



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**King George Family YMCA
10545 Kings Highway
King George, VA 22485
540-775-9622
www.family-ymca.org**

**Preschool Manager: Wendy Payne
wpayne@family-ymca.org
540-775-9622 x3023**

Thank you for choosing



**We look forward to a great
year!**



King George Family YMCA Preschool Parent Handbook 2018-2019

YMCA PRESCHOOL
BUILDING STRONGER FUTURES
grow. learn. thrive.



The KG YMCA Preschool is licensed by the state of Virginia and is rated by the Smart Beginnings of Virginia program. All of our teachers are CPR and First Aid certified and receive ongoing professional development trainings. A Child Care Tax Statement will be provided each January.

Please Note: In this manual, the reference to "parent" may also include grandparent, guardian, and/or designated substitute.



Rappahannock Area YMCA Mission Statement

To put Christian principles into practice through programs that build 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.

The Rappahannock Area YMCA is a not-for 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

TABLE OF CONTENTS

Eligibility & Enrollment.....	Page 4
Program Objectives.....	Page 4
Class Schedule.....	Page 5
Classroom Structure.....	Page 6
Procedures.....	Page 7
Special Events.....	Page 8
Discipline.....	Page 9
Illness.....	Page 10
Safety & Security.....	Page 10
Parent/Teacher Communications.....	Page 11
Visitors.....	Page 11
Supply List.....	Page 11
Clothing.....	Page 11
Swim Lessons.....	Page 12
Kindercamp.....	Page 13
Mission Statement.....	Page 14



1. ELIGIBILITY AND ENROLLMENT

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

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. For more information, please refer to our Special Educational Needs Policy.

2. PROGRAM OBJECTIVES

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

Social, emotional, and language development
Positive self-awareness
Positive group relationships
Safety and health standards
Reading, writing, math, and science readiness

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



12. KINDERCAMP

Each summer the King George YMCA Preschool offers a ten-week Kindercamp experience. Our day is filled with a variety of activities for children based on a weekly theme. Kindercamp runs Tuesday, Wednesday, and Thursday from 9:30-12:30 each week. Each themed week allows the children to explore new topics and to continue building social and academic skills. In addition, the program is enriched with water play, outdoor play, and gross-motor activities. Children may be enrolled in the weeks individually, or may be enrolled in all ten weeks. Below is a sample of the themed sessions:

Science Explorers
A Bug's Life
Space Adventures
Patriotic Pride
Super Heroes
Dinosaurs
Camping
Making a Masterpiece
Safari
Under the Sea

Registration for Kindercamp begins April 1st of each year.



11. SWIM LESSONS

The 5-day, 4-year old class participates in swim lessons once a week. Children should arrive at school on swim days with their swim suit under their clothing and with a towel. We recommend two piece "tankinis" for girls to facilitate easier bathroom breaks. Dismissal on swim days will take place on the pool deck. The table below illustrates the progression used by the swim instructors for the lessons.

Stages of Learning



SWIM STARTERS Parent & child lessons		SWIM BASICS Recommended skills for all to have around water			SWIM STROKES Skills to support a healthy lifestyle			PATHWAYS Specialized tracks
A Water Discovery	B Water Exploration	1 Water Acclimation	2 Water Movement	3 Water Stamina	4 Stroke Introduction	5 Stroke Development	6 Stroke Mechanics	Competition Leadership Recreation
Blow bubbles on surface, assisted Front tow chin in water, assisted Water exit parent & child together Water entry parent & child together Back float assisted, head on shoulder Roll assisted Front float chin in water, assisted Back tow assisted, head on shoulder Wall grab assisted	Blow bubbles mouth & nose submerged, assisted Front tow blow bubbles, assisted Water exit assisted Water entry assisted Back float assisted, head on chest Roll assisted Front float blow bubbles, assisted Back tow assisted, head on chest Monkey crawl assisted, on edge, 5 ft.	Submerge bob independently Front glide assisted, to wall, 5 ft. Water exit independently Jump, push, turn, grab assisted Back float assisted, 10 secs., recover independently Roll assisted Front float assisted, 10 secs., recover independently Back glide assisted, at wall, 5 ft. Swim, float, swim assisted, 10 ft.	Submerge look at object on bottom Front glide 10 ft. (5 ft. preschool) Water exit independently Jump, push, turn, grab 10 yd. Swim on back 15 yd. (10 yd. preschool) Roll Front float 20 secs. (10 secs. preschool) Back glide 10 ft. (5 ft. preschool) Tread water 10 secs., near wall, & exit Swim, float, swim 5 yd.	Submerge retrieve object in chest-deep water Swim on front 15 yd. (10 yd. preschool) Water exit independently Jump, swim, grab 10 yd. Swim on back 15 yd. (10 yd. preschool) Roll Tread water 1 min. & exit (30 secs. preschool) Swim, float, swim 25 yd. (15 yd. preschool)	Endurance any stroke or combination of strokes, 25 yd. Front crawl rotary breathing, 15 yd. Back crawl 15 yd. Dive sitting Resting stroke elementary backstroke, 15 yd. Tread water scissor & whip kick, 1 min. Breaststroke kick, 15 yd. Butterfly kick, 15 yd.	Endurance any stroke or combination of strokes, 50 yd. Front crawl bent-arm recovery, 25 yd. Back crawl pull, 25 yd. Dive kneeling Resting stroke sidestroke, 25 yd. Tread water scissor & whip kick, 2 mins. Breaststroke 25 yd. Butterfly simultaneous arm action & kick, 15 yd.	Endurance any stroke or combination of strokes, 150 yd. Front crawl flip turn, 50 yd. Back crawl pull & flip turn, 50 yd. Dive standing Resting stroke elementary backstroke or sidestroke, 50 yd. Tread water retrieve object off bottom, tread 1 min. Breaststroke open turn, 50 yd. Butterfly 25 yd.	Competition Leadership Recreation

