



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# PRESCHOOL PARENT HANDBOOK

**RON ROSNER FAMILY YMCA  
5700 Smith Station Road  
Fredericksburg, Virginia 22407**

2018-2019

# RAPPAHANNOCK AREA YMCA

## MISSION STATEMENT

### OUR MISSION

To put Christian principles into practice through programs that build a healthy spirit, mind and body for all.

### OUR VISION

Is to be recognized for fostering personal growth and development and serving community needs by providing quality fitness and recreation programs in an atmosphere of fellowship and caring.

### OUR VALUES

#### Regarding Personal Growth and Development

We help each individual strive for health and fitness in mind, body and spirit. Our programs are designed for fun, and recognize the varying needs and abilities of all participants to help them reach their full potential.

#### Regarding Service to the Community

We accept the responsibility to provide opportunities to all community members, including those with special needs. We seek to identify areas of need and respond with quality programs, recreational facilities and services in a safe and positive environment.

#### Regarding Fellowship and Caring

We celebrate the dignity and value of each person and provide an atmosphere that welcomes and accepts everyone in our diverse community. We strive to strengthen families of all kinds--from the "Family" at the "Y" to the important family in our homes. We encourage the participation of all age groups and abilities in our programs and services.

# PROCEDURES

To assist parents on making the most of our daily program, we have included the following information on our procedures to help develop an environment of mutual caring and acceptance essential for positive development in each child's social and academic endeavor.

## Eligibility And Enrollment

The child must be toilet trained before school begins and their birth date must fall on or before September 30 of the year to be enrolled. Enrollment is on a first-come, first-serve basis. A waiting list will be maintained in the event of a cancellation.

The YMCA Preschool maintains non-discrimination policy in regard to its students and staff.

## Program

Classroom activities are designed to foster the following skills at developmentally appropriate stages:

- **Social, emotional and language development**
- **Positive self-awareness and group relationships;**
- **Safety and health standards;**
- **Reading, writing and math readiness as appropriate.**

Storytelling, poetry, music and arts & crafts develop creative skills. Readiness skills deal with early basic number concepts; fine motor development and visual recognition skills necessary for kindergarten. Carefully planned field trips and special guests enrich the curriculum. A daily snack, provided by the parents, allows for further development of self-esteem and socialization skills.

## Parent Volunteers

**Parent volunteers and participation is one of the most important aspects of the preschool program. You are a necessary contributor to your child's learning process and are essential to a well functioning, successful preschool program. Please contact your child's teacher if you are interested in helping out with their classroom. Keep in mind that if you are a recurring volunteer, you will be required to complete a volunteer file which includes background checks and a TB screening. All volunteer hours should be pre-arranged with the teacher. In some cases, it may be distracting for a child's educational experience when a parent is in a classroom. Therefore, we request that parents keep their time in the room to the agreed amount of time to cover an activity/project between the parent and the teacher.**

## Ideas And Suggestions

We want parents to have a good first experience with their child. Therefore, your opinions matter. We send out parent evaluations of our program twice a year. We appreciate your honesty and the administration will review all evaluations. We will do our best to make any suggested changes. If there are concerns at any time during the school year, please speak with the teacher and then the Preschool Manager to resolve the problems.

## Children Arriving Late

Please sign your child in. Come in quietly and the teacher or aide will direct the child on what to do. However, we encourage you to arrive on time so that your child can participate in arrival time activities. Arrival time is important to preschool students as a time to enter the classroom environment and participate in activities that help transition to the start of the school day.

## Attendance

Children are expected to arrive at the preschool on time and be prepared to participate in all activities. Parents should encourage the students with the positive aspects of being in preschool. Parents are encouraged to notify the school if a student is going to be absent, especially for extended periods of time.

## Withdrawing A Child

We recommend continuing children in the program for the full school year. However, there are many reasons that parents may need to leave the program. If this occurs, we ask that parents make the request in **writing 30 days** in advance of leaving the program. If requests are made 30 days prior to leaving the program, a refund will be issued for any unused tuition months. This allows the Preschool administration time to fill the vacant space in the program. Any emergency situations are left at the discretion of the administration concerning refunds.

