



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY



**2019-2020
SCHOOL YEAR**

SALLY'S YMCA PRESCHOOL PARENT HANDBOOK

ymcacharlotte.org

ABOUT SALLY'S YMCA

Welcome to the Sally's YMCA Preschool!

The Sally's YMCA preschool program is designed to meet your child's educational needs with activities that include group play time, Bible stories, music, arts, and fine and gross motor development. All of our classes are planned to develop each child's self-esteem and strong image of self-worth through learning and sharing in a fun, structured environment. Children are encouraged to explore, ask questions, and solve problems in a warm Christian setting.

Our program is a combined system of thematic learning, physical activity, and Christian education. We believe that through play and other process-oriented experiences children gain confidence in their ability to learn. From the learning centers, to the organized classrooms to the playground and gymnasium, we strive to provide an atmosphere where children can laugh, learn, and play; a place where a child can be a child, growing intellectually, emotionally, socially, and spiritually every day.

OUR MISSION

To put Christian principles into practice through programs that builds a health spirit, mind and body for all.

OUR VALUES (Our Character Traits)

Caring, Honesty, Respect, Responsibility, Faith

OUR FOCUS

For **Youth Development**: Nurturing the potential of every child and teen.

For **Healthy Living**: Improving the nation's health and well-being.

For **Social Responsibility**: Giving back and providing support to our neighbors.

PURPOSE AND GOAL

As an aspect of our organization's focus, Youth Development, we strive to help preschoolers learn and grow through carefully planned, Christian and mission-focused curriculum that teaches the following four pillars:

1. Healthy choices
2. Building relationships
3. Skill development
4. Servant leadership

Through this we will achieve our goal to provide a safe, wholesome Christian environment so that your child may achieve their greatest God-given potential. Each child will experience age-appropriate opportunities that will help them grow physically, mentally, socially, and spiritually.

DIVERSITY AND INCLUSION

The YMCA of Greater Charlotte recognizes that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability or cultural identity. The YMCA, while not adhering to any doctrine or dogma, is committed to Christian principles. This includes asserting that all individual, without exception, are intrinsically valuable.

PRESCHOOL DIRECTORY

Lance Friday

Youth Development Director

Lance.Friday@ymcacharlotte.org

(704) 716-4505

Ryan Swengros

Sr. Program Director

Ryan.Swengros@ymcacharlotte.org

704-716-7309

Sales and Service Desk

(704) 716-7300

PRESCHOOL STAFF

Lance Friday is the Sally's YMCA's Program Director and oversees all programs within the Sally's Branch. Ryan Swengros, Sr. Program Director, and adds support and leadership to our program. If you have any concerns about the program or staff, please use the dispute resolution format outlined in this manual (under the Human Resource Section).

Each age group has a Team Leader who is responsible for the curriculum, and daily operation of the classrooms. They are your first point of contact for questions or concerns.

MEET OUR TEACHERS

Mrs. Victoria & Mrs. Amanda- Toddling Two's

Mrs. Victoria & Mrs. Cassidy- Terrific Three's

Mrs. Noemi & Mrs. Kelley- Fantastic Four's

What's the key ingredient to a great Preschool? Great staff! We start by hiring teachers with excellent character, strong values, enthusiasm and a passion for working with children. Before school starts, we add more than 30 hours of instruction in training such as child development, dealing with discipline and positive reinforcement. We look for leaders who exemplify outstanding character, compassion, and love of children. High expectations are set for our preschool staff each year and they are evaluated on a regular basis. All staff members are trained in:

CPR & First Aid

Child Abuse Prevention

Working with Children

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

Due to our policy on Child Protection, our teachers or staff members are not allowed to babysit for participants they meet in the program.

ADMINISTRATIVE TOPICS

RATIOS

Our ratios are very important to the preschool and are significantly lower than the state requires. In addition to a low Teacher: Student ratio, we also take pride that our class sizes are low to further protect and enhance your child's school experience. This will allow each child a more personalized learning environment.

Class	Teacher: Student Ratio	Maximum Class Size
Toddling Two's	1 to 8	18
Terrific Three's	1 to 10	21
Fantastic Four's	1 to 10	20

ADMISSION

Children are enrolled based on space available as determined by the Early Childhood Director. During early registration, admission requests are open to current preschool participants and their siblings for two full weeks, followed by Sally's YMCA members for two weeks, then community participants. We will maintain a waiting list once a class fills up and all admissions are based on a **"first come, first served"** basis. The YMCA of Greater Charlotte will not discriminate by race, color, sex, nationality, origin, creed, or special needs. The Sally's YMCA reserves the right to deny preschool admission or continued participation if one or more of the following conditions exist:

- The child's information in packet is not returned promptly.
- The child is not participating in or benefiting from the program.
- The staff can not provide adequate or safe care for the child.
- The staff can not provide adequate or safe care for other enrolled children due to the behavior of the child.

