



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY



**2019-2020  
SCHOOL YEAR**

# **STEELE CREEK YMCA PRESCHOOL PARENT HANDBOOK**

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



FOR YOUTH DEVELOPMENT®  
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# STEELE CREEK YMCA PRESCHOOL

## 2019-2020 SCHOOL YEAR



On behalf of the Steele Creek YMCA, we are so excited to serve your family through our Preschool Program. Our core mission is to provide a nurturing, engaging, and creative environment where children can blossom and grow academically, emotionally, socially, and physically. Our preschool program is offered at two locations to better serve the community; Steele Creek Church of Charlotte – Berewick Campus and Central Steele Creek Presbyterian Church. Our program offers a variety of activities that include circle time, learning labs, centers, creative play, music, and physical fitness, while also incorporating fine and gross motor development. Classes will develop each child’s self esteem and strong image of self-worth through learning and sharing in a fun structured environment. We hope that you will join us in Fall 2019!

Sincerely,  
Jasmine Young | Preschool Director

## Ages Served

2.5-5 years as of August 31, 2019

## Curriculum

Our play-based curriculum offers the opportunity for participants to learn fine and gross motor skills, socialization, and literacy skills. Our weekly curriculum features.

- Circle Time: Nursery Rhymes, Read Aloud, Songs, and Calendar (math skills, counting, and weather)
- Centers: Blocks, Dramatic Play, Art, Active Reading, Puzzles, Science, Writing (4 & 5 yr olds), and so much more!
- Multi-sensory experiences such as creative play, music, and make believe. Our lessons and activities also focus on letter recognition, and identifying shapes, colors, numbers, and more.

## Capacity

### 2.5 YEARS CLASS

1:6 child to teacher ratio | 12 maximum

### 3 YEARS CLASS

1:8 child to teacher ratio | 16 maximum

### 4 YEARS CLASS

1:8 child to teacher ratio | 16 maximum

## Sample Schedule

- 9 - 9:30am Drop Off and Free Play
- 9:30 - 9:45am Circle Time
- 9:45- 10:20am Snack / Bathroom
- 10:25 - 11am Outside Play
- 11 - 11:30am Centers and Learning Labs
- 11:30 - 12pm Imagination Stations
- 12- 12:30 Lunch / Bathroom
- 12:30—12:40pm Fun Time Faith
- 12:40- 12:50 pm Song and Dance
- 12:50 - 1pm Dismissal

## CENTRAL STEELE CREEK PRESBYTERIAN CHURCH

Steele Creek YMCA Youth Development Center  
9401 South Tryon Street | Charlotte, NC 28273

## STEELE CREEK CHURCH OF CHARLOTTE BEREWICK CAMPUS

5735 Dixie River Road | Charlotte, NC 28273

# CLASSES AND PROGRAM COSTS

SEPTEMBER 3, 2019 - MAY 22, 2020 | 9:00 AM - 1:00 PM

DAYS	MEMBER (Per Month)**	Non-Members (Per Month)**
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## CENTRAL STEELE CREEK PRESBYTERIAN CHURCH

<u>Monday/Wednesday</u>	\$127.75	\$134.75
<u>Tuesday/Thursday</u>	\$128.04	\$135.49
<u>Friday</u>	\$58.55	\$62
<u>Monday/Wednesday/Friday</u>	\$186.01	\$196.46
<u>Tuesday/Thursday/Friday</u>	\$186.20	\$197.08

## STEELE CREEK CHURCH OF CHARLOTTE - BEREWICK CAMPUS

<u>Monday/Wednesday</u>	\$137.90	\$144.90
<u>Tuesday/Thursday</u>	\$137.72	\$145.16
<u>Friday</u>	\$63.86	\$67.30
<u>Monday/Wednesday/Friday</u>	\$201.57	\$212.02
<u>Tuesday/Thursday/Friday</u>	\$201.66	\$221.55



## PRICING AND PAYMENTS

**Registration Fee:** \$75 Members      \$100 Non Members      Due at time of registration

**Supply Fee:** \$100 Members      \$100 Non Members      Due at time of registration

**Tuition:** Tuition is drafted monthly beginning August 15, 2019 and ending April 15, 2020. Monthly tuition may vary slightly if registration is received after the program start date. Financial assistance through My Y Pricing is available for eligible participants.

## OTHER IMPORTANT INFORMATION

### POTTY TRAINING:

2.5 year olds must be actively potty training. All 3 year olds must be potty trained.

### CANCELLATIONS:

All program cancellations require a 15 day written notice. Supply and registration fees are nonrefundable.

