



**PRESCHOOL
ACADEMIC YEAR
2021 - 2022
Family Guide**

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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.

Description: Our preschool helps children bloom, blossom and grow! We focus on developing the whole child – physically, emotionally, socially and academically – in an age appropriate early-learning environment. Our 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 and gross motor skills.

Goals:

- Impact early learners in a positive way by developing the whole child.
- Provide environments that support each learner's individual needs and are conducive to learning.
- Promote inclusion, equity and diversity in the preschool program.
- Improve practices by leveraging resources and collective impact.

Updated COVID 19 Guidelines:

Please review the new COVID-19 guidelines in place until further notice. Guidelines were developed based on the most current recommendations from the CDC, NCDHHS, Y-USA and Praesidium. Policies will continue to be updated as new recommendations become available.

- All YMCA staff are required to wear a face covering when indoors and when unable to maintain 6 feet of distance outdoors. There may be limited instances when staff remove their face covering for instructional purposes (showing mouth formation when learning a new sound, for instance).
- All staff and children are required to wash their hands upon arrival, before handling food, after restroom use/diaper changing, after blowing noses/coughing/sneezing, and after outdoor play.
- Hand sanitizing products with 60% alcohol will also be used when soap and water are not readily available.
- No parents or other nonessential visitors will be allowed in the facility. We realize this may be difficult for our younger children at first, but we are committed to doing all we can to create a positive transition when dropping off your child.
- We will set up the classrooms and plan activities to allow space between children to the maximum extent possible.
- Staff will teach children about social distancing in child-friendly terms and remind them to maintain space as much as possible.

- However, due to factors such as classroom size, furniture, the nature of activities, and simply the desire of young children to be near one another for play and learning, it will not be possible to keep children 6 feet apart at all times during preschool.

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, Snacks, 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

Drop Off And Pick Up:

Drop off starts at 9:00am and ends at 9:15am. During this time you may drive into the carpool line and we will escort your child from your car to their classroom.

Pick Up starts at 12:45pm and ends at 1:00pm. During pick up time you may drive through the same carpool line and we will bring your child to you. You must show a photo ID and be listed on your child's authorized pick up list or

we will not be able to release your child. Children should be picked up promptly.

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

Snack:

Each child will need to bring a healthy snack, 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. Foods and beverages with little or no nutritional value served as a snack, such as sweets, fruit drinks, soft drinks, etc., are discouraged. We encourage families to offer fruits, vegetables, and low-fat foods as snacks.

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 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, broken or cause friction among children, please keep your child's toys at home. We are not responsible for items brought from home.

Authorized Pick Up/Identification Check

Our staff can not release your child to anyone not listed on your registration form as an authorized pick. If you need someone to pick up your child, you will need to update you authorized pick up list on your account online. For the safety of your child we cannot accept a phone call.

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 update your account and notify us immediately.

MEDICATIONS

Please administer all medications at home before school. If prescription medication is required during the school day, it must remain in the original container that identifies the prescribing physician, name of medication, dosage and frequency of administration. All original containers should then be placed in a Ziploc bag. Do not pack any type of medication in your child's backpack or lunch. Inhalers are kept with the camp counselor during the day. A medication consent form must be filled out before any medications can be dispensed at camp. This form can be turned in Monday morning at rides in. We will not administer non prescription medicine.

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. All identities will be kept confidential.

***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

The YMCA believes in a positive approach to discipline. Our staff will use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. It is our intent to provide teaching moments that redirect negative behaviors.

We Do:

- maintain age and developmentally appropriate expectations for children
- treat children as people and respect their needs, desires, and feelings
- listen to children
- praise, reward and encourage children
- set reasonable limits for children
- model appropriate behavior for children
- modify the classroom environment to prevent problems before they occur
- provide alternatives for inappropriate behavior
- provide children with natural and logical consequences for their behavior

- ignore minor misbehavior
- explain things to children on their level
- stay consistent in our behavior management response.

We Do Not:

- restrain children as a form of discipline
- handle children roughly in any way, including shaking, pushing, and spanking
- yell at, threaten, shame, humiliate, frighten, make fun of, or otherwise
- verbally abuse children
- deny food or water as punishment
- deny or require physical activity as punishment
- leave children unattended
- discipline for toileting accidents
- use cleaning as a means of discipline
- allow discipline of children by children
- use toilet learning/training methods that punish, demean, or humiliate a child

- use any form of emotional abuse, including rejecting, ignoring, isolating, or corrupting a child
- use abusive, profane, or sarcastic language or verbal abuse, threats, or derogatory remarks about the child or child's family
- use any form of public or private humiliation, including threats of physical
Punishment

Time Out

We do not place children in "time out" for punishment. A child may be redirected to another area to calm down and/or think about how to make a better choice before talking to the teacher about the incident. This think time should last no more than 2-3 minutes and is used for the purpose of teaching and redirecting, not to isolate or shame the child.

Communication

Communication between parents and teachers is strongly encouraged. If parents would like to speak to the student's teacher, the parent should

contact the program coordinator or director to schedule a conference. Conferences will be scheduled outside of class time. This will ensure that classroom instruction will be uninterrupted for all participants and allow for your concerns to be thoroughly addressed.

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 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 fully completed or returned promptly
- The child is not participating or benefiting from the program
- The staff cannot provide adequate or safe care for the child or other children due to behaviors.
- Nonpayment of tuition

Tuition

Bank Draft or Debit/Credit Card Draft: Monthly bank drafts will occur on the 15th of every the month.

- 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.

****Refunds are not given for days missed due to illness, inclement weather, vacation or when notice is not received by required date.***

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 to receive an adjusted program rate. Discounted rate will start from the date awarded and not back dated for prior payments or attendance.

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.

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 Coordinator:

Danielle Young | danielle.young@ymcacharlotte.org
(704)716-6739

Youth Development Director:

Paulette Davis | paulette.davis@ymcacharlotte.org
(704)716-6739