REGISTRATION

In order to register your child you must complete a registration packet, pay a **non-refundable** registration fee. Your child's registration packet contains the following forms:

Preschool Registration Form	Preschool Discipline Policy
Preschool Classes	Childcare Wellness Policy
Preschool Tuition Payment Option	Volunteer Worksheet
Child's Personal Information	Preschool Carpool Request
Medical Information	Preschool Calendar Dates & Orientation
Medical Waiver	Preschool Supplies
Medication Release Form	

WITHDRAWAL

If you plan to withdraw your child from the program before the end of the school year, please complete a cancellation form provided by the Sales and Service Desk and give to the Preschool office 15 days in advance. Otherwise, tuition is charged as scheduled. We may request an exit interview to discuss your reason for withdrawal.

ADJUSTED PROGRAM RATE

As part of our My Y pricing rate structure, adjusted program rate are available on a income basis. Both members and non-members must provide income verification at the Sales and Service desk in order to receive an adjusted program rate. All program rate adjustments are subject to branch-specific, program-specific caps and standard rates are set by each individual branch.

TUITION AND FEES

Monthly tuition is due on the fifteenth of each month beginning on August 15th by a bank draft or credit card. The yearly tuition price will be divided into 9 equal installments, depending on the day of registration. Refunds are not given for days missed due to illness, snow days, or vacation. A \$25 bank fee will be charged if the tuition check is returned for insufficient funds. Financial is available on an income basis.

Requested Class (Must be class age by August 31st)

Monthly Tuition Price

___ **Fantastic Four's (meets Mon-Fri)**
(Transitional Kindergarten Classroom)

Member \$250
Program \$327

___ **Fantastic Four's (meets Mon-Thurs)**
(Transitional Kindergarten Classroom)

Member \$218
Program \$296

___ **Terrific Three's (meets Mon, Wed, & Fri)**

Member \$180
Program \$247

___ **Toddling Two's (meets Tues & Thurs)**

Member \$136
Program \$184

REGISTRATION

Fees are \$75 for members/ \$100 non-members.

INSURANCE

The YMCA of Greater Charlotte provides liability insurance on all programs. It is the program participant's responsibility to provide his/her own accident insurance coverage. Parents should include their personal health insurance information on the child's health form. This 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 services are required while in attendance at the preschool program.

Please note that our program operation is dependent on meeting minimum student enrollment and participation standards. In the event that a class will no longer be operating, the YMCA will provide advance notification in addition to any alternative options for these students.

****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 in a Charlotte YMCA or a combination of Charlotte YMCA's: Children's Enrichment Programs, unlicensed Preschool, Child Watch (drop in care) and unlicensed Afterschool.**

SCHEDULE

Program Hours: 9:00 AM - 1:00 PM

Drop-Off: 8:30 AM - 9:00 AM

Pick-Up: 1:00 PM - 1:30 PM

OPERATING PROCEDURES

DISCIPLINE

The philosophy of our program is based on the golden rule with respect being shown to all. Good manners and personal empathy are traits we will foster. Encouraging good behavior helps discourage unacceptable behavior. Therefore, using this principle of positive reinforcement, each child will be praised for good work and made to feel important and successful. Negative behavior will be confronted and redirected toward positive behavior. If a child is continually disruptive and refuses to be redirected to positive behavior, he or she will be removed from the classroom setting for a short time. During this time, the child has a chance to think about the misbehavior leading to his or her removal from the group. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

Our staff will never:

- Withhold food as a means of discipline.
- Discipline children for toileting accidents.
- Use physical discipline (shaking, spanking, and slapping).

Suspension from Preschool may occur for behavior that is putting your child or another participant in harms way (for example: hitting, biting...etc.) Suspension will occur after the third incident or the Preschool Director's discretion. Our teachers are committed to working with parents regarding disciplinary matters; however, should these processes fail and behavioral problems are not corrected, the Preschool Director reserves the right to dismiss the child from the program. Please encourage your child to follow the instructions of teachers and other preschool staff. Our goal is to guide children in becoming happy, responsible, and cooperative participants through positive teaching techniques.

