



**SAN LUIS OBISPO COUNTY YMCA**  
**Paso Robles Preschool**  
**PARENT HANDBOOK**  
**2017-2018**

# YMCA Preschool Program

## **2017-2018**

Dear Parents,

Welcome to the Y! Thank you for enrolling your child in the YMCA Preschool Program. At the YMCA Preschool Program your child will learn to build lasting relationships, engage in stimulating learning activities, and have safe fun in a safe environment! Most importantly, the purpose of this program is to prepare your preschooler socially, emotionally and academically for kindergarten.

Activities are planned to be fun and engaging as well as educational.

The YMCA Preschool is a place in which each child will be admired and respected for being an individual, and as well as part of our YMCA family.

Students are supervised during the program's entire operating hours.

This handbook has been provided for you as a guide to our policies, procedures, and general program information. Please feel free to contact us regarding any questions and/or concerns.

Sincerely,

*Shelly Dargatz*  
YMCA Preschool Director  
San Luis Obispo County YMCA  
805-237-0845  
[sdargatz@sloymca.org](mailto:sdargatz@sloymca.org)

### **Parent Advisory Board**

All Families are welcome and invited to join our Parent Advisory Board Meetings. This is a great opportunity for parents to have input in our Program. We will discuss curriculum, fundraising, safety, nutrition and healthy living. We will strive to continue to improve our program and parent communication.

### **Parent Advisory Board Meeting Schedule**

October 2, 2017 Friday 5:00-6:00pm  
December 1, 2017 Friday 5:00-6:00pm  
February 2, 2018 Friday 5:00-6:00pm  
April 6, 2018 Friday 5:00-6:00pm

### **Preschool Program Ages**

Our program is designed for ages 2 ½-5 years (toilet- trained).

### **Goals and Philosophy**

It is the philosophy of the Y to provide preschool children with a safe, positive, fun and educational experience. The goal is to improve the physical, mental, and social well-being of each child through quality, creative, values-oriented activities which prepare children for Kindergarten. The program promotes parent involvement, healthy lifestyles and academics. This program provides literacy development, social skills, enrichment activities (art, music, dance, etc.), character development and countless other activities.

### **What does my child need to bring in order to start school?**

Please bring a gallon sized zip locked baggy with a change of clothes (include socks) in case of an accident or spill by their first day of school. Please mark their name clearly on all articles of clothing. We provide a morning and afternoon snack daily, if your child is on a special diet you may include their own snack daily that we can serve to them during snack time. Children will also need a daily healthy lunch. If their lunch needs to be kept cool please add an ice pack in their lunch.

### **When should my child arrive?**

Please have your child arrive by 9:00am daily to partake of morning snack and no later than 9:30am to benefit from our academic learning program.

## **Hours of Operation**

The YMCA Preschool Program operates Monday through Friday year-round. New yearly registration forms and fee's are due the first of September of every new school year.

The program hours are 7:00am-6:00pm Monday thru Friday.

### **We are closed in observance of the following holidays:**

September 4, 2017 Monday Labor Day Closed

November 10, 2017 Friday Veteran's Day Closed

November 23, 24 Thursday, Friday Closed Thanksgiving

December 22 Friday & 25 closed Christmas

\*On-site Teacher Work Day Tuesday December 26, 2017 closed

New Year's Day / Jan 1 closed

Martin Luther King Day / Jan 15, 2018 closed

Lincoln's Birthday /Feb 12th YMCA Closed All-Staff Training

President's Day / Feb. 19 YMCA closed All-Staff Training

Memorial Day / May 28<sup>th</sup> Closed

\*On-site Teacher Work Day June 15<sup>th</sup> Friday closed

Fourth of July / Wednesday closed

\*On-site Teacher Work Day Closed August 17<sup>th</sup> Friday closed

## **Field Trips**

Field trips are not part of our curriculum. We bring in on-site presentations as part of the children's educational experience.

