



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **EXPLORE**

## **2011-2012 Preschool**



### **Parent Handbook**

State Licensed  
Serving Portage County

## **IF A CHILD....**

If a child lives with criticism,  
he learns to condemn.

If a child lives with hostility,  
he learns to fight.

If a child lives with ridicule,  
he learns to be shy.

If a child lives with shame,  
he learns to feel guilty.

If a child lives with tolerance,  
he learns to be patient.

If a child lives with encouragement,  
he learns confidence.

If a child lives with praise,  
he learns to appreciate.

If a child lives with fairness,  
he learns justice.

If a child lives with security,  
he learns to have faith.

If a child lives with approval,  
he learns to like himself.

If a child lives with acceptance and friendship,  
He learns to find love in the world.

**Author unknown**

## TABLE OF CONTENTS

Welcome and Program Goals	4
Activities	5
Schedule and Parent Involvement	6
Holidays, Child Guidance, and Staff	7
Admission/Enrollment	8
Fees	9
Health Policy	10
Medication, Absenteeism, and Arrival/Departure	11
Swim Days, Conferences, and Snack	12
Field Trips, Clothing, and Supplies	13
Injury, Evacuation, and Hours	14
Class Descriptions	15



Class 1 16

Class 2 17

## **WELCOME**

Thank you for choosing the YMCA Preschool for your child. We are dedicated to providing a well supervised, safe, quality and positive preschool experience for children ages 3-4 years. Our program provides a cooperative effort between staff and parents to promote family and the YMCA values.

YMCA staff have the capacity, creativity and imagination to respond to the complex needs of families today. Through our YMCA Preschool programs, we are acting on our commitment to build strong kids, strong families and strong communities.

As an organization, the YMCA has made a commitment to quality and safety at our preschool. We are a state licensed organization.

The Stevens Point Area YMCA is a non-profit, charitable organization that is dedicated to the development of the whole person: spirit, mind and body. No child is ever denied membership or participation due to financial need.

We are committed to supporting the four core values of the YMCA - caring, honesty, respect and responsibility. If you have any questions after reading your Parent Handbook, please direct them to the Program Director.

### **Program Goals**

- To support and respect your family values.
- To act as an extension to your family with caring positive role models.
- To provide a safe, encouraging environment in which children thrive.
- To help children reach their fullest potential through creative and developmentally appropriate learning techniques.
- To develop and practice virtues and values.

## Activities

YMCA Preschool activities provide each child with age-appropriate experiences which:

- **Encourage self-esteem and positive image development.** Activities include warm staff and child interactions, challenging developmental materials, consistent daily routine, interesting and diverse activities, positive adult/child and child/child interaction and stressing that each child is valued for individual achievements.
- **Encourage social interaction.** Program activities include creative play, group time, snack time interaction, community programs and field trips, planned family activities, teacher-guided activities and music, songs and finger plays.
- **Encourage self-expression and communication skills.** Activities for Preschool participants include group story time, acting out stories and plays, making books and tapes readily available, show-n-tell, creative play experiences and other teacher guided activities.
- **Foster creative expression.** Activities include providing creative art materials and play equipment, using constructive toys, exposure to fine arts and through the use of community resources.
- **Encourage physical development.** Large muscle development includes activities like climbing, group activities, sports, Adventure Alley, playground equipment and offering classes at YMCA facilities. Small muscle development is enhanced through the use of puzzles, beads, finger plays and more.

## Schedule

A daily schedule is posted in each classroom outlining how your child will spend the course of their day. The YMCA Preschool Program schedule is varied by the age and ability of the child and may include:

- **Large Group Activities:** Children are encouraged to interact in a large group, take turns, participate individually and allow others to participate with them.
- **Small Group Activities:** Children are assisted in developing particular skills. Those skills include counting, tracing, balancing, hand-eye coordination, color and shape identification, games and more.
- **Circle Time:** Children are exposed to age appropriate literature, calendar, weather, finger plays and flannel boards.
- **Academic Achievement:** Children will be provided with activities that stimulate learning.
- **Snack Time:** Children will be encouraged to learn group cooperation, language development, personal discipline, social interaction, and nutrition.
- **Self-Care:** Children in all programs are encouraged to practice personal hygiene.
- **Clean-up:** Children are encouraged to respect and participate in the care of the environment.
- **Values:** The YMCA core values of caring, honesty, responsibility and respect are reinforced in all activities and built into all lesson plans.