## Visitors

Parents are welcome to visit the preschool. Just as we ask parents to pre-arrange volunteer hours, we also require that parents notify the teacher when they would like to visit the class. An unexpected visitor may interrupt or distract children, causing everyone to feel uncomfortable.

## Parent-Teacher Communication

Conferences are scheduled at the middle and end of the year. The teacher or parents can call special conferences at any time.

Progress reports or written letters are also given out twice a year.

Monthly newsletters provide classroom and cooperative information. This format is used to promote a constant open communication with parents to insure a successful program for the students and a general understanding of school procedures for parents.

## Snacks

Each student brings their own healthy snack and drink except the Mighty Mice class. The Mighty Mice teacher will provide information on snack for that class.

## Special Education

We encourage the participation of all abilities in our programs. We will work to best meet the child and families needs. If we are unable to meet the child's needs in our program information will be given to the family regarding available resources in the community. If the child currently has an Individual Education Plan in place our program will work jointly with the assigned professionals. Please see page 8 for more information on this topic.

## Payment Of Tuition

Tuition is due the 1st of each month, August-April. **If payment is not made by the 2nd, a \$10 late fee will be added to the balance.** By the 3rd, if tuition still has not been paid, we reserve the right to withdraw the child from the program and the space will then become available to a child from the waiting list. If special arrangements need to be made, please notify the preschool manager. The YMCA wants every child to be able to finish the program.

## Clothing

Students should be dressed appropriately for the active schedule of preschool, including art activities and outdoor play. Parents are asked to provide a change of clothes in a labeled Ziploc bag should accidents occur during class time. We ask that any soiled items be cleaned and returned as soon as possible.

## ILLNESS

Children who show signs of illness should stay at home.

Guidelines for keeping your child at home include but are not limited to:

- Fever greater than 100 degrees during the past 24 hours- may not return to school until symptom free for at least 24 hours
- Vomiting or diarrhea within the past 24 hours- may not return to school until symptom free for at least 24 hours
- Conjunctivitis (pink eye): displaying symptoms of pink eye including but not limited to yellow/green eye drainage. Cannot return until symptom-free and have been on antibiotic treatment for at least 24 hours.
- Impetigo: skin lesions draining a yellow discharge
- Chicken Pox: the child is contagious and may not return to school until all lesions have dried and scabbed over (7-20 days)
- Strep throat: Must be on antibiotic for at least 24 hours before returning
- Cough: if the child has a cough that is producing yellow or green sputum

Please remember that if your child or anyone in your household has a communicable disease, we ask that you contact the preschool within 24 hours so that we can post an exposure notice.

If a child becomes ill at school, parents will be notified as quickly as possible to pick up their child. If parents cannot be reached, emergency contacts will be called. Please notify the preschool of any telephone number changes during the school year or changes in emergency contacts.

If your child is prescribed medication that needs to be administered at school, a Written Medication Consent form must be completed. We only administer life-saving medications such as Epi-pens and inhalers. All medication must have a form completed and will stay in a locked box at preschool.

## Discipline

It is necessary to promote a positive and orderly environment. If self-control fails, disciplinary action must be taken to protect and preserve the rights of everyone in the class. The general discipline policy of the YMCA Preschool follows the standards set forth by the Virginia Code. (Standard 7.22-7.32).

The following steps or situations have been incorporated to develop a positive approach to helping children learn and exhibit appropriate classroom behavior:

- Children are expected to adhere to the classroom guidelines including sharing, listening, following directions and helping to clean up.
- Proper manners are encouraged including sitting at the tables or in a group, leaving others' personal belongings alone, bathroom privacy and acceptable eating habit.
- For physical altercations (hitting, biting, kicking, etc.) to fellow classmates, the teacher will immediately intervene. The parents will be notified of the child's unacceptable behavior.

For most classroom disruption, children are given a warning and a positive incentive chart is used to visually track behavior. Only as a last resort, will a "time out" be given to the child to think about the situation. Following a reasonable time the child is asked to explain his or her actions and the reason for the "time out". The teacher and the student will discuss how the student should act differently before the child returns to the group.

**If improper behavior persists, parents will be invited to a conference to discuss the ongoing behavior. The teaching staff retains the right to immediately call the parents to discuss a child's behavior. A behavior plan will be developed with the family to address the concerns. We reserve the right to disenroll at anytime.**

## ARRIVAL/DEPARTURE

Parents, guardians and designated substitutes are urged to have children at the preschool on time.

