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# YMCA Preschool

LOWE'S YMCA

2024-2025

Family Handbook

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

## PROGRAM SUMMARY

Welcome to the Lowe's YMCA Preschool Academy! The Lowe's YMCA offers a preschool program with a focus on developing the whole preschooler – physically, emotionally, socially, and academically with activities that include group playtime, Bible stories, music, and movement, as well as fine and gross motor skill development. All our classes are planned to develop each preschooler's self-esteem and create a strong image of self-worth through learning and sharing in a fun, structured environment.

Our program is a combined system of thematic learning, and physical activity. We believe that through play and other process-oriented experiences, preschoolers gain confidence in their ability to learn. We strive to provide a warm and secure atmosphere where preschoolers can laugh, learn, and play through different activities. Every day your preschooler will be given the opportunity to grow intellectually, emotionally, socially, and spiritually.

### GOAL OF THE YMCA PRESCHOOL PROGRAM

The goal of the YMCA Preschool is to impact early learners in a positive way. We develop the whole preschooler by providing environments that support each learner's individual needs and are conducive to learning. Our staff and 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. The Lowe's YMCA Preschool promotes inclusion, equity and diversity and strives to enhance each preschooler's self-esteem, helping them to reach their God-given potential.

### PRESCHOOL LEADERSHIP TEAM

- **Jessica West** | *Youth Development Coordinator*  
(P) 704-716-4036 (E) [Jessica.West@YMCACharlotte.org](mailto:Jessica.West@YMCACharlotte.org)
- **Francine Molina** | *Youth Development Director*  
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- **Ryan Swengros** | *Senior Youth Development Director*  
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### OPERATING PROCEDURES

- **What to Wear**  
Clothing for your preschooler should be simple, comfortable, washable, and easy for your preschooler to manage. Rubber-soled shoes are essential for running and outdoor play. Please, send appropriate outerwear for the morning's weather activities, including close-toed shoes and jackets.

Please be mindful that at school we play and discover new things; as a result, your preschooler's clothing may become soiled. We ask that you do not dress your preschooler in their best clothing expecting them to remain spotless. Please keep an extra set of clothes in your preschooler's backpack. If an accident occurs, your preschooler will be dressed in their extra set of clothes and the soiled clothes returned to you in your preschooler's backpack. Please place another set of clothing in the backpack for the next day if an accident does happen.

- **Items to Bring Every Day**

Your preschooler will need a daily. In your preschooler's backpack please bring:

- School folder provided by the YMCA
- Preschoolers in the two-year-old classroom need to bring a minimum of three diapers and wipes (if your preschooler is in diapers)
- All preschoolers need to bring a complete change of clothes (including socks and shoes). For our two-year-olds who are in the new to toilet training, we also recommend placing a pair of flip flops as well.
- A nutritious, nut free snack and nut free lunch along with a drink in a lunch box or bag.

**Please monitor these supplies daily and replenish as needed.**

- **Toilet Training**

Our two-year-old teachers will partner with you in your efforts to toilet training your preschooler. 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 toilet train.

All preschoolers entering our three and four-year-old classrooms are required to be successfully toilet trained by August 31. Being toilet trained means that your preschooler must be wearing underwear daily to preschool with minimal accidents.

- **Labels**

It is very important that all items that belong to your preschooler are labeled. Please write your preschoolers first name and last initial clearly on all items such as coats, umbrellas, backpacks, drink cups, jackets, and lunch boxes/bags.

- **Missing Items**

We will make every effort to return lost items while your preschooler is in preschool. If you discover that something is missing, please contact your preschooler's teacher or check the lost and found immediately. If the item is in the classroom, the teachers will send it home the next school day. The Lowe's YMCA is not responsible for lost, stolen or damaged clothing or equipment.

- **Lunch**

All classes have a scheduled lunch time daily. Please send a small nutritious snack and lunch for your preschooler to enjoy during this time. Water bottles are a great beverage selection for small preschoolers. If your preschooler uses a spill-proof cup, please label, and supply a beverage in that cup every day.

## **COMMUNICATION**

Calendars will be made available to Families. This item will inform you of activities planned for your preschooler and keep you abreast of topics related to the preschool operations. Calendars will be handed out in the preschoolers' folders at the beginning of every month. We will also be using "Class Dojo" as a means for communication. This is an app where you can message the teachers and administrators and they can message you as well. The first day of school your preschooler will bring home a code that has been assigned to them if you did not receive one during Open House.

## DAILY ROUTINES

Classroom specific routines will be given at the scheduled open house. Example activities that the preschoolers will participate in are listed below.

- Morning message focuses on calendar, weather, and pledge of allegiance.
- Activity Time refers to a lesson developed by the teacher's encompassing literacy, phonemic awareness and mathematical thinking.
- Learning centers provides opportunities for the preschoolers to participate in teacher-created productive play areas. Centers are used as a tool to reach developmental milestones.
- Read Aloud time is devoted to preschoolers' literature and story comprehension.
- Playground is a time of physical activity, development of social skills and teamwork. All classrooms are guaranteed 30 minutes of physical activity play time daily. This is typically outside unless inclement weather or heat advisory is a factor.
- Manners, self-help skills, social and emotional learning occur throughout the day.
- We have a balance of whole group, small group and individual learning times.

## ARRIVAL AND DISMISSAL PROCEDURES

Preschool begins daily at 9:00 am and ends at 1:00 pm. Our car line is available from 8:50 am-9:00 am. Preschool arrival and dismissal procedures will require time and patience. Please be understanding that during the first few weeks of school everyone is adjusting to a new routine. Specific guidelines for the car line will be available at open house. Please do not talk on your cell phone while in line to pick up your preschooler. This is both a safety issue and a beneficial time to talk about your preschooler's day at school.

- **Photo ID Protection**

Pick up: Please stand on the sidewalk near your car if you are in one of the first four cars in the car line. A preschool staff will come to your car and ask to see your photo ID (which must include your photo and your name) and then have you sign your preschooler out. If an alternate person will be providing transportation for your preschooler, they will be verified on the pickup authorization list and asked for photo identification also. The preschooler will be escorted by one of the preschool teachers to you so that you can secure your preschooler in their car seat.

- **Custody Situations**

If there are special circumstances involving custody issues, you must provide the program director with legal documentation of these restrictions or arrangements. We will release the child to all parents or legal guardians included on the child's account unless we have legal documentation preventing us from doing so.

- **Birthday Celebrations**

You may celebrate your preschooler's birthday during the classroom's snack time by making advanced arrangements with your preschooler's teacher. Birthday celebrations during preschool hours may include store-bought cookies or mini cupcakes.