

Monroe County YMCA

Y PRESCHOOL™

We build strong kids, strong families, strong communities.

2008 – 2009 Family Handbook



Y YMCA of
Southwest Illinois

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

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Our Program Values

YMCA childcare has a unique set of beliefs that have been handed down since the YMCA began in 1841. The YMCA is a volunteer, not-for-profit, charitable institution dedicated to the development of the whole person, **SPIRT, MIND, & BODY**.

YMCA Mission:

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

YMCA Values:

Caring: to demonstrate a sincere concern for others, for their needs and well-being. - Red

Honesty: to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs. - Blue

Respect: to treat others as I would want them to treat me, to value the worth of every person, including myself. – Yellow

Responsibility: to do what is right--what I ought to do, to be accountable for my choices of behavior and actions and my promises. – Green

YMCA Preschool provides a developmentally appropriate curriculum in a child-centered environment of warmth, friendliness and freedom. Your child will have opportunities for exploring, experimenting and questioning, which will encourage curiosity, creativity and expression. We provide an opportunity to develop self-confidence, creativity, social skills, and gross and fine motor skills.

We believe:

- In developing the whole child-emotionally, physically, intellectually and socially, while meeting each child's own needs and learning styles.
- Children have a right to a secure and developmentally appropriate environment, which foster cognitive, social, and emotional, and physical growth.
- Parents have a right to pursue education and/or career opportunities knowing that their child(ren) are being cared for in a safe and dependable environment.
- Parent participation and decision-making in their children(s) program develops personal growth, confidence in parenting, and service to others.

The policies outlined in this family handbook have been created with your child's care and safety as our top priority. We are constantly striving to make improvements in our program. We encourage parents to take an active role in our Preschool Program.

Program Information

Our Preschool Program follows a constructivist philosophy with open-ended art activities, science, fine & gross motor skills and hands-on discovery in a fun, enriching environment. The program is designed to prepare our rising kindergarteners for a smooth transition into their first year of school. We strive to create an environment that is warm, loving and fun, yet blended with structure and curriculum to challenge our preschoolers.

The preschool program includes times for self-directed activities, teacher-directed activities and group activities.

Unstructured Time – allowing each child to initiative activities independently through art, dramatic play, learning games, science table, building blocks, puzzles, and other manipulative activities.

Structured Time – children will participate in a number of activities such as group time, story time, field trips, special events, small groups, music & movement, large motor activities, and much more.

LEARNING ENVIRONMENT

The YMCA Preschool program-learning environment consists of the following:

INTEREST CENTERS: <ul style="list-style-type: none">• Dramatic Play/Housekeeping• Blocks• Art and Construction Area• Manipulative Area• Science/Math Area• Sensory Area (Water/Sand)• Language/Writing Area• Physical Development Area• Music Area• Computer Area	SPECIAL ACTIVITIES: <ul style="list-style-type: none">• Guest Speakers• Pre-School/Kindergarten Activities• Cooking• Story Time• Cultural Awareness• Group Games• Field Trips• Outdoor Environment• Emergency Drills	<ul style="list-style-type: none">• Swim Class (additional charge to participate)• Family Events/Activities VOLUNTEER INVOLVEMENT: <ul style="list-style-type: none">• Parent sharing special topics• Community visitors• High school/college students• Fundraising
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NUTRITIONAL PROGRAM

- Your child/children's daily nutritional needs are met through planned, balanced snacks that follow USDA guidelines. Menus are posted weekly.
- If your child has a food allergy or other special nutritional need, we must have a statement explaining this need signed by your physician.
- Only staff may serve children due to Department of Health and Sanitation regulations.
- Please do not bring your child to the program with food, drinks, etc. Only program prepared food is allowed to be served.

Registration

A registration fee of \$25.00 for YMCA members and \$35.00 for non-members must be paid at the time of registration. This is a non-refundable, non-transferable fee.

All forms in the Enrollment Packet must be completed in full, NO BLANK SPACES, before the first day of attendance. Omitting information is falsification of the document. Failure to describe and all pertinent information about your child can lead to termination of the participation on the program. Immunizations must be up-to-date and listed on the enrollment form.

