child are ready.

Please put plastic pants over training pants until your child is accident free during the day.

**3 and 4-Year-Olds**

Older children should wear clothing they can put on and take off independently. Elastic waist Bands and Velcro are perfect for children at this age. *A change of clothing should be kept in your child's backpack in case of an accident.*

## **Safety Around Water Days-for 3 & 4yr olds**

Your child is to wear his/her swim suit underneath outside clothing. We strongly encourage girls to wear two piece suits. Two piece suits allow the girls to use the restroom independently.

All the children are expected to swim. If your child is sick and cannot swim then he/she should stay at home for the day. Preschool teachers will be in the water with the children. They are not able to watch non swimmers. If your child comes to school and is not able to swim it is the parent's responsibility to watch the child during swim in our lobby area.

Drop In Care cannot be utilized during swim times. Drop In Care can only be used on weekends and days that Preschool is not in session. Please place your child's undergarments and a towel in a plastic bag labeled with his/her name. Please be sure to label all personal property including: Book Bag, Change of Clothes, Lunch box, jackets, and sweaters.

## **Class ratios vary by age group:**

2-year-old classes — 8:1 ratio

3-year-old classes — 10:1 ratio

4-year-old classes — 10:1 ratio

## **Supply List**

Your student will need to bring the following items for the first day of class:

- One 4-pack of Play-doh
- One watercolor paint set
- Two boxes of tissues
- Two packs of baby wipes
- Six Elmer's glue sticks
- Two bottles of Elmer's school glue
- One box of Ziplock sandwich size bags
- One 1-inch 3-ring binder

## **Preschool Hours of Operation**

Preschool operates Monday-Friday 9:00am-1:00pm for the 3 year and 4 year classes and Monday-Thursday 9:00am-1:00pm for the 2 year class.

## **DROP OFF AND PICK UP**

### **Walk In**

All children will need to be walked into their classroom. The earliest that a child can be dropped off is 8:55am and should be picked up by 1:05pm. Children being picked up after 1:05 will need to be signed out at their classroom. A late fee of 1.00 a minute will be assessed for children picked up after 1:05.

### **Arrival**

Classroom doors will open at 9:00am to greet the children and to begin morning "center time." "Center time" allow the children to greet their friends, share exciting news and to explore activities of their own choice. We ask that all students arrive by 9:15am in order to have a successful start of the day. **Children arriving after 9:15 are to be escorted into the building by a parent, taken to the preschool outer door. Parents will need to wait with their child until a staff member can take them to class.**

**We cannot allow children to be dropped off before 8:55am.**

## **Dismissal**

You may pick up from 12:40pm-1:05pm. If you need to pick up your child before 12:40pm please give us notification by phone or email that you will your child will need to be released early. A late fee of \$1.00 a minute will be assessed for children picked up after 1:05 PM. Any authorized person that you have listed on your registration documentation, or that you have added with our front desk staff, will be allowed to pick up your child. Everyone, including parents, will be asked to supply a photo ID daily, for security purposes during pick up procedures.

To ensure the safety of all children in our programs, we need your most current information. The quickest and easiest way is to go to your account on the website and update your information online. You can also update your information at the branch.

## **Identification Check**

Any authorized person to pick up your child must have picture identification and be ready to give it to the teacher and or other staff members. This is for security purposes so that we may release your child to you or the pick-up person. If a form of picture identification is not present, we cannot release the child from our care.

Our staff cannot release your child to anyone not listed on your registration form as permitted to pick up your child. If you need someone to pick up your child (such as if your child is going home with a classmate), we MUST have a written letter from the parents authorizing us to release the child to that person.

**NOTE: The staff of Keith Family YMCA Preschool will ask for proof of picture identification of anyone that picks up a child from the preschool.**

Under extenuating circumstances, please call the school so arrangements can be made and your child reassured. Repeated late tardiness can result in dismissal from the program.

