



FOR YOUTH DEVELOPMENT®
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**MORRISON FAMILY YMCA
BALLANTYNE PRESCHOOL OF
THE ARTS**

PARENT GUIDE

2020-2021



**Morrison Family YMCA
Ballantyne Preschool of the Arts**

FAMILY HANDBOOK

2020 – 2021 School Year

**Ballantyne Preschool of the Arts
Program and Curriculum Director
Meghan Nance**

**Ballantyne Preschool of the Arts
Ballantyne Arts Center
11318 North Community House Road
Charlotte, NC 28277
Meghan.Nance@ymcacharlotte.org**

**704-716-4697
Monday-Friday 9:00am-1:00pm**

YMCA MISSION

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

YMCA VISION

The YMCA of Greater Charlotte will connect and engage people to enhance lives and build community.

BALLANTYNE PRESCHOOL OF THE ARTS

The Ballantyne Preschool of the Arts is an arts-integrated preschool program that provides a visual, exploratory, engaging environment where your child will learn through visual and performing arts and thematic concepts. Our preschoolers have a unique opportunity to experience dance, drama, and music with field professionals. While in the classrooms, our hands-on approach encourages the students and their teachers to question, discover and create together. Your child will work collaboratively and in small groups each day to develop his or her whole self – cognitively, socially, emotionally, physically and creatively.

We offer this through developmentally appropriate curriculum that includes the following:

- Monthly Themes
- Literacy and Math Learning Labs
- Creative Movement
- Drama
- Music
- Visual Arts, including Ceramics
- Cooking Labs
- Science and Discovery Lessons
- Sensory Exploration
- Circle Time/Social Skills
- Self-Directed Classroom Centers
- Fine and Gross Motor Skill Developments
- Creative Mindfulness and Yoga
- Monthly Character Traits

PROGRAM PHILOSOPHY

To provide a safe and engaging environment where children are encouraged to develop and balance their academic and creative skills through our unique curriculum and talented team of teachers and teaching artists. We believe that arts education connects and integrates life skills, literacy and learning through creative experiences fit for all learners.

To strive under the mission of the YMCA that each child be given the opportunity to develop character traits: caring, respect, responsibility, honesty, and faith in a nurturing environment.

PRESCHOOL OF THE ARTS STAFF

Teachers: Our program is staffed with well qualified, educated and trained teachers who are eager to positively influence the life of your child. After a thorough interview process, chosen teachers must complete a minimum of 30 hours of training throughout the year in areas such as child development, re-directive discipline techniques, positive reinforcement, appropriate lesson planning, best practices, safety and emergency procedures, CPR/First Aid, and YMCA child protection procedures. We look for leaders who exemplify outstanding character and compassion. Your child's classroom will include a team of teachers all dedicated to providing a safe, nurturing and engaging learning environment.

Professional Teaching Artists: Our teachers are complemented in the classroom by Professional Teaching Artists in the four arts disciplines – visual arts, dance, drama and music. These artists are vetted and trained along side our preschool teachers. They serve as co-teachers in an assigned classroom, as well as provide the weekly "specials" classes in their art form. This collaborative system allows for a more integrated educational experience for our students and provides daily professional development opportunities as the arts teachers and anchor teachers both learn new and innovative ways to manage classroom behavior, implement lessons and engage with students.

Ballantyne Preschool of the Arts Program and Curriculum Director: Meghan Nance serves as both administrative and curriculum director for the preschool. She is responsible for creating and insuring the implementation of the academic core curriculum, as well as providing leadership to staff and participants. Meghan is an early childhood education and visual arts specialist, with a B.F.A. in Art Theory, History and Criticism from Pratt Institute, and a minor in Art Education. She has been working with children and families at the Morrison Family YMCA for over twelve years in multiple capacities, but most significantly in developing and building the Ballantyne Preschool of the Arts from the ground up.

PROCEDURES

Operating Hours:

The Morrison Family YMCA Ballantyne Preschool of the Arts will operate for the upcoming school year from September 10, 2020 through May 21, 2021. Our daily hours are: Monday-Friday from 9:00am-1:00pm.