It is important that you notify us of any changes in address, phone numbers, authorized pick-up, etc. Legal documents must be on file regarding divorce/custody arrangements, i.e. original or notarized copy of custodian.

The time and date(s) stated on legal documents for child pick up by non-custodial parent will be strictly followed:

- Divorce decree instructions, court order or document supersedes all Preschool policies listed in Family Handbook.
- A legal restraining order must be on file at the YMCA if biological/adoptive parent is not allowed to pick up child.
- Per YMCA and Department of Health licensing regulations, child's files will be retained and remain the property of the YMCA.
- All enrollment forms on each individual child are kept strictly confidential. They will only be shown to YMCA staff, Department of Health, Family Services, or custodial parents.
- Should the custodial parent wish to view or obtain copies of the child's file, a notarized written request must be submitted. See the Preschool Director for required forms.
- The YMCA reserves the right to require an official court ordered subpoena for release of records.
- **In the case of a legal court order or document, the YMCA will follow and enforce the court or as written. NO EXCEPTIONS.**

Payments

The program tuition is charged on a monthly basis that is payable the first day of each month. Please read over the payment agreement carefully, these guidelines are strictly enforced:

- Payment is due by the first day of each month. If the first day of the month falls on a weekend or holiday, then payment will be due by the following day. See payment schedule on page????
- Checks or money orders are made payable to the YMCA. Credit card and cash payments may be made at the YMCA Service Center.
- Receipts may be picked up in your Parent folder. Please notify the Preschool Director if you have not received a receipt.
- It will not be the YMCA's responsibility to intervene with divorce or separated parent's financial arrangements.
- No prorating for illness, holidays, or other unforeseen events.
- No pre-dated checks will be accepted.
- Child care payments are tax deductible; **keep your receipts for tax time.** The YMCA of Southwest Illinois Federal Tax ID Number is 37-0673565.

Refunds/Withdrawals

The YMCA schedules staff and supplies based upon scheduled attendance and fees paid. Thus, **no fees will be refunded.** If your child withdraws from the program, re-admittance must be cleared through the SACC program director and fees paid to date.

Late Payments

Your timely payments are crucial to the survival of our program.

- A \$5.00 per day late fee will be applied beginning on the second day that your payment is due.
- If your payment is not received within 10 working days of the initial missed payment, your child's enrollment at the YMCA Preschool Program will be terminated, unless payment arrangements have been discussed with Preschool Director.

Financial Assistance

No one will be denied participation in any YMCA program because of inability to pay the full fee. Financial Assistance Application Forms are available through YMCA Service Center. Upon completion of the application, the applicant will be reviewed by the Executive Director.

Financial Assistance is made possible by YMCA Partner with Youth Campaign.

Sign In / Sign Out

The YMCA is committed to the greatest possible protection of the children entrusted in our care. We require that an adult who is at least 16 years old sign in and/or out each child participating in our program. An adult picking up a child from the program must be identified on the child's enrollment form as authorized to pick up the child. It is important that the enrollment form be current. Parents or guardians may modify the registration form at anytime by changing the form at the YMCA. **Under no circumstances will the YMCA modify the registration form via telephone or facsimile.**

For your child's safety, photo identification may be required when picking up a child.

Please remember, the YMCA will not release a child to anyone not specifically identified on the list of EMERGENCY CONTACTS/AUTHORIZED ADULT(S) TO PICK UP CHILD on the enrollment form. Procedures for "Unclaimed Child" will be followed.

In the event parents are divorced or separated, we will release the child to either parent unless a court order states otherwise. Parents who are divorced or separated should submit a copy of the court order, divorce decree or other legal documentation to prevent an unauthorized pickup by the non-custodial parent. Documentation will be kept in the child's file at the YMCA. It will be kept confidential.

Staff members are not allowed to sign in/out your child(ren).

