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FOR HEALTHY LIVING  
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EXPERIENCE THE  
MAGIC OF CHILDHOOD

# YMCA Preschool

Keith Family YMCA

2022-2023

Family Handbook

## **OUR MISSION:**

YMCA Preschools provide developmentally appropriate early-learning environments, rich in social, emotional, physical and cognitive growth and learning opportunities. 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/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.

## **PROGRAM INFORMATION**

### **TOILET TRAINING**

Children should be toilet trained or training by the first day of school. Our two-year-old teachers will partner with families to assist in this process during preschool hours. This will help to establish consistency between home and preschool to increase your child success.

All preschoolers entering our three-year-old and four-year-old classrooms are required to be successfully toilet trained by the first day of school. Successfully toilet 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 learn through play and discover new things. Our staff does their best to take great care in preventing dirt, stains and paint spills but accidents do happen. Children should wear comfortable, washable **PLAY** clothes accompanied with closed toe shoes with rubber soles. No shoes that can slip/slide off the foot.

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.

### **Twos**

2 year olds need to bring in a labeled backpack/diaper bag **DAILY**. Bag should include the following:

- Healthy snack & drink
- 1 Complete Change of Clothes/shoes
- 3 Pull Ups/Training Pants (labeled)
- Baby Wipes

*Please label all items with first and last name*

### **Threes & Fours**

Healthy snack & drink  
Complete change of clothes  
Towel & undergarments on swim day

*Please label all items with first and last name*

## **OUR PRESCHOOL DAY**

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

### **Two-Year-Old Options:**

- Tuesday/Thursday
- Monday/Wednesday/Friday
- Monday – Friday

### **Three-Year-Old Options:**

- Tuesday/Thursday
- Monday/Wednesday/Friday
- Monday – Friday

### **Four-Year-Old Option**

- Monday – Friday

## **DROP OFF & PICK UP**

Drop off starts at 9:00am and ends at 9:15am. During this time, we ask you

pull 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 we ask you 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 as well 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 drink to school daily. Please send snacks in child size, self-serve portions. We will not have a refrigerator or microwave for staff/students to use. Food and beverages with little/no nutritional value are discouraged. We encourage families to offer fruits, vegetables, and low-fat foods.

### **PEANUT AND TREE NUT POLICY**

We are a Peanut and Tree Nut Free Zone. For the safety of all who use our classrooms 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**. Please contact the coordinator so plans can be shared 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**

Toys from home can be lost, broken and become a disturbance 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. Please include yourself on this list. If you need someone to pick up your child that is not listed, you will need to update your authorized pick up list on your account online or at membership services. 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. This is done with every pick-up per policy. 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 calendar for scheduled closings including 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 OPEN.***

***\*\*We will not make up days due to a CMS delay or cancellation.***

### **EMERGENCY PROCEDURES**

In the case of an 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 prescribed 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 in the office during the day. A medication consent form must be filled out before any medications can be dispensed. This form can be turned in Monday morning at rides in. We will not administer nonprescription medicine.

## **HEALTH AND SAFETY**

*A completed Health Form 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.
- **COVID:** Positive test results or exposure to.

.....or any other contagious disease.

All families 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 families 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 has 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 involving a small cut, scrape, or bruise, we will treat the injury and send home a note with your child letting you know how the injury occurred and how it was treated.

If an emergency situation occurs, we will make every effort to contact you. If you cannot be reached, we will proceed to contact those listed on your emergency contacts list. If the situation warrants, 911 will be contacted for emergency assistance and will transport all children to Atrium Hospital – University.

## **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 respecting 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 misbehaviors
- explain things to children on their level
- stay consistent in our behavior management responses

### **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, ridicule, or otherwise
- verbally abuse children
- deny food or water as punishment
- deny or require physical activity as punishment
- leave children unattended

- use cleaning as a means of discipline
- allow discipline of children by children
- discipline/shame for toileting accidents
- use toilet learning/training methods that punish or humiliate a child
- use any form of emotional abuse
- 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 families and teachers is strongly encouraged. Families are advised to 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.

### **ADMISSIONS**

Children will be enrolled into the program based on availability as determined by the registrar. A waiting list will be compiled in the event that additional spaces 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 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.
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*\*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. Families 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/Service desk to receive an adjusted program rate. Discounted rates 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. Families 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. Families 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:

Jasmine Chambers | [jasmine.chambers@ymcacharlotte.org](mailto:jasmine.chambers@ymcacharlotte.org)  
(704)716-6739

Youth Development Director:

Lance Jackson | [lance.jackson@ymcacharlotte.org](mailto:lance.jackson@ymcacharlotte.org)  
(704)716-6789