## **How do I register?**

For each child, complete the enrollment packet available at the Preschool or download from the YMCA website: [sloymca.org](http://sloymca.org) then return it to the Preschool Director or to the San Luis Obispo County YMCA. Please see the YMCA Preschool Director at our preschool for more information. An enrollment packet must be filled out for each child attending the Preschool Program prior to attendance. The form includes important information regarding the child, parent(s), emergency contacts, child's medical information, Attendance Policy, Parent Agreement Form, Physician's Health Report, Immunization Record and a Release and Waiver.

## **Who is supervising my child?**

YMCA Staff are chosen for their leadership skills, safety consciousness, responsibility, and caring attitude toward children. All staff has passed background checks, is certified in CPR and First Aid and has all of the required education and qualifications needed to teach at a licensed Preschool. Staff members are employed by the San Luis Obispo County YMCA. Staff will never leave a child unsupervised. A ratio of 1 teacher to 12 students will be held at all times.

### **Does my child take a nap?**

Yes we provide a napping cot.

\*You will need to provide a fitted crib sheet, small pillow and small blanket.

### **Can my child bring toys to school?**

Your child is provided with stimulating activities at preschool. Please do not bring any toys to school.

### **Student Sign Out**

As required by Community Care Licensing, Parents must sign children in and out daily with full legal signature and verbally acknowledge to a staff member that their child has arrived and when they are departing.

### **Who can pick up my child?**

Preschool parents and only those people listed on the registration form are allowed to pick up your child. In an unusual situation when the designated person is unable to pick up your child, we must have advanced written notification from you. Please note that you **MUST** sign your child in and out daily, this allows us to keep your child safe and know their whereabouts at all times.

### **Daily Activities**

\*Daily Activity Schedule is subject to change based on enrollment, weather, emergency or other unanticipated situation. Director will notify parents in writing of any permanent schedule changes.

## **General Program Information**

### **Medication Policy**

The director or teachers are not allowed to administer medication (including aspirin) and children should not bring any type of medication to school. If it is necessary for your child to take medication during school hours, the following requirements must be followed:

#### **For Prescription Medications:**

1. A parent must fill out the appropriate medication form that is provided by the YMCA program, all medication must be in its original container and with the patient's name that it is prescribed to.
2. The medication form must be completed and signed by a parent.

#### **For Over the Counter Medications:**

1. A parent must acquire the appropriate medication form from the YMCA.
2. The medication form must be completed and signed by a parent.

### **What if my child has an emergency- Dental or Medical?**

We will first assess your child (all staff are First Aid- CPR trained). We will always call 911 first in the case of a life-threatening emergency. If the situation calls for that action, you will be our second phone call. In all other non-threatening emergencies we will call you first to either come and assess for yourself or have a conversation with the staff to find out what you think would be the best action for your child.

### **YMCA Emergency Procedures for Centennial Park Preschool**

- **Drills are conducted monthly**

**Earthquake-** children are told "bunnies in the hole", at this time they get under a table away from glass windows, they get into a fetal position and cover their head and ears with their arms looking down at the floor. After the ground stops shaking and all is safe we will escort the children outside to a safe space away from any hazards and wait until the building is safe or in a big event until parents pick them up. (Typically there will be no cell service).

**Fire-** children will be removed from the building.

**Human Threat- (lock down)** Both outside Doors will be locked children will also be locked into office/ kitchen located inside the preschool classroom away from view of windows. Teachers will call 911 and communicate location to police (lights will be turned off in the office during emergency). We will not leave until safe and instructed to do so by the proper authorities. We may silence phones for safety during this sort of emergency.

We will do everything possible to keep your children safe during any type of emergency. We have an emergency rolling kit and registration forms to be able to contact you whenever it is safe to do so. Our first priority is keeping your children safe and out of danger and when we are out of danger we will be contacting all parents.