Unclaimed Child / Late Fee

The Preschool program ends at 12:00 p.m. From 12:01 to 12:15 p.m., a late fee of \$15.00 per child is charged. During this time, the YMCA staff will attempt to contact a parent or emergency contact person to pick up the child. After 12:15 p.m., an additional late fee of \$1.00 per minute per child is charged for the time that a YMCA staff member is supervising your child. If no one can be contacted by 12:30 p.m. and the child is still at the YMCA, the local police will be contacted. DCFS will also be notified of the situation.

- Late fees must be paid within two days of the incident in order for the child to return to the program. Fees must be paid by check, money order, or cashiers check made payable to the YMCA.
- If police intervention is required, the child may be dismissed from the program immediately.
- ***After two (2) occurrences of picking your child up late, your child may be dismissed from the program.*** The official time will be determined by the clock located at the YMCA.

Emergency Closing Procedures

Notices of emergency school closings schedules are coordinated between the school district and area radio and TV stations. The YMCA Preschool program will not operate if the school districts dismiss early or cancel classes. Information about school schedules and/or closings is available on radio stations and most TV stations. It is the parents' responsibility to be aware of school closings.

Holidays

The YMCA Preschool Program is not open on major holidays, i.e. Thanksgiving, Christmas, New Years Day or Memorial Day.

School Absence

Please advise the YMCA Preschool Program staff and/or Preschool Director of any absences. **Fees are not adjustable for absences or illness.**

Field Trips

Occasionally, short trips or excursions may be planned. Notices of planned field trips will be posted in advance. Each parent will need to sign a permission slip before the child will be allowed to participate in the field trip. To ensure safety for every child, the YMCA Preschool requires a parent or guardian to attend on scheduled field trip days. It is that parent or guardian's responsibility to safely transport their child to the event.

Visits and Conferences

We invite you to visit the site any time and feel free to ask questions. Please consult with the Coordinator should any problem arise, whether at home, school, or at the site. We encourage an open-door policy and like to see parents involved in their child's activities. Cooperation and communication are important if your child is to receive maximum benefit from our program.

Photos

Periodically, photos are taken of the children for use in local papers, classrooms, bulletin boards, etc. We will ask you to sign a photo release form (see Enrollment Form) to allow your child to participate in these photos.

HEALTH AND MEDICAL INFORMATION

Children should not attend if they have: severe colds, fever of 101 or higher, undetermined rash or spots, severe headaches, upset stomach, or symptoms of extreme fatigue. Children arriving with any suspected illnesses will not be allowed to stay at the site. Parents will be notified if the child develops symptoms of illness during program. If the child has had a communicable disease, a doctor's written statement is required before the child will be permitted to return to the program. All symptoms must have disappeared. Releases may also be requested for extended illnesses.

Enrollment is not complete until the health information is complete (no blank spaces).

All enrollment forms are kept confidential. They will be kept on site.

Release of records – YMCA reserves the right to require an official court ordered subpoena for release of records.

DISTRUBUTION OF MEDICATION

Only prescription medication will be dispensed. A signed note from parents or guardians giving permission to give medication, including the time, date and amount to be given, must accompany medication. The Lead Teacher or Preschool Director may dispense only prescribed medication in the original container, which bears the original label displaying legible information stating the following:

- *Prescription number*
- *Prescription name*
- *Strength & quantity of the prescription*
- *Expiration date of any time-date prescription*
- *Directions for use*
- *Child's name*
- *Physician's name*
- *Date of original use, or refill, most recent date of issue*
- *Name & address of licensed pharmacy issuing the medication*

The parent or authorized adult must deliver all medication to the staff. All medicines will be kept in a locked container. Parents will be contacted immediately if the child refuses the medication.