As the school follows the CMS school calendar for Teacher Workdays, Holidays and Breaks, please refer to the yearly calendar for dates the Ballantyne Preschool of the Arts will be closed. Please note - we do offer alternative childcare opportunities during many of those scheduled Out of School days for an added fee. Please see the provided list for the complete calendar of options, as well as registration information.

In the event of inclement weather, we will also follow the Charlotte-Mecklenburg closing guidelines. You may visit www.ymcacharlotte.org/morrison for updates on openings and delays of the Morrison Family YMCA.

In the event of a delayed opening the Ballantyne Preschool of the Arts will follow the below procedures:

- If CMS is on a 1 hour delay, we will open at 10:00am.
- IF CMS is on a 2 hour delay, we will open at 11:00am
- If CMS is CLOSED, BPA is CLOSED.

*Please note: The Ballantyne Preschool of the Arts does not prorate tuition rates for days missed due to individual illness, vacations, inclement weather, or scheduled closings. Also, we do not follow the CMS make-up day schedule.

Security:

Due to our unique location and shared space, we take security very seriously. We have the Ballantyne Arts Center to ourselves in the mornings, as the Ballantyne School of Music doesn't begin its instructional time until after 2pm. During school hours we lock the main doors from 9:25am until 12:45pm. There is a doorbell visitors can use during that time to be let into the facility.

PROGRAM ENROLLMENT/PAYMENTS:

Payments may be made via checking account or bank draft only. Payments are due the 15th of the month prior to the month it is paying for (Example: September tuition is due on or before August 15th). If payment is not received by the 15th it will result in a **late payment fee of \$25. This fee is assessed automatically by our business office.** Failure to pay tuition by the 1st of the month in which it is paying for will result in the **termination of the child's enrollment** in the Ballantyne Preschool of the Arts.

Financial assistance is available. Please see a Sales & Service representative at the Morrison Family YMCA to learn more about the assistance program. Approval must be done prior to the start of program month.

A **non-refundable** registration fee of \$75/child is due at the time of registration.

A **non-refundable** supply fee of \$165 is due at time of registration. Supply fees are distributed throughout the program all year long. We utilize these funds in areas of special events, unique science and art lessons, and celebrations throughout the year at BPA.

No monies are collected at BPA. All inquiries, questions, or concerns about payment/member account will need to be addressed at a Sales & Service Desk at the Morrison Family YMCA.

Wait-List Option:

If the class you wish to sign up for is at full capacity at the time of registration, we do have a wait-list option for the Ballantyne Preschool of the Arts. Please submit a completed application (minus payment) at the Sales & Service Desk at the Morrison Family YMCA to be placed on the list. You will be immediately contacted by phone or email any time during the school year once an opening becomes available. A 48 hour time frame is given to respond before the next family on the list is contacted.

Program Cancellations:

Year-long enrollment: All cancellations require a **TWO WEEK WRITTEN NOTICE** prior to the payment date (listed on payment schedule in Yearly Calendar). Please email your notice to the Program Director to

ensure proper and timely cancellation. Cancellations with less than two weeks notice will result in a prorated charge for the month regardless of whether the child attended. Cancellations made after this time will also result in the draft for the following month's tuition continuing as scheduled, as it takes at least two weeks to stop the draft. Registration and supply fees are non-refundable.

Drop-Off Procedures:

Our program begins promptly at 9:00am and ends at 1:00pm. The lobby opens at 8:45am and classroom doors will open at 8:55am. **It is important to have your child arrive on time so they do not miss any of the scheduled activities or disrupt the teachers and children who have already begun their day.** Pick up will begin at 12:45pm and promptly ends at 1:00pm. Please call the Ballantyne Preschool of the Arts phone at 704-716-4697 if you will be late.

YMCA Preschools are not licensed and regulated by the State Department of Child Development. YMCA of Greater Charlotte preschools adhere to YMCA Quality Standards and our guidelines meet or exceed state requirements. These standards are available at your request.

NC state child care laws limit the amount of time a child can be in care in an unlicensed preschool to four hours. For this reason, **it is imperative that your child is picked up by 1:00pm.** Please be respectful of this rule and arrive on time to pick-up your child. If you come into the building after 1pm, there will be a late fee assessed of \$1 per minute. You will get a warning the first time you are late, but if it occurs more than once, we have no choice but to issue fines and charge your YMCA account automatically.