## Parent Involvement

We believe that in order to have a successful program parent involvement is an important component. We encourage visits by parents during the course of the day. Parents may visit at any time without prior notice and are welcome to play and participate with their children in their child's environment.

## **Holiday Celebrations**

We recognize that each child belongs to a unique cultural background rich with family traditions. We would like to share each family's traditions and ask that you help us in planning in celebrations that respect your heritage.

## **Child Guidance**

Our goal is to guide children in becoming happy responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline we show guidance through:

- Enhancing the child's self-image.
- Applying teachable moments.
- Guiding children to learn self-control, choose alternatives, identify feelings and develop an understanding and respect for others.
- Communicating regularly with families regarding behavior concerns.
- Enlisting the cooperation of the child and parents to solve problems.
- Additional information can be found in the YMCA Preschool Policy Handbook which is available at the parent table.

## **Staff**

We are committed to having the highest quality of staff to care for your children. Our staff meet or exceed the educational experience requirements outlined by the State of Wisconsin.

Together we provide an educational environment that is healthy and nurturing for you and your children.

## Admission and Enrollment

The YMCA provides safe, quality care for children.

- Any child age 3-4 years is welcome to participate in the program appropriate to their age.
- The YMCA Preschool programs will not discriminate by race, color, sex, national origin, creed or special needs.
- Children with specific physical or emotional needs will be accepted provided that "reasonable accommodations" can be made for their participation and/or if the child's participation does not require an inordinate amount of staff time that would not allow for safe and quality care for the other children in the program.

To enroll in the YMCA Preschool, all enrollment forms must be completed and submitted with our annual registration fee to the Child Development Office a minimum of 3 working days prior to the child's first day of attendance.

Since our program has limited enrollment capacities in each class, parents are encouraged to enroll their children during spring registration to ensure a spot for the fall.

When a parent/guardian enrolls their child in the program, it is with the intention of participating for the entire school year, September-May. Those families who cannot be accommodated will be offered their choice of alternate class (if appropriate) or of being placed on a waiting list. As vacancies occur the parents on the waiting list will be notified beginning with the first family on the list.

Children must be age listed below before their first day of attendance to enroll in each specific class for the 2011-2012 school year:

<b>Class</b>	<b>Ages</b>	<b>Class Limit</b>	<b>Teacher to Child Ratio</b>
1	3-4	18	1:9
2	3-4	18	1:9

Most families enrolled in our YMCA Preschool Program choose to purchase a YMCA Youth or Family membership. This option provides special Y- Member tuition as well as our complete YMCA membership benefits.

## Fees

- Registration Fee is **\$15 per child**. The registration fee is not applied towards your tuition fee, and is non refundable.
- If you opt to use bank draft, a voided check is required at the time of registration.
- **If you do NOT use bank draft, the first month's payment is due at the time of registration.**
- Tuition is based on the class your child will be attending. Each class is figured out on a tuition based for the whole school year (September– May) and broken down into 9 equal payments. **Payments are due on the 15<sup>th</sup> of each month prior to attendance.** For example, October's payment is due on September 15<sup>th</sup>.

Class	Tuition	9 payments of
	Members/Nonmember	Member/Nonmember
1	\$594/\$774	\$66/\$86
2	\$828/\$1,062	\$98/\$118

- No additional funds are requested throughout the school year.
- Each year, Preschool implements an annual fund raising project. Funds raised directly support the purchase of the preschool program equipment and field trips. Participation in the annual fund raiser is encouraged but not required.

### Payments may be made by:

**Bank Draft** – See the Child Development Office for details

**Automatic Credit/Debt Card** – Complete form in CDO

**Mail** – Stevens Point Area YMCA/ Child Development Office  
1000 Division St.  
Stevens Point, WI 54481

**Phone** – By credit/debt card 715-342-2999

## **Overtime**

Children must be picked up at the ending time of each class or an overtime fee of \$5.00 for each additional 15 minutes may be charged.

## **Late Fees**

Payments not received 5 days after the due date (20th of the month prior to attendance) are subject to a \$10.00 late fee. Late payments may be a cause of termination. A \$15.00 fee is charged for returned checks.

## **Health Policy**

In our efforts to minimize the spread of illness between children, we ask for the parent's cooperation in making sure their children are clean (hands washed, finger nails trimmed, etc.)