EXCLUSION OF SICK CHILDREN

Any staff person may evaluate a child exhibiting any of the following symptoms as defined by State Health Communicable Disease Guidelines before being accepted or continuing in the program (i.e. health check):

Fever	If 100 F or above by mouth or 99 F under the arm, auxiliary or accompanied by other symptoms such as vomiting, diarrhea, behavioral change or undiagnosed rash. Children must be fever and symptom free before they can return to the program the following day
Respiratory Symptoms	Wheezing that occurs suddenly and is unexplained. Congestion that is severe.
Vomiting	If child vomits and has any other symptoms such as fever, behavioral change, abdominal pain or diarrhea.
Diarrhea	Loose, watery stool, if it is not food related (child ate too much corn or drank too much apple juice), if it is accompanied by symptoms such as fever, abdominal pain, or vomiting. If your

	child has two loose, watery stools within one hour, he/she will be sent home.
Behavior	If your child wants to sleep most of the time, does not eat, cries, and generally acts miserable, your child may be coming down with something. Please check your child for these symptoms before bringing him/her to the Preschool.
Congestion and/or Excessive Coughing	Excessive mucus from ears, eyes, nose, and mouth.
Other Symptoms	Such as fever, rash, swollen glands, vomiting, or stomachache accompanies sore throat or possible strep throat.

Our Preschool has a 24-hour rule: the child must be free of the symptoms 24 hours without medication before returning to the Preschool.

The Program Director will evaluate any unusual symptoms and decide whether or not child should be excluded from care.

The following diseases are communicable:

Disease	Symptoms
Impetigo	If infected sores or lesions are oozing and/or crusting. It is contagious and must be treated for 24 hours before a child may return
Lice	If lice or nits are found in the child's hair, the child may return after they have been treated and are free of lice and nits.
Thrush/Candida	If a child has creamy white spots or patches on inside of mouth (gums, cheeks or tongue) or in diaper area (detectable by smaller raised red spots or sore pustules), they must be treated before returning.
Roseolla	Child has a high fever for 48 hours followed by small red spots for a few days.
Scabies	If child has red, itchy areas in finger webbing, on the wrist, or under the armpit and says it itches at night.
Measles	If child has a rash accompanied by flu symptoms
Pinworm or Ringworm	If child is itching in rectal area, especially at night (pinworm). If child has a raised itchy spot resembling a hoop (ringworm).
Rash	If the cause of the rash is unknown.
Chicken Pox	If child has skin eruptions that not yet scabbed over and with or without a fever. Please let us know immediately if your child comes down with chicken pox so that we may inform other parents to watch their child/children for symptoms.
Conjunctivitis (Pink Eye)	If the eye is red or swollen and has drainage or oozing. It is highly contagious and must be medically treated for at least 24 hours before returning.
Fifths Disease	Child will exhibit a slapped red rash appearance on cheeks. Child is contagious before exhibiting symptoms.
Hand, Foot, and Mouth Disease	Mild fever and sore throat; 1 to 2 days later blisters or ulcers inside mouth, tonsils, gums, tongue, or cheek. Blisters or red spots appear on hands or soles of feet. Children usually get sick 3-6 days after exposure.
Strep or Possible Strep	Sore throat, tonsils, swollen neck glands, lack of appetite or tiredness. May be no more than sore throat or fever
Any Rare or Unexplained Contagious Disease	Child may return when symptoms have passed for 24 hours.

Physician's recommendation and written authorization are required for the return of children who have been diagnosed with a communicable disease to the YMCA Preschool Program. (Physician's written recommendation may not supersede YMCA policies or Director discretion.)

A parent/guardian will be notified by phone when a child displays any of the above symptoms. If the parent/guardian cannot be reached, the emergency party designated by the parent/guardian on the Enrollment Form will be contacted. The ill child will be isolated from all other children. Child must be picked up within one hour of call. Sign-out is required. A cot and bedding are provided and the child is made as comfortable as possible.

Communication between the YMCA Preschool Program and families is the best communicable disease prevention. Please notify the Director immediately of any communicable diseases and the YMCA Preschool Program will do likewise.

HYGIENE

Parents are expected to ensure their child/children's proper hygiene at all times. If there are any concerns, the Director or teacher will discuss this with the parent or guardian confidentially.

INJURY

If a child is injured, an Accident Report will be completed the same day and given to the YMCA office. An incident report will be placed in the child's file.

Minor injuries: Minor injuries will be treated as needed: washing, band-aid, ice pack. Parents will be given notification of the injury at pick-up time.