### FINANCIAL ASSISTANCE:

Financial assistance is available through My Y Pricing program. Please visit the Steele Creek YMCA Sales and Service Desk or call 704 716 4907 for more information.

### HOLIDAYS:

Please note that the Steele Creek YMCA Preschools will be closed on most holidays. Please refer to the program calendar for all closure days (available starting April 1<sup>st</sup>).

### TO LEARN MORE OR SCHEDULE A TOUR CONTACT:

Jasmine Young | Preschool Director | Jasmine.young@ymcacharlotte.org | 704 716 4999

## **Teacher / Classroom List**

Our preschool is staffed with capable and caring teachers who are eager to work with your child. Each teacher is trained in early child development and exemplifies outstanding character, compassion and love for children.

### **Active Adventurers Preschool**

We encourage learning through play, exploration and self-expression!

We love helping active little ones explore learning and creativity through planned activities and unstructured play. Our developmentally-appropriate lessons, activities and projects are often multi-sensory experiences designed to build several skills at once. Our hands-on curriculum is carefully designed and incorporates a play-based approach focusing on the following areas of learning:

#### Foundational Skills

Socialization, healthy habits and fine and gross motor skills

#### Classic Learning

Letter recognition, colors, shapes, counting and nursery rhymes

#### Character Development

Bible stories and lessons on virtues and character

#### Academics

Phonemic awareness, science, Spanish and reading comprehension

#### Arts Exposure

Crafts, puzzles, musical instruments and dance

#### LOCATION

The Steele Creek YMCA Youth Program Center  
at Central Steele Creek Presbyterian Church  
9401 South Tryon Street  
Charlotte, NC 28273

### **Creative Adventurers Preschool**

We inspire creativity and discovery in little hearts and minds!

The arts can capture a child's imagination like nothing else. Our Creative Adventurers Preschool grows early learners through a sensory rich arts-focused curriculum of educational lessons, activities and projects that appeal to a variety of learning styles. Our highly qualified team of early childhood educators works together with professional artists and creative experts to bring visual arts, music, dance and drama into an exploratory, hands-on learning environment.

During our engaging half-day program, children are inspired to question, discover and create together. They grow socially and behaviorally as we encourage independent thought, empathy towards others, listening and cooperation. Our stimulating and attention-grabbing lessons allow children to explore their creative passions and build academic skills to prepare them for success in kindergarten and beyond.

#### **LOCATION**

Radiant Church  
5735 Dixie River Road  
Charlotte, NC 28278

#### **DEVELOPMENTAL GOALS OF OUR PROGRAMS**

Each teacher strives to enhance your child's self-esteem and help them reach their God-given potential. We focus on teaching your child the Y's Five Building Blocks (fine and gross motor skills, socialization, education and healthy choices) through age-based science, art and music programs all taught in a Christian environment. Academic pursuits will include the classics such as the alphabet, numbers, nursery rhymes, colors and bible stories. Additionally, your child will be exposed to crafts, puzzles, musical instruments, and other activities to stimulate fine motor control.

#### **Supply List**

Throughout the school year we use a lot of supplies for communication, crafts, gross motor and daily care. We appreciate donation of items that are frequently used. We will distribute and use these throughout the year for the entire program.

If you are able, please consider sending the following items to preschool with your child at the orientation meeting or on their first day of school:

- One box of tissues
- Two containers of baby wipes
- One bottle of hand SOAP
- One box of zip-lock sandwich bags
- Two boxes of zip-lock gallon bags
- Two poly 2-pocket portfolio with fasteners
- One bottle of hand sanitizer
- 3 – 5 Year-Olds also bring:
  - One 1-inch binder
  - Eight pocket tabs
  - Clear page protectors

Additionally, if you have any gently used toys or books that your children have grown out of and would like to donate them to the preschool, please send them to the program office.

Aside from the communal supplies listed above, we ask that you LABEL ALL your child's personal belongings with his or her name. We can't emphasize enough the importance of this, as all too often teachers are unable to determine the owner of unlabeled items.