Copyright © 2016 by YMCA of the USA. All rights reserved.

YMCA Swim Lessons | V6

3. CLASS SCHEDULE

3 Year Old Class	(2 days)	9:30-12:30	Tues/Thurs
3 Year Old Class	(3 days)	9:30-12:30	Mon/Wed/Fri
4 Year Old Class	(3 days)	9:30-1:00	Tues, Wed, & Thurs
4 Year Old Class	(5 days)	9:30-1:00	Mon-Fri

The calendar year will be decided based on the King George County school calendar. The start date will be announced as soon as information from the county schools available.

Closing/ Time Changes

- When King George County schools are closed, the YMCA Preschool is closed. On early dismissal days for KG Elementary Schools, the preschool releases at noon.

Inclement Weather

- When King George County schools are closed due to inclement weather, the YMCA Preschool is closed.
- When King George County schools are delayed 1 hour, the YMCA Preschool is delayed 1 hour.
- When KG County schools are delayed 2 hours, preschool will be held from 11:30am-1:30pm.
- Days that school is closed due to inclement weather are not made up. No tuition will be refunded.



4. CLASSROOM STRUCTURE

The Preschool uses a thematic approach to teach different units of study. The curriculum will provide students with the opportunity to ask questions, explore new ideas, and engage in a wide variety of learning activities and experiences.

In all class activities, each child is helped at his/her developmental level to assure successful completion of the task presented.

Peer socialization and creativity is encouraged with limited teacher intervention.

CIRCLE TIME—whole group activity includes:

- Calendar
- Weather
- Pledge of Allegiance
- Story time and related discussion
- Songs/Poems

CENTERS—individual and small group activities include:

- Teacher directed instruction (shapes, numbers, alphabet, handwriting)
- Art projects (cutting, painting, coloring)
- Role-play (dress-up, pretend cooking, puppetry),
- Motor skill development (block building, vehicle play, puzzles, clay, or water table)
- Science (measurements, exploration)

OUTSIDE/GYM ACTIVITIES—

- Children experience fine and gross motor skill development using various pieces of equipment
- Games are also introduced to promote group play

SNACKS—We are a PEANUT SAFE ZONE!

- Each student in the 3-year old class supplies his/her own healthy snack, drink, paper products, and utensils. The children in the 4-year old classes should bring their own healthy lunch, drink, paper products, and utensils.
- Snacks should be transported in an appropriate snack/lunch container labeled with child's first and last name.

10. MISCELLANEOUS

Parent/Teacher Communications

- Monthly newsletters provide classroom information
 - Calendars are issued once per month outlining the schedule
 - Conferences are scheduled in the middle and at the end of the year.
- Special conferences can be called by the teacher or parents at any time.

Visitors

- Parents are welcome to visit the preschool. All visitors are to notify the teacher.
- An unexpected visitor may interrupt or distract the class.

Supply List

Students will be asked to bring in supplies to the class. The following is an **example of the supplies** that may be needed. A detailed list will be available before the school year begins.

