

MAYFIELD GRAVES COUNTY YMCA  
PRESCHOOL HANDBOOK



Preschool Policies and Procedures

**Admission and Attendance**

* Any child between ages 3 and 5 and have been successfully potty trained may enroll in the YMCA preschool.
* The Mayfield Graves County YMCA programs do not discriminate by race, color, sex, national origin, creed or special needs.
* Kids requiring special accomdiations must get prior approval, based on if the YMCA is able to reasonably accommodate the child’s special needs, without requiring one on one staff supervision.
* Each child must have a paid registration fee, up-to-date immunization record and finished registration form that has been completed by a parent or legal guardian on their first day.
* A list of persons authorized to pick up your child must be noted on the registration form.
* Anyone unfamiliar to the director/teacher will be asked for identification. For your child’s protection, there is no acception to this policy
* Please ensure to sign your child in and out everyday.
* Children must not arrive earlier than 7:00 am and be picked up no later than 5:30 pm.
* If you’re running late at pick-up, please call us in advance so we can plan appropriate staffing and reassure your child.
* Staff is scheduled until 5:30 pm. A fee of $5 per minute will be charged, per child, for every minute after closing times. Time will be determined by the clock closest to the sign in sheet.
* Emergency contacts will be utilized if primary custodial parent does not answer.
* If staff on duty does not have anyone answer or arrive by 6 pm, Preschool Director and local authorities will be contacted.
* Chronic late pick-ups will be grounds for dismissal.
* The YMCA Preschool will follow Graves County School System’s school calendar and will observe all snow days as well. Any additional school closings will be announced as soon as possible.
* Child care during the summer months will be available through Summer Camp with the YMCA. Registration to preschool does not automatically guarentee registration to Summer Camp.

**Tuition and Payment**

* Y Members: $20/day or $95 per week\*  
  Non-Members: $25/day or $115 per week\*  
  $30 Registration Fee (required and no refunds)
* In order to receive the discounted amount for the week, your child must attend each day (Monday-Friday). Any other combination of days will result in the daily rate being charged and no discount will apply.
* If payments are more than two weeks behind, child may lose their spot at preschool.
* Checks, cash, and all major credit cards accepted.
* Payments may be made at the preschool during normal school hours or at the YMCA during normal business hours.
* You can receive credits if you paid for a day that your child does not attend, but no refunds will be given.
* The YMCA accepts CCAP from the state. You will need to apply for CCAP first if you wish to receive financial assistance. If you are denied CCAP, you may pick up a scholarship form from the YMCA Front Desk. You will be asked for full household income which includes paystubs, tax returns, food stamps, etc.

**Withdrawal from Program**The Mayfield Graves County YMCA reserves the right to withdraw a child from the program if, at the Y’s discretion, the enrollment of the child negatively effects the integrity of the program and/or the Y’s legal obligations through and under the Division of Regulated Child Care.

* At Parent’s Request
  + Two-week notice of withdrawal is required in writing to the Preschool Director.
  + Your signature on the enrollment form verifies your agreement and understanding of this policy.
* At the Y’s Request
  + Notification period prior the withdrawal is not required if the withdrawal is requested by the preschool.
  + The YMCA reserves the right to withdraw a child for any of the following reasons:
    - Non-payment of fees as agreed upon.
    - Repeated failure of parents to pick up child on time.
    - Failure to provide preschool with forms or current medical information as stipulated by state liscensing and this handbook.
    - Continuous disciplinary problems.
    - Hostility by parents toward YMCA staff or volunteers.

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

* Teacher’s actions will not harm the child’s self image or embarrass the child, rather reinforce a positive self image.
* Teacher’s actions will help the children learn self control, make good choices, identify and express their feelings with words and creative expression, and develop an understanding and respect for one another’s feelings.
* Every effort will be made by staff to enlist the cooperation of the child along with the parents to solve problems as a team.
* A color coded card system is used to help parents understand their child’s behavior for the day.
  + **GREEN CARD**-All children will start with a green card for good behavior at the beginning of the day. At the time of pick up, if your child has been on green, they have made good choices and had no issues. Children are rewarded with candy in their jar at the end of the week for days that they had a green card.
  + **ORANGE CARD**-At the time of pick up, if your child has an orange card this means that the child had at least one issue with behavior that day. A card is placed in the jar below the card explaining the situation. They have also been made to sit out for at least 5 minutes of an activity. Candy has been taken away.
  + **YELLOW CARD**-At the time of pick up, if your child has a yellow card this means that the child continued to misbehave after having to sit in time out. A card is placed in the jar below the card explaining the situation. This also means that they have missed the entirety of an activity. Candy has been taken away.
  + **PINK CARD**-At the time of pick up, if your child has a pink card this means that we have contacted you about your child’s behavior. Cards will be placed in the jar explaining the situation and a written statement will need to be signed showing that you have been contacted about this behavior. Child will not receive a reward for the week. **Some behavior such as biting will result in an automatic pink card.**

**Child Abuse Prevention**The health and well-being of your children is essential to the Y. The Y has developed a policy on Child Abuse Prevention that include the following provisions.

* Parents are encouraged to visit the preschool at any time and do not need to make an appointment to do so. However, parents may be asked to wait outside the classroom if their presence becomes a distraction. We also ask that parents in custody disagreements not use this time as “visitation.”
* Parents will be informed about their child’s program participation.
* Staff and volunteers will be alert to the physical and emotional state of all children. When any sign of injury or suspected abuse is detected, the director will be notified immediately and a report will be made to the appropriate authorities.
* Y staff will not release a child to anyone other than the authorized parents/guardians or other individuals authorized, in writing, by parents. Sign-in/out logs will be maintained on a daily basis and kept on file.
* Y staff and volunteers will not physically, verbally or emotionally abuse or punish children.
* Y staff and volunteers will not discipline children by use of physical punishment or by failing to provide the necessities of care such as food and shelter.
* Reference checks on all prospective Y employees will be conducted, documented, and filed prior to employment. Criminal record checks are conducted on all staff and volunteers working with children.
* Staff training will include information about the signs of Child Abuse and the apporpriate procedures for responding to the suspicion of abuse.