## **Schedule / Calendar**

Our preschool follows the CMS School Calendar for teacher workdays, school closures and holidays. Here are a list of important days and events to remember for our school year:

### **AUGUST**

- Preschool Orientation: Thursday, August 31

### **SEPTEMBER**

- First Day of School: Tuesday, September 5 / Wednesday, September 6 / Friday, September 8
- School Spirit Week: Monday, September 11 - Friday, September 15
- Wear Red: Monday, September 18 and Tuesday, September 29
- Fall Pictures: To Be Announced

### **OCTOBER**

- Farm Day: Wednesday, October 4 & Thursday, October 5 (Wed/Thurs 4, 5)
- School Spirit Week: Monday, October 9 - Friday, October 13
- Wear Orange: Monday, October 16 & Tuesday, October 17
- Costume Parade: Wednesday, October 26 & Thursday, October 27
- No School | Teacher Work Day: Monday, October 30

### **NOVEMBER**

- School Spirit Week: Monday, November 6 - Thursday, November 9
- No School: Friday, November 10
- Wear Brown: Monday, November 13 & Tuesday, November 14
- Thanksgiving Feast: Monday, November 20 & Tuesday, November 21
- No School | Thanksgiving Break: Wednesday, November 22 - Friday, November 24

### **DECEMBER**

- School Spirit Week: Monday, December 4 - Friday, December 8
- Wear Green: Monday, December 11 & Tuesday, December 12
- Christmas Program: Friday, December 15
- No School | Winter Break: Wednesday, December 20 - Tuesday, January 2

## JANUARY

- No School: Monday, January 1 & Tuesday, January 2
- School Spirit Week: Wednesday, January 3 - Friday, January 5
- Wear Blue: Monday, January 8 & Tuesday, January 9
- No School | Martin Luther King Day: Monday, January 15
- No School | Teacher Work Day: Monday, January 22

## FEBRUARY

- School Spirit Week: Monday, February 5 - Friday, February 9
- Wear Pink: Monday, February 12 & Tuesday, February 13
- No School | Teacher Work Day: Monday, February 16

## MARCH

- School Spirit Week: Monday, March 5 - Friday, March 9
- Wear Yellow: Monday, March 12 - Tuesday, March 13
- No School: Thursday, March 29
- No School: Friday, March 30

## APRIL

- No School | Spring Break: Monday, April 2 - Friday, April 6
- Healthy Kids Week: Monday, April 9 - Thursday, April 12
- School Spirit Week: Monday, April 16 - Friday, April 20
- Wear Purple: Monday, April 23 & Tuesday, April 24
- Spring Pictures: To Be Announced

## MAY

- School Spirit Week: Monday, May 7 - Friday, May 11
- Muffins with Mom: Wednesday, May 2 & Thursday, May 3
- Donuts with Dad: Wednesday, May 16 & Thursday, May 17
- Wear Black & White: Monday, May 14 & Tuesday, May 15
- Family Party: Wednesday, May 23 - Thursday, May 24
- Last Day of School Graduation: Friday, May 25

## **Food / Snack Info**

Please pack a nutritious morning snack and lunch each day for your preschooler. Teachers will monitor the students during lunch each day to insure safety and assist with opening containers. However, they will NOT be responsible for the order or amount your child chooses to eat of his or her lunch items nor will lunches be heated. You are encouraged to use insulated containers to keep your child's lunch appropriately hot or cold.

## ALLERGIES

The Steele Creek YMCA Preschool program is a peanut-sensitive facility and we ask that you do not send peanut products. While we're committed to be a tree nut friendly facility, we cannot guarantee that nuts 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 allergies.

## Newsletter

We want our parents to be involved and feel informed. Your child's backpack and daily communication folder will be used to transport news, papers, messages and crafts. Please check your child's backpack after school each day to insure that you don't miss any important news and information about the program.

## Program Add-Ons

Little ones love our Preschool Clubs offering an hour of stimulating play. You can extend your child's preschool day if incorporated with our Adventurers Preschool Programs, or take advantage of our eight-week clubs to simply give your child a special time of hands-on learning and action-packed fun. For children ages 2-5.

## SCHEDULE

Monday – Art Spark

Tuesday – Soccer

Wednesday – Multi-Sport

Thursday – Stretch and Strengthen

Friday – Dance

## TIME

1:00 PM - 2:00 PM

## DATES

Clubs run for 8-weeks and begin in March

## COST

\$80 per club

## LOCATION

Steele Creek YMCA Youth Program Center  
at Central Steele Creek Presbyterian Church  
9401 South Tryon Street  
Charlotte, NC 28273

## Drop-Off / Pick-Up

- Drop-Off begins at 9:00 AM until 9:15 AM.
- Pick-Up begins at 1:00 PM until 1:15 PM.



## AUTHORIZATION

Only parents and other authorized people will be permitted to pick up a child from our program. All authorized individuals will need to be prepared to have a photo stored in our system or show photo id at the time of pick up. "One-Off" pick-up authorization (like a grandparent in town) will be honored if submitted to staff in writing, and will still be required to show photo identification.

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.

## **Payment Procedures**

### REGISTRATION FEES

Registration fees and supply fees are due at the time of registration and are non-refundable.