### Late Pick-Up

**If you are late picking up your child, please call the YMCA. The teacher or aide will stay with your child until you arrive. Parents, who are late, will be charged late fees.**

Late fees are assessed as follows:

- **up to 15 minutes late:           \$20.00**
- **15- 30 minutes late:           \$35.00**
- **30-45 minutes late           \$50.00**

After 45 minutes if no contact has been made with the family or emergency contacts, the YMCA reserves the right to contact the local Police and Child Protective Services.

### Class Activities

Each month is filled with fun and creative activities designed for the developmental level of the students. Units are planned for 1-3 day sessions to give children appropriate opportunity to grasp the objectives. Objectives include areas of social, science, motor, language and math readiness skills. Children are involved in weekly Bible lessons. Weekly swimming is provided to the 5 day class.

All children are encouraged to demonstrate responsible classroom habits. Following an activity students are expected to help pick up toys, clear away papers and other items used during different activities. Hands are to be washed before and after snack are eaten.

Having the children follow a daily routine develops a sense of personal belonging and stresses the individual self-esteem by giving a positive approach to success.

## Outside Activities

Classes are taken outside when the weather permits. Children experience fine and gross motor skill development through using various pieces of equipment including age appropriate playground equipment, balance beam, balls, parachute, etc. Games are also introduced to promote group play.

## Special Classroom Activities

During the school year, each class has special events as a part of the classroom schedule. Usually these include parent participation. (Please note, when reference to "parent participation" this could also include grandparent, guardian or designated substitute.) The activities are designed to enhance a specific teaching unit or provide parents the opportunity to participate in the preschool program. They are designed to be developmentally appropriate for the students.

- **BIRTHDAYS**--Children are encouraged to celebrate their birthday with the class. The child can provide a snack of choice that day. The class helps to celebrate the day with special items prepared by the teacher.
- **FIELD TRIPS**—We ask that parents drive their children to field trip locations. However, we make every attempt to include all children in field trips if parents are unable to attend. Teachers not allowed to drive children in their own cars for liability reasons. The teacher is in charge of the overall discipline and direction of the group. Field trip permission slips are required for all children.
- **SPECIAL EVENTS**--During the course of the year the teacher may incorporate special events for family or classmates to celebrate time together as a part of the class schedule. These may include Father' Day, Mother's Teas or Thanksgiving Feasts.

## LANGUAGE DEVELOPMENT, READINESS SKILLS, and MUSIC & MOTION

Large group activities are teacher directed to develop listening, thinking and reasoning skills. Participation in group discussions, songs and finger plays increases communication skills. Language development, reading and math readiness skills are enhanced by large group activities in which each child takes an active part.

## Art

At least one art activity and one oral reading are a part of the daily class activity. These varied activities include coloring, cutting, gluing and designing skills. Creativity is encouraged for individual success and interpretation. Various materials are incorporated for tasks to give a wide scope of opportunity for expression.

Projects include puppets, mobiles, models, hats and 3-dimensional displays. Various media include paper, clay, nature items and many others.

## Circle Time

This activity includes discussion of the calendar and weather. The class gives the Pledge of Allegiance. A story is read or told with visual aids and is followed by a discussion.



## Choice Time / Center Time

The largest block of time is titled "Centers". This is a multi-dimensional activity time. Children are encouraged to paint, role-play (dress-up, pretend cooking, puppetry) & develop motor skills through blocks, vehicle play, puzzles, water tables, cutting, tracing, & play dough. Skills are introduced and enhanced in different approaches.