**Illness**

* Parents should notify the preschool of any illness or absense due to illness.
* The Y does not provide sick care. Please do not bring any child with an illness to the preschool.
* Upon arrival at the preschool, each child will be observed for symptoms of illness. If a child has any sign of illness and/or a fever of 101 or higher, the child will be sent home with the parent.
* If the child has no apparent symptoms of illness but displays significant behavior changes and is clearly uncomfortable and not able to participate in classroom activities, a parent will be called to pick up the child.
* If a child becomes ill at the preschool, the parent will be called to pick up the child. Until a parent arrives, the child will be isolated, within sight and hearing distance of an adult. If a parent cannot be reached, the staff will contact the next emergency contact down the list. Because we are not liscensed to provide sick care, a parent or emergency contact must pick up the child within one hour of being contacted. Failure to do so will result in a $20 per hour charge. This charge must be paid upon arrival to pick up the child and cannot be added to your tuition balance for the week.
* To ensure proper staff/child ratio, ill children may not stay inside during outdoor play time. If your child needs to stay inside for a few days for health reasons, please keep them at home.
* WE CANNOT ADMINISTER MEDICATION.

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| **DISEASE** | INCUBATION PERIOD | **RETURN TO PRESCHOOL** |
| Chicken Pox | 7-21 Days | When pox marks have scabbed over |
| German Measles | 14-28 Days | One day after rash completey disappears |
| Pink Eye | 2-5 Days | When eyes are free of discharge |
| Impetigo | 2-5 Days | When child is under doctor’s care |
| Head Lice | 2-5 Days | When child has doctor’s note with approval |

**Injuries and Emergencies**

* If your child is injured at the preschool, the director/teacher will take whatever steps are necessary to obtain emergency medical care. These include, but are not limited to the following:
  + Attempts to contact parent or guardian directly/immediately.
  + Attempts to contact parent or guardian through emergency contact listed on enrollment forms.
* If we cannot contact you, we will do one or both of the following:
  + Call an ambulence or paramedic.
  + Have the child taken to an emergency hospital.
  + In the event of a serious life threatening incident, 911 will be called first.
* Plans for emergency evacuation are specific to each center/site. The plans specify the location to report to in case of a tornado and the exit to use in case of a fire.
* Fire/tornado drills are practiced montly as required by the state of Kentucky liscensing rules.
* If the preschool receives information regarding a threatening situation for Y autorities, church administration or other credible source, the director/teacher 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 a first aid kit.
* If the need arises, the children will be transported to safety as soon as possible.
* Parents will be notified as soon as possible with the location of their child. We will post notices on Facebook if the need arises. Please note that there are many children in the preschool program and it will take some time to contact each parent. A sign will also be placed on the door to notify parents of emergency information. Once the teacher on site has been given notice to return to the building, parents will be contacted again. Remember, if the program has evacuated the building, staff will not be present to answer the phone.

**Daily Activities and Schedule**

* Upon arrival, you will sign your child in at the clipboard outside the main door. You will ring the bell and a teacher will grant you access to the classroom. You or your appointed contact may drop the child off inside.
* Children may not be on site or enter the classroom before the Director/teacher has opened the preschool for the day.
* All personal items need to be inside the child’s backpack and placed in the designated area. Your child will have no need for the items in their backpack until the teacher tells them to go get the item.
* Your child will be assigned a cubby. Please check this cubby before leaving the school. Any artwork or announcements will be placed here or in their backpacks.
* You have been given a list of school supplies in this packet. Please ensure that you have provided those items on the first day and they have your child’s name written on them clearly. Any items that are not used on a daily basis will be placed together in one of our storage closets.
* Children are asked to bring extra clothing. These clothes can be left in the backpack, but still need to be labeled with their name. They will be used if the child has a bathroom related accident and their soiled clothes will be bagged up. You will be notified in person if your child has any accidents.
* Folders will need to be checked regularly for teacher annoucements or homework.
* The children will have a circle time where they learn the basics of the calendar, the weather outside, and will have the opprotunity to go to centers for a variety of educational play.
* Children will have a craft time. Most crafts go along with the theme for the week or the topic of lessons that day.
* Additional dress up days that go along with the theme may be announced on Facebook and by word of mouth. These are optional, but always fun to participate in.
* Children will be asked to lie down for rest time in the afternoon. They are encouraged to bring their own blanket. If your child does not go to sleep, they will be expected to remain quiet so the other children can rest. Failure to do so will result in being isolated from the group and/or being disciplined.
* Children will have play time before pick-up when all class activities are completed. Discipline issues may result in this time being taken away at the discretion of the teacher. In some cases, the children will be taken outside to play. If the weather is too cold, the children will stay inside and play.
* Chilren will be provided with a nutritionally balanced meal for breakfast, lunch and a snack. You are welcome to send food with your child and a microwave is on site to warm up the food. Please ensure that you have made your child’s allergies known to us on the registration form. Please do not provide soda or sugary snacks in their lunch box.
* You will be asked to complete a Child Enrollment Form in your registration packet that is required for us to have on file. This form does not impact your tution rates and is for our Food Program.
* At time of pick-up, please ensure that you sign your child out with the correct time. The child will need to take home their personal items in their backpack every day. Items such as their pencil case will be left in the cubby.
* Once your child has cleaned up any mess they have made, checked the behavior jar, and picked up their personal items, they will be free to leave with you.