Please note that children may NOT participate in the following programs or a combination of the following programs for more than FOUR HOURS in a calendar day in any YMCA of Greater Charlotte or combination of YMCAs in Greater Charlotte: Children's Enrichment & Program Center, Children's Academy, Ballantyne Preschool of the Arts, Child Watch, Afterschool and/or Kid's HQ. This means that you will not be able to utilize the CEPC (at any YMCA in Greater Charlotte) for your child if they have already used the Ballantyne Preschool of the Arts that day. *However*, you are able to use recreational programming on the same day your child has preschool. For example, if your child attends school on M/W/F, you may not bring them to the CEPC in the afternoon on those days, but you can bring them to a soccer clinic, gymnastics class, dance class, preschool club, etc.

BPA Carline:

BPA does not have a carline process due to its second floor location. For safety reasons, we ask that you walk your child into the classroom each day. Our lobby area is open to our families beginning at 8:45am but our classrooms doors do not open until 8:55am.

Outdoor Classroom Carline:

For Pavilion Days, we do have a single lane carline process at the Bojangles' Pavilion located at the Morrison Family YMCA. Carline will begin promptly at 8:55am. Please note that if you arrive after 9:10am, you will need to park and walk your child in as the carline will be closed so that the children can begin their morning activities, likely across the fields at the playground, weather permitting.

Cell phone use is prohibited during carline. Using a cell phone during carline can put the children and staff at risk.

Car Seat Safety: Our staff may not buckle your child into their seat. Also, please note that if the car does not have an appropriate car seat for a child being released from BPA, we CANNOT release that child. We will stay with the child until a car seat is placed in the automobile.

Pick-Up Procedures:

Staff will check in each child into the program at the start of the day and then check out or “transfer” each child at the end of the preschool day. Anyone picking up a child at the BPA (or from ANY YMCA program) must present a valid photo ID at the time of pick-up, until their photo is uploaded into the program. Please make sure all authorized individuals are aware of this policy. **Once that is in place, no photo ID check is necessary!** Pick ups must sign for their student at check out in the provided signature box. The Morrison Family YMCA reserves the right to deny release to any persons who are not on the authorized pick-up roster and/or do not have valid photo identification (except for legal guardians, unless there are legal documents to prohibit the child’s release). PLEASE MAKE SURE ANYONE AUTHORIZED TO PICK UP YOUR CHILD IS ADDED THROUGH YOUR ONLINE ACCOUNT!***

***If you are unsure of who you placed on the list or want to change an authorized person applicable to the entire Morrison YMCA, you may check and edit your account conveniently online. Step-by-step directions are included in the Parent Resource section of the Parent Handbook.

Early Pick-Up:

Please let the Program Director or your child’s teacher know at morning drop off if your child will be picked up early. Teachers will have your child ready to be picked up at the appropriate time.

Short Term Change of Pick-Up:

To change your child’s pick-up person for one time or a short term, a written note with an authorized signature must be turned in to your child’s teacher or to the Program Director. An email to the program director will also be accepted, as well as a verbal request in person to the Program Director. If you need to permanently change or add an authorized person to the roster, please make those changes online AND communicate this information to the Program Director. Remember to alert any authorized pick-up person to bring their valid photo ID.

PROGRAM CLASSES

Children will be assigned to classes based on their age on or before August 31st with the exception of TK. Please note that children do not change classes after they have a birthday. Our teaching teams are trained to teach to the developmental needs of each child through both small group and collaborative activities. Our learning labs are created to grow with the students as they develop over the course of the year.

2 years old by August 31st Tuesday/Thursday and Monday/Wednesday/Friday

3 years old by August 31st Monday/Wednesday/Friday and Tuesday - Friday

4 years old by August 31st Monday – Thursday

TK- 5 years old before December 31st Monday – Friday

EXTENDING YOUR PRESCHOOL DAY AND OUT OF SCHOOL OPPORTUNITIES

We offer various preschool clubs and classes that extend your child’s day, both here and at the main Morrison facility:

Arty Party – (3-5 yrs) Join us for a preschool Arty Party in the afternoon, including storytime, snack, themed centers, arts activities, indoor playground and much more! Arty Party is led by the highly qualified Ballantyne Preschool of the Arts teachers in the safety of our preschool classrooms from 1pm-3pm Mondays, Tuesdays, Wednesdays and Thursdays.