Major Injuries: If a major injury occurs, the Director, after evaluating the situation, will take whatever steps are deemed necessary to obtain the appropriate medical attention.

This may include the following options:

- Contact the parent.
- Contact an authorized person to pick up the child.
- Transport the injured child to the hospital via ambulance.

If 911 is called and the child is sent to the hospital, the Director will notify the parents and the Director of the Children's Center and Executive Director as soon as possible.

The YMCA does not provide accident insurance for your child. This will be the responsibility of the parent.

Accidents will be upsetting and traumatic for the other children. Staff persons who are not needed to deal with the injured child will move the other children to another area. Children will be allowed to ask questions and express their feelings about what has happened. Staff will not alarm the children with opinions of the outcome of the accident, but will be reassuring to the children.

CHILD ABUSE

The increasing incidence of reported child abuse has become a critical national concern. It is a special concern of the YMCA because of our organization's role as an advocate for children and our responsibility for enhancing the personal growth and development of both children and adults in all YMCA programs. Based upon our concern for children, parents

and YMCA staff, the following standard related to identifying signs of child abuse, reporting procedures, staff hiring practices and a code of conduct for parents and children have been developed.

DEFINITION OF CHILD ABUSE- Child abuse is damage, mistreatment, or neglect of a child by another person resulting in injury or harm to the child. Child abuse may be physical, verbal, emotional, or sexual.

REPORTING PROCEDURES- At the first report of suspicion of child abuse, the staff or volunteer observing the abuse, or the person to whom it has been reported, shall inform the Director. The Executive Director will be informed immediately.

The YMCA will make a report to the *Child Abuse and Neglect Hot Line at 1-800-25-ABUSE*. As licensed child care providers, this reporting is mandated by Illinois Law.

A call is made in "good faith," only reporting a suspicion. It is the Department of Family Service's responsibility to investigate the case.

PHYSICAL EXAMINATIONS

A current physical examination report, including immunizations list, tuberculin test and lead screen, must be on file for each child.

EMERGENCY MEDICAL TREATMENT

If there is a serious medical emergency requiring urgent medical attention, the YMCA will request ambulance service to the closest health care provider.

RELEASE OF PERSONAL INFORMATION

In the event of a medical emergency, the YMCA may release personal information on the child or family at the request of the health care provider. At no other time will personal information be released to anyone other than the Department of Children and Family Services without written consent of the parent or guardian.

YOUR CHILD AND THE YMCA PRESCHOOL

MY CHILD'S BELONGINGS

- Bring a complete change of clothes (socks, underwear, clothing suitable for current weather conditions). Please replace these items as they are sent home, outgrown, or as the weather changes.
- Reminder: Please label your child's belongings. This will help reduce misplaced or lost items. The YMCA is not responsible for lost clothing.
- Dress your child in clothing that is weather and appropriate and is suitable for a childcare environment.

HOW TO DRESS MY CHILD

- Select comfortable clothes that children can manage themselves. We discourage overalls, buttons, zippers down the back, and belts. We encourage clothing that can be exposed to paint, sand, and other sensory and craft materials.
- Closed-toe shoes are required. We encourage rubber-soled shoes.
- All children go outside. Please dress your child appropriately during the winter weather (heavy socks, coat, boots, gloves or mittens, and hat).
- Jewelry (bracelets, rings, necklaces, earrings) is prohibited unless it is worn for religious reasons.
- Money is prohibited.
- Toys from home are not allowed except during designated show-and-tell days.

TEMPERATURE GUIDELINES FOR OUTDOOR PLAY

Temperature (in degrees Fahrenheit)	Activity
95 and above	Limited time, quiet activities
90-95	10-15 minutes (dependent on humidity level)
32-90	Unlimited time
20-32	10-15 minutes
10-20	5 minutes
10 and below	No time outside

- If you feel your child's health does not permit them to go outside, then your child is not healthy enough to be at the Preschool Program at this time.
- If you want sunscreen applied to your child, you must provide us with the sunscreen.

