



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



**KEITH FAMIL YMCA
PRESCHOOL**

**PARENT GUIDE
2020-2021**

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/her own pace.

Play Based Learning: Play is the foundation for all learning for young children. Giving children opportunities and intentional guidance provides them with a variety of valuable learning experiences. Play fosters and develops language, problem solving and motor skills while allowing kids to dive into academic areas in a fun and meaningful way!

PROGRAM INFORMATION

Potty Training

Our two year old teachers will partner with you in your efforts to potty training your child. Please communicate with the teachers when you are ready to begin so that they can help with consistency between home and preschool to increase your success and limit the time needed to potty train.

All preschoolers entering our three year old and four year old classrooms are required to be successfully potty trained by first day of school. Being potty trained means that your child must be able to use the bathroom independently and be wearing underwear daily to preschool.

Dressing Your Child For School:

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.

Please be sure to label all personal property including: Book Bag, Change of Clothes, Lunch box, jackets, and sweaters.

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

3 and 4 Year-Old

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.

Swim Days-for 3 and 4 yr olds

Your child is to wear his/her swim clothes underneath outside clothing. 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.

Please place your child's undergarments and a towel in a plastic bag labeled with his/her name.

Our Preschool Day

The Keith Family YMCA Preschool operates Monday-Friday 9:00am-1:00pm

Two Year Old Options:

- Tuesday/Thursday
- Monday – Thursday

Three Year old Options:

- Tuesday/Wednesday/Thursday
- Monday – Friday

Four Year Old Option

- Monday – Friday

Walk In Drop Off And Pick Up:

Parents will need to walk to their child's classroom for drop off and pick up each day. Drop off starts at 9:00am and ends at 9:15am. Pick Up starts at 12:45pm and ends at 1:00pm. Children should be picked up promptly.

Beginning at 1:05pm, a late fee of \$1.00 per minute will be charged to your account.

Park only in designated parking spot. As a reminder do not park your vehicle in the fire lane located at the front of our facility to drop off for preschool. It is imperative that, in the event of an emergency, our local EMS and Firefighters have adequate access to the facility. Thank you very much for your adherence to this policy and for helping to keep our kids and families safe while participating in YMCA programs.

Snack and 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 and Tree Nut Policy

We are a Peanut and Tree Nut 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 tree nut related items in your child's snack and lunch for the safety of others. **While the YMCA of Greater Charlotte is committed to a peanut allergy and tree nut allergy friendly facility, we cannot guarantee that peanuts or tree 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 food 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

Since toys from home can be lost or cause friction among children, please keep your child's toys at home

Authorized Pick Up/Identification Check

Our staff can not 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.

Any authorized person to pick up your child **must have picture identification** and be ready to show to staff members. If a form of picture identification is not present, we *can not* release the child from our care.

Inclement Weather/Early Dismissal/Closings

We follow Charlotte Mecklenburg School System for scheduled closings for teacher work days, breaks and holidays.

If there is inclement weather please stay tuned to local TV stations to see if the Charlotte - Mecklenburg School System will be closed. If CMS schools are closed, the Keith Family 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.*

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.

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.)

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.

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.

We will notify you if your child develops signs of illness. If your child shows sign of a fever, vomits or has diarrhea he/she must stay home for a full day before returning to Preschool.

For example:

- Child has slight fever on Monday, he/she may return on Wednesday
- Child vomits on Thursday, he/she may return on Monday

Injuries

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 warrants, we will contact 911 for assistance. Unless a hospital is designated, emergency medical assistance will transport all children to Atrium Hospital - University

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

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.

Our teachers are committed to working with parents regarding disciplinary matters; however, if a child is continuously disruptive and refuses to be

redirected to positive behavior the parent will be contacted to come pick up your child early.

Communication

Communication between parents and teachers is strongly encouraged. Although parents are always welcome to observe and participate in the classroom, if you have specific questions about your child's behavior or participation, you should schedule a conference outside of class time. This will ensure that classroom instruction will be uninterrupted for all participants and your concerns will be thoroughly addressed in a one-on-one setting

Admission

Children will be enrolled into the program based on space available as determined by the registrar. A waiting list will be compiled in the event that additional space may become available as the school year progresses. All admissions are on a first come, first serve basis.

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

- The child's information packet is not returned promptly
- The child is not participating 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 behaviors of the child
- Non payment of tuition

Tuition

Bank Draft or Debit/Credit Card Draft: Monthly bank drafts will occur on the 15th of the month beginning on August 15 and ending on April 15 for 9 total payments.

A \$25.00 bank fee will be charged if a draft or charge is returned for insufficient funds. A \$25.00 late fee will be charged on payments made after the 15th of each month.

Removal from the program will occur if tuition and late fee payments are not made by the last day of the current month. *Refunds are not given for days missed due to illness, inclement weather, or vacation.*

WITHDRAWAL

If you plan to withdraw your child from the program before the end of the school year, please give written notice to the Sales and Service desk **15 days** in advance. Otherwise, tuition will be charged for the upcoming month.

Parents will be responsible for paying for all days of service through the end of the 15 day notice period. An exit interview to discuss your reason for withdrawal may be requested.

PROGRAM ADJUSTMENT RATE

As part of our My Y Pricing rate structure, an adjusted 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.

INSURANCE

The YMCA of Greater Charlotte provides liability insurance to all programs. It is the participant's responsibility to provide his or her own accident insurance coverage. Parents should include their personal health insurance information on the child's health form. The information will only be used to facilitate medical treatment if required. Parents are responsible for prescriptions and charges incurred for outside medical treatment of their child if such series are required while in attendance at the preschool program.

YMCA Preschools are not licensed and regulated by the State Department of Child Development. The YMCA of Greater Charlotte Preschools adhere to YMCA Quality Standards. Preschools are not drop-in care programs (Y Kids), recreational programs such as aquatics, sports, dance, gymnastics, etc. or Children's Enrichment Programs such as "Parents' Morning Out".

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: Children's Enrichment Programs, unlicensed Preschool, Drop-In Childcare (Y Kids) and unlicensed Afterschool.

Therefore your child can not attend Y Kids on the same day that they have attended preschool, as this is a N.C. State guideline; we apologize for any inconvenience this may cause you). Should you have any questions, please feel free to contact the Preschool

Keith Family YMCA Preschool

8100 Old Mallard Creek Road

Charlotte, NC 28262

(704) 716-6700

Preschool Director:

Christel Harvey | christel.harvey@ymcacharlotte.org

(704)716-6780