Possible emergency pick up locations:

- 1.** outside area near Preschool at Centennial Park
- 2.** Lewis Middle School Campus
- 3.** Paso Robles High School Campus

## **YMCA Preschool Immunization Policy**

Immunizations are required and are one of the most effective ways of preventing the spread of communicable diseases. We require that all children have their immunizations brought up to date prior to enrollment into our program and that the immunizations be kept current thereafter. Please update our files after each subsequent immunization. Parents may submit personal beliefs exemption (PBE) filed at a prior California child-care facility for missing shots and immunization records with dates for all required shots not exempted. The PBE must have been filed before January 1, 2017 and is only valid until entry to transitional kindergarten/kindergarten.

- Before entering preschool please be prepared to offer an up to date immunization documentation form from your child's doctor or the health clinic.

## **Daily Attendance & Absences**

**Regular attendance is encouraged.** Your child will benefit more if he or she attends regularly. **If your child will not be attending preschool for a day, please notify the staff in advance or the morning of.**

## **Wellness Policy**

This policy is designed to protect the health of the children and the staff of the preschool. The staff reserves the right to refuse your child if he/she exhibits any of the following symptoms:

- Barking cough
- Discolored/unusually heavy nasal discharge
- Unidentifiable rash
- Temperature
- Watery/crusty/pink eyes
- Fever
- Vomiting/diarrhea
- Symptoms of any unidentified/communicable illness

If your child should develop any of these symptoms while in our care you or a person stated on your child's emergency contact list will be contacted and asked to remove the child immediately. The child may not return to school for 24 hours or until the symptoms have disappeared.

\*\*\*Any child who vomits must remain out of school for 24 hours after the last episode of vomiting occurs. Under no circumstance is the child allowed back to school before the 24-hour period is over.

\*\*\*\*Any child with an unidentifiable or communicable illness may not return to school without the permission of a physician. The staff reserves the right to make this decision.

\*\*\*\*\*Any child who has a fever must remain out of school for 24 hours after the last documented fever.

**Thank you in advance for complying with our wellness policy!**

### **Head Lice**

It is our policy to notify parents when head lice are discovered on their child's head and be picked up from school immediately. **Your child may not return to school until he/she has been treated with lice shampoo and all nits have been removed from hair.**

### **Snacks**

A nutritious snack is served twice daily. Please make sure we are aware of any food allergies that your child may have.

### **LUNCH**

Please pack a lunch that is easy for your child and staff to manage. We will do heat-ups that can be placed in the microwave and does not take several steps to prepare. It should take no longer than a minute to heat up. Please be careful of choking hazards (water bottle caps, grapes not sliced in half, hot dogs not sliced lengthwise). Peanut allergy children will be placed at an allergy table during lunch time. Sugary drinks and foods are discouraged. Water is encouraged and 100% juice is better than a sugary drink.

### **Birthday celebration treats brought from home**

If you would like to bring treats to celebrate a birthday, please bring muffins or cookies. Cupcakes are discouraged (the children typically lick off the sugary frosting). Some of our families do not include sugar in their children's diet for health and behavioral reasons.

### **Parental Support**

Though our preschool staff is committed and qualified, your help is needed to make our program the best it can be. You are an important partner in our program's success. Please support your child by showing interest in what he or she has done at preschool during the day; this encourages achievement that will last a lifetime.

Also, it is crucial that you keep your emergency contact information current at all times.

### **How much does it cost?**

The cost is printed on the preschool registration form.

**Registration Fee:** Non-refundable. A \$50.00 registration fee (per child) is due for all program participants. Registration fees must accompany the enrollment packet.

**Late Payment Fee:** Payment is due prior to the 1<sup>st</sup> of each month. If a payment is not received by the 1<sup>st</sup>, you will be issued a pink slip, stating that the day issued is the last day your child is eligible to attend YMCA programs until your account is current. A \$20.00 late fee will be added to your account. Uncollected balances more than 90 days past due may be turned over to a collection agency.