Other classes that take place at the Ballantyne Arts Center this year are:

- Art Explorers Visual Arts Classes (ages 3-5) on Mondays and Tuesdays 1:00-2:00pm
- Primary Dance (ages 4-5) on Wednesdays 1:15-2pm
- Rising Stars Theatre Classes (ages 3-5) on Thursdays and Fridays 1:00-2:00pm

We also offer alternative preschool childcare options for some of the scheduled out of school days throughout the school year, which run 9am-1pm and function much like a typical preschool day. It is a mixed age program for 3-5 year olds filled with the sensory play, centers, circle, snack, indoor playground, creative arts activities and lunch, all led by the highly qualified BPA teachers and Professional Teaching Artists in the safety of our preschool classrooms.

Please refer to the included list in your parent packet to see more detailed information, dates, times and pricing to pre-register for programs at a discounted rate. You may also register at any Sales & Service desk or sign up online throughout the school year at the standard rate.

POLICIES

Sick Policy:

For the safety and well-being of all of the children we care for, the following health and wellness policy will be strictly enforced:

To protect your child and to help contain illness, we will not accept children at the Ballantyne Preschool of the Arts if there are evident signs of the following symptoms:

- Fever (100 degrees or higher)
- Continuous and/or colored nasal drainage
- Continuous/persistent coughing
- Discharge from eyes or ears
- Sore throat
- Pink, gooey, or matted eyes
- Skin rash

- Open sores
- Diarrhea
- Vomiting

Children may return to their class once they have been symptom free for 24 hours. If your child is at school and is exhibiting any of the above symptoms, you will be called to pick up your child immediately. Parents should exercise every precaution and keep their child home should other unusual symptoms occur.

We do our very best to keep our facility clean and prevent the spread of germs. Toys and surfaces are cleaned with all the appropriate cleaning solutions throughout and at the end of each school day. Our classroom floors are sanitized and vacuumed/mopped daily, as well as professionally cleaned on a regular basis. Please notify us if your child is diagnosed with a contagious illness or condition (lice, strep, hand-foot-mouth) so that we may take extra precautions in our cleaning.

Medications:

With the exception of medication for severe allergic reactions, the Morrison Family YMCA expects that all medications be administered at home before coming to school. However, if medication is absolutely required, please give the ORIGINAL PRESCRIPTION CONTAINER THAT IDENTIFIES THE PRESCRIBING PHYSICIAN, THE NAME OF THE MEDICATION, DOSAGE AND THE FREQUENCY OF ADMINISTRATION directly to the Program Director. The coordinator is responsible for safely storing the medication in a lockbox in the program office, including EpiPens. These will also be carried with the teacher at the Outdoor Classroom at all times. No over-the-counter medications will be administered. A signed medication consent form is also required to be able to administer any medicine including Epi-Pens. Medicines, including Epi-Pens, cannot be expired.

Emergencies:

All of our staff is certified annually by the Safety & Health Institute in Infant/Child CPR and First Aid. We are well equipped to handle and treat routine cuts, scrapes and bumps. In the case of serious illness or an accident involving your child we will provide appropriate care and contact you immediately. Be aware that in cases of a true emergency, 911 will be called first.

Discipline Policy:

The philosophy of our program is based on the character development principles of Respect, Responsibility, Caring, Honesty and Faith. It is with respect that each teacher will handle every disciplinary situation. Our main objective is to provide positive reinforcement, consistent praise, and encouragement. When a child misbehaves the following steps will be taken:

1. **Redirect-** the child will be redirected from the inappropriate behavior to a more suitable choice or activity.
2. **Warning-** the child will be given a verbal warning and reminded that continuing the inappropriate behavior will result in a consequence.
3. **Logical Consequence-** the child will be given a logical consequence for their behavior such as being separated from the group for a short time or not being able to play with a certain toy, etc.

4. **Parent Conference-** if the above steps have not been successful, a conference with the parent and teachers will be held to discuss positive methods.

