

Mayfield Graves County

YMCA

Preschool Handbook

2021-2022



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

August 5th – May 12th

7:00am – 5:30pm

GET TO KNOW US

- **YMCA MISSION:** To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.
- **YOUTH DEVELOPMENT:** Nurturing the potential of every child and teen. We believe that all kids deserve the opportunity to discover who they are and what they can achieve.
- **HEALTHY LIVING:** Improving the nation's health and well-being. We strive to give kids an opportunity to exert energy, discover who they are and what they can achieve, and be accepted among each other.
- **SOCIAL RESPONSIBILITY:** Giving back and providing support to our neighbors. We believe all children should feel welcome at the YMCA preschool and have the opportunity to make new friends and celebrate diversity.

BECOME PART OF THE Y:

- Becoming a member at the Mayfield/Graves County YMCA, you could save anywhere from \$15-\$25 per week on preschool fees, which could cover your membership cost.
 - You could receive special rates on the afterschool Y's Guys program, access to our heated indoor pool, and fitness equipment.
 - At the Y, we make sure that everyone, regardless of age, background, or income can grow and thrive. We have affordable membership rates and programs for everyone.
 - If you are not already a facility member, stop by and receive a complimentary tour of the facility.

COVID-19 PROCEDURES & WHAT TO EXPECT

- Children will be expected to wear face masks or coverings at the following times:
 - Drop-off/pick-up
 - All indoor activities
 - All transitions from one area to another
 - All quiet activities, such as reading or crafts
 - During transportation to field trips, and while at field trip locations
 - Masks will not be required during vigorous, outdoor play where 6 feet distance can be maintained
- Staff will be required to wear appropriate face covering.
- Groups will be scheduled to maximize social distancing protocols.
- Significantly increased attention to hygiene practices, including more frequent handwashing.
- Children who develop a fever or symptoms of illness will be isolated and a parent/guardian will be contacted for immediate pick-up.
- If a person tests positive for COVID-19, each member of that group is required to quarantine for 10 days.

We will continue to follow guidance from government and health officials to evaluate and update guidelines as needed. Safety measures are subject to change depending on local, state and federal mandates.

PRESCHOOL POLICIES AND PROCEDURES

- 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 accommodations 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 exception to this policy
- Ensure to sign your child in and out everyday. Check at the end of the week that you have done this for each day.
- 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.
- 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.

PAYMENT PROCEDURES

- Payments may be made at the preschool during normal school hours or at the YMCA during normal business hours.
 - Y Members: \$20/day or \$95 per week*
 - Non-Members: \$25/day or \$120 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.
- 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.

PRESCHOOL RULES AND 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 an item from the treasure box for staying on green all day.
 - **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 note is taped to their backpack explaining the situation. They have also been made to sit out for at least 5 minutes of an activity. No item is awarded from the treasure box.
 - **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 note is taped to their backpack explaining the situation. This also means that they have missed the entirety of an activity. No item is awarded from the treasure box.
 - **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. A note will be tape to their backpack explaining the situation and a written statement will need to be signed showing that you have been contacted about this behavior. No item is awarded from the treasure box. **Pink card behavior is a result of continuous hitting, biting, kicking, etc. that causes harm to others or themselves.**

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.

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 appropriate procedures for responding to the suspicion of abuse.

ILLNESS AND MEDICATION

- Parents should notify the preschool of any illness or absense due to illness.
- 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.
- 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.**

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 completely 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	N/A	Must be completely treated

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 ambulance 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 monthly as required by the state of Kentucky liscensing rules.
- If the preschool receives information regarding a threatening situation for Y authorities, 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 inside the main door. You will ring the bell and a teacher will grant you access. 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. Please label all personal items in the backpack and their jackets.
- Your child will be assigned a cubby to store their school work until Friday or their last day of the week. 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, labeled and in a gallon size zip lock bag. 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 **each week** for teacher announcements or homework.
- The children will have a circle time where they learn the alphabet, numbers, shapes, colors, weather and the calendar. They will also have the opportunity to go to centers for a variety of educational play.
- Children will have a craft or science time that goes along with the theme for the week or the topic of lessons that day.
- Children will be asked to lie down for rest time in the afternoon. They are encouraged to bring their own small 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.
- Children 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 tuition 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.

2021 – 2022 PRESCHOOL CALENDAR

August 5th: First Day of School

September 6th: Labor Day

October 4th – 8th: Fall Break

November 5th: Election Day

November 24th – 26th: Thanksgiving Break

December 20th – January 3rd: Christmas Break

January 17th: Martin Luther King Day

April 4th–8th: Spring Break

May 12th: Last Day of School

We are following Graves County School Systems calendar for the year. This includes snow days. You will be informed of any additional closings at the preschool as soon as we are able to make the announcement.

PRESCHOOL SUPPLY LIST

Each child will need to bring:

- Change of clothing to include pants, shirt, underwear, socks (seasonal). Please label all clothing and place in a gallon size Ziploc bag.
- Small blanket for rest time
- Standard size backpack for carrying folder, blanket, change of clothing, etc. to and from school. All items should fit comfortably in the backpack and the backpack should not have wheels.
- Plastic pencil box. No zipper style bags please
- 1 box of 24 count crayons
- 1 folder with pockets
- 1 bag of small items or candy for treasure box
- 1 package of non-wax paper plates
- 1 package of copy paper
- 2 stick glue
- 2 containers of Playdoh

PLEASE MAKE SURE THAT YOUR CHILD'S NAME IS ON ALL OF THEIR ITEMS!

If you cannot afford these items, please let your preschool teacher know and we will work with you on obtaining them.

PRESCHOOL CHECKLIST

You **MUST** bring the following items on your child's first day of school:

- Completed Registration Form
- Updated Immunization Record
- \$30 Registration Fee
- Completed Food Program Income Form
- Backpack labeled with child's name
- Change of clothes labeled with child's name
- Small blanket labeled with child's name
- School supplies labeled with child's name