**CHANGE IN ENROLLMENT POLICY:** The YMCA requires a written two week change notice submitted to the Program Enrollment Team. You will be charged, per your enrollment for those two weeks. There will be a \$20.00 processing fee added for any reduction in enrollment. There is no change fee if you are increasing your enrollment. We have included a Change of Enrollment/Termination/Cancellation form in the Parent Handbook for your convenience. You will be given a 30 day written notice from the YMCA prior to any change in policy or fee schedule. The YMCA reserves the right to terminate childcare services if behavior issues become uncontrollable or problematic, or if our enrollment falls lower than 10 total students per day.

**NSF Payments:** I understand that if my payment is returned from the bank unpaid, I will be charged a \$30.00 fee and my child will not be able to participate in any YMCA Programs until my account has a zero balance.

**Program Fees:** All payments must be made via our automated Electronic Funds Transfer (EFT) system. All payments are non-refundable and non-transferable. You may choose to enroll for an additional day for an additional charge. You must notify Program Enrollment Team for all changes to enrollment. All children must be picked up by the end of their scheduled program time. If you are late, you will be charged \$1.00 per minute until you arrive. You may pay this fee upon arrival or have it charged to your account.

**Additional EFT Information:** Your fees will be deducted from your account automatically. Your account will be charged whether your child has attended the YMCA or not. The YMCA is not responsible for errors over 90 days. You must notify the Program Enrollment Team immediately if any of your contact information, bank or credit card information, your phone numbers, home address, or work address has changed.

**Rules and Discipline Policies:**

Participating children will be taught how to follow the rules of the program. Rules will be posted in classrooms. Disruptive or disrespectful behaviors, physical misconduct, \*violent infractions, or other unsafe behaviors may be reason for disciplinary action.

## **DISCIPLINE POLICIES:**

We encourage you to discuss concerns about your child's behavior with the Preschool Director. We will work with your child in a positive manner to resolve all discipline matters. Y Staff are trained and are expected to resolve misbehavior problems in a positive manner. Our staff speaks with the child, allow him/her to take time out to think about the problem, discuss the problem and solution with the child, then let the child return to the activity. In more severe cases, the child will be kept out of activities and a parent will be asked to pick the child up. Together, parents and Y Staff will work out a custom-designed behavior modification method depending on the severity of the problem. In the event the problems still persist, youth may be suspended or expelled from the program. Our policy is safety first, and our job is to keep all children safe. If at any time a child puts another child's safety in jeopardy, expulsion is likely to occur.

### **Our policies do not grant refunds or credits for missed program days due to a behavior problem.**

We will inform you at the end of the day if there are any discipline concerns that you need to be aware of. We believe communication is the key to your child's success. We believe in supportive guidance and positive discipline

### **Children and parents are expected to:**

- Follow the directions of the Y Staff.
- Avoid negative, abusive, or vulgar words or deeds.
- Avoid physically or verbally abusing (such as hitting, pushing, Kicking, biting, name calling, etc.) Another child or staff member.
- Follow other established rules.

### **In the event that a child is not following the rules, they will receive:**

- Verbal Warning (Johnny please stop throwing the toys. Let's make good choices when taking care of our toys.)
- Re-Direction (Johnny, that's not how we care for the toy, please choose another center to explore in.)
- Phone call to parent to discuss situation/possible parent conference
- Child Behavior Contract
- Suspension
- Expulsion

The order in which these steps are implemented may vary depending on the severity of the behavior.

**The YMCA does not, and will not, administer any corporal punishment.** Some methods of disciplining are: setting an appropriate environment for programming, having a well-planned program, redirecting behavior by giving choices, reflecting children's successes and accomplishments.

**\*Continual violent infractions may result in possible expulsion from the Preschool Program. We take biting seriously because of the danger that it puts other participants in.**

### **Informal Conferences**

Feel free to inquire at any time about your child. We love to praise your child and we enjoy relating daily experiences.

### **Staff Contact Information:**

Shelly Dargatz  
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YMCA Preschool Director  
805-237-0845

Jeri Mullins  
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YMCA Program Enrollment Administrator  
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