



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**LEARN  
GROW  
THRIVE**



**Santa Maria Valley YMCA  
Preschool Parent Handbook  
2022-2023 School Year**



**Dear Families,**

**Thank you for choosing to enroll your child in the Santa Maria Valley YMCA Preschool. It is a very exciting milestone for both you and your child. You will get to watch your new preschooler meet friends, learn new skills, build self-confidence and enjoy lots of fun and challenging activities. Our curriculum is designed to meet the developmental needs of your child.**

**Please review all of the enclosed information so that you and your child will be prepared for the first day of care. If you have any further questions, please don't hesitate to contact me at 805.937.8521 or [dborjas@smvymca.org](mailto:dborjas@smvymca.org)**

**We are excited to have you and your child become a part of our YMCA family. I look forward to meeting and interacting with you and your family.**

**Sincerely,**

**Diana Borjas  
Child Care Director**

**3400 Skyway Drive  
Santa Maria, CA 93455  
[www.smvymca.org](http://www.smvymca.org)  
805.937.8521**

**Follow us on:**



**Instagram- SMVYMCA**



**Facebook- Santa Maria Valley YMCA**



**Twitter- @SMVYMCA**



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **ENROLLMENT POLICIES**

- \$50 registration fee. This fee is annual and charged every August.
- Full Time, Licensed Preschool with a monthly tuition rate of \$885. Financial Scholarships are available.
- Preschool care is for children 2 ½ through 5 years. Child must be **fully potty trained**.
- Prior to your child's first day of attendance, all paperwork must be completed and turned in along with a **copy of immunization records and physician's report**. This new law, effective January 1, 2016 eliminates the personal beliefs exemption from immunizations. All children must be immunized to attend the YMCA Preschool. Records must be updated annually and/or as immunizations are updated.
- We consider it of great importance to provide a safe and threat-free environment. For this reason the YMCA does not permit smoking and firearms and monitors the sexual offender registry. Persons on the list will not be eligible for membership, program participation, and volunteer or employment opportunities with this Y.

## **RAPTOR CHECK**

For your preschooler's safety, we ask that ALL parents, guardians and emergency contacts who will be entering the preschool classroom must have their ID ran through our database to ensure our classroom is free from harm. Below is the policy from our membership handbook.

Please follow procedure below:

- 1) Please submit copies or pictures of everyone's ID who are on your child's pick up list prior to start date.

### **These adults will be ran through Raptor Screening**

- 2) If something comes up on their background that makes them unfit to be around children, they will not be granted permission to pick up your child at our preschool or be allowed on field trips.

## **CHILD'S PLACEMENT/TERMINATION OF AGREEMENT**

The first 6 weeks will be a probationary period to evaluate the child's adjustment. If the Center in its sole and unfettered discretion determines that it is unable to meet the needs of the Child, enrollment will be terminated. This agreement may be terminated if the Center in its sole and unfettered discretion determines that it is not the best interest of the Center or other Children enrolled at the Center to have the Child in attendance. This agreement may be terminated if Parents or Guardians fail to honor the obligations listed in this agreement or any rules or regulations stated in the Center Handbook. Failure of the Parents or Guardians to cooperate with the Center is serious enough to warrant termination. In exercising its discretion, the Center may require the Parents or Guardians to attend conference(s) with Center personnel regarding the matters that potentially warrant termination of the agreement. The Center shall have no obligation to grant a request for conference in

matters that warrant termination of the agreement. The Center's Director or staff shall have the sole right and responsibility to determine any disputed factual matters regarding termination of this agreement.

## **YMCA CHILD CARE PROGRAM GOALS**

Specific goals include:

- Providing an environment of health, safety, nutritional practices, support and care
- Develop social skills with other children and adults
- Realistic trust in his/her environment is encouraged
- Childcare staff encourage and provide opportunity for quality development at each child's stage of development
- Encourage children to think, reason, question and experiment
- Respect cultural diversity of staff and children
- Prepare children for kindergarten success

### **YMCA EARLY CHILDHOOD PROGRAM PHILOSOPHY STATEMENT & CURRICULUM**

- **We believe** children learn through hands on activities and play
- **We believe** that learning occurs by continually building upon new experiences to further enhance the cognitive, social, emotional, physical, fine and gross motor development of children
- **We believe** that our theme-based curriculum provides a framework, yet demonstrate an approach to draw from many resources to meet children's and family's individual needs
- **We believe** in forming a relationship between children, their families and the teachers
- **We believe** that every child should be given a chance to have quality child care
- **We believe** in incorporating each family and child's culture and home language as much as possible

Our Theme-based Curriculum is an idea or topic that children can explore in many different ways. Teachers demonstrate this approach through a child's culture, environment or shared experiences (ex: Fieldtrips, guest speakers, activities). Teachers **integrate literacy, social studies, science, math, music, art, fitness, nutrition, and dramatic play**. A teacher considers the total need of the child and uses the themes to invite new learning. Teachers meet weekly to discuss assessment results of each group and child to help determine if curriculum needs to be adjusted in order to meet the needs of the children.

## **MISSION STATEMENT**

Our mission is to provide a safe, nurturing and enriching environment for children ages 2.5-5 years. We have a play-based philosophy, therefore, we encourage and offer an exceptional indoor and outdoor learning environment. We focus and guide students into developing their social development, physical growth, intellectual progress, and the child as a whole. We believe that it takes a village to raise a child and the YMCA provides an overall positive environment for our preschoolers to develop their body, mind and soul.