## **CUSTODY ISSUES**

In cases of separation or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation documents are in our file expressly forbidding such parent to pick the child up from our program, or from pick up at times not allowed by the court decree. The court decree must also be specific to the rights of visitation on the YMCA property during Preschool. The court document must specify in writing that visitation is permitted by the non-custodial parent. Otherwise, visitation will not be permitted. Please call the Director if you have specific custody issues that we need to be aware of.

## **INCLEMENT WEATHER/EARLY DISMISSAL/CLOSINGS**

Please stay tuned to local TV stations to see if the Charlotte - Mecklenburg School System will be closed. If CMS schools are closed, the University City YMCA Preschool is closed. We will not make up days missed due to bad weather on the same schedule as CMS. **If CMS has a delay, we WILL NOT MEET.**  
**\*We will not make up days due to a CMS delay or cancellation.**

In the case of outdoor hazards such as storms, various actions and procedures will be taken:

- Electrical storms, all outside activities will be curtailed
- All children will be directed inside and a rainy day program activity will take place

In the event of a tornado or dangerous electrical thunderstorm, all participants will be moved into the main building. Our participants and staff practice these emergency drills on a regular basis.

## **TRANSPORTATION AND EMERGENCY PROCEDURES**

In the case of emergency, every effort will be made to reach you or the contacts listed on your information sheet. If no one can be reached we will take the necessary actions for the health of your child. If anything other than basic first aid is needed our first course of action will be to call 911. Should there be any changes in the emergency contact numbers, please notify us immediately.

If it is absolutely necessary, a personal vehicle is available to transport any injured person to the emergency room of the closest hospital. In the event of an emergency, if you would like to request that your child be taken to another hospital in the area, please put it in writing and send it to the Program Coordinator.

### **Snack & Lunch**

Each child will need to bring a healthy snack, lunch and a drink to school daily. Please send items in child size, self-serve portions. We will not have a refrigerator or microwave for student use. Please use an ice pack if needed.

### **Peanut Policy**

We are a Peanut Free Zone for the safety of all that use our classrooms both with the preschool, afterschool and additional child programming. Please refrain from sending peanut and nut related items in your child's snack and lunch for the safety of all children.

\*While the YMCA of Greater Charlotte is committed to a peanut allergy friendly facility, we cannot guarantee that peanuts will not find their way into our facility. We ask that you continue to take every precaution to protect yourself and your children from unwanted exposure to peanut allergens.

### **Birthday Celebrations**

You may celebrate your child's birthday in class by making **advance arrangements** with your child's teachers. We ask that celebrations be kept simple. All food brought to Preschool to share must be store bought in original containers.

To prevent hurt feelings, we will hand out invitations only if all children in your child's class will receive one.

### **TOYS FROM HOME / LOST-AND-FOUND**

Since toys from home can be lost or cause friction among children, please keep your child's toys at home. A younger child may bring a small "cuddle" for comfort purposes which the teacher will try to put away as soon as possible.

Check in the Preschool lost-and-found Bucket for any lost and found items. After 2 weeks, remaining articles are donated to charity. We are not financially responsible for children's losses, but will make every effort to locate the lost item.

### **Potty Training**

All of 3- and 4-year-olds must be fully potty trained before the first day of class at the beginning of the school year. For all 2-year-olds, teachers will assist with toilet training when a parent and child are ready. We request that 2-year-olds wear training pants with plastic pants over them to help manage accidents that may happen during the toilet training process.

### **Special Activities**

Three and four year-old classes participate in swimming, music and movement, sports and Spanish beginning in late September. Music and movement as well as sports classes are on a rotational basis. Swimming and Spanish classes are offered weekly.

### **School Calendar:**

The Keith Family Y follows the CMS Calendar for 2019-2020 for all teacher workdays, holidays and school breaks.

Preschool begins at 9:00 AM and ends at 1:00 PM.

