



4K Point 4 The Future

Stevens Point Area  
Public School District

# 4 Year Old Kindergarten

# Parent Handbook 2025-2026

Children must be 4 by September 1, 2025

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

## **Program Goals**

The primary goal of our 4-Year-Old Kindergarten program is to provide a pressure-free environment that supports and strengthens each child's personal and social development—skills that are essential as children prepare to enter 5-Year-Old Kindergarten.

Our secondary goal is to provide children with a wide range of learning opportunities and choices, both in the classroom and within our community.

Our final goal is to offer a comprehensive developmental program that nurtures healthy minds, bodies, and spirits, empowering each child to reach their fullest potential.

## **Activities**

YMCA 4-Year-Old Kindergarten activities provide each child with age-appropriate experiences that:

### **Encourage self-esteem and positive self-image development.**

Activities include meaningful staff and child interactions, developmentally challenging materials, a consistent daily routine, engaging and diverse experiences, positive adult-child and child-child interactions, and an emphasis on valuing each child's individual achievements.

### **Encourage social interaction.**

Program activities include creative play, group time, snack-time conversations, community programs and field trips, planned family activities, teacher-guided experiences, and music, songs, and finger plays.

### **Encourage self-expression and communication skills.**

Children participate in group story time, dramatic play and acting out stories, access to books and listening materials, show and tell, creative play experiences, and other teacher-guided activities.

### **Foster creative expression.**

Activities include opportunities to explore art materials and play equipment, use constructive toys, experience fine arts, and engage with community resources.

### **Encourage physical development.**

Large muscle development is supported through climbing, group games, sports, Adventure Alley, playground equipment, and classes offered at YMCA facilities. Small muscle development is strengthened through puzzles, beads, finger plays, and other hands-on activities.

## **Schedule**

A daily schedule is posted in each classroom outlining how your child will spend their day. The YMCA 4-Year-Old Kindergarten program schedule is designed to reflect the age and developmental abilities of the children and may include:

### **Large Group Activities**

Children are encouraged to interact in a large group setting, take turns, participate individually, and support the participation of others.

**Small Group Activities**

Children receive guidance in developing specific skills such as counting, tracing, balancing, hand-eye coordination, color and shape recognition, and cooperative games.

**Circle Time**

Children are introduced to age-appropriate literature, calendar activities, weather discussions, finger plays, and flannel board storytelling.

**Academic Enrichment**

Children engage in activities designed to stimulate curiosity and promote early learning skills.

**Snack Time**

Children practice group cooperation, language development, personal responsibility, social interaction, and healthy nutrition habits.

**Self-Care**

Children in all programs are encouraged to practice good personal hygiene and independence skills.

**Clean-Up**

Children learn to respect and participate in caring for their classroom environment.

**Values Education**

The YMCA core values of caring, honesty, responsibility, and respect are reinforced throughout daily activities and intentionally integrated into lesson plans.

**Child Guidance**

Our goal is to guide children in becoming happy, responsible, and cooperative participants through positive teaching techniques. When behavior requires redirection, we provide guidance by:

- Enhancing each child's self-image
- Using teachable moments to encourage growth
- Helping children develop self-control, explore appropriate alternatives, identify feelings, and build understanding and respect for others
- Communicating regularly with families regarding behavioral concerns
- Partnering with children and parents to work together toward positive solutions

**Staff**

We are committed to employing the highest quality staff to care for your children. Our team members meet or exceed the educational and experience requirements established by the State of Wisconsin. YMCA staff have the capacity, creativity, and imagination to respond to the complex needs of families today. Through our YMCA 4-Year-Old Kindergarten programs, we demonstrate our commitment to building strong kids, strong families, and strong communities.

## **Snack**

A nutritious snack is served daily during each session. Opportunities for preparing special snacks are also provided. Snack time offers a chance for staff and children to sit together, relax, share conversation, and discuss the day's activities.

Children are welcome to bring a special healthy treat to celebrate their birthday. All food items must be prepared in a state-certified kitchen (no homemade food permitted). Please notify your child's teacher in advance so adequate time can be planned for the celebration.

## **Admission and Enrollment**

The YMCA is committed to providing safe, high-quality care for children.

- Children who are 4 years old on or before September 1 are eligible to participate in the 4-Year-Old Kindergarten program.
- The YMCA of Stevens Point does not discriminate on the basis of race, color, sex, national origin, creed, or special needs.

To enroll in the YMCA's program, please contact the Stevens Point Area School District for registration information and enrollment procedures.

## **Arrival and Departure**

Each day, 4-Year-Old Kindergarten begins with a teacher opening the classroom door at the start of class time. Children and parents are greeted individually and warmly welcomed to begin their day. Teachers will also escort children to and from the bus as needed.

To ensure a smooth and safe transition, a parent or designated adult must walk their child into the classroom each day. This also provides a valuable opportunity to share any important information with the 4-Year-Old Kindergarten teachers.

We have implemented a **Pick-Up Policy** requiring parents to list all individuals authorized to pick up their child. Anyone picking up a child must be prepared to present proper identification.

For your child's safety, under no circumstances will a child be released to anyone not listed on the child's Authorized Persons List. No exceptions will be made.

If a parent or authorized individual appears to be under the influence of alcohol or drugs, or exhibits behavior that raises reasonable concerns for the child's safety, staff will attempt to contact another authorized person listed in the child's file. If no authorized individual can be reached, staff will contact local law enforcement and/or social services for assistance.

## **Absenteeism**

If your child will be absent on a scheduled day, please notify your child's 4-Year-Old Kindergarten teacher prior to the start of class.