## **YMCA PRESCHOOL STAFF**

Y Preschool staff truly have a passion for early childhood development. CPR and First Aid certified, meet criminal clearance and state health regulations. We take pride in our staff and provide training, which includes emergency procedures, program planning, child abuse awareness, and other areas pertaining to childcare. All preschool staff meet or exceed the minimum state requirements regarding academics and experience working with children.

Child Care Director: Diana Borjas, BA Child Development//12 units in Early Childhood Studies

Lead Teacher: Ms. Breanna ... 24 units in Early Childhood Studies

Teacher: Ms. Kayla ... 12 units in Early Childhood Studies // Pursuing degree in Early Childhood Studies

### **TEACHER TO CHILD RATIOS**

The YMCA Preschool follows licensing's 1 teacher to 12 student ratio, but strives for a 1 teacher to 10 student ratio. This rule applies to both indoor and outdoor play. The class splits into two groups for part of their day by age.

#### **YMCA Preschool Daily Schedule**

7:00-8:15 Arrival/ Child Initiated Activities

8:15-8:20 Clean-Up/ Good Morning Song

8:20-8:30 Potty Break. Hand Washing. Transition into Snack

8:30-8:50 Morning Snack

8:50-9:00 Take Attendance/ Morning Story/ Transition to Outdoor Classroom

---

#### **Butterfly Group (Older Students)**

9:00-10:15 Outdoor Classroom

10:15-10:30 Clean-up/ Potty Break/ Transition to Circle Time

10:30-11:25 Circle Time/ Curriculum/ Child Initiated Activities

11:25-11:40 Clean Up/Potty Break

#### **Caterpillar Group (Younger Students)**

9:20-9:30 Potty Break/ Transition to Circle Time

9:30-10:20 Circle time/ Curriculum/ Child Initiated Activities

10:20-10:30 Clean-Up/ Transition to Outdoor Classroom

10:30-11:25 Outdoor Classroom

11:25-11:40 Clean Up/Potty Break

---

11:40-11:50 Nap Set-Up/ Hand Washing

11:50-12:15 Lunch

12:15-12:35 Outdoor Classroom

12:35-12:45 Potty Break

12:45-3:00 Nap/ Resting Bodies

3:00-3:15 Nap Clean-Up. Potty Break/ Hand Washing/ Transition to Snack

3:15-3:30 Snack

3:30-4:30 Outdoor Classroom

4:30-4:40 Clean-Up Outdoor Classroom/ Transition to Circle Time

4:40-5:00 Circle Time/ Afternoon Curriculum

5:00-6:00 Child Initiated Activities

***\*\*\*This schedule is subject to change based on the needs of the children and/weather***

## PROGRAM HOURS & DAYS

YMCA Preschool is open Monday through Friday. Our program begins at 7:00 a.m. and continues until 6:00 p.m. (See below days that center will be closed). **Please have your child here no later than 9:00 a.m.** unless arrangements have been made with program director. If a child arrives after 9:00 a.m. and no previous arrangements have been made, **the child will not be allowed to stay.**

## **HOLIDAY SCHEDULE**

The Child Care Program does not operate on the following days:

New Year's Day	Fourth of July	Friday after Thanksgiving	Day After Christmas
Martin Luther King Day	Labor Day	Christmas Eve	
Presidents Day	Veteran's Day	Christmas Day	
Memorial Day	Thanksgiving	New Year's Eve	

We will be closed **4 days** throughout the school year for an in-service cleanup day. Parents will be given a 30 day notice.

## **EARLY CLOSURES**

The program will close at 12:00pm on the following days:

Wednesday before Thanksgiving	Preschool Graduation Day (Takes place in June. 30 day notice will go out)	Day before Christmas eve (December 23 <sup>rd</sup> )
-------------------------------	---------------------------------------------------------------------------------	----------------------------------------------------------

Please note: Dates are subject to change. Preschool will notify guardians within 30 days if there is a change in schedule.

## SIGN IN AND OUT PROCEDURES

Students must be signed in and out every day at time of arrival and departure by printing name and writing the time of drop off. Please be sure to always have your ID available, as staff can ask for it at any time. For your protection, only persons authorized, in writing, by the parents may pick up your child. ***The staff will question anyone who is unfamiliar to them and ask for identification to check their authorization.*** Should someone out of the norm need to pick up your child, please call program staff to let them know. Anyone without proper authorization will be stopped from taking a child. Only registering parent/guardian may add or remove persons to the pick-up list. Please note: once a child is signed out for the day, they may not return. (I.e: Signing child out at 11:00 for a doctor's appointment. Child may not return after appointment.)

*A phone number must be provided for any additional persons listed to pick up the child or any time the parent will be out of the area/out of phone service.*

*If YMCA staff are unable to reach anyone on the emergency contact list, law enforcement will be contacted after 60 minutes past preschool closure.*

### **MONTHLY TUITION**

The Santa Maria Valley YMCA child care department will not send you a monthly invoice. Your child care payment is due on the 1<sup>st</sup> of each month or the 1<sup>st</sup> and 15<sup>th</sup> should you opt for split payments. A late fee of \$20 will be added to your account if it is not paid on time. There are no adjustments in the monthly child care enrollment payment for absence or non-participation. Tuition can be automatically withdrawn from an EFT or credit card that we can keep on file. In the event the funds do not clear the member's account, the childcare enrollment will be suspended until payment is received.