2-year-old classes run Monday – Thursday or Monday - Friday

3-year-old classes run Monday – Friday

4-year-old classes run Monday – Friday

## **MEDICATIONS**

If it necessary that your child be given medication while at school, the Preschool Director must receive the medication in its original container with following instructions, in writing, **signed** by the parent:

Child's name	Name of Medication
Amount to be given	Time to be given

Parents are responsible for providing an accurate measuring device (spoon, etc.)

## **PARENTAL INVOLVEMENT**

### **Special Events**

There will be several activities for the parents to participate in during the school year. You can help in different ways including planning, implementing, providing goodies or materials – a sign up list will be posted outside of your child's classroom. Participating in the monthly Parent Advisory Committee (PAC) meetings provides an excellent means for parental involvement.

### **Volunteering**

You can make a difference in your child's preschool experience!

Volunteering is beneficial to the students and teachers, and allows the parents to take an active part in their children's preschool education. We ask that each parent commit to assisting the preschool staff in one of the following ways:

- ◆ Assist with weekly preschool swim
- ◆ Assist with a classroom party
- ◆ Teach children a skill or activity
- ◆ Enlist community service speakers
- ◆ Be a part of the Parent Advisory Committee
- ◆ Read stories to a class
- ◆ Donate used, good condition (or new) toys, books, craft or teaching supplies
- ◆ Attend a Preschool Program Focus Group
- ◆ Cut out materials

If you have other great ideas, please share them with your child's teacher or the director. We look forward to seeing you involved in your Keith Family YMCA Preschool Program! Volunteers shall comply with the same standards as paid staff when performing a staff role. All volunteers must go through the Y's formal volunteer process.

## **CURRICULUM**

A monthly curriculum is provided to all staff. Teachers are also required to provide weekly lesson plans to the Director. Monthly curriculum entails the following:

- Themes (ex. Transportation, Our Bodies, etc.)
- Letters & Numbers
- Shapes & Colors
- Christian Theme (ex. Noah's Ark, Joseph's Colorful Coat)
- Character Trait
- Swimming, Sports & Spanish (3 & 4 year old classes only)
- Music & Movement Classes

During the course of the school year there are a variety of holidays that we celebrate. Although we are a Christian organization we do provide exposure to our students on different faiths, holidays and cultures in our daily celebration of diversity. Parents/guardians will be provided a monthly calendar that lists the curriculum, swim & Spanish days, and special celebrations



## **SAMPLE Daily Schedule**

Please note that a lot of things that we do in preschool appear to be “just” play. However, careful consideration is placed upon activities that promote cognitive skills, large and small motor skills, social skills, imagination, independence and the eventual successful transition to kindergarten. Some of the crafts we may do are more elaborate than others and worksheets are minimal in the 2 & 3 year old classes. Below is a general **sample** schedule that may be modified or changed as needed:

9:00a-9:15a	Arrivals/Centers (blocks, pretend play, play dough)
9:15a-9:45a	Circle Time (discussions, weather, days of the week, songs)
9:45a-10:00a	Bathroom and Getting Ready for Snack
10:00a-10:15a	Snack
10:15a-11:00a	Activity Centers (writing, cutting, painting)
11:00a-11:30a	Playground
11:30a-12:00p	Group Activity (fitness, story time, games)
12:00p-12:30p	Lunch
12:30p-12:50p	Story and Day’s Wrap Up
12:50p-1:00p	Pack Up and Dismissal

## **Spanish**

Three- and four-year-old students will participate in a weekly Spanish Class that will rotate per semester on a 6 week program basis. The curriculum includes: colors, numbers, songs and themes that go along with our daily curriculum.

## **Swim**

All three and four year old students are expected to attend our weekly swim times. During safety around water Tuesdays we will need parent volunteers to help teach the children in the water. During free swim each class will need at least two parent volunteers to help in the pool on Thursdays. Parents that are not official volunteers are asked to watch their children from the windows outside the pool.

## **Music and Movement**

All students will attend quarterly sessions of a music and movement class. This class includes: songs, stories, instruments and movement.