PARENT COMMUNICATION

Communication with our families is important. Our program will utilize four main components of communication.

1. **Face to Face** communication between parents and our staff.
2. **Newsletters** will be available on a monthly basis to inform you of upcoming events.
3. **Email** as a form of information for surveys, major announcements and promotion of any new program.
4. **Website** www.ymcacharlotte.org our website will be a great link for you to get information on all programs offered at Sally's YMCA.

PHOTO ID PROTECTION

At the Sally's YMCA your child's safety is a top priority! To further protect your child, we will request a photo id from any person picking up a child within all of our childcare facilities. It is the parent/guardian's responsibility to inform us who is authorized to pick your child up and to inform those individuals authorized to pick up your child from preschool that they will need to show ID. We currently have a check in system software that helps us build a safer check in and check out. This system will store photos of all authorized pick ups. We do ask that you always have your photo ID with you but this system will help us correctly identify and record who is checking in and checking out a preschooler. Sally's YMCA reserves the right to deny custody to all persons who do not show ID, are not on the list of persons authorized for pick-up, does not have a properly-secured child passenger restraint device and/or appears to be intoxicated.

CUSTODY ISSUES

In cases of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding such parent from picking up the child from our program, or from picking up at times not allowed by the court decree. The court decree must specify the rights of visitation on the YMCA property during preschool hours and it must specify in writing that visitation is permitted by the non- custodial parent. Otherwise we will not permit visitation.

INTOXICATION

At times, we are called to make decisions concerning their safety. If a YMCA staff member believes that a parent is intoxicated when they arrive to pick up their child, we will detain the child until an alternate plan can be arranged for the transportation of the child and their parent. We will first try to contact another family member, spouse or one of the emergency contacts listed on the child's registration form. If those means are unsuccessful, a cab will be called at the parent's expense. If the parent who is suspected to be under the influence of drugs or alcohol is unruly, uncooperative or out of control physically, for the safety of the child and the staff member, the staff may have no choice but to contact the local authorities.

CAR SEATS & YOUR CHILD'S SAFETY

The North Carolina Child Passenger Safety Law states:

- All children younger than 16 years old must be buckled up in either the front or back seat.
- A child who is younger than age 8 and who weighs less than 80 pounds must be properly secured in a child passenger restraint device (CRD) that 1) meets Federal standards applicable at the time of its manufacture, and 2) is appropriate for the child's weight and height.
- A CRD must be installed in the rear seat if the child is required to be in a CRD and the vehicle has an active passenger side air bag. The CRD may be installed in the front seat if it is designed for use with air bags.
- When a child reaches age 8 and 80 pounds, a seat belt may be used instead of a CRD to restrain the child as long as it fits properly.

In addition, it is strongly recommended that:

- All children age 13 and younger should ride buckled up in a rear seat.
 - Infants in rear-facing child safety seats should NEVER ride in the front seat of a vehicle with an active passenger side air bag. Small children should ride in a rear seat in child safety seats approved for their age and size.
 - If a child is 1 year or older, they MUST ride in the front seat with a passenger side air bag, put the child in a front-facing full harness CRD, a belt-positioning booster seat, or a correct fitting lap/shoulder belt AND move the seat as far back as possible.
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RIDES IN/OUT PROCEDURE

RIDES IN/ RIDES OUT

Throughout the school year we offer a drive up service for dropping off and picking up your child. Drop off service or "Rides-In" is from your child's class start time 8:45 until 9am. Pick up or "Rides-Out" starts at 1:00-1:05PM. This process will require some time and patience to master. During the first few weeks of school, we ask for your patience and understanding as the children adjust and you as parents figure out the routine. This system may be a new experience for your child and we understand that they may feel excited or scared. However, our system has been a success for over the years and we are confident that your children will soon be comfortable with the process. Please take advantage of this service; it will make it easier for your child to transition to preschool. **For the safety of all children we will not allow Parents to freely enter the Preschool classrooms during Rides-In (8:45-9:00am) and Rides-Out (1:00-1:05pm). Parents should call in extreme circumstance about being late.**

Program Hours: 9:00am-1:00pm

During **RIDES-IN** our staff and parent volunteers will bring your child from your car into their designated classrooms where attendance is taken.

During **RIDES-OUT** a Preschool staff member will greet you in the parking lot in front of the front door and asked you for your child's first and last name, room and photo ID. Then we will bring your child to you, for you to secure them in their car seat or booster seat.