- \$75 for Members
- \$100 for Non-Members

### SUPPLY FEES

- \$65 for Active Adventures Preschool participants
- \$150 Creative Adventures Preschool participants

### PAYMENT OPTIONS

- Bank Draft: Monthly drafts will occur on the 15th of the month beginning on 8/15/17 and ending on 4/15/18 for 9 total payments
- Debit/Credit Card Draft: Monthly drafts will occur on the 15th of the month beginning on 8/15/17 and ending on 4/15/18 for 9 total payments
- Pay in full at time of registration

### LATE PAYMENT POLICY

Monthly payments received after the scheduled due dates will be charged an additional \$25 fee.

### CANCELLATION / TRANSFER POLICY

Cancellations or withdrawal from the preschool program will require a 15 days written notice. Parents will be responsible for paying for all days of service through the end of the 15 days' notice period.

### PROGRAM ADJUSTMENT RATE

As part of our My Y Pricing rate structure, an adjusted program rate is available to all who qualify. Both Members and non-members must provide income verification at the Sales and Service Desk in order to receive an adjusted program rate.



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## Active Adventurers Preschool Program

Welcome to the Steele Creek YMCA Active Adventurers Preschool Program. We are very excited to have you and your child join us and are looking forward to an awesome school year!

Your child's preschool experience and safety at the Steele Creek YMCA is our top priority. We offer an age based class curriculum that will benefit his/her social, intellectual and motor development along with emphasizing the Y's Character Traits (Faith, Caring, Responsibility, Respect, Honesty) to further help you create a well rounded child.

Each teacher strives to enhance your child's self-esteem and help them reach their God-given potential. We focus on teaching your child the Y's Five Building Blocks (fine and gross motor skills, socialization, education and healthy choices) through age based science, art, and music programs all taught in a Christian environment. Academic pursuits will include the classics such as the alphabet, numbers, nursery rhymes, colors and bible stories. Additionally, your child will be exposed to crafts, puzzles, musical instruments, and other activities to stimulate fine motor control.

Included in your paperwork are forms for Tuition pages for specific information about each child enrolled, and Volunteer Worksheet (one per family). Getting your paperwork submitted on time helps be sure that we are adequately prepared for your child. Below is a checklist to help you confirm that you have completed all the pages.

- \_\_\_\_\_ Registration (\$75–members/\$100 program members)
- \_\_\_\_\_ Child's Personal Information (**include immunization records**)
- \_\_\_\_\_ Volunteer Worksheet
- \_\_\_\_\_ Medical Information/Waiver/Health & Wellness Policy/Discipline

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

# Active Adventurers Preschool Program Supplies

Throughout the school year we use a lot of supplies for communication, crafts, gross motor and daily care. We are asking for your help with some items that you would purchase but also from things that you would use a daily basis. We will distribute and use these throughout the year for the entire program.

Please send the following items to preschool with your child at the orientation meeting or on their first day of school.

## **All Children should bring:**

One change of clothes labeled in a zip-lock bag  
Two containers of baby wipes  
One box of zip-lock sandwich bags  
Two poly 2-pocket portfolio with fasteners

One box of Tissues  
One bottle of hand SOAP  
Two boxes of zip-lock gallon bags  
One bottle of hand sanitizer

## **3-5 year olds**

1 inch Binder  
8 pocket tabs

Clear Page Protectors

**Donations** are always welcome at our preschool! If you have any gently used toys or books that your children grow out of and would like to donate them to the preschool, please send them to the program office.

# Preschool Calendar Dates & Orientation

## **August:**

Preschool Orientation (Thurs 31<sup>st</sup>)

## **September:**

First Day of School (Tues 5,/ Wed 6/Fri 8)

School Spirit Week (Mon 11- Fri 15)

Wear Red (Mon/Tues 18, 29)

Fall Pictures (TBA)

## **October:**

Farm Day (Wed/Thurs 4, 5)

School Spirit Week (Mon 9 – Fri 13)

Wear Orange (Mon/Tues 16, 17)

Costume Parade (Wed/Thurs 26, 27)

No School –Teacher Work Day (Mon 30)

## **November:**

School Spirit Week (Mon 6 – Thurs 9)

No School – (Fri 10)

Wear Brown (Mon/Tues 13, 14)

Thanksgiving Feast (Mon 20, Tues 21)

No School – Thanksgiving Break (Wed 22 – Fri 24)

## **December:**

School Spirit Week (Mon4- - Fri 8)

Wear Green (Mon/Tues 11, 12)

Christmas Program (Fri 15)

No School - Winter Break (Wed 20–Tues Jan 2)

## **January:**

No School – (Mon 1 – Tues 2)