Please note that in the event that a child demonstrates behavior that puts the safety of others at risk we may choose to send them home for the remainder of the day.

Our first priority is creating a safe and nurturing environment for ALL of our children to learn and grow in. Our school has a unique set-up, both by curriculum and daily transitions. We reserve the right to document behavior and to set up conferences with any family whose child may find this type of preschool setting challenging.

Biting Policy:

With young children (under age three), biting is a normal and temporary developmental phase, particularly for those who do not yet have the verbal skills to express their thoughts. However, we recognize that this behavior is not only disruptive to the class, but also unsafe. Teachers will do their best to prevent biting, but in the event that a child is bitten the following safety measures will be taken:

1. The child who was bitten will receive proper care for their injury. If the skin has been broken, parents will be called and given the option of having both the biter and the bitten child tested for communicable diseases by the YMCA. This is done at no cost to the parents and confidentiality of both parties will be strictly maintained.
2. The biter will be firmly reminded that biting is not an acceptable way to treat his/her friends and will receive a consequence of being separated from the group for an age appropriate amount of time (2-3 minutes).
3. Parents of both children will be notified at pick-up (a phone call will be made if the skin is broken) and an incident report will be filed at the YMCA.
4. If the child bites, regardless of whether skin is broken, three times in one week, they will need to be picked up and will not be able to return the following school day (i.e., if they are sent home on Monday they will need to miss Wednesday).
5. If a child is biting habitually, we will work with the parents to create an appropriate action plan for prevention such as providing a more appropriate object for them to bite (i.e., a teething necklace).
6. If an older child (over 3) bites and breaks the skin, they will be sent home immediately.

Lunch and Snack:

It is the family's responsibility to pack a separate nutritious snack and a well-balanced, healthy lunch each day for their child. Teachers will monitor the children during lunch each day to ensure safety and to assist with any help your child may need. However, they will NOT be responsible for the order or amount your child chooses to eat. Please note we can not refrigerate or heat your child's lunch. You are encouraged to use insulated containers to keep your child's lunch appropriately hot or cold. Please do NOT send candy or soft drinks.

*Please Note: Children will sing a blessing prior to snack and lunch.

Please remember that there can be NO PEANUT PRODUCTS/NUTS or TREE NUTS of any kind sent in your child's snack or lunch. If you send in an alternative butter, please label the item for your teachers. Any

nut item sent into school will remain in its original packaging and be returned home with a peanut free reminder. In that situation, an item from your child's lunch will be offered as snack.

While the YMCA of Greater Charlotte is committed to a peanut allergy friendly facility, we cannot guarantee that peanuts/nuts will not find their way into our facility. We ask that you continue to take every precaution to protect yourself and your child from unwanted exposure to peanut/nut allergens.

Candy Free Zone:

In an effort to promote a healthy preschool environment based on our mission, we ask that our families help us celebrate classroom parties, showcases, goodie bags, and holiday events without the use candy and chocolate, including cupcakes, cookies or equivalent baked good.

Birthday Celebrations/Party Invitations:

In an effort to maintain a healthy environment and to be sensitive to the increasing number of food allergies, birthdays may not be observed with an edible item. Your child will be celebrated and given recognition for their special day in the classroom, per your teachers' discretion and you're welcome to bring in a non-edible novelty for each student to help your child celebrate (balloons, stickers, glow sticks, etc.) If you want to mark the occasion in the room **with** your child, we invite you join us by reading a favorite story or volunteering for a special project.

Party invitations may be given to classroom teachers **ONLY** if every child in the class is receiving one. For individual handouts, you may hand them out in our lobby area or through emails provided in the class list.

Dress Code:

- No flip-flops or shoes that come off of feet easily.
- Comfortable, roomy clothes that can get messy (we do have and use smocks for our youngest students, but there are always opportunities for a spill or an "oops" in an arts preschool!)
- If student is wearing a dress for potty-trained students, please wear shorts or leggings underneath.
- If student is not potty trained or is in training, please be mindful of clothing that is difficult to remove or is all one piece.
- Be aware that all intentions are there to insure hair bands, bows, jewelry or other special items that come to school goes home at the end of the day with their owner. But accidents happen and items can be misplaced or broken.

