

YMCA Preschool Program

Program content:

We strive to prepare your child both academically and emotionally for the challenges that lie ahead. Our goal is to create an environment that is warm, loving and fun yet blended with structure and mental challenge.

Curriculum:

Our curriculum is characterized as a developmental learning program where children learn through play. The program is designed to challenge a child's cognitive, social, fine and gross motor skills.

Letter and Number Introduction
Geometric Shapes
Basic Math Skills – Counting, Charting and Graphing
Manipulatives and Puzzles
Colors
Basic Phonics
Fingerplay and storytime
Science – Seasons, Weather, Animals, Plants
Time, Calendar, Days of the Week
Music
Art
Physical Movement

Sample Daily Schedule:

- 8:50 - 9:30 - Welcome / Check-in; Free Centers
- 9:30 - 9:45 - Bathroom / Clean up
- 9:45 - 10:00 - Snack
- 10:00 - 10:20 - Circle time
- 10:20 - 11:15 - Directed Centers
- 11:15 - 11:45 - Outside
- 11:45 - 12:45 - Bathroom / Lunch
- 12:15 - 12:30 - Story Time
- 12:30 - 1:00 - Wrap up of the day

Age: 3 – 5 years old and must be **completely toilet trained**.

All children must be 3 by June 1st of 2008 to participate in the 2008-2009 school year. Children must be able to use our adult bathroom which is located down the hall from our room. Children should be able to wipe themselves after bowel movements. Teachers can help with buttons, snaps, etc.

Hours and Fee Structure

Hours: 9:00 AM - 1:00 PM

Children may arrive no earlier than 8:55. Prompt arrival each day will help ensure your child's success. Our program ends at 1:00 PM daily. Please notify the school if you anticipate being late for pick-up. A late charge of \$5.00 per child is assessed for every 15 minutes and must be paid with monthly bills. This fee may be waived in certain instances.

Fees: Registration Fee \$30.00 (Non-refundable/ Non-transferable)

Members Monthly Fee - \$375.00

Non-Members Monthly Fee - \$425.00

Fee Payments:

All fees are due by the 15th of the month. If payment for the current month has not been received by 8:30 PM on the 15th, a late fee of \$10.00 per child will automatically be added to the existing balance. Unfortunately, if an outstanding balance remains at the end of the month, the child will be withdrawn and his/her spot made available to another child. There is a \$10.00 non-sufficient funds charge for all returned checks. After a second NSF charge, only cash will be accepted.

Absentee Policy:

Please notify the front desk if your child will not be present on a specific day. Refunds will not be given due to absence.

Withdrawal from the YMCA Preschool:

You are responsible for paying tuition unless and until your child has been officially withdrawn from the program. A written notification must be received by the Youth Director 30 days **prior** to your child's withdrawal or 30 days **prior** to the start of school.

Pick-Up Policy:

Your child will be released only to those authorized in writing in your filed paperwork. If any other person is to pick your child up, we must have your permission in writing. The Ride Permission Form is in your information folder. Additional copies are on the parent bulletin board. Please be sure to leave your child's car seat in the morning. No child will be released without a car seat.

YMCA Preschool Schedule:

Our program follows the Chapel Hill -Carrboro City School schedule. We will not have preschool on the days the Chapel Hill- Carrboro City Schools are closed. A list of the Preschool schedule for 2008 - 2009 is provided at the end of this packet. Reminders will be posted and given to parents in advance of days off.

Snow and Hurricane Days:

When the Chapel Hill- Carrboro City Schools are closed due to inclement weather or for other reasons, the YMCA Preschool will also be **closed**.

When CHCCS schools are on Delayed Opening, our program will open regular hours:

When CHCCS schools are Closed Early, the Executive Director will make a decision regarding the time the program will be closed and in the event it is before preschool ends, all parents will be contacted.

Please listen for announcements on school closings on local radio (WCHL) and television stations WRAL (5) and WTVD (11). There will be **no make-up days** for weather related closures.

Open House:

An Open House for your family will be held before the official opening of school. Your child will have an opportunity to meet the teachers, visit the classroom, playground and other YMCA facilities. Invitations for the Open House will be mailed to your child in August informing you of the date and time.

Supplies:

A list of necessary school supplies will be distributed at the open house. Please return these items as soon as possible. You will be notified during the year if any items need to be replenished. Additionally, a preschool wish list will be posted on the parent bulletin board. We appreciate your generous support of the program.

Children's Clothing:

Play at the YMCA includes all types of artistic and creative activities both indoors and out. Clothing should be durable, casual and washable. Rubber-soled shoes are safer than hard-soled or open toed sandals. All "Take-Off" clothing and other items brought to school should be clearly labeled with your child's name. All clothing and outerwear should be easy for children to manage themselves. Please remember we will use the playground daily unless extremely cold or wet. Please send appropriate outerwear for your child.

Extra Clothing:

Please have a complete change of weather appropriate clothing available (pants, shirt underclothes and socks) at all times. Please keep this set of clothing in your child's backpack.

Lunch:

Your child should bring a packed lunch clearly marked with their name each day. We encourage you to pack nutritious lunches with no candy or gum. Children must finish their "healthy foods" before indulging in sweets. Sharing or trading of lunch items is not permitted. Peanut butter, crackers and fruit will be provided if a child's lunch is forgotten.