For the protection of all children and staff, any child with symptoms of a fever of 100 degrees or more, diarrhea, rashes, vomiting, severe cold symptoms, or any other signs of communicable disease will not be accepted into Preschool and may not return for 24 hours. Please help us by not bringing your child to Preschool if any of these symptoms are present or have occurred within the last 24 hours.

If a child develops any of the before mentioned symptoms of illness while at preschool, the child will be placed in a temporary isolation and the parents will be notified to pick up their child.

All children attending Preschool shall be considered well enough to participate in all preschool activities (including swim, large motor, and outdoor activities). Any exception to this policy should be directed to your Preschool teacher. We encourage all children to participate in all activities.

Notice is posted if any child who attends preschool develops a reportable communicable disease. Child's name is not posted— only that we have received report of

## **Medication**

Medication will only be given when an “authorized to give medication” form is on file. All medicine (prescription and nonprescription) must be in its original container. All over the counter drugs must be labeled with the child’s name, dosage, time and date. Medication forms are available in the preschool classroom from the staff. All medications are documented in the child’s file and the Preschool Medical Log journal. Due to the part-time nature of our preschool program, very few medications are typically administered.

## **Arrival/Departure**

Each day at Preschool begins with one of our preschool teachers opening the classroom door at the beginning of class time. Children and parents are then greeted individually and welcomed into the center to begin their preschool day.

To ensure a smooth and safe transition for your child, it is imperative parents or an adult walk their children into the preschool classroom each day. This is also a great opportunity to communicate any information to the preschool teachers that would be helpful for them to know.

We have implemented a “Pick-Up Policy” in which the parent is responsible to list all the persons they authorize to pick-up their child from Preschool. This form is contained in the enrollment packet and must be completed. All authorized persons should be prepared to show proper identification when picking up a child.

For your child’s protection, under no circumstances will a child be released to any person not listed on the child’s “Authorized Person’s List.” Absolutely NO exceptions will be made. This ensures your child’s protection.

If a parent or other authorized person appears to be under the influence of alcohol or other drugs or exhibits behavior that gives staff reasonable concern for the safety of the child, staff will attempt to contact another authorized person listed in the child’s file to come and pick up their child. If all

## **Absenteeism**

If your child will not be attending on a day they are scheduled, please call the YMCA Preschool Program at 342-2999. Also, please communicate to us if your child is not attending preschool because they have been exposed to or develops any communicable disease. As a Licensed Preschool Center we are required to report all communicable diseases to the Portage County Health Department and to notify all families enrolled in our center.

## **Swim Day Notes**

The YMCA provides towels on swim days for convenience. It is helpful if children wear their swimsuit underneath clothing and bring a plastic bag or backpack to put wet swimsuit in after swimming. Don't forget to send along a pair of underwear. To ensure your child's success dressing/undressing on swim days, tights, clothing with back zippers and buttons are discouraged.

## **Conferences**

Conferences will be held twice a year, or whenever a teacher or parent feels there is a need. Conferences give parents and teachers a chance to talk about the development of their child.

## **Snack**

A nutritious snack is served daily , mid-session. The opportunity for making special snacks is also provided. Snack time provides a chance for the staff to sit, relax, share, and plan the day's future activities with the children. Children are welcome to bring a special treat for snack on their birthday or when they are star of the week. All foods must be prepared in a state inspected kitchen (this means no homemade food). Please let your teacher know in advance so that ample time can be set aside for the celebration.

## Field Trips/Transportation

Field trips outside the YMCA are part of our curriculum for all classes. The number of field trips for each class is as follows:

Class 1	1 trip per year
Class 2	2 trips per year

Advance notice to parents is given for all field trips. Field trips may be arranged within walking distance from the YMCA. Other field trips will require transportation. Field trips that require transportation will be provided by the YMCA or a Lamar's Bus will be rented.

## Preschool Gear/Clothing

Children should come to preschool dressed in clothing that is comfortable and allows for large motor activity. Please consider that the children will be involved in many hands on activities using clay, paint, glue, etc.. Your child will feel most comfortable and self-confident wearing clothes that can be easily managed at bathroom and swim times. Please make sure your child is wearing tennis shoes so they can participate in gym activities.

## Supplies

A small supply list will be sent to you in August with your confirmation letter listing a few items we will need for the first day of school.



## **Injury/Medical Emergency**

If your child is injured at the program the director/teacher will take whatever steps are necessary to obtain emergency medical care. They include but are not limited to, the following:

- Attempts to contact parents or guardian directly
- Attempts to contact parent or guardian through emergency contact listed on enrollment forms
- If we can not contact parents, we will do one or both of the following : call the ambulance , have child taken to an emergency hospital/Saint Michael's Hospital.