Preschool Screen Time:

The children at BPA are not exposed to screen time via television. We do reserve the right to utilize a computer for a minimal amount (up to 8 minutes) of screen time for music, visual arts, creative story telling and drama lessons.

The Morrison YMCA policy states the following: Limit screen time for preschoolers (ages 2-5) to less than 30 minutes per day for children in half-day program or less than 60 minutes per day for those in full-day programs. No screen time for children under the age of two.

INDOOR PLAYGROUND AND GROSS MOTOR PLAY:

Due to our unique location, the preschool does not have a designated outdoor playground. BPA preschoolers develop their gross motor skills through a variety of activities scheduled daily and weekly. Daily, our teachers take their class to the Indoor Playground where students use our gymnastic gross motor equipment (tumbling mats, parachute, ribbons, balls, foam blocks, balance beam, etc.) for regular vigorous activity. PE style games that promote more gross motor movement and simulate outdoor playground movements are also played in our Indoor Playground.

COMMUNICATION

At the Ballantyne Preschool of the Arts, we want our families to be involved and informed. Communication between parents and teachers is strongly encouraged and happens through a variety of methods. All of these communication points are intended as a way to open up communication with your child about their day and we encourage that you use the opportunity to build deeper understanding, reinforce learning and create even more enthusiasm for coming to school!

Daily Sheets for Blossoms Classes - At the end of each day you will be handed a short informational sheet discussing some of the activities that took place during the day including your child's overall mood, how she/he ate, potty information, favorite activity/friend and a personal note from a teacher.

Weekly Lesson Plans - Your class' lesson plans will go home the week prior to help you plan your week at school. They also include important reminders about specific upcoming classroom activities, which may need your attention.

Bi-Weekly Parent Communication Email for Each Class - Every two weeks, you will receive an email from your teaching teams about the many on-going activities that have taken place in the classroom, and activities to look forward to. Parents are welcome to respond or send emails to the teachers at any time, though please note that YMCA emails will be checked once daily.

Preschool Calendar (enclosed in your handbook) - Please post the calendar prominently and refer to it often, as it contains nearly every major pertinent event.

FaceBook - Please like the Ballantyne Arts Center on FaceBook where we post fun pictures either telling our daily story of what we do here or showing preparations for big events, along with interesting articles and quotes celebrating and supporting education through the arts.

Room Parents and Parent Volunteers - There are many ways to be involved with the Ballantyne Preschool of the Arts. If you have time to share and would like to serve as a helper in any of the classrooms, we will need you to complete the YMCA Volunteer Training process. This is a brief session that helps ensure the safety of all of our children. Even if your time is limited, there are still opportunities to help! We are always in need of volunteers to help prep materials or donate classroom items.

Conferences - Teachers conduct milestone assessments for our Sunflowers, Stars and TK students in January in order to have conferences with parents in late January (before February registration cycles at Morrison YMCA, as well as other schools, including CMS, begin). Dates of those conferences are on the

yearly calendar and sign ups will be sent out as assessments start. Conferences for Blossoms are not standard, however parents and teachers have the option of requesting them at any time during the year. Just email your teachers with your request and any concerns or issues.

OUTDOOR CLASSROOM AT THE BOJANGLES' PAVILION

2020-2021 Schedule:

**Monday: M-Th Stars; Tuesday: MTThF Stars; Wednesday: T-F Sunflowers; Thursday: TK;
Friday: MWF Sunflowers**

The Sunflowers, Stars and TK will have a designated OUTDOOR CLASSROOM day from 9am to 1pm. The classroom is located within the Bojangle's Pavilion at the Morrison YMCA. The classroom is equipped with developmentally appropriate classroom furniture, toys, manipulatives and supplies. The classroom serves as a home base for their OC days, as classes transition to many different activities and locations throughout the YMCA campus.

Outdoor Classroom Carline:

For Pavilion Days, we do have a single lane carline process at the Bojangles' Pavilion located at the Morrison Family YMCA. Carline will begin promptly at 8:55am. Please note that if you arrive after 9:10am, you will need to park and walk your child in as the carline will be closed so that the children can begin their morning activities, likely across the fields at the playground, weather permitting.

Cell phone use is prohibited during carline. Using a cell phone during carline can put the children and staff at risk.