Any change to the EFT system, (i.e. change of bank/credit card account, leaving the program, increasing fees to include an additional child) **must be received in writing by the YMCA 14 days prior to the month in which the change is to be effective.**

*There is a \$30 service charge for any payment that does not clear the member's account, for any reason, including change in credit card expiration date. Returned payments may result in suspension or termination of YMCA child care services. Additional late fees may also apply.*

**\*\*As the enrolling parent, you are responsible for *all fees* related to your child's participation. This includes families that receive assistance through third party agencies (CHS, ODE etc.) such as co-pays and family fees.**

### **THIRD PARTY AGENCY POLICY**

Should your family use any third party agency to assist with paying for childcare, it is the parent's responsibility to properly fill out and sign monthly sign in sheet. Child Care Director will be responsible for mailing in appropriate forms. **Should the monthly sign in sheet not be filled out by the last day of the month, there will be a \$30 service charge and Child Care Director will complete.**

### **WITHDRAWING FROM THE PROGRAM**

Participants leaving the child care program are required to notify the YMCA Preschool coordinator in writing by sending an email to kferguson@smvymca.org. ***This step is required to stop the EFT payment and must be received 14 days prior to the month the child will be leaving the program regardless of the time of year.*** If 14 day written notice is not given there will be no credits or refunds given. After 30 days, unpaid accounts may be submitted to a collection service. Registration fees and increased participation fees will apply to any re-enrollment.

### **FINANCIAL SCHOLARSHIPS**

Those families unable to pay the full cost of participation are encouraged to apply for YMCA Financial Scholarships made possible through the William and Lottie Daniel Childcare Scholarship Fund and the Santa Barbara Foundation. Please speak with your Child Care Director for more information on eligibility requirements.

### **PROGRAM COMMITMENT TO INCLUDE CHILDREN WITH SPECIAL NEEDS**

The YMCA Child Care Program staff strives to respond to the needs of each individual child in a group care setting, 1:12 for preschool age children. The YMCA provides opportunities for involvement in large and small groups with a balance of teacher-directed and child-initiated activities. The YMCA childcare program is unable to provide one-to-one care for any child except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other children.

The YMCA Child Care Program welcomes all children. To the extent it is reasonably able to do so, the YMCA program will provide services to children with disabilities or any special needs in the same manner as services provided for other children of comparable age. An individualized emergency care plan will be developed for any known medical or developmental problems or other conditions such as: allergies, asthma, seizures, orthopedic or sensory problems.

It is essential that all pertinent information about the child's needs be available to staff from the start of enrollment and that a continuing bond of trust and mutual partnership exists for the benefit of the child. Therefore, **a parent has the obligation to disclose significant medical, physical or behavioral issues at the time of the child's enrollment and on an ongoing basis.**

- If it is unclear whether The YMCA Child Care Program can reasonably accommodate the unique needs of a child, we will arrive at a final decision by reviewing the circumstances on a case-by-case basis.

## **PROGRAM PHILOSOPHY ON CHILD GUIDANCE & DISCIPLINE**

### **Children's Appropriate Conduct**

It is our intent that each child enjoys the activities planned by understanding that she/he is responsible for her/his actions. With prior knowledge of our basic rules of safety and good conduct, each child is made aware of how to exercise self-discipline. We are here to assist her/him and to know that we expect her/him to succeed. Character development is an important part of our program. We also use positive reinforcement by consistently acknowledging good behavior. Teachers will always offer students other options and will never take anything away from a child.

The expectations listed below are the general expectations we have for all our program participants:

- **Be Respectful**
- **Be Responsible**
- **Be Safe**

### **Character Code**

Developing and displaying positive character values is very important to the YMCA. *Caring, Honesty, Respect and Responsibility* is a large part of our commitment to offering a safe and exciting experience. It is imperative that our children agree to live by our Character Code while under our supervision.

**We CARE for ourselves and those around us.**

**We earn each other's trust through**

**HONESTY.**

**We RESPECT each other and the  
environment.**

**We are RESPONSIBLE for our own choices.**



## Process

As mentioned above, when positive behavior is displayed, the consequence is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

1. **Reasoning and Redirection:** Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. **Removal from Specific Activity:** When reasoning has been pursued and has not changed behavior, removing the child from the activity involved for an appropriate amount of time may become necessary. The denied activity should be related to the misbehavior and the removal should not exceed 10 minutes.
3. **Parent Conference:** If the parent needs to be formally involved in the process, specific changes in behavior will be requested with specific consequences for non-compliance outlined in a personalized behavior contract. Whenever possible, the child is present and participates in these conferences. The goal is to define what changes need to be made to help the child be successful in the program.