School Spirit Week (Wed 3 –Fri 5)

Wear Blue (Mon/Tues 8, 9)

No School – Martin Luther King Day (Mon 15)

No School – Teacher Work Day (Mon 22)

## **February:**

School Spirit Week (Mon 5- Fri 9)

Wear Pink (Mon/Tues 12, 13)

No School – Teacher Work Day (Mon 16)

## **March:**

School Spirit Week (Mon 5 – Fri 9)

Wear Yellow (Mon/Tues 12, 13)

No School (Thurs 29)

No School (Fri 30)

## **April:**

Spring Break No School – (Mon 2 –Fri 6)

Healthy Kids Week – (Mon 9-Thurs 12)

School Spirit (Mon 16 – Fri 20)

Wear Purple (Mon/Tues 23, 24)

Spring Pictures (TBA)

## **May:**

School Spirit Week (Mon 7- Fri 11)

Muffins with Mom (Wed/Thurs 2, 3)

Donuts with Dad (Wed/Thurs 16, 17)

Wear Black & White (Mon/Tues 14, 15)

Family Party (Wed/Th 23, 24)

Last Day of School Graduation (Fri 25)

# 2019-2020 Steele Creek YMCA Preschool Financial Policies

Child's First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

## Parent/Guardian Acknowledgments

Please INITIAL or ANSWER all lines to indicate acknowledge of financial terms.

\_\_\_\_\_ **Payment Schedule and Automatic Payment Options:** I understand that tuition is due based on the payment schedule below, and tuition and fees will be charged to my bank account or to my "Credit/Debit Card on File" on or after the due date unless I have already made payment. Payments not made by the 15<sup>th</sup> of each month are subject to a \$25.00 late payment fee. If payment is not received at all by the beginning of the month of service, service is subject to cancellation.

\_\_\_\_\_ **Change or Withdrawals:** I understand any changes or withdrawal to my child's preschool program must be made in writing with a 15-day notice to the Business Office Coordinator.

\_\_\_\_\_ **Refunds:** I understand that tuition may be refunded if I submit my request in writing and no later than 15-days before the student's withdrawal. I understand refunds are issued according to the form of the original payment. Payments made by credit/debit card are refunded to the same card. Payments made with cash or check are refunded by check, mailed to my address on file, and may take up to 2-3 weeks.

\_\_\_\_\_ **Registration Fee:** I understand that a nonrefundable registration fee is due at the time of registration. This fee is charged per child for registration processing.

\_\_\_\_\_ **Late Pick up fees:** I understand that a fee of 1.00 per minute will apply for each minute that I am late after the 5 minute grace period in picking up my child from the preschool program Rides Out 1:00pm.

## PRESCHOOL PAYMENT SCHEDULE/TUITION DUE DATES

PRESCHOOL		Due Not Later Than:
Registration Fee		At Time of Registration
1 <sup>st</sup> Tuition Installment		August 15, 2019
Final Tuition Installment		April 15, 2020

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

# Child's Personal Information

Classroom Day/Time \_\_\_\_\_ **Start Date** \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Please circle Male Female    DOB \_\_\_\_\_ Age \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Home Number \_\_\_\_\_

**1<sup>st</sup> Parent/Guardian and Authorized Pick Up** \_\_\_\_\_

Address (if different) \_\_\_\_\_

Place of Employment \_\_\_\_\_

Work # \_\_\_\_\_ ext \_\_\_\_\_ Cell Number \_\_\_\_\_

Email 1 \_\_\_\_\_

**2<sup>nd</sup> Parent/Guardian and Authorized Pick Up** \_\_\_\_\_

Address (if different) \_\_\_\_\_

Place of Employment \_\_\_\_\_

Work # \_\_\_\_\_ ext \_\_\_\_\_ Cell Number \_\_\_\_\_

Email 1 \_\_\_\_\_

## **Authorized Pick Up and Emergency Contact Information**

Children will only be released to the legal guardians or responsible adult listed. Every authorized individual must show a photo ID in order for us to release a child. In the event a child is picked up by an adult not listed below, a Car Pool/Temporary Authorized Pick-Up is required and they must show ID Please list any persons authorized to pick up your child or to call in case of an emergency, other than names listed above.

Authorized Pick Up #3 \_\_\_\_\_

Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Authorized Pick Up #4 \_\_\_\_\_

Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Authorized Pick Up #5 \_\_\_\_\_

Relationship \_\_\_\_\_ DOB \_\_\_\_\_

Day Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Office Copy

# Medical Information

Please complete and turn in along with registration packet.