Car Seat Safety: Our staff may not buckle your child into their seat. Also, please note that if the car does not have an appropriate car seat for a child being released from BPA, we CANNOT release that child. We will stay with the child until a car seat is placed in the automobile.

OC Activities & Adventures:

In addition to their active outdoor times, which include access to the playground, wooded trails and field games, students visit the Art Studio twice a month, where the children will explore clay hand-building projects with our Visual Teaching Artist. To complement their many outdoor adventures and clay classes, a bi-monthly cooking lab will be held in the Curran Family Teaching Kitchen located within the Morrison YMCA, where students will collaboratively experience cooking simple recipes and taste what they made.

A Typical OC Day:

9am – 9:15 Carline Drop Off

9:15 – 9:45 Playground

9:45 – 10:05 Potty and Transition to OC

10:05 – 10:30 Snack and Modified Circle

10:30 – 11:45 Main OC Activity (Art Studio/Cooking Lab/Science & Discovery/Trail Walks/Field Games)

11:45 – 12:15 Lunch

12:15 – 12:45 Games/Free Choice Centers/Clean Up/Closing Circle

12:45 – 1pm Carline Pick Up

OC Dress Code:

- Students **MUST** wear close toed shoes.
- Comfortable, roomy, weather-appropriate clothes that can get messy and dirty.
- Sweaters, coats, mittens, hats, etc. for the changing weather.

Inclement Weather:

Our classroom is equipped to serve as a fully-functioning classroom, so in the event of weather that is too cold or active precipitation, classes spend the majority of time inside. For severe weather that occurs while at the Pavilion, teachers are trained to lead classes into the large bathrooms of the Pavilion and keep students calm and engaged, while support is called to arrive.

Emergencies:

Teachers keep their personal cell phones on and on their person at all times. In the event of an emergency, they will call the main Y facility and the Program Director for assistance. Be aware that in cases of a true emergency, 911 will be called first.

In the event a parent needs to contact the classroom, please call the Program Director at 704-716-4697, who will then contact your teachers to convey any pertinent message, like an unexpected early pick-up.

Ballantyne Preschool of the Arts – Frequently Asked Questions

Q. How do I register my child for the Ballantyne Preschool of the Arts?

A. You can fill out an application in person at the main Morrison branch or register online.

Q. What ages does your preschool serve?

A. We serve children who are between 2 years (as of 8/31) and five years.

Q: My child has a birthday soon, will they be moved up to the next age group?

A. No. The class they are placed in remains their class for the entire year, just as it would in an elementary school setting. Our classes are all based on your child's age as of 8/31 of the given school year and our curriculum is designed to grow with them throughout the year.

Q. Does my child need to be potty-trained?

A. No, but we do ask that if your child is not FULLY potty trained that you continue to send them in pull-ups. We will do our best to work with you to mirror the approach you are using at home, however we cannot take children to the bathroom more than once every 45 minutes to an hour.

Q. When is preschool in session?

A. We start just after Labor Day and go up until the Friday before Memorial Day each year.

Q. How do I know when school is not in session?

A. You will be provided with a school year calendar that notes days off of school (workdays, holidays, etc.) as well as parent events that you are invited to attend. In addition, these dates will be noted on the weekly lesson plans and bi-weekly communication emails you receive from your child's teachers.

Q. What time can I drop off / pick up my child?

A. Drop off begins at 8:55 and pick up runs from 12:45-1:00pm.

Q. Where do I drop off / pick up my child?

A. We do not have a carline at the Ballantyne Arts Center. Please park and walk your child into their classroom. Please note that our parking lot can get busy at pick up, so plan accordingly to arrive in the lobby by 1pm. There is overflow parking behind the AAA Car Care Center next door to the building.

Q. What is your pick-up procedure?

A. For the safety of your child, participants will only be released to the legal guardian or responsible adult listed on the child's registration form. Anyone picking up a child at the BPA (or from ANY YMCA program) must present a valid photo ID at the time of pick-up, until their photo is uploaded into the childcare software program. Please make sure all authorized individuals are aware of this policy. Pick ups must sign for their student at check out in the provided signature box. The Morrison Family YMCA reserves the right to deny release to any persons who are not on the authorized pick-up roster and/or do not have valid photo identification. In the event that a child will be picked up by an adult not listed on the registration form, written permission from the parent (we prefer by email!) and a photo ID must be shown during rides out. Thank you for helping to expedite this process by having your ID ready. If there are special circumstances involving custody issues you must provide the Director with legal documentation of these arrangements.