ADJUSTMENT PERIOD

Your child will probably need a period of time to adjust to the new surroundings, teachers, volunteers, and other children even if your child has previously attended childcare. The staff will assist in the separation period. They are experienced with this situation and will be nurturing and caring. Feel free to call the Preschool Director when you arrive at your destination and ask how your child is doing. It is highly likely that your child will be busy playing and this information may ease your mind and help you concentrate on your tasks for the day.

It is best for your child if you say good-bye prior to entering the Children's Center and leave before he or she has a chance to get upset by the separation. However, it is still common for children to do one or more of the following:

- Cling to you and refuse to let go
- Throw a tantrum
- Forget their toilet-training/bed-wetting
- Lose their appetite
- Revert back to an old comfort/habit
- Wake up during the night/have bad dreams
- Express a desire to stay home

Usually these problems are temporary. If your child is treated lovingly but firmly, these behaviors should dissipate. If you are enthusiastic, your child will be, too! During this adjustment period, staff will send notes home to inform you of your child's progress. Please respond and let the staff know how things are going at home.

TOILET TRAINING

Your child must be toilet-trained. However, just in case, please send a change of clothing every day with your child. Please make sure all clothing is labeled with your child's name.

BIRTHDAYS

- Please notify staff if you want to bring a special snack for your child's birthday. Due to state regulation, only store-bought snacks are allowed. Sorry, no candles.
- We encourage families to honor birthdays by donating a book. This birthday book should be signed and dated. Thereafter, whenever the book is read, your child's birthday will be acknowledged.

DAILY PROCEDURES

- Your child must be escorted into and out of the Children's Center without exception. For their safety, please do not allow children to run ahead of you both into and out of the building.
- Classes will start promptly at 9:00 A.M.
- In accordance with state regulations, parents/guardians are required to sign their child in and out as they arrive and depart Preschool.
- Staff members are required to check all children for illness upon arrival. Your child will not be accepted into the Preschool if he or she has symptoms of a contagious disease or illness. If you feel your child's health does not permit them to go outside, we feel that they are not healthy enough to attend Preschool. When appropriate, parents may sunscreen if they would like it applied.

YMCA BEHAVIOR MANAGEMENT

It is the goal of the YMCA School Age Child Care program to guide children in becoming caring, honest, responsible and cooperative participants in the program. The YMCA uses only positive behavior management techniques to increase children's self esteem by helping them to become responsible for their own actions. It is important that children grow to respect themselves as well as the rights and feelings of others.

When a conflict arises concerning the rights of other people and/or property, our goal is to work with each child individually to solve the problem through effective communication and logical consequences. Other behavior management techniques, which include redirecting behavior, removal from a particular activity and parent consultation will be used in situations where conflicts continue.

The YMCA staff will never use physical aggressiveness to resolve conflicts and, similarly, we cannot allow others (including children) to do so while participating in the site.

Depending on the severity and frequency of incidents, such as fighting, inappropriate language, destruction of property, lack of regard for rules or the possession of inappropriate toys, or other weapons, a child may be suspended or expelled from the program. The following procedures will (unless severity or repetition of incident requires other action) be followed concerning suspension and/or expulsion

INAPPROPRIATE BEHAVIOR

Inappropriate behavior of any student toward any other student or staff member is strictly prohibited in the YMCA School Preschool Program. A student is any person enrolled in the YMCA Preschool Program. Inappropriate behavior is defined as sexual advances, requests for sexual favors, or other physical conduct of a sexual nature made by any student toward another student.

Students who believe they have been victims of, or have witnessed, inappropriate behavior must report the incident(s) to any YMCA Preschool Program staff person or program director immediately. Parents of a student who believe their child has been a victim of inappropriate behavior or witnessed such an incident must also report the incident(s) to any YMCA Preschool Program staff person and program director immediately. The staff member who receives the complaint shall promptly inform the program director who is designated to address such reports at the site. The program director along with the Executive Director will investigate the incident.