Please note in the event of a serious emergency, 911 will be called first.

## **Emergency Evacuation**

Plans for emergency evacuation are specific to each Preschool Room. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire.

If the YMCA Program receives information regarding a threatening situation from YMCA authorities, or other credible source, the Center Director will evacuate the premises based on the situation. Children will be safely escorted from the building with a copy of the child's file and first aid kit. If the need arises, the children will be transported to safety as soon as possible. Parents will be notified of the location.

## **Hours of Operation**

Open House	September 1, 2011
Preschool Begins	September 7, 2011
Preschool Ends	May 16, 2011
Picnic	May 17, 2011

We follow the Stevens Point Pubic School districts calendar for days off during the school year. If the Stevens Point Public schools are closed we will not have school.

## **Snow Days**

**All Classes will be exposed to developmentally appropriate forms of the following. Examples are just a partial list of things offered, many more options will be made available throughout the year.**

**Socialization Skills** – making friends, cooperative playing, sharing and taking turns, responding to adult leadership, and participating in classroom activities.

**Communication Skills** – listening while others speak, following directions, conversing with teachers and other children, and expressing feelings appropriately.

**Creative Expression** – process art projects, painting with different materials, easel, clay, play dough, group art projects, collages, and drawing.

**Pre-Reading/Writing** – daily story times, finger plays, songs, introduction to letters , recognizing and writing name, journals, and writing center.

**Math Skills** – calendar time, math counters, games, counting, measuring and scales.

**Creative Dramatics** – singing, dancing, dramatic play area, puppets, dolls and musical instruments.

**Discovery** – sensory table (sand, water, dirt, rice), magnets, classroom pets, and science experiments.



# Class 1

## Ages

Open to children ages 3 years. Child must be 3 years old by their first day of attendance to enroll in the program. Child must be completely toilet trained to attend Class 1.

This class is recommended for children who have had no or limited experience attending programs or classes without parents and are ready to be introduced to social and communication skills.

## Days and Times

Tuesdays and Thursdays 9:15-11:30 a.m.

## Goals

The primary goal for class 1 is to introduce socialization and communication skills along with developing personal daily living skills. By focusing on the development of basic living skills, the opportunity is provided for each child to build positive self-esteem.

## Swimming

Swimming will be held once a week for 30 minutes. Parents do not need to swim with child. Parents are encouraged to help before and after swimming in the locker rooms.



# Class 2

## Ages

Open to children ages 3 years. Child must be 3 years old by their first day of attendance to enroll in the program. Child must be completely toilet trained to attend Class 2.

This class is recommended for children who are comfortable in a preschool setting and are able to attend a 3 days a week program.

## Days and Times

Mondays, Wednesdays and Fridays 9:15-11:30 a.m.

## Goals

The primary goal of class 2 is to provide a conducive environment in which each child has the opportunity to build and enhance self-confidence while they learn by doing. A special focus of class 2 is to encourage and promote positive and personal/social behaviors while the children learn about and explore the world around us.

## Swimming

Swimming will be held once a week for 30 minutes. Parents do not need to swim with child, but are encouraged to help before and after swimming in the locker rooms.



## FINANCIAL ASSISTANCE

The YMCA is a non-profit organization open to men, women, and children of all ages, races, religions, incomes and abilities. Anyone requiring special accommodations or financial assistance to participate in a YMCA program or activity should call us at 715-342-2999. Financial Assistance is made possible through contributions to our Strong Kids Campaign and support from the United Way.



United Way of  
Portage County

## **CHARACTER DEVELOPMENT**

Character Development is at the heart of what we do in the YMCA. The YMCA asserts that the best long-term solution for many social problems in our country is challenging people to accept and demonstrate positive values. It is our intent to provide a Child Care program that will help young people to build character development through the four YMCA values:

**CARING, HONESTY,  
RESPECT, & RESPONSIBILITY**



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



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FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

**YMCA Child Development Office**

1000 Division Street  
Stevens Point, WI 54481  
715 342 2999  
childdevelopment@spymca.org

**Child Development Office Hours of Operation**

Monday-Friday  
8:00AM-6:30PM

**Child Care Director**

RoxAnne Forrest  
715-342-2980 ext 339  
rforrest@spymca.org