- *One white 3 ring binder (1in.)
- *Ten Glue Sticks
- *One box Crayola Crayons (24)
- *Two Bottles Elmer's Glue
- *One tray watercolor paints
- *One Bottle Tacky Brand Glue
- *One box regular Crayola Markers
- *2 Black Sharpie markers (boys)
- *One roll masking tape (boys)
- *One Roll Painters Tape (girls)
- *Two rolls paper towels
- *One box baby wipes
- *One box Tissues
- *Two containers Clorox Wipes
- *1 pkg Clear Sheet Protectors

(A cap and gown fee will be due in Feb. 2018 for the 4 year old classes.)

Clothing

Students should dress appropriately for art activities and outdoor/gym play. Please maintain a full change of clothes in your child's backpack (underwear, socks, pants and shirt).

8. ILLNESS

Children showing signs of illness should stay at home. They will not be able to perform well and may cause discomfort for other students. Parents **must** contact the YMCA within 24 hours of a child's diagnosis of a communicable disease.

Some guidelines for keeping your child at home include:

- Fever greater than 100 degrees within the past 24 hours
- Vomiting or diarrhea within the past 24 hours
- Conjunctivitis; eye drainage yellow/green until on antibiotics for at least 24 hours
- Impetigo: skin lesions draining a yellow discharge
- Chicken Pox: contagious until all lesions have dried and scabbed over (7-20 days)
- Strep Throat: until on antibiotics for at least 24 hours
- Cough: productive of colored sputum

If a child becomes ill at school, parents will be notified to pick up their child.

9. SAFETY & SECURITY

A list of the children, their allergies, and their emergency contact will be maintained and in the teacher's possession at all times.

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

In the event of a natural disaster, the teacher will follow all procedures set forth in the Emergency Action Plan Manual.

5. PROCEDURES

PAYMENT OF TUITION—Tuition is due by the 1st of every month.

- There will be a \$10 late fee charged on the 2nd.
- If the tuition is not paid, your child will be unenrolled from the program until all payments are current.
- Parents are encouraged to sign up for automatic draft from bank or credit accounts.
- A \$20 service charge is applied for insufficient funds/declined card.

Please notify the preschool manager if special arrangements need to be made. The YMCA wants every child to be able to finish the program.

WITHDRAWAL—If, for any reason, parents decide to withdraw the child from the program, the YMCA requires a one month notice to fill the space and refund any additional payments.

ARRIVAL/DEPARTURE—

- Parents must sign student in upon arrival
- At end of the day, parents are expected to present a photo ID when signing the student out.
- Please be punctual, not more than five minutes early or late. If you are late picking up your child, please call the YMCA. A \$20 fee is applied the first fifteen minutes and \$1 per minute thereafter. Late pickup fees must be paid within 3 days. Children may not return to class until the late pickup fee is paid, if it is not paid by the third day.

ATTENDANCE—Parents are encouraged to notify the school if a student is going to be absent, especially for extended periods of time.



6. SPECIAL EVENTS

BIRTHDAYS—Children are encouraged to celebrate their birthdays in class. A healthy treat or a non-edible prize can be brought in for all to share, if desired.

FIELD TRIPS—

- Parents are responsible for arranging transportation for their child to and from a destination.
- All passengers must have and use a seatbelt.
- Teachers are not permitted to transport students in their own personal vehicles.
- The teacher is in charge of overall discipline and direction of the group while on site.
- Some trips may require additional fees.

CELEBRATIONS—May include events such as:

- Holiday parties
- Student programs
- Special thematic activities (teddy bear picnic, pajama party)

Parent participation is encouraged!

SPECIAL GUESTS—may be invited to enhance our thematic lessons, some examples include:

- Firemen & Police
- Fitness instructors
- Smoot Memorial Librarian

If parents have a special skill they would like to share with the class, please talk to the Preschool Manager.



7. DISCIPLINE

In order to promote a positive and orderly learning environment, standards of conduct are enforced. 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).

Positive reinforcement by the teacher and peers builds self-esteem. We use this approach to help 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 tables or in a group, leaving others' personal belongings alone, bathroom privacy, and acceptable eating habits.

For most classroom disruptions, children are given redirection. If the inappropriate behavior continues the child may be given a "reflection time." The teacher and the student will discuss how the student should act differently before the child returns to the group.

For physical abuse to fellow classmates, children are immediately separated from the group. The teacher will discuss the situation individually with all parties.

If improper behavior persists to interrupt the class, parents will be notified. If improper behavior persists after parents are notified, the YMCA reserves the right to dismiss the child immediately.