Snack:

Morning snack will be served each day. Snacks will be provided the first week of school. Thereafter, each child will be responsible for providing the snack about once a month. A snack sign-up sheet will be posted on the parent bulletin board. You will receive a reminder on the Friday preceding your turn. Please involve your child in making the snack selection. Again, we encourage good, healthy snacks rather than sweets. We also ask that you provide bottled water as the drink.

Restroom Breaks:

Each student must be potty trained when they start the preschool program. We understand that accidents may occur, however, children must be able to change into new clothes on their own. All students will use the restroom before snack time and lunch. No assistance will be given to the children while in the bathroom. If they need to use the restroom at other times, they will be escorted by an adult.

Health

Completed Health and Emergency Forms:

Your child must have a Health Form completed and signed by a physician on file, **prior** to entering preschool. All immunizations must be up-to-date in accordance with North Carolina regulations. Completed Emergency Treatment Forms and Emergency Contacts must also be on file.

Sickness:

If a child becomes sick at school, the parent will be called and notified. In the event you cannot be reached, we will call the first emergency contact person listed on your registration form.

Accidents:

We make every attempt to keep your child safe. In the event a medical emergency or serious injury arises, we will secure and provide any qualified medical care that is necessary according to emergency procedures. Your child may be transported to a doctor or hospital while we are attempting to contact you.

Exclusion Symptoms:

If your child is sick, they will be miserable at school and they will want you. If he/she is not well enough to participate in all activities, they should be kept at home. Please notify the teacher or senior program director within 24 hours if your child has developed a known communicable disease.

CHILDREN MUST BE FREE OF FEVER, VOMITING OR DIARRHEA FOR 24 HOURS BEFORE RETURNING TO SCHOOL. No Exceptions.

Medication Policy:

Medication that needs to be administered to a child during the school day should:

- A) Be given to the Senior Program Director in the original labeled container.
- B) A written note containing permission for the Director to administer the medication. It should include time and amount of dosage, dates to be given, complete parent contact information and physician contact information.

Activities

Swimming:

Children will swim 2 times a month. Parent volunteers will be needed at each swim. Sign-up sheet will be posted on the parent bulletin board.

Special Events

Birthday Celebrations:

Your child's birthday is a special occasion. Specials napkins with cookies, cupcakes/cake or a special treat are great ways for your child to share their birthday at school.

If you plan an outside birthday party and are NOT planning to invite everyone in the class do not use the cubbies for invitations or thank you notes. Please use the mail to avoid hurt feelings.

Holiday Parties:

We will have holiday celebrations for Halloween, Thanksgiving, Christmas, Valentines Day and Easter. Parents will plan and assist in the execution of each party. A sign-up sheet will be posted at the beginning of the school year. We encourage your participation in this fun-filled aspect of preschool. All parties will be held at the YMCA.

Field Trips:

The class will take several field trips throughout the year. Past trips have included the Pumpkin Patch, Museum of Life and Science, and the Botanical Gardens. Parents are encouraged to participate as chaperones. The Senior Program Director will arrange transportation of the children.

Graduation:

A graduation ceremony will take place on the final day of school.

Discipline

Discipline Policy:

Guiding the behavior of the children, helping them develop a core of values and building healthy personalities are tasks we take seriously.

We believe children learn self-control when adults treat them with dignity and use discipline techniques such as:

- Setting clear, consistent limits for group behavior.
- Valuing mistakes as opportunities to learn.
- Immediate redirection to more acceptable behavior and activities.
- Listening to children talk about their feelings and frustrations.
- Guiding children to learn to use their own words to resolve conflicts.
- Modeling problem solving skills such as waiting patiently and turn taking.
- Consistent, patient reinforcement of the classroom rules and their rationale when needed.

If absolutely necessary, a one on one time out from the group to regain control will be used. This is not a punishment, but a guide to continued development in self-control. No child will ever be left alone or excluded from group activities.

A child who intentionally hits or uses other aggressive physical behavior toward another child will be dismissed for the remainder of the school day. A second offense will result in a parent/teacher conference to coordinate efforts to help the child improve behavior at preschool. The Senior Program Director reserves the right to remove any child from the program who exhibits repeated inappropriate behaviors.

Corporal punishment or abusive language (from adult or child) of any kind is not allowed in any program at the Chapel Hill-Carrboro YMCA.

2008-2009 Student Calendar

August 24	Open House
August 25	1 st Day of School for ½ of children
August 26	1 st Day of School for other ½ of children
August 27	1 st Day of School for all students
September 1	No School – Labor Day
September 30	No School – CHCS Workday
November 3	No School – CHCS Workday
November 4	No School – CHCS Workday
November 11	No School – CHCS Workday
November 26	No School – CHCS Workday
November 27-28	No School – Thanksgiving
Dec 22- Jan 2	No School – Winter Break
January 5	1 st Day of School 2009
January 19	No School – MLK Birthday
January 20	No School – CHCS Workday
February 27	No School – CHCS Workday
April 6 – 13	No School – Spring Break
May 25	Closed – Memorial Day
June 5	Last Day of School

Thank you for being a part of the YMCA Preschool Program where we build strong kids, strong families and strong communities.