## **Sports**

All two, three and four year old students will attend quarterly sessions of sports classes. These classes Students engage in simple sports and movement activities.

## **Evaluations**

Each child will be formally evaluated twice during the year. This provides an informational tool for parents/guardians on how their child is progressing. Conferences are always available to discuss the results. We strongly emphasize that the evaluations are an added tool to learn your child’s strengths and areas that may need any extra attention.

## **HEALTH AND SAFETY**

*A completed Health Form and copy of your child’s immunization record must be received by the first day of preschool. Failure to provide this information will mean your child will not be admitted to preschool.*

One of our goals is to ensure a safe and healthy environment for each of our children. We ask your help in meeting this goal. Please call when your child will be absent from school. Please do not bring your child to preschool if he/she displays any of the following symptoms:

- **Cold**
- **Fever (of any grade):** Children whose fever is being treated with a fever-reducer such as Tylenol, Motrin, or Advil are still considered contagious.
- **Unidentified rash**
- **Diarrhea**
- **Vomiting**

- **Pink, gooey eyes**
- **Continuous & or colored nasal drainage:** Occupational Safety and Health Administration, OSHA, states that any child with a yellow or green discharge from the nose must be removed from the program immediately.
- **Open Sores & or blisters inside or around mouth:** Open lacerations or blisters, inflamed or red and may ooze.
- **Sore Throat**
- **Continuous Coughing**
- **\*Head Lice**
- **\*Tuberculosis:** Fever persistent cough, shortness of breath with chest pain, fatigue
- **\*Chicken Pox:** Generally feel sick, fever and itchy rash of spots and blisters.
- **\*Mumps:** Flu-like symptoms, abdominal pain, swollen cheeks.
- **\*Measles:** Cold-like symptoms, fever, red rash.
- **\*Shingles:** Headache, light sensitivity, flu-like symptoms with or without a fever, itching or pain at sight of rash.

.....or any other contagious disease.

\*All parents of non-ill children will be notified in case of a contagious disease exposure.

**\*Please do not bring your child to school with any stage of the above medical conditions without a physicians note stating that he/she is not contagious and is able to participate in classroom activities without limits.**

If your child does become ill at home with a contagious disease such as, chicken pox or has head lice, please inform the preschool director as soon as possible so that we may inform the parents of any exposed children.

## **DISCIPLINE POLICY AND PROCEDURES**

We believe that inappropriate behavior is kept to a minimum when a child is actively engaged in developmentally appropriate activities. Consistent expectations of clearly stated and easy to understand rules will allow the children to make positive choices throughout the day. Our children will be given continual opportunities and guidance to make positive choices.

Preschool teachers will utilize positive discipline methods to teach our children and encourage them to choose appropriate behavior. In the event that a child chooses inappropriate behavior such as talking back, biting, fighting, spitting, hitting, lying or profanity; the following courses of action will be followed:

**Incident #1: A private verbal warning by the teacher. Redirection to a more appropriate behavior with modeling.**

**Incident #2: A private verbal warning by the teacher. Removal from the activity engaged in at the time of misbehavior. Parent informed of child's behavior in a first meeting and a strategy is developed to help the parent and teacher work as a team to correct the behavior.**

**Incident #3: Child is removed from activity engaged in at time of misbehavior and will conference with Preschool Director. Parents will be contacted by telephone to set up a second meeting.**

If after three meetings with the parent, consistently aggressive or harmful behavior is not resolved, we reserve the right to dismiss the child from the program. We will be willing to re-admit the child after a behavior screening shows a change in behavior. It is our desire to be of any assistance we can to the family and the child in these matters. Please talk to your child's teacher or the director if you have an issue of this nature you would like to discuss.