Any student accused of inappropriate behavior must be immediately suspended pending the outcome of the investigation. Any student found to have violated this policy by committing an act of inappropriate behavior shall be subject to disciplinary action, up to and including expulsion.

Confidentiality will be preserved consistent with applicable laws. If investigation of a student complaint results in reasonable cause to suspect that the student has been subjected to abuse or neglect, the matter will be reported in accordance with the YMCA Child Abuse Policies and state law.

DISCIPLINE

There is one specific rule at the YMCA Preschool: Act in ways to keep yourself, others, and property safe and unharmed.

Our program's philosophy is based on respect for the child's self-esteem, setting reasonable limits, and creating an environment that encourages self-discipline, problem solving, and conflict resolution. We see the opportunity to teach values of getting along with others and solving problems in a positive way and learning self-control as the key to a successful program. The staff is dedicated to working together with the children and parents to resolve any concerns that may arise. Our methods of discipline are:

- Setting an appropriate environment for programming.
- Having well-planned activities.
- Redirecting behavior by giving choices.
- Encouraging group discussions on problem solving.
- Offering special responsibilities that will help to build self-esteem (for example: special helpers, clean-up supervisor, snack helper).
- Rewarding children's successes and accomplishments.
- THE YMCA WILL NOT USE PHYSICAL PUNISHMENT.
- If a child endangers themselves or others, the child will be promptly and appropriately guided away from the situation.

STAFF SUPERVISION OF CHILDREN

- Children in YMCA programs will be supervised at all times.
- Staff members and volunteers are prohibited from associating with children in non-YMCA activities, such as baby-sitting or weekend trips.
- Staff providing direct care for children will be identified by a YMCA badge.

- Staff and volunteers should be alert to the physical and emotional state of all children and any sign of injury or suspected child abuse.

Parent Involvement

Child care is a partnership between the parent/caregiver and the child care provider. The YMCA welcomes parent /caregiver participation in programs and policy decision-making. This involvement contributes to the success of our program. We encourage parents/caregivers to visit the program, meet staff, and participate in our program. This can be done through volunteering in the classroom, special events, and parent meetings.

PARENT TABLE/BOARD

- Parent tables are important communication areas. Here you will find children's art, photographs of YMCA Preschool activities, community resources, newsletters, articles, calendar of events, lesson plans, event notices, etc.
- We encourage parents to bring in articles, community event notices, etc. to be shared.
- On the parent table, you will also find: Parent Communication Notebook, Sign In/Out Book, payment box and family mailboxes.

NEWSLETTERS

A monthly newsletter is sent out to each family. They only take a few minutes to read, but they contain a wealth of information. We encourage you to read them right away.

PARENT EVENTS

The YMCA Preschool Program conducts parent/family events. Please look for flyers in the communication folders.

PARENT VOLUNTEERS

All parents are encouraged to volunteer their time and services to our Preschool. Parent participation is a rich tradition here. You can visit any time, have a snack with your child, share your cultural heritage, go on field trips, make small repairs as needed, etc.

FUNDRAISERS

The YMCA Preschool Program will conduct fundraising events. Proceeds will be used to help replace the many toys and materials needed to provide a rich learning environment for your child. These fundraisers may also help with the YMCA Partner with Youth Campaign. More information on the actual fundraisers will be posted on the parent bulletin boards and in your child's mailbox.

2008-2009 Payment Schedule

Payment Deadline	
September	9/15/08
October	10/1/08
November	11/3/08
December	12/1/08
January	1/12/08
February	2/1/08
March	3/1/08
April	4/1/08
May	5/1/08

Program Office

The Preschool Program Office is located in the Monroe County YMCA Children's Center:

Monroe County YMCA
9514 Caring Way, PO Box 617
618.281.9622
E-Mail: vclark@ymcaswil.org

A listing of staff will be given to parents at the beginning of the school year and updated when needed. An emergency phone number will also be distributed to parents.

Payment Records / Income Tax Information

You will need this information when preparing your tax forms:

Care Provider: YMCA of Southwest Illinois
424 Lebanon Avenue
Belleville, Illinois 62220

Federal Tax ID # 37-0673565

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