**Please read these expectations at home with your child:**

### **WHILE AT PRESCHOOL, I WILL:**

<input type="checkbox"/> Show Respect and Kindness to other Children Participants and staff	<input type="checkbox"/> Show responsibility by being helpful
<input type="checkbox"/> Be honest with other children participants and staff	<input type="checkbox"/> Respect the property of the Y and other participants
<input type="checkbox"/> Respect other people's feelings and differences	<input type="checkbox"/> Respect others by keeping your hands to yourself
<input type="checkbox"/> Have fun and it fun for others	<input type="checkbox"/> Respect others personal space

### **WHILE AT PRESCHOOL, I WILL NOT:**

<input type="checkbox"/> Fight, "rough house" or behave unsafely	<input type="checkbox"/> Take things that don't belong to me
<input type="checkbox"/> Threaten or bully others	<input type="checkbox"/> Inappropriately touch others
<input type="checkbox"/> Use inappropriate language	<input type="checkbox"/> Bring toys or electronics from home

### **Challenging/Inappropriate Behavior**

- 1) Any behavior that interferes with self or other child's learning, development and success at play
- 2) Any behavior that is harmful to the child, other children, or adults puts a child at high risk for later social problems or school failure.

Examples of challenging behaviors: physical aggression (hitting, biting, shoving, whacking with toys), relational aggression (verbal bullying, "you can't play with us"), tantrums, whining, testing limits, refusal to follow directions, classroom rules and/or classroom schedule may lead to removal from the program.

### **Removal from Program for Inappropriate Behavior**

In certain cases, if the child's behavior is continuously disruptive or dangerous the family will be required to remove the child from the program. Please note if a child hits, kicks, punches, or harms a teacher or YMCA staff member, the child will be removed from the program immediately.

### **Special Situations**

In situations that indicate professional help may be necessary, a referral to a professional resource in the community can be made.

### **Behavior Management**

*The safety of a child is the highest priority for setting behavior management procedures.*

- When a child has a serious discipline problem, (on any ONE occasion), the parent may be called by staff to request that the child be picked up within one half hour of the call. In households with split homes, both parents will be contacted (if both are listed on registration form). Hitting another child, biting, threatening or intimidating others, injuring another child or staff member or runs from the program center is a serious discipline problem.
- Should it be decided by YMCA staff that a child poses a serious discipline problem, the child may be suspended from the program for a period of 1-5 days, or may be removed from the program entirely.

### **Behavior Contract**

YMCA Child Participants have a responsibility to conduct themselves in a manner that is in the best interests of the program, its students and staff.

Parents/Guardians have a responsibility to go over the Child Behavior Contract with their child(s), as we want to make all participants experiences a positive one.

The YMCA staff has a responsibility to support your child in the child care setting, be a role model and to follow all safety protocol, including behavior management. Along with a behavior contract, families may be referred to CALM or Santa Barbara County Ed when necessary.

#### **What will happen when this contract is violated?**

If an incident occurs where a child conducts himself/herself in such a manner which jeopardizes their safety, the safety of others, or is not in accordance with the mission of the YMCA, the following steps will be taken.

1. **First Violation:** A staff member will address and document the issue directly with the child. The child may be removed from an activity for the day, such as swimming, free time, etc. Parents will be contacted during the day or at the end of day depending on the time and severity of the incident. Parents must sign the behavior slip at time of pick-up.
2. **Second Violation:** A staff member will address and document the issue directly with the child. The parent or guardian will receive a phone call and may be asked to pick up their child within the

hour. The child may or may not be allowed to attend YMCA Programming the next day that he/she is registered for. Parents must sign the behavior slip at the time of pick-up.

3. **Third Violation:** A staff member will address and document the issue directly with the child. Parents may be contacted and asked to pick up their child immediately. The child may be suspended for the day or week that he/she is registered for depending on the severity of the incident. Parents must sign the behavior slip at the time of pick-up.
4. **Fourth Violation:** Child will be dismissed from YMCA Programming for the remainder of the program time and may be permanently expelled from YMCA program.

**\*Please Note: We reserve the right at any time to dismiss your child from the program immediately if we deem unsafe placement due to environment, physical, emotional, or other harm to themselves, other children, and staff. We will work to determine if the program suits the need of your child and if your child's presence in the program jeopardizes the safety of other children and staff.**

### **Child Abuse Reporting**

Section 11166 of the California Penal Code requires any child care custodian, medical practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity or within the scope of his or her employment who he or she knows or reasonably suspects has been the victim of child abuse, to report the known or suspected instance of child abuse to a protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

"Child Care Custodian" includes teachers, licensed day care workers, administrators, or community care facilities licensed to care for children, foster parents, and group home personnel.

### **OPPORTUNITIES FOR COMMUNICATION**

To ensure you and your child are getting the most out of your YMCA experience, we keep the lines of communication open through a variety of ways including: monthly newsletters, Parent Advisory Councils, flyers at parent table, parent/teacher conferences, classroom events, surveys, and feedback forms. You will receive frequent communications from us, both in person and in writing, so you're constantly informed of your children's progress, achievements' and daily activities. *Due to Covid-19, parents and volunteers will not be permitted into the classroom.*

### **WAYS PARENTS CAN BE INVOLVED IN THE PROGRAM**

#### **YMCA Annual Campaign**

Each year, the YMCA holds its annual support campaign. This is where we create teams to work together to raise money from within the community to go towards our financial aid dollars. The YMCA Preschool has their own campaign team and we encourage families to be involved at whatever level they are comfortable. Whether it's making a personal donation, asking family and friends to donate or joining the campaign team, your involvement means the world to us! Please inquire with preschool coordinator if you are interested.