Please also inform us if your child is absent due to exposure to or diagnosis of a communicable disease. As a licensed 4-Year-Old Kindergarten center, we are required to report all reportable communicable diseases to the Portage County Health Department and to notify families enrolled in our program when necessary.

If we have not received notification of your child's absence within 30 minutes of the start of class, we will attempt to contact you by phone to ensure your child's safety.

### **Medication**

Medication will be administered only when an **"Authorization to Administer Medication"** form is completed and on file.

All medications—both prescription and nonprescription—must be in their original container. Over-the-counter medications must be clearly labeled with the child's name, dosage, administration time, and date.

Medication authorization forms are available from classroom staff. All medications administered are documented in the child's file and recorded in the Medical Log.

Due to the part-time nature of our 4-Year-Old Kindergarten program, medication administration is typically minimal.

### **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.) before entering the classroom.

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 4-Year-Old Kindergarten and may not return for 24 hours. Please help us by not bringing your child to the center 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 4-Year-Old Kindergarten, the child will be placed in temporary isolation and the parents will be notified to pick up their child.

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

Notice is posted if any child who attends our programs develops a communicable disease. Child's name is not posted, only that we have received report of specific disease such as chicken pox, pink eye, etc.

### **Field Trip and Transportation**

Transportation to and from the YMCA 4-Year-Old Kindergarten program is provided by the Stevens Point School District. Please note that transportation is not available for wrap-around care.

Field trips are an integral part of our curriculum. Each 4-Year-Old Kindergarten class will take 2 field trips per year.

Parents receive advance notice of all field trips. Some trips may be within walking distance of the Center, while others require transportation.

## **Supplies/Clothing/Conferences**

Children should come to school dressed in comfortable clothing that allows for large motor activities and hands-on experiences such as clay, paint, and glue. Clothes that are easy to manage during bathroom help children feel confident and independent.

**Tennis shoes** are required so children can safely participate in gym and playground activities.

### **Supplies**

A small supply list will be sent in August along with your confirmation letter, detailing the items your child will need for the first day of school.

### **Conferences**

Parent-teacher conferences are held twice a year, or whenever a teacher or parent feels the need. Conferences provide an opportunity to discuss your child's progress, development, and any questions or concerns.

## **Holiday Celebrations**

We recognize that each child comes from a unique cultural background rich with family traditions. We would love to learn about and celebrate these traditions. Please share your family's customs so we can plan celebrations that honor and respect your heritage.

## **Injury / Medical Emergency**

If your child is injured while at the program, the Director or Teacher will take all necessary steps to obtain emergency medical care, which may include:

1. Attempting to contact parents or guardians directly.
2. Attempting to contact parents or guardians through the emergency contacts listed on the enrollment forms.

If parents or guardians cannot be reached, we may:

- Call an ambulance.
- Transport your child to **Aspirus Hospital in Stevens Point.**

**Important:** In the event of a serious emergency, 911 will be called immediately.

## **Emergency Evacuation**

Emergency evacuation plans are specific to each 4-Year-Old Kindergarten room and include:

- Designated tornado shelter locations.
- Fire exit routes.

If the YMCA Program receives information about a threatening situation from YMCA authorities or another credible source, the Director or Teacher will:

1. Evacuate the premises safely with children.
2. Bring a copy of each child's file and a first aid kit.
3. Transport children to a safe location if necessary.
4. Notify parents of the location as soon as possible.

## **Curriculum Overview**

All classes will engage children in **developmentally appropriate activities** across several key areas:

Children will practice:

- Making friends and cooperative play
- Sharing and taking turns
- Responding to adult guidance
- Participating in classroom activities

Children will develop:

- Listening skills while others speak
- Following directions
- Conversing with teachers and peers
- Expressing feelings appropriately

Children will explore:

- Process art projects
- Painting with various materials
- Easel painting, clay, and play dough
- Group art projects, collages, and drawing

Children will be introduced to:

- Daily story times, finger plays, and songs
- Letters and name recognition
- Writing their own name
- Journals and writing center activities

Children will practice:

- Calendar time and counting activities
- Math games and using counters
- Measuring and using scales

Children will enjoy:

- Singing and dancing
- Dramatic play areas with puppets, dolls, and musical instruments

Children will explore:

- Sensory activities (sand, water, dirt)
- Magnets and classroom pets
- Simple science experiments

## **Child Abuse Prevention**

The health and well-being of your child is a top priority at the YMCA. To protect children, the YMCA has established the following policies:

- Parents are welcome to visit program centers at any time—no appointment necessary.
- Parents will be informed about their child's participation and activities in the program.

- Staff and volunteers are trained to observe the physical and emotional well-being of all children.
- Any signs of injury or suspected abuse are reported immediately to the Director, who will contact the appropriate authorities.
- Staff and volunteers will **not** verbally or emotionally abuse children.
- Physical punishment or withholding necessities such as food or shelter is strictly prohibited.
- Children will only be released to authorized parents/guardians or individuals designated in writing by parents.
- Sign-in and sign-out logs are maintained daily and kept on file at the program site.
- Reference checks are conducted and documented for all prospective YMCA employees.
- Criminal background checks are performed on all staff and volunteers who work with children.
- Staff receive training on recognizing signs of child abuse and following proper procedures if abuse is suspected.
- The YMCA provides information, workshops, counseling, and resource materials to support parents and children regarding child abuse prevention.

For detailed information, refer to the **YMCA 4K Policies and Procedures Handbook**, which includes the full Prevention of Child Abuse and Child Abuse Reporting Procedures.



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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights

- 1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
  3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

## USDA Declaración de No Discriminación

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- (1) **correo postal:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; o´
- (2) **fax:** (833) 256-1665 o´ (202) 690-7442; or
- (3) **correo electrónico:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov).

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