DIRECTIONS

When you enter the YMCA parking lot, continue to the front of the building entrance doors to pick up your child (Look for signs to help you learn the traffic pattern at the beginning of the year.) Teachers will open the door, on the **RIGHT SIDE** of the car, to allow your child to exit the car and then bring him/her to their class. **FOR THE SAFETY OF ALL, PLEASE REMAIN IN YOUR CAR!** For Rides Out, stop at the building entrance doors. A member of the Preschool Staff will greet you at 1:00 and check photo ID's. A teacher will walk your child to the car and will remain at the car until the child is buckled in. Once child is picked up follow the road and circle around passed the gravel parking lot and exit.

EARLY SIGN OUT

If you wish to pick up your child prior to regular time, please go directly to your child's classroom before 12pm. Teachers will have rosters allowing them to verify photo IDs and custody authorization. Be prepared to give your photo ID.

LATE PICK UP

We will grant a five-minute grace period for late pick-ups beginning at 1:05pm. After the grace period, a \$1.00 per minute fee is assessed and payment is expected. If your child is not picked up after 30 minutes, we may call the local authorities. Chronic late pick-ups may result in dismissal from preschool. Preschool students may not participate in the following programs or a combination of the following programs for more than four hours in a 24 hour period in a Charlotte YMCA or a combination of Charlotte YMCA's: Children's Enrichment Programs and Unlicensed Preschool.

PARENT EXPECTATIONS

A LETTER FROM OUR PARENT COMMITTEE

Dear Parents:

We, the Sally's YMCA Preschool Parent Committee, are very excited about this upcoming year and hope you share our enthusiasm. We would like to establish a Parent Committee which will be composed of preschool parents and staff. It serves as a form of communication between both parties, with a focus on enriching the Preschool program. The primary goals of the committee are:

- To better acquaint ourselves with the preschool program;
- To strive to meet state regulations of ratios and standards;
- To aid in the operation of the preschool program;
- To coordinate volunteer efforts in and out of the classroom;
- To provide a safe environment for the staff and children;
- To work hand in hand with the Room Parents on various events throughout the school year.

Parent involvement truly makes the Sally's YMCA Preschool a special place for our children. We meet the 1st Tuesday of each month starting in September and welcome your input. If you are interested in joining our committee at anytime throughout the year, call 704-716-7300 or email our director at Lance.Friday@ymcacharlotte.org. We'd like to thank you in for your support. As the school year continues, please watch for future communications from us. It's going to be a great year!

Sincerely,
The Sally's YMCA Preschool Parent Committee

PARENT UNDERSTANDING

1. I understand that YMCA staff and volunteers are not allowed to transport children at anytime outside of the YMCA program.
2. I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.
3. I understand that state law mandates the YMCA to report any suspected cases of child abuse or neglect to the appropriate for investigation.

HOME LIFE

Children's actions in preschool often reflect situations that are experienced at home (i.e. death of a pet, parents divorcing, different work schedule, fighting with sibling, etc.) If any such disruptive or traumatic experience should occur, please inform the director or teachers. This will enable us to better meet the needs of your child.

VOLUNTEERS

Our Preschool always welcomes and encourages volunteers in the program. All volunteers must complete a volunteer application, description of duties and Child Abuse Prevention training. If you would like to assist us in our daily activities, including swimming, please see your child's preschool teacher, program office or membership desk for further information.

PARENTS VISITATION

Parents are always welcome at the Sally's YMCA Preschool, please feel free to stop by and observe the day's activities. However, some children have difficulty separating and an early visit followed by your absence may leave your child unhappy and unwilling to participate in remaining activities. If this is the case, rest assured that your child is normal. It may simply be better if you observe the class unseen or schedule conferences to discuss your child's classroom experiences.

EVALUATIONS

We need your comments, input, and ideas on how to make our preschool program better. Evaluation surveys are sent via email or phone during the school year. Please take the time to respond to these and give us your feedback. If you need to make specific comments other than during our scheduled time, feel free to grab a comment card at any of the boxes located throughout the YMCA or contact the Early Childhood Director by email. These evaluations allow us to make necessary improvements within the program and to recognize staff members that are providing outstanding service to you and your family.

