

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

**Preschool Manager: Victoria Arcement
Youth Director: Keri Raich**

**Thank you
for choosing the YMCA**

We look forward to a great year!

Revised 01/12

Parent Handbook

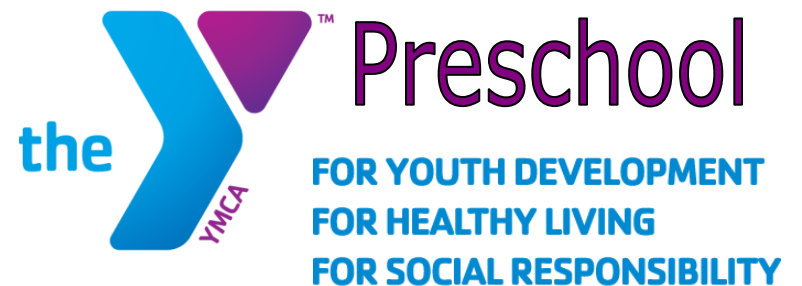
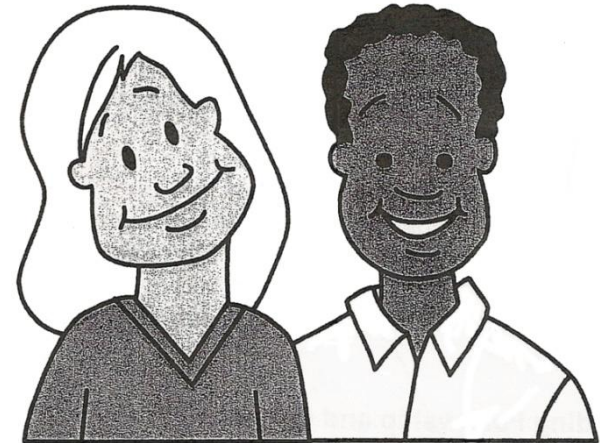




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Please Note: In this manual, the reference to “parent” may also include grandparent, guardian and/or designated substitute.

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





10. MISCELLANEOUS

Parent/Teacher Communications

- Monthly newsletters provide classroom information
- Calendars are issued once per month outlining the schedule
- 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 are asked to bring in supplies to the class including, but not limited to the following:

- *One solid color Pocket Folder
 - *One roll of masking tape
 - *One tray watercolor paints
 - *One bottle Tacky Brand Glue
 - *One box regular Crayola Markers (8 or 10 pack)
 - *One box crayons
 - *One roll transparent tape
 - *One box tissues
 - *One roll paper towels
 - *One box baby wipes
 - *One container (80 ct) Clorox Wipes
 - *One bottle Clorox Anywhere Spray
 - *1 box quart-sized Ziploc Bags
 - *1 box gallon-sized Ziploc Bags
 - *One backpack (full size) to carry to and from school each day
- 3-Day and 5-Day Only:
- *One composition book
 - *One three ring binder (1 inch—white)
- A cap and gown fee will be due Jan 31 for students attending Kindergarten in Sept. 2013.

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).

Transition to New Preschool Class/Kindergarten

- We will develop a portfolio of your child's work for parents to share with their child's new teacher.
- We have continuity between our programs to insure successful transition between preschool classrooms.
- We will meet with each family individually to discuss transition to next level. We will share progress, readiness activities, and concerns. We will also discuss the transfer of student records to their new classrooms

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.





3. CLASS SCHEDULE

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

Classes begin September 10th & 11th and run through the end of May.

Closing/ Time Changes

- When King George County schools are closed, the YMCA Preschool is closed.
- Early dismissal days for KG Elem. Schools, the preschool releases 30 minutes early.

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, the YMCA Preschool is closed.
- Days that school is closed to inclement weather are not made up. No tuition will be refunded.

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 center within 24 hours of their child or any member of the household being diagnosed with a communicable disease.**

Some guidelines for keeping your child at home include:

- Fever greater than 100 degrees within past 24 hours
- Vomiting or diarrhea within 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 assure 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.

All classroom doors post evacuation routes. In the event of a natural disaster and/or emergency, the teacher will follow all procedures set forth in the emergency manual. The Emergency Action Plan (EAP) manuals are available if you would like to review details of our plans.





7. DISCIPLINE

In order to promote a positive and orderly 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. This approach to helping children learn and exhibit appropriate classroom behavior is used.

- 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.

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 sensory 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 peanut-free zone*

- Each student supplies his/her own healthy snack, drink, paper products and utensils
- Snacks should be transported in an appropriate snack/lunch container





5. PROCEDURES

PAYMENT OF TUITION—Tuition is due by the 7th of every month for the following month.

- There will be a \$10 late fee is charged after the 7th
- If the tuition is not paid, your child will un-enrolled 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 teacher 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 there after

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. The child's family can provide cupcakes or a snack of choice that day for the class.

FIELD TRIPS—

- Parents are responsible for arranging transportation for their child to and from a destination.
- All passengers must have and use a seatbelt.
- 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 lesson, some examples include:

- Firemen
- Yoga instructors
- Smoot Memorial Librarian

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