## Classroom Structure

Class	Hours	Days
3 yr old class	9:30-12:30	TUE & THU
3 yr old class	9:15-12:15	MON, WED, FRI
4 yr old class	9:30-12:30	TUE, WED, THU
4 yr half day	9:00-12:00	TUE-FRI
4 yr full day	9:00-3:00	MON-FRI
Jr. Kindergarten	9:30-1:30	MON-FRI

## Closing Time And Changes

Holiday schedules follow the County Public School system calendar. Exceptions to this are the early dismissal days for holidays, and examination days. Due to inclement weather conditions, school may open late or close early. County announcements will be aired on local radio and television. When County schools are closed, YMCA Preschool is also closed. When school is delayed for 2 hours, the YMCA Preschool will be on a 2 hour delay. All classes will then extend the day for 1 extra hour except the Jr Kindergarten and full day 4's. When school is delayed for 1 hour, preschool is delayed for 1 hour and end on time. **A day that school is closed due to inclement weather, the day is not made up nor is tuition refunded.**

## Identifying Where Children Are

When the class is on a field trip, the teacher will have a list of children attending and all emergency numbers needed. When the class is at the gym or playground, the teacher or aide will supervise and have the attendance list with them. When a natural disaster happens, the teacher will follow all procedures as set forth in our emergency manual.

The YMCA will do everything to assume the safety of your child. In the case of an emergency (missing, ill or injured child), the YMCA will notify the parents and the necessary emergency network immediately.

**The YMCA Preschool Education Department seeks to help your child develop a healthy mind, body and spirit through the promotion of Christian values.**

**The Rappahannock Area YMCA is a non-profit organization committed to serving people of all ages, races, religions, abilities and income levels.**

**The Rappahannock Area YMCA will report suspected child abuse under Virginia Code Section 63.1-248.3.**

## Organizational Chart

Director of Operations	Scott Edson
Youth Director	Melissa Graham
Preschool Manager	Pat Ramos
Preschool Lead Teachers	
Preschool Teacher Aides	



## Rappahannock Area YMCA Preschool Special Educational Needs Policy

The Rappahannock Area YMCA welcomes the inclusion of children with individual needs. Children have the right to be educated and to develop their full potential. We believe that having an inclusive policy benefits all children, and is a positive experience that reflects the diversity of our society.

### YMCA Goals

- To value all children equally and to provide opportunities for equal access to the curriculum
- To plan our curriculum to meet the needs of individual children
- To recognize that some children will need additional support to ensure access to the whole curriculum
- To work in true partnership with parents, valuing their views and keeping them fully involved in their child's education
- To work collaboratively with other agencies to meet the child's individual needs, for example the local authority, health officials, and voluntary groups where necessary

The Rappahannock Area YMCA will accept children with special needs into the Preschool Program and will make reasonable effort to accommodate the child without fundamentally altering the program.

The Preschool Program recognizes the needs of the individual child as well as the needs of the group of children. The Rappahannock Area YMCA is not able to provide personal assistants for children with special needs. The family is responsible if a child needs a personal assistant.

The Rappahannock Area YMCA recognizes the partnership between the parents and the preschool staff. The Preschool Manager will meet with the family of the special needs child before the child is placed in the program. The Preschool Manager will determine the best support for the child, monitor and review the program for the child and coordinate any special assistance that may be required.

## The YMCA's Healthy Eating and Physical Activity Standards for our Early Childhood Education Program

Below is a list of standards and the action we are taking to help promote healthy eating and physical activity (HEPA) with both our preschool participants and their families.

Standard	Action
Parent Engagement	Engage parents/care givers using informational materials and/or activities focused on healthy eating and physical activity a minimum of once a quarter (four times)
Physical Activity	Provide opportunities for moderate and vigorous physical activity for at least 60 minutes per day for our full day class and at least 30 minutes per day for our half day classes. This time can be continuous or broken down into smaller increments. Active play will take place outdoors whenever possible.  The Y staff will model active living related to physical activity by participating in physical activities with the children.
Screen Time	There will be no screen time unless the class is having a celebration. These celebrations will not be offered more than once per month. When screen time is offered, it must not include marketing of unhealthy foods.
Food	Parents of the children in our program are encouraged to bring healthy foods.  The children are encouraged to serve themselves with staff assistance.  The staff will sit with children during mealtimes and model healthy eating behaviors at all times.
Beverages	Parents are encouraged to provide low sugar options for their child's meals.  Water and milk are excellent options.



## Parent Acknowledgement of Handbook

This is to certify that I have received, read, and understood the Ron Rosner Family YMCA Preschool program parent information packet and Outdoor Play Policy for the 2018-2019 school year.

I agree to and will abide by all policies and procedures set forth in the parent packet and understand that this form will be made part of my child's registration packet and placed in their file.

Child's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_