LOST AND FOUND

We will make every effort to return items your child brings in to preschool home. If you discover that something is missing, please send in a note or email to your child's teacher. If the item is in the class they will send it home the next school day. You may also check the lost and found located in the Preschool/Afterschool Program office. The Sally's YMCA is not responsible for lost, stolen, or damaged clothing or equipment. Items sitting in lost and found will be donated to Goodwill on the first of each month. Therefore, if something turns up missing near the end of the month, check for it *quickly*. If an item is **labeled**, you will be called before it goes to charity.

MEDICATION

The Sally's YMCA prefers that all medications be administered at home before the school day. However, if medications are absolutely required, please notify the Preschool office. **A signed medication release form must accompany all prescription medications. Prescription medications MUST BE IN THE ORIGINAL CONTAINER that identifies the prescribing physician, name of the medication, the dosage and the frequency of administration.** No medications, including over the counter items such as vitamins, creams, lotions, aspirin, allergy medication or liquid medications will be distributed. Place all medications in a Ziploc bag with your child's name and class written on the bag and turn in to the Preschool Office to be placed in a locked box.

WHAT TO EXPECT

All children work on an age-based curriculum to help them prepare for school. Each class focuses on the basics (A, B, C's, 1, 2, 3's, colors, shapes, etc.), a monthly bible verse, daily prayers and classroom etiquette. Please try and have your child arrive on time so that he/she does not miss anything important.

In addition to the age-based curriculum, each age group will learn basic musical concepts such as dynamics, rhythm and tempo in age-appropriate activities. Creative movement and the use of rhythm instruments are used to expand their understanding of musical and literary concepts. We will also expose the children to the instruments of the orchestra using Benjamin Britten's "Young Person's Guide to the Orchestra."

Toddling Two's, Terrific Three's and Fantastic Four's have a dedicated time to explore science concepts like the five senses, weather, seasons and more. They also explore art appreciation and will learn general art concepts such as primary and secondary colors, texture and pattern.

Terrific Three's and Fantastic Four's proudly teach a Pre-K curriculum in the Three's and Kindergarten curriculum in the four's from the book "Handwriting Without Tears." They work on letter writing and recognition, pre-reading skills, basic literary skills, math, science and social studies.

WHAT TO BRING

All children should bring a backpack and their lunch for the day. Those who are not potty-trained need to bring two labeled diapers each day they attend. Parents are responsible for providing the diapers; please note we do not have extra diapers. Toys from home can be lost or cause friction among children; we ask that you encourage your child to leave all toys and personal items at home.

SUPPLIES

Please send the following items to preschool with your child at the orientation meeting. We will distribute and use these throughout the year for the entire program. **All children should bring:**

- One change of clothes labeled in a zip-lock bag
- One box of tissues
- Two containers of baby wipes
- One bottle of hand SOAP
- One bottle of hand sanitizer
- One boxes of zip-lock sandwich bags
- Two boxes of zip-lock gallon bags
- Two poly 2-pocket portfolios with fasteners

WHAT TO WEAR

Since we learn through play and discover many new things, stains may occur. We ask that you dress your child in clothing that is simple, comfortable, washable, and easy for your child to manage. Rubber soled shoes are a must during running and outdoor activities. If clothing is stained, we will dress your child in his/her extra set of clothes and the soiled clothing returned to you in his/her backpack. **Don't forget to send an extra set of clothing back if this happens.**

MESSAGES FROM SCHOOL

Your child will need to bring a backpack to school each day. This backpack is used to transport lunch, his/her folder containing papers, messages, crafts along with any soiled clothes. The folder will contain a class schedule, calendar and student roster. If you need an additional electronic copy of these items, please contact his/her teacher. Calendars will inform you of the activities planned, daily behavior and academic focal points for the month. Please refer to it so that your child can be properly prepared for his or her school day. "My Week Sheets" are sent home at the end of each week and describe what books were read, songs sang, behavior and teachers

notes. **Please check your child's bag after school each day to insure that you don't miss any important news.**

LABELING

We cannot emphasize enough the importance of labeling ALL your child's personal belongings. Very often if an item is not labeled, teachers are unable to determine its owner. Therefore, if your child brings it to school, make sure that their name is clearly written on it. This means that you label EVERYTHING!

Shoes
Socks

Clothes
Diapers

Coats
Umbrellas

Backpacks
Utensils

Lunch Boxes
Drink cup

LUNCH

It is the parent's responsibility to pack a nutritious lunch each day for their preschooler. Teachers will monitor the students during lunch each day to insure safety and assist with opening containers. However they will NOT be responsible for the order or amount your child chooses to eat of his or her lunch items nor will lunches be heated. You are encouraged to use insulated containers to keep your child's lunch appropriately hot or cold.