#### **Classroom Involvement**

Throughout the year, the preschool will put on events and holiday gatherings for students and families. We encourage all families to join us on these occasions. Some of them will include: St.Jude's Trike a Thon, Valentine's Day party, St. Patrick's Day Leprechaun hunt and party, Easter Egg Hunt, Graduation, Halloween Trick or Treating and Carnival, Thanksgiving Family Feast, Holiday Book Exchange, and Winter Gala performance. We love to have families participate as much as possible, but especially on these important events. Our preschoolers and staff love

to learn about new cultures and family traditions. Parents/Guardians are always welcome to come in and share with the students about your families' culture and traditions.

### **Open Door Policy**

The YMCA Preschool prides itself on having an open door policy, meaning parents are welcome to visit the preschool as often as they would like. Anyone visiting the preschool must be listed on the child's emergency contact form.

### **Parent Concerns**

The YMCA is dedicated to developing and maintaining high levels of member service. We want to hear from you if we have not accomplished this goal. Please don't hesitate to contact Diana, Child Care Director at [dborjas@smvymca.org](mailto:dborjas@smvymca.org) or 805.937.8521. There is also an anonymous parent suggestion box hanging in the preschool hallway where we welcome any suggestions.

### **MEDICATION DURING PROGRAM**

Any medication which needs to be administered during program hours must:

- Be accompanied by "Permission to Medicate" form (available at the Program Center);
- Be brought directly to Program Coordinator in its **original** container with the child's name, physician's name and drug name clearly labeled on the container; and
- Have specific written instruction for dosage amounts, times, etc.
- Ongoing medication will require a new permission to medicate form each month

YMCA staff members *are not* permitted to administer any over-the-counter medication, such as aspirin, and cough medicine without having written instruction and dosage given by the child's physician.

### **SUNSCREEN AND INSECT REPELLENT**

Please apply sunscreen to your child in the morning. If you would like sunscreen to be applied to your child in the afternoon, please send your child with a spray bottle of sunscreen SPF 15 or higher for application. Teachers will not apply sunscreen, but can supervise your child spraying themselves. An authorization form will need to be completed for the sunscreen to be applied during school hours. Insect repellent will be allowed to be brought in, only when public health authorities recommend use of insect repellent due to high risk of insect-borne disease. Parents must provide insect repellent containing DEET and fill out an authorization form.

### **WATER PLAY ACTIVITY**

A water sensory table is available in the outdoor classroom for preschoolers to enjoy. Precautions are taken to ensure that water is kept clean and that water play does not spread infectious disease. Staff monitor the water table to ensure no child drinks the water. Children with sores, cuts or band-aids on their hands are not permitted to participate in the sensory table. The water in the sensory table is changed out between each group of children that is using the outdoor classroom. When the sensory table is not in use, the water is drained.

During the summer, children will be provided the opportunity to have water play days. On these days, staff set up water activities such as water play tables, sprinklers and water toys. Parents will be asked to bring their child dressed in water play clothes, closed toed water shoes (Crocs work great), sunscreen already applied, a dry towel and a full set of dry clothes (shirt, pants, underwear, socks, dry shoes). If you

wish for your child to not engage in water play days or water activities, please let preschool staff know and alternate activities will be arranged for your child.

### **FIELD TRIPS**

Parents are highly encouraged to attend and transport their children to field trips with the preschool class. Permission slips and field trip information will be handed out to parents 30 days prior to the day of the trip. If you do not want your child to participate in the field trip, you will be responsible for making alternate arrangements in advance for that day. On field trip days, parents should ensure their child is at the program at least 45 minutes prior to the departure time. When transporting your child we will need their car seat and completed permission slips with emergency contacts for the day. The seats in the Y cans are first come first serve, once the van is full, parent will be responsible for transporting child to field trip. Emergency forms, first aid-kits and any medications will all be taken with staff to any field trip. Children use a 'walking rope' when going on field trips. The same staff to child ratio applies during all field trips of 1:12, but will always strive for a 1:10.

### **PROPER HANDWASHING**

All preschool staff and students follow proper handwashing procedures using soap and water. Staff will work with children to teach them the proper hand washing procedure, which is as follows:

*Wet your **hands** with water, apply soap. Lather your **hands** by rubbing them together with the soap. Be sure to lather the backs of your **hands**, between your fingers, and under your nails. Scrub your **hands** for at least 20 seconds. Dry hands with paper towel, use paper towel to turn off water faucet.*

Hand sanitizer is available in the preschool for use when hand washing is not available.

### **CHILD ILLNESS**

A visual health check is performed by teaching staff upon drop off each day. We make every effort to not spread illnesses. If your child becomes ill while at the program, we will call for them to be picked up immediately. Depending on the severity/contagiousness of the illness, the child may wait in the coordinator's office or a cot may be laid out in the classroom for the child to rest until parent arrives. A child taking antibiotics must be on medication for over 24 hours before allowed to return to the preschool. This health policy pertains to antibiotic drops and ointments as well as antibiotics prescribed for non-contagious illnesses, such as ear infections. Parents must notify the YMCA Child Care Director of the absence AND the nature of the absence on the day of the illness. All families will be made aware immediately if your child has been exposed to any communicable disease by phone call, letter and/or email.