## Insurance Information

Is the child covered by family/medical hospital insurance? Yes No

If yes, indicate carrier or plan name \_\_\_\_\_

Group Policy# \_\_\_\_\_ Name of insured \_\_\_\_\_

Relationship to Child \_\_\_\_\_

Please list **ALL** known medication, food, and other allergies.

## Allergies \_\_\_\_\_

(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. If your child has ANY food allergies, please let us know.)

## Medications \_\_\_\_\_

Medication will not be administered by the YMCA unless it is for allergies. A Medication Release Form needs to be signed and all medication needs to be prescribed by a physician, in its prescribed container with the child's name and dosage amount and placed in a Ziploc bag.

\*Please notify us of any changes to your child's health or insurance coverage throughout the year\*

## Immunization and Boosters

Please attach a copy of your child's immunization record, your child will not be able to start preschool without turning in an updated immunization record.

Which of the following has your child had?

Measles    Chicken Pox    Mumps    German Measles    Hepatitis

## Family Physician

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

Address \_\_\_\_\_

Date of last Physical Exam \_\_\_\_\_ Operations or serious injuries \_\_\_\_\_

Disability or recurring illness \_\_\_\_\_

Activities limited by a physician \_\_\_\_\_

Dietary modifications \_\_\_\_\_

Any additional information about your child that we should be aware of \_\_\_\_\_

\_\_\_\_\_

Office Copy

# Medical Waiver

This Health history is complete and accurate, and participant has permission to engage in all activities otherwise specified in writing. I understand that the YMCA of Greater Charlotte assumes no responsibility for injuries or illness which my child may sustain as a result to his/her participation in preschool, athletics, sports programs, the use of any equipment, exercise or other activities. I expressly acknowledge that my child has been medically cleared to participate in vigorous physical activities. I also understand that there is a risk of injury while participating in physical activities by my child. I agree to hold harmless the YMCA, its staff and volunteers for accidents or injuries arising out of his/her participation in the activity.

**While the Steele Creek YMCA will make every effort to provide reasonable accommodations for mentally and physically challenged children,** Preschool will not accept children who are (1) of danger to themselves, (2) of dangers to others, or (3) a disruption to the normal activities making it unreasonably difficult for other children to enjoy the Preschool programs. Any of the above reasons will be grounds for dismissal from Preschool. A parent/guardian must discuss special conditions of circumstances involving their child with the director. This must be completed prior to registration so that the administration may make a determination if reasonable accommodations can be made for your child.

I agree to have my child examined within a reasonable time period by the family physician stating he/she is free from communicable disease and was not exposed to such. I hereby give my permission to the medical personnel selected by the YMCA director to order X-rays, routine test, treatment, to release any records necessary for insurance purposes, and to provide or arrange necessary related transportation for myself/or my child. In the event that I can not be reached in an emergency, I hereby give permission to the physician selected by the YMCA director to secure and administer treatment including hospitalization for my child. **I understand that no accident or medical insurance is provided with this activity.**

I give permission to the YMCA of Greater Charlotte, without limitation or obligation to use photographs, film footage, tape recordings which may include my child's image or voice for purposes of promoting or interpreting YMCA programs and release the YMCA from any claim of liability to that use.

I have read and agree to all the policies set forth by the Steele Creek YMCA Preschool program.

Parent's Name (please print) \_\_\_\_\_

Child's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Copy



# Steele Creek YMCA Preschool Discipline Policy

At the Steele Creek YMCA, we teach using positive redirection. In the event a child is having a difficult time following class rules or instructions our staff will use these steps outlined below as a guideline.

## Minor Offenses

Minor Offenses include, but are not limited to, not listening, screaming, not sharing, etc. If a minor offense takes place in the class or Preschool Program the following will occur;

1. Give verbal warning and discuss the situation with your child. Then redirect your child helping them achieve the desired behavior.
2. Give another verbal warning and discuss the situation with your child. Then redirect your child helping them achieve the desired behavior.
3. If your child is continually disruptive and refuses to be redirected to positive behavior, the teacher will remove him/her from the classroom setting for a short period of time to think about the misbehavior leading to his/her removal from the group.
4. If the above steps does not remedy the situation and your child is continually disruptive, refusing to be redirected to positive behavior, the teacher will contact you to take him/her home for the remainder of the day

## Major Offense's

Minor Offenses include, but are not limited to, hitting, pushing, kicking, etc. If a major offense takes place in the class or Preschool Program the following will occur;

1. The teacher will remove the child from the group and directed to "take a break" from the activity" for a short period of time to think about the misbehavior.
2. If your child is continually disruptive and refuses to be redirected to positive behavior, the teacher will remove him/her from the classroom setting for a short period of time to think about the misbehavior leading to his/her removal from the group.
3. If the above steps does not remedy the situation and your child is continually disruptive, refusing to be redirected to positive behavior, the teacher will contact you to take him/her home for the remainder of the day
4. If after the third occurrence, the behavior that is putting any child in harms way within a 30-day period continues, we will call you to take your child home and he/she will be suspended from the program for one week.