FOOD/SNACKS

It is the parent's responsibility to pack a nutritious lunch each day for their preschooler. Teachers will monitor the students during lunch each day to insure safety and assist with opening containers. However they will NOT be responsible for the order or amount your child chooses to eat of his or her lunch items nor will lunches be heated. You are encouraged to use insulated containers to keep your child's lunch appropriately hot or cold.

ALLERGIES

While the YMCA of Greater Charlotte is committed to a peanut allergy friendly facility, we cannot guarantee that peanuts 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 peanut allergens. If your child has ANY food allergies, please let us know.

CLASS BIRTHDAY CELEBRATIONS

You may celebrate your child's birthday in class by making advance arrangements with his/her teachers. Remember while the YMCA of Greater Charlotte is committed to a peanut allergy friendly facility, we cannot guarantee that peanuts 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 peanut allergens. Please check with your child's teachers on any food allergies that a child may have in the classroom and they may be able to make suggestions if needed. We understand that you may not be able to invite the entire class to your child's birthday party. So in order to prevent any hurt feelings, we ask that you to send any birthday invitations electronically and NOT through the teachers. Also presents should not be exchanged in the classroom.

SPECIAL SITUATIONS

ILLNESS

Sally's YMCA cannot provide care for sick children. Each day upon arrival, children are observed for symptoms of illness. We will call parents to pick up a child for the following reasons:

- A child shows obvious signs of communicable illness, such as red matted eyes, unusual spots and rashes, sore throat, severe coughing, or nausea and vomiting,
- A child has a fever, 100°F or higher,
- Lice is discovered, or
- A child has no overt symptoms of illness, but displays significant behavior changes, is clearly uncomfortable, and unable to participate in activities.

If a parent cannot be reached, we will call an emergency contact number listed on the child's personal information form. **Please be considerate of all the students and teachers in the classroom and do not send your sick child to school.** Children sent home with undiagnosed rashes will require a doctor's note to return to school. If an illness such as lice, Fifth Disease or Chicken Pox is reported to us, the preschool will send written notices home with students so that all parents in that class can be alert for symptoms.

EMERGENCIES

Our preschool staff will treat routine cuts, scrapes, and bumps. However, we will contact you in the case of any injury to the head, a biting incident, serious illness or a serious accident involving your child. In the event that you cannot be reached, your signed authorization on your child's health form allows us to secure prompt treatment. Please note that in the case of a life-threatening emergency, we will call 911 first.

INCLEMENT WEATHER

As with the school calendar, the Sally's YMCA Preschool follows the Lincoln County School system's inclement weather schedule. If LCS is closed, then our preschool is closed. If LCS has a two-hour delay, then our preschool will also operate on a two-hour delay, Rides-In will begin at 10:30am. Rides-Out will begin at normal time, 1:00PM. Sally's YMCA Preschool **DOES NOT** make up school days missed due to inclement weather, even if LCS has scheduled a make-up day.

FIRE DRILLS

To prepare our students for the possibility of a fire in the Sally's YMCA complex we will conduct regular fire drills. Students will be taught how to leave the building quickly and in an orderly fashion. We will congregate either on the upper field or the tennis courts depending on the location of your child's classroom. In the event of an actual fire, we will contact you to pick up your child when the authorities from the Fire Department tell us it is safe.

NUCLEAR EVACUATION PROCEDURE

In the event of a nuclear accident at McGuire Nuclear plant, Sally's YMCA will evacuate. Members will need to provide their own transportation with the exception of children in the Preschool and Afterschool programs. We will transport children by van or private car (if necessary) to the Lincoln County Family YMCA. If a nuclear accident does occur, please do NOT come to Sally's YMCA to pick up your child. Proceed to the Lincoln County Family YMCA; Sally's checkout procedures will be in effect and a photo ID is required to pick up any child.

Lincoln County Family YMCA (704-716-4500) 1402 E. Gaston St., Lincolnton, NC 28092

PARENT ACKNOWLEDGEMENT

I have been provided a copy of the 2019-2020 Preschool Parent Handbook, and I have read and understand the content.

Child's Name: _____

Parent Signature: _____

Date: _____

***Please sign and return this form into our Sales and Service Associate. Thank you for your attention to these guidelines and for helping us make the Sally's YMCA Preschool program a success. We thank you for choosing our Y. We look forward to an exciting school year full of learning and making lasting friendships.**