*Please keep your child at home if he or she has any of the following symptoms: Sore throat, nausea/vomiting, undiagnosed rash, cough, fever, diarrhea, headache, earache, or if your child is not able to fully participate in all activities.* The following table serves as a guideline for excluding children from

participation in the YMCA Early Childhood Program due to illness. One or more of these illnesses will determine when a child is excluded and may return to program.

When a child is to be excluded from care	When a child may return to school
Diarrhea	24 hours after diarrhea subsides
Fever	Without fever for 24 hours, without the use of fever reducing medication.
Vomiting	24 hours after vomiting subsides
Rash	When rash is no longer present or with a doctor's note stating the child is not contagious.
Lice (No Nit Policy)	Should your child be exposed to lice in the classroom, parents will be notified in writing. The center will be properly treated. Our priority is the safety and well-being of all the children in the program. <b>Staff will check upon child's return.</b>
Pink eye	When discharge and redness are no longer present or when treatment has been 48 hours.
Breathing difficulty and/or asthma	When child is able to breathe without difficulty/or nebulizer is provided
Cough	When cough has subsided or with a doctor's note saying cough is not contagious.
Nasal Discharge	When discharge clears or with a doctor's note saying discharge is not contagious.
Earache/Ear infection	At least 24 hours after taking antibiotics and when child is no longer in pain.

### **IMMUNIZATION POLICY**

Senate Bill (SB) 277 (Pan) SB 277 eliminates the exemption to immunizations for children attending public school and child care based upon personal beliefs, leaving only the medical exemption in place. Your child must be fully immunized to attend the YMCA Preschool.

*A current copy of your child's immunization records and a physician's report completed by doctor is **due at time of enrollment**. Child will not be able to start without these forms. Updated health records will be required annually in July. Only registering parents, preschool staff and regulatory authorities will have access to child's file and health records. Should other agencies, programs or providers request information about the child, YMCA staff must receive written consent from registering parent before sharing information.*

## **CHRONIC HEALTH ISSUES**

The YMCA Child Care Program will administer medications to children who have asthma, or who experience allergic reactions. The YMCA Child Care Program will not administer insulin shots. Any other substitute foods for raising blood sugar, such as honey, or orange juice, or other food substance, will be maintained at the parents' request if we are reasonably able to do so. Parents must be reachable by the YMCA staff the entire time the child is at The YMCA Child Care Program.

## **ILLNESS DURING PROGRAM HOURS**

If your child becomes ill, she/he will be isolated from other children and will be made comfortable in a quiet area. We will contact you or your emergency contact (in the event we cannot reach you) to make arrangements for the child to be picked up from the center **within 30 minutes**. It is a goal of the YMCA to provide a safe and healthy environment for all the children. The YMCA staff reserve the right to call an ambulance if they feel it is necessary or if a parent cannot have the child picked up in 30 minutes, this is reserved for children with breathing difficulties and high fevers.

## **COVID-19**

We have taken every precaution and guideline through CDC, in response to COVID-19.

- We are following all CDC licensing guidelines which includes wearing masks when indoors. Parents, please note this includes you when picking up and dropping off your children.
  - Masks are not worn during nap time.
- Drop off will take place between 7 am-9 am. Pickup can happen at any time. Please note nap is between 12:45 pm-3 pm, please make prior arrangements with the director if picking up before 4 pm.

## **INJURIES DURING PROGRAM HOURS**

If your child is injured during program hours, the staff member in charge will take whatever steps may be necessary to obtain emergency medical care as warranted. These steps may include but are not limited to:

- Provide immediate first aid;
- Attempt to contact a parent or guardian or others listed on registration form
- In case of serious injury, appropriate emergency medical assistance will be contacted (911 will be called). A YMCA staff member will remain with the child until parents or another authorized adult arrives. YMCA staff may not transport program participants.

## **EMERGENCY PROCEDURES**

Fire drills are practiced monthly in the preschool. Earthquake and lockdown drills are practiced quarterly. In case of fire, or any other disaster, the children will immediately line up at the door with walking partners, and will be escorted out of the building and across the parking lot a safe distance away. Here the children will sit on the sidewalk with their teachers, roll will be taken and parents will be contacted. Staff have an emergency backpack that is fully stocked with a first aid kit and emergency contact information for each child. Earthquake drills are practiced quarterly in which children get underneath the

tables as quickly as possible to protect themselves from an earthquake. We also run a lockdown drill quarterly, known as a starfish drill to the students, which is to prepare from outside invasion.

### **PRESCHOOL OUTDOOR CLASSROOM**

Many child care teachers and administrators, as well as parents, are unaware of the degree of positive impact that sophisticated outdoor play activity has on children's development, including their health, self-concept, and future school success. The philosophy of the Outdoor Classroom is that all children need and benefit from more time outdoors. This benefit affects development and learning. It is critical for physical health. Nearly every activity that can be done indoors can be done outdoors. Some activities can only occur outdoors. Other activities occur best outdoors. For children ages 0 to 5, development and learning outdoors is often easier and more beneficial than it is indoors. Full development and integration of outdoor and indoor programs creates the optimal learning and growing environment for young children. Children will get approximately 3 hours of outdoor play per day unless weather conditions and/or air quality pose as a health risk. When weather conditions keep children indoors, alternate physical activities will be planned in the classroom or large activities room at the YMCA.