## Biting

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she may be experimenting or trying to get the attention of the teacher or his/her peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. Teachers will encourage children to "use their words" if they become angry or frustrated and will maintain close, constant supervision of the children at all times. If biting takes place in the class or Preschool Program the Teacher will;

1. Calmly interrupt and stop the bite, if possible, with a firm, "NO...we don't bite people!"
2. Remove the "biter" from the situation and comfort the "bitten" child.
3. Examine the bite and clean the skin with soap and water then treat with ice.
4. Notify both parents of the biting incident and will fill out appropriate forms.
5. Maintain the confidentiality of all children involved.

While biting may be a normal stage that young child go through, it is something we do not want to encourage. Because it is a normal stage of development, the consequences will vary depending on the age of your child.

One and Two year olds are separated from their group and redirected on occurrence. If after the third occurrence, the biting continues within a 30-day period, we will call you to take your child home and he/she will be suspended from the program for one week

Three and Four year olds are separated from their class on occurrence and we will call to inform you about the incident. On the 2<sup>nd</sup> occurrence within a 30-day period, he/she will be suspended from the program for one day. If after the third occurrence he/she will be suspended from the program for two days. The fourth occurrence within a 30-day period we will request a meeting to discuss the incident.

Parent Name (Please print) \_\_\_\_\_ Child's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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# Steele Creek YMCA Childcare Wellness Policy

It is our sincere desire to provide quality care for your children while you take advantage of various services at the Steele Creek YMCA. It is absolutely imperative that we work together to make this happen. Please be advised that staff *will not* exclude your child from care *unless* one or more of the following conditions exist:

1. The illness prevents the child from participating comfortably in childcare activities (to include Child Watch, Preschool, Afterschool and Day Camp).
2. The illness results in a greater care need than the childcare staff can provide without compromising the health and safety of the other children.
3. The child has any of the following conditions:
  - a. **Fever**
  - b. **Signs of Possible Severe Illness:** Examples include lethargy, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing or other unusual signs – until medical evaluation allows inclusion.
  - c. **Uncontrolled Diarrhea:** Examples include one or more watery stools which cannot be contained by a diaper or more than two loose stools in a 24-hour period.
  - d. **Vomiting**

The presence of any symptoms related to the following illnesses can result in exclusion pending a health care provider's approval for the child to re-enter the childcare setting:

- **Pink Eye:** redness of eye with excessive discharge and itching
- **Scabies:** severe itching (sores may or may not be visible)
- **Head Lice:** white nits attached to hair shaft with or without itching
- **Tuberculosis:** fever, persistent cough, shortness of breath with chest pain, fatigue
- **Chicken Pox:** generally feel sick, fever and itchy rash of spots and blisters
- **Whooping Cough:** hard cough, shortness of breath, possible vomiting
- **Mumps:** flu-like symptoms, abdominal pain, swollen cheeks
- **Viral Hepatitis A:** fever, fatigue, nausea, loss of appetite
- **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
- **Cold Sores:** small blisters in or around the mouth that are red, inflamed and may ooze

All parents of non-ill children will be notified in case of a contagious disease exposure. If your child has any of the symptoms listed above, Lake Norman YMCA Child Care staff may require you to present a note from a health care professional certifying that it is safe for the child to return to care. Our teachers and staff are not health care professionals, so they must make the best call for the greatest outcome for the most people. Please give them your support as they attempt to provide a healthy place for your children receive care and instruction.

## **Steele Creek YMCA Health and Wellness Policy**

By notice of this letter, you agree to adhere to this policy. The staff of the Steele Creek YMCA reserves the right to remove any child from a child care program area who is exhibiting any of the above-mentioned symptoms. The child will be allowed to return when he/she has been symptom free for a minimum of 24 hours or with a written excuse from the child's doctor stating that the child is not contagious.

I agree to abide by the Steele Creek YMCA Health and Wellness policy and have received a copy of this policy.