**This is the general guideline Keith Family YMCA Preschool will follow. Circumstances or behaviors not mentioned above may arise which will call for the Director to determine an appropriate course of discipline.**

Our teachers are always excited about opportunities to discuss students with their parents. If a specific concern should arise in your child's preschool classroom, please conference immediately with your child's teacher. The preschool director should also be informed about safety or health concerns, or traumatic home experiences (pet dying, divorce, illness, moving). Your preschool director and teacher will be communicating with you through newsletters, memos and parent information boards that will keep you informed of upcoming events. **We welcome and encourage visits to our classrooms after October 1, when all classes have had time to get adjusted.**

### **Emotional Adjustment**

We realize that many children experience separation anxiety in the first days of school. However, prolonged, persistent crying may indicate that a child is not yet ready for preschool. Director and teachers will consult with parent/guardian to assist with the adjustment.

### **Parent /Teacher Conferences**

Please remember that a teacher's first responsibility is the safety of your child. During arrival and dismissal times teachers will briefly inform you about your child's day. If you feel that an extended conference is needed with your child's teacher, we would be happy to set up a convenient time outside of preschool hours. If the preschool feels a need for a conference with the parents, the teacher or director will also schedule an appointment.

If your child becomes sick at school, we will call you to pick him/her up. If you cannot be reached, those persons designated on your child's registration form as emergency contacts will be called.

For minor injuries such as, a small cut, scrape, or bruise, we will treat the injury and send home a notice with your child letting you know how the injury occurred and how it was treated.

If an emergency occurs, we will make every effort to contact you or those persons designated by you on the registration form as emergency contacts. If the situation is life threatening, we will contact 911 for assistance. Unless a hospital is designated, emergency medical assistance will transport all children to University Hospital.

If your child is not well enough to go outdoors or go swimming, please do not send him to school requesting that we keep him inside while the class attends its activity. We cannot change our staff/child ratio to stay with one student while the rest of the group leaves to attend the scheduled activity.

### **Classroom Wish List-** **ITEMS NOT REQUIRED, but would love to have!**

Dot Painters	White Cardstock	Lysol spray
Clothes Pins	Floor puzzles	tissues
Children's Music CD's	Stickers	paper towels
Beads	Macaroni	hand sanitizer
Poster Board- any color	Glitter	Play-doh
Bubbles	Cookie Sheets w\1/2 inch rim	Ziploc sandwich bags
Gently used books	Electric Pencil Sharpener	cotton balls
Rice	Sand	Brown Paper Lunch bags
Baby wipes		

## **Preschool Safety Around Water Lessons**

We are very excited about starting Safety Around Water Lessons. All children are expected to swim. If your child is sick and cannot swim then he/she should stay at home for the day. Preschool teachers will be in the water with the children. They are not able to watch non swimmers. If your child comes to school and is not able to swim, it is the parent's responsibility to watch the child during swim in our lobby area. Drop-In Care cannot be utilized to watch your child during the Safety Around Water Lessons.

Swim days are part of the preschool curriculum. Safety Around Water Lessons give the children a chance to learn to love the water. During swim time we are also given the opportunity to teach some basic life skills and become more independent. Before swim the children are expected to undress themselves and place their items into their swim bags. After swim the children are taught to dry themselves off and to dress themselves. The teachers and volunteers will only assist the children and encourage them to change on their own. After a few weeks of practice the children should be undressing and dressing on their own. Please encourage your child to dress and undress on their own at home. This will help them develop their independence at home as well as at school.

During swim we are asking for 3 parent volunteers to join us in the pool on Tuesdays and Thursdays. The expectations of a swim volunteer are:

- Fill out a volunteer application and be cleared to volunteer which may take a week to complete.
- Enter the water of 3 ½ feet and be able to walk around to help teach the children.
- Stay positive around the children and encourage them to try new skills!

If you are not signed up to volunteer but you would like to watch, you are welcome to watch through the window from outside the pool area. Please be considerate of these policies.

Your child is expected to come to school with his/her bathing suit on. He/she may wear their regular clothes over their bathing suit.