### **CLOTHING/DRESS CODE**

Please dress your child according to the weather/comfortable "PLAY" clothing. Children will be doing arts and crafts and going outside for activities; clothing may get soiled. Children should not wear clothing that will restrict activities. Closed toes shoes are required, and **NO** open-toe shoes or heels. Staff will send children home for dress code violation.

Every child must have **two complete extra sets of labeled clothing** (tops, bottoms, underwear, socks) on hand at the center and if possible one extra pair of shoes. Remember to change the size and season about late October and April. If your child needs to be changed and does not have extra clothing/shoes at the center, we will contact you to bring clothing or have the child picked up.

**Please label all of your child's clothing, lunch boxes and nap time bedding.** Be sure to check your child's "cubby" at the end of each day. The YMCA will not be responsible for lost, damaged, or stolen articles. Please do not send valuables (toys, action figures, video games etc.) to the site with your child.

### **LATE PICK-UP**

YMCA licensed child care ends at 6:00 p.m., and our staff are scheduled to leave to tend to their own families and personal commitments. Parents need to ensure that their child is picked up before the end of the program. Children become very worried when their parents do not arrive on time. Please contact the program center if you anticipate being late; this will ensure the comfort of your child. **You risk losing your child's spot in preschool if you are continuously late.**

#### **Late Fees:**

6:00 – 6:10 p.m.           \$10.00 per child

6:11 – 6:30 p.m.           \$30.00 per child

After 6:30 p.m. \$30.00 plus \$1.00 every minute thereafter



You risk dismissal from the program if:

- You fail to pay the late pick-up fee at the time of pick up.
- You are late in picking up your child(ren) three (3) times.

*Parents must keep the YMCA office and Program Center notified of phone number changes for work, home and emergency contacts at all times.*

### **EMERGENCY-CLOSING POLICY**

In the event of an emergency closing or evacuation, the YMCA will follow the "Emergency Care and Disaster Plan" posted at the YMCA Program Center. Please see your Program Center Director for details

### **NAPPING POLICY**

Preschoolers have a scheduled nap time daily after lunch from 1:00–3:00. Preschool provides individual cots which are numbered to ensure each child uses the same cot daily. Children who do not choose to nap may rest and read quietly on their cots, but they must remain on their cots. If child is disruptive during nap time, not offering the other children time to rest and/or getting off of their nap cot, they will be sent home for the day.

A soothing atmosphere is provided, complete with soft music and patting of backs to calm and relax them. In order to help us in providing a peaceful nap time environment, **we ask that children are not picked up during nap time between 12:45pm and 3:00pm.** Families must provide a blanket and crib sheet for your child. Nap belongings must fit in the top of your child's cubby. Please no large pillows or soft animals. Crib sheets and blankets must be **taken home every Friday** to be washed. Preschool staff disinfect nap cots **daily**.

### **NAEYC ACCREDITATION**

The YMCA is proudly a NAEYC accredited preschool. Research shows a direct correlation between high-quality early learning and children's positive long-term outcomes in life, including increased educational attainment, healthier lifestyles, and more successful careers. NAEYC Accreditation helps teachers and other staff at early learning programs develop a shared understanding and commitment to quality. The accreditation process leads to increased staff morale, greater staff retention, and a more positive, energetic work atmosphere overall—enabling centers to provide a solid foundation for all children's success in life.

NAEYC Accreditation helps families recognize quality early learning programs and feel comfortable knowing that their children are receiving a high-quality, research-based education that will prepare them for future success.

### **BIRTHDAYS**

Students are welcome to celebrate their birthday at preschool. Please let the preschool staff know that you would like to bring in a special treat and we will celebrate after nap time. As we try to encourage healthy living, please refrain from bringing in sweets such as cookies or cupcakes.

Preferred birthday treats:

- Your child's favorite snack
- Fresh fruits/veggies
- 100% juice popsicles
- Yogurt
- Crackers and hummus

### **SNACKS & LUNCHESES**

All meals must be provided by parent/guardian. This includes a morning and afternoon snack, along with a lunch. Their lunch must contain: 1 dairy product, 1 fruit, 1 vegetable, a beverage- water or 100% juice only, main course (i.e. sandwich, pasta, soup, etc.). **Lunches must arrive with child in the morning. No fast food will be allowed.** Uneaten food will be packed back into the lunch box so that you may see how much and what your child has eaten. Staff sit with children at every meal time to assist them as needed and engage in conversation.

Please note: *refrigeration and/or warming up of food cannot be provided so please do not send perishable items or items that need to be cooked or heated up.*

Please inform the YMCA Child Care Director or teacher of any allergies.

*Please, no hot dogs, grapes, nuts, popcorn, pretzels, spoonful's of peanut butter (it will always be spread onto bread or cracker) raw peas, chunks of raw carrots or meat larger than can be swallowed whole.*

*\*Staff ensure that all food served at snack time is cut into ½ inch pieces as a choking precaution.*

### **SCHOOL READINESS**

Children will get many opportunities throughout the day to explore through play. Continually observing children in natural settings is the best way to determine a child's abilities and readiness, along with their interests and needs. There will be a portfolio of your child's progress of concept development, numbers, language, writing, reading, social and emotional development, physical development, health and safety. The following factors will contribute to your child's success in school.