Parent Name (Please print) \_\_\_\_\_ Child's Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Medication Release Form

Name of Child: \_\_\_\_\_

Age of Child: \_\_\_\_\_ Classroom/Grade: \_\_\_\_\_

Name of Medicine: \_\_\_\_\_

Original Prescribed Container: \_\_\_Yes \_\_\_No (Medication must be in its original, prescribed container)

Directions for taking medicine: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Beginning: \_\_\_\_\_ Date Ending: \_\_\_\_\_

Time to be administered: \_\_\_\_\_ AM/PM Dosage \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Medication Rules

- Only prescription medication will be allowed in the Preschool medication box.
- All medication needs to be prescribed by a physician, in its prescribed container with the child's name and dosage amount and placed in a Ziploc bag.
- It must be dropped off to the Preschool Program office along with this Medication Form completed by the parent(s).
- It is the parent's responsibility to ask for it back from the Preschool Program office.
- No medication is allowed in a child lunch box or book bag.
- Epi-pens will be handled by staff, only prescription Benadryl will be accepted for allergies.

These guidelines are for your child's safety. If you have any questions, contact the Preschool Program office at 704-716-4907.

Parent's Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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# Preschool Volunteer Worksheet

Our preschool program relies heavily on the involvement of the teachers, parents, caregivers, directors and volunteers to be successful. We welcome any and all help you have to offer.

Name #1 \_\_\_\_\_

Cell Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Name #1 \_\_\_\_\_

Cell Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Name #1 \_\_\_\_\_

Cell Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Child's Name and Class \_\_\_\_\_

## Classroom:

### **Parent Committee**

We would like our preschool to have an active Parent Committee that meets on the 1<sup>st</sup> Tuesday of every month at 9am. The goals of the committee will be to help;

1. Discuss issues of curriculum,
2. Safety,
3. and the overall quality of our children's preschool experience
4. The program obtains Community Support goals by fundraising.

### **Room Parent**

Room Parents are the liaison between the party coordinators and teachers. Duties are to help other Class Party Coordinators with class parties. Assist teachers with craft preparation

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FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# YMCA OF GREATER CHARLOTTE 2019-2020 CREATIVE ADVENTURERS

## PRESCHOOL PROGRAM

YMCA of Greater Charlotte Preschools help children ages 1 - 5 bloom, blossom and grow! We focus on developing the whole child – **physically, emotionally, socially** and **academically** – in an age-appropriate early-learning environment. Our experienced early childhood educators provide a warm and secure atmosphere with five areas of focus to help kids meet and exceed developmental milestones: **learning, life skills, healthy habits, socialization** and **fine & gross motor skills**.

## REGISTRATION INFORMATION

### PAYMENT POLICIES

Members/Program Participant rates are determined based on the child's YMCA membership status. All balances must be paid in full in order for a child to attend. If your membership status or program adjusted rate changes before or during the school year, your monthly payment will be adjusted accordingly.

#### Registration and Supply Fees

- Registration fees and supply fees are due at the time of registration and are non-refundable.
- Registration fees per child: \$75 for Members and \$100 for Program Participants.
- Supply fees per child: \$150 for Members and \$150 for Program Participants.

#### Program Adjustment Rate

As part of our My Y Pricing rate structure, an adjusted program rate is available to all who qualify. Both Members and Program Participants must provide income verification at the Sales and Service Desk in order to receive an adjusted program rate.

#### Payment Options

- **Bank Draft:** Monthly drafts will occur on the 15<sup>th</sup> of the month beginning on 8/15/19 and ending on 4/15/20 for 9 total payments.
- **Debit/Credit Card Draft:** Monthly drafts will occur on the 15<sup>th</sup> of the month beginning on 8/15/19 and ending on 4/15/20 for 9 total payments.
- **Pay in full** at time of registration.

#### Late Payment Policy

Monthly payments received after the scheduled due dates will be charged an additional \$25 fee.

#### Cancellation/Transfer Policy

Cancellations or withdrawal from the preschool program will require a 15 days written notice. Parents will be responsible for paying for all days of service through the end of the 15 day notice period.

### REGISTRATION DATES

A participant's registration is processed on a first-come basis according to Member and Program Participant registration dates.

- February 1 for YMCA Members
- February 15 for Program Participants

### REGISTRATION CHECKLIST

The following items must be completed and turned in at the time of registration:

- Preschool Registration Form (including health form and immunization dates)
- Payment in full for Registration and Supply Fees
- Monthly payment draft enrollment form

**Please note:** Class placement for most class offerings is based on participant's age as of August 31, 2019. For classes such as TK, class placement is based on participant's age as of December 1, 2019. We follow the Charlotte-Mecklenburg School guidelines for appropriate Kindergarten placement. Please contact the Preschool Director regarding specific questions about your child's appropriate classroom placement.

**FOR MORE INFORMATION ABOUT OUR PRESCHOOL PROGRAM, PLEASE CONTACT:**  
Front Desk at 704 716 4900