Attire:

- Girls: two piece bathing suit. If your daughter only has a one piece suit just fold down the top for bathroom visits.
- Boys: bathing suits without underwear. Boys cannot swim in the pool with underwear on.
- The YMCA does not allow any street clothes in the pool.
- Everyone must have a labelled towel and undergarments in a plastic bag.
- No flip flops or swim shoes.

Our Pool Rules are important to review at home and we review them in our classroom:

- No Running – we want to prevent slipping
- Listen to our teachers – never get into the pool alone or walk by the edge

Things to help your swimmer at home:

- Practice blowing bubbles, splashing (nicely) in the bathtub and have FUN!
- When washing children's faces, it is okay to get their eyes wet. This will encourage them to get their faces wet in the pool.

Once again on swim days everyone is to come to school with their bathing suit on. Please bring a towel and undergarments in a plastic grocery bag. All bags, towels, suits and undergarments are to be labeled with your child's name. This will help us make sure everyone goes home with the correct items.

Thank you for your help and cooperation.

**KEITH FAMILY YMCA  
PRESCHOOL  
PARENT HANDBOOK FORM**

**Please sign the following form and return it to the Preschool Director prior to your child's first day. Thank You!**

**I \_\_\_\_\_, parent/guardian of \_\_\_\_\_, have read and understand the policies and procedures of the Keith Family YMCA Preschool as stated in this parent manual.**

**I agree to support my child's preschool program in what ever ways I am able to, and according to the needs of the program.**

**Parent Signature \_\_\_\_\_**

**Date of Child's Enrollment \_\_\_\_\_**

**Thank you for considering the Keith Family YMCA Preschool!**

# Preschool Information Sheet

Please complete and return to your teacher upon your child's first day

Child's Name \_\_\_\_\_ Date of Birth \_\_\_/\_\_\_/\_\_\_\_\_ Age \_\_\_\_\_

Nickname \_\_\_\_\_ Home Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Work Phone # \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Phone # \_\_\_\_\_ Relationship to child \_\_\_\_\_

Authorized to Pick UP (*Pick up person must have ID*)

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

\*\*\*\*\*  
Allergies and Special Needs \_\_\_\_\_

Will your child be taking any medication while at preschool? \_\_\_\_\_

If yes, what? \_\_\_\_\_

What is your child's daycare/preschool experience to date? \_\_\_\_\_

What are your child's swimming experiences? \_\_\_\_\_

What are your expectations for your child this year in preschool? \_\_\_\_\_

**Keith Family YMCA Preschool Participant  
Snack/Lunch Waiver**

Parents are encouraged to think healthy when choosing snacks for their child's class.

Please notify the Director and your child's teacher of any food allergies before the start of school.

This snack/lunch waiver releases the Keith Family YMCA Preschool from any liability regarding your child during snack and lunch time.

Top Portion: Please keep for your records

Bottom Portion: Please read, complete and return to the director or your child's teacher.

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**Keith Family YMCA Preschool Participant  
Snack/Lunch Waiver**

I \_\_\_\_\_, parent or guardian of \_\_\_\_\_  
Have read and understood the above statement releasing Keith Family YMCA Preschool from any liability regarding my child during snack/lunch time. I will provide the director and my child's teacher with any food allergy information.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Parent/Guardian Signature      Date      Child's Name

Food Allergies: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Authorization to give Medicine

Child's Name: \_\_\_\_\_ Age \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Name of Medication \_\_\_\_\_

A. Dosage to be given: \_\_\_\_\_

B. Dates that medication is to be given: \_\_\_\_\_

C. Time to be Administered: \_\_\_\_\_

Name of Medication \_\_\_\_\_

A. Dosage to be given: \_\_\_\_\_

B. Dates that medication is to be given: \_\_\_\_\_

C. Time to be Administered: \_\_\_\_\_

I hereby give permission for my child to be given medication while participating in programs with the YMCA of Greater Charlotte. I understand that all medications need to be provided to the YMCA in the original prescription bottle, and will not be accepted in a plastic bag or other container.

Parent Signature \_\_\_\_\_

\_\_\_\_\_