- **Physical well-being:** Good health care, proper nutrition and physical activity promote children's development and are fundamental for learning.
- **Emotional well-being:** Children need recognition for their attempts to learn and to explore new situations. Children who receive praise from parents and caregivers develop self-confidence and are more willing to learn new things.
- **Social skills:** Children also need to develop social skills in order to work with others and to talk about new ideas; this interaction can lead to an exchange of ideas and increased understanding.
- **Communication skills:** the ability to understand and to express ideas through language is the cornerstone of learning.

- **General knowledge:** parents and caregivers can help children learn by encouraging their interests and their natural curiosity about the world.
- **Approach to learning:** how children approach learning is important as what they know. Curiosity, persistence, the ability to work independently, and the ability to listen all help children learn.

## **ASSESSMENTS**

### **ASQ**

The YMCA Preschool uses two assessment tools to assess students. One is the ASQ-3 and is designed for children from birth to age 5. We ask families to complete the assessment at home upon enrollment and observe what they see from their child in their own environment. Teachers then assess the child in a school setting and we all meet for a parent teacher conference to discuss results.

### **ASQ – SE**

The ASQ: SE-2 is a social-emotional assessment that evaluates 7 key areas including self-regulation, compliance, communication, adaptive functioning, autonomy, affect, and interaction with people. This helps us to determine if there may be social-emotional developmental delays. YMCA Preschool staff may give referrals to parents based upon these results.

**Completing the ASQ-3 is mandatory upon enrolling at the YMCA Preschool.\*\***

### **DRDP TECH**

The second assessment used is the DRDP rating scale. All children are assessed in their natural school environment by the teaching staff that they know and with whom they are familiar. Teachers are constantly observing during the course of the day while children are engaged in play and interacting with one another. Because the scales used in the DRDP Tech are based on a progression of typical development, teachers use the one that corresponds to the child's age and there are no expectations that the child will master all the skills until they reach the top of the age range. If the teacher completing the DRDP is not able to understand the child's primary language, a translator may be used. The translator should be known by the child and be the parent or another staff person.

### **Timeline**

The ASQ, which is completed at home by families, must be turned in within the child's first week at the preschool. The DRDP Tech, used to assist in observing children's achievements across time, is completed 60 days after the child's initial enrollment. Once a family is enrolled, the DRDP is completed on a semi-annual basis, typically within a month prior to fall and spring parent conferences.

### **The Portfolio**

Here at the preschool we keep a child portfolio collecting pieces of evidence to document their development. The portfolio includes:

- Photos of the child interacting and playing
- Language samples (dictated stories, records of conversations)

- Anecdotal notes (written notes highlighting typical or significant events)
- Writing and drawing samples

The portfolio will be shared during parent teacher conferences.

### **How Do the Teachers use the DRDP in Planning the Curriculum?**

Curriculum at the preschool is derived from the needs, interests, strengths, and areas of continued development of the children, as a group and individually. A guiding framework is also provided by our curriculum statement, mission and values statement, and through our philosophy and program goals and objectives. The Program is committed to meeting children's needs in a safe and nurturing environment that invites children to wonder, explore and develop through play. Identification of children's interests and needs, and the curriculum strategies to meet them, are natural outcomes of interpreting authentic assessment and the DRDP. The schedule, routines, environment, materials and activities are all components considered in curriculum planning. Assessment results are used to help teachers determine if curriculum or program standards needs to be adjusted in order to meet the needs of the children.

### **Confidentiality**

The child's DRDP assessments, results and the child's portfolio documentation are always accessible to parents, upon request. The information contained in these documents is confidential and will only be seen by the classroom teachers and coordinators as needed. With parent's written permission, the child's portfolio will be shared with other professionals serving as resources for the child.

### **How the DRDP is used for Children with Special Needs**

Children who have either an IFSP or an IEP benefit from family members, specialists and classroom teachers working together. Collaboration is needed when conducting the observation of the child and for planning and implementing the program. Special consideration will be given to ensure that the person completing the DRDP is also the person that knows the child best.

### **Additional Support**

When staff feel that there may be a developmental delay, special need of that more support is needed, teachers will schedule meetings with families to discuss the particular concern, or to support the family during a time of need. The Coordinator, as well as the Director, are available when families have concerns or need support. All information will remain confidential and families will receive documentation and assessment results with an explanation of the concern. Referrals for children with special needs are based on the observations of the teachers, the coordinators, and the family, as well as the outcomes of the DRDP. The primary decision will always be made solely by the family, but staff are available to give support and advice as needed. Staff encourage families to advocate for the child and receive whatever services their child may benefit from.

*Assessments are designed to support us in focusing on the child. Trusting relationships between families, teachers, children and other program staff will always be the most important tool we have in creating a program that keeps each child's best interest at heart.*

**Parent Conference:**

Parent/teacher conferences are offered twice a year for parents to meet with teachers and discuss their child's DRDP assessment and portfolio. This is an opportunity for teachers and parents/guardians to talk about their child's progress and for teachers to answer any questions/concerns they may have. Families are given a written summary of the DRDP including the goals that were collaboratively written. The Child Developmental Progress form is used as a tool for teachers to share information with families. Families will be given a copy of the summary form. Teachers encourage the parent to share in the goal writing process by ascertaining what their goals are for their child, by better understanding the culture of the family and by asking families to participate in classroom activities.

**\*\*Teachers are available to talk with families at arrival and departure times and a policy of open communication between teachers and families is strongly supported.**

*Parent handbook, preschool tours and any other communication can be translated upon request.*