Q. How do I get in touch with preschool staff during the day?

A. We can be reached by email at meghan.nance@ymcacharlotte.org or by phone at 704.716.4697

Q. How will you get in touch with me in the event of emergency?

A. We will contact you by phone in the event of an emergency so please be sure to provide us with the best phone numbers that we can use to reach you. In the event that we cannot get a hold of you, we will call others on your emergency contact list. To update numbers and emergency contacts, please login to your online account:

<https://programs.ymcacharlotte.org/PersonifyEbusiness/Default.aspx?TabId=396&returnurl=%2fPersonifyEbusiness%2fDefault.aspx%3fTabID%3d61>

Q. What do I pack?

A. Please send a backpack that is large enough to hold the following:

- Your child’s lunch and snack (both nut free)
- A refillable water bottle
- A set of extra clothes that will be kept in your child’s bag in case we need to change them for any reason – keeping in mind that children need to be changed for a variety of reasons, not just potty accidents!

Q. Is there anything I should NOT send to school?

A. Please do NOT send toys, electronics, candy or any food with nuts.

Q. How will I know what is happening in my child’s day?

A. The most important way we communicate is face-to-face at drop-off and pick up! You will hear about your child’s day, see their work and get reminders about upcoming activities. Daily communication forms are also sent home with our youngest students in our Blossoms classes. All age groups receive weekly lesson plans from their teachers and will receive a bi-weekly class email from the teachers to fill you in on specific classroom activities, see fun pictures and get friendly reminders. You are welcome to email them with any specific questions, as well. In addition, email communication will be sent from the program administrators from time to time.

Q. What if my child has developmental or physical needs?

A. The YMCA will make every reasonable accommodation possible to serve children regardless of their developmental or physical abilities. Please contact the Director at least two weeks in advance to discuss modifications that would be helpful for the success of your child at the Morrison Family YMCA. The more information we have, the better our chance is for success.

Q. What is your health and wellness policy?

A. If your child develops symptoms of illness during their stay, parents will be notified and will need to pick up their child immediately. If parents cannot be reached, the staff will call other emergency contacts listed on the account.

CHILDREN WHO HAVE THE FOLLOWING SYMPTOMS SHOULD REMAIN AT HOME UNTIL THEY ARE SYMPTOM FREE FOR 24 HOURS UNLESS A WRITTEN NOTE FROM THE CHILD’S PHYSICIAN IS GIVEN, STATING THAT THEIR SYMPTOMS ARE NOT CONTAGIOUS. Some of these symptoms include, but are not limited to:

- | | | | | |
|-------------|-----------|------------|----------|-----------|
| Sore Throat | Skin Rash | Open Sores | Pink Eye | Head Lice |
| Coughing | Fever | Diarrhea | Vomiting | |

Q. What is your medication policy?

A. Please administer all medications at home whenever possible. If medications are required during the afternoon, a "Medication Authorization Form" must be filled out and medications provided to the office staff in the original container in a plastic bag with the child's name clearly written on the outside. All medications including over the counter items, must be dispensed by the office personnel. Please contact the Director if your child's allergy requires special consideration.

Q: How do I cancel or make a change to my child's registration?

A. Preschool is typically a year-long enrollment, so all cancellations require a **TWO WEEK WRITTEN NOTICE** prior to the payment date (listed on payment schedule in Yearly Calendar). Please email your notice to the Program Director to ensure proper and timely cancellation. Cancellations with less than two weeks notice will result in a prorated charge for the month regardless of whether the child attended. Cancellations made after this time may also result in the draft for the following month's tuition continuing as scheduled, as it takes at least two weeks to stop the draft. Registration and supply fees are non-refundable.

Q. How can I get a copy of my receipt to submit for reimbursement from my flexible spending account?

A. For questions regarding tax receipts, please log into your account on the website – you'll be able to generate a statement from there. Our Tax ID# is 56-1045299.