



# The Y Preschool 2023-2024



## Family Handbook

**Dear Family:**

We appreciate the confidence you have placed in us by registering your child in our preschool program. We feel confident that our teachers will give your child the best quality preschool experience. It is our desire to instill the Y's Mission to Put Christian Principles into Practice to build healthy spirit, mind, and body for all. And our program will reflect our values of Caring, Honesty, Respect and Responsibility.

Please read below regarding our schedule and payment procedures. No tuition deduction is made for vacation or illness as long as the child is enrolled. Once a payment is made it is non-refundable. The Semester Fees will be \$40.00 for all students. We purchase most school supplies for each student with this fee. The first semester fee is due upon registration and the second semester fee is due the second week of January.

**We prefer to set up weekly or monthly draft. If this is not possible, make checks payable to YMCA.**

**First Day of School:**

**August 14 (Monday, Wednesday, and Friday 4/5 year old)**

**August 14 for all day Monday thru Friday 4/5 year old for BSE and WW**

**August 15 Tuesday and Thursday A.M and P.M. Classes**

**\$40 Registration Fee First and Second Semester**

**Class Times:****Ms. Robin's and Ms. Lauren's Classes at Bradie Shrum Elementary**

**4&5 year old Morning 8:15a—10:50a **May arrive at 8:00a****

**4&5 year old afternoon 12:30p—2:50p **May arrive at 12:15p****

**4&5 year old all day 8:00a—2:50p**

**Ms. Robin's Classes at YMCA Site**

**3 year old Morning 8:30a – 10:50a **May arrive at 8:15a****

**3/4 year old Afternoon 12:30p-2:50p **May Arrive at 12:15p****

**Ms. Larissa Williams' Class at West Washington**

**4/5 Year Old all day 8:15a-2:50p**

**Please do not bring your children more than 15 minutes prior to the beginning of class at the Y. Teachers need time to get class rooms set up before students arrive. If someone else is picking up your child you must send a note or call before the pickup time. We will not let someone else pick up your child without your permission.**

**Contact for questions:**

Robin Deaton Work: 812-883-9622

Cell: 812-525-9772

Email address: robin@wcfymca.org

## **YMCA Preschool**

1. **Payment Policy:** All payments will be handled through automatic draft. If this does not work for you we ask that you make other arrangements.
2. **Snow Days:** When Salem Schools close due to bad weather (snow, cold temperature, and bad road conditions) preschool will be closed. If Salem schools have a two hour delay, the Preschool will have a one hour delay for morning and all day classes. WW Preschool will follow West Washington inclement weather schedule.
3. **Snacks:** We have the children take turns bringing snacks. When your child's name is on the calendar it is his/her day. The number of children is on the top of the monthly calendar. You can bring: cheese, baked crackers, fruit, vegetables, etc. Please do not bring anything with nuts or peanut butter as we have children who are highly allergic. You will also need to bring something to drink: 100% juice boxes or water are recommended.
4. **Birthdays:** We will schedule your child to bring snacks as close to his/her birthday as we can. If you get a calendar and his or her birthday is not on it, please let me know.
5. **Parties:** We will have parties for the holidays. We will try to put you down for the one you request on the form. We will need someone to send snacks and someone to send something to take home. We also may ask someone to bring cups and napkins for special parties.
6. **Parents to help:** We would love to have volunteers for all parties. Just let us know when it is convenient. Parents will need to have a background check.
7. **Show and Tell:** We will have Show and Tell on your calendar throughout the year. Please do not send toys on other days.
8. **Open Door Policy:** Parents are welcome. Those coming must have a background check and enter through the Main Office to receive a visitors pass.

## YMCA Preschool

- Things we will be learning:
  - telephone number
  - address
  - parents' names and places of work
  - birthday
  - recognize alphabet (upper and lower case)
  - recognize numbers one through ten
  - count 10-20
  - tying
  - using scissors
  - printing and spelling name
  - know full name
  - shapes
  - colors
  - sharing
  - following instructions



- Learning French
  - Counting
  - Days of the week

- Learning Sign Language
  - Play words
  - Everyday words
  - Songs



- Show and Tell each month, sometimes with special themes
- The children have access to:
  - Paints, play dough, paper and paste
  - Dress up clothes and housekeeping toys
  - Books, puzzles, games
- The children will have opportunities to be involved in:
  - Water play and woodworking
  - Making choices about materials/areas to explore
  - Experimenting/Problem solving
  - Small group learning—individual learning
  - Large group (circle time)
  - Musical experiences
  - Physical activities with blocks, balls
  - Talking and expressing themselves

## YMCA Preschool Policies: Discipline

We recognize that as the child leaves the security of the home and enters the care of others, there will be a period of adjustment on the part of the parents, child, and the caregiver. Experience has shown that children are very adaptable and can adjust quickly to new situations if the proper guidance, self-confidence, and reassurance are given from both the parent and the teacher in a loving and caring manner.

We also recognize that the behavior patterns for a child in a home situation do not necessarily carry over into a group setting. The young child can become very frustrated at having to share attention with others. Adjusting to a new routine of activities with a new authority figure and new expectations can also be threatening to the child's sense of well-being.

It is also understood that the behavior acceptable for an individual may not be acceptable for a group of children in a classroom situation. It is a primary concern to handle this socialization process with gentleness and thoughtfulness and as individually as possible.

In the day to day activities of class, children will be disciplined in a reasonable, appropriate manner and in terms with which they can relate. Praise and encouragement for good behavior will be used instead of focusing upon the unacceptable behavior. Efforts will be made to refocus the child's attention on desirable activity rather than verbal correction for the undesirable behavior.

Attention spans and skills will be carefully considered in planning the program so the children are not expected to perform skills too difficult or frustrating for their level of maturity. Every effort is made to help the children develop a feeling of self-worth and a positive attitude toward this home away from home.

When extenuating circumstances do arise, and a child does not respond to this type of correction, and an unacceptable activity becomes a persistent pattern of behavior, other steps will need to be taken.

- 1. Talk to the child in private and explain the problem and the desired behavior needed to return to the group.**
- 2. Remove the child from the group to sit in a designated "time out" chair to think about his or her behavior and watch the children who are performing the task correctly.**
- 3. Call the parents after working hours to explain the problem and ask for their help.**
- 4. Call the parents at work.**
- 5. Dismiss the child from the program if the behavior interferes with control of the classroom.**

## Policies: Discipline *continued*

Spanking or any type of corporal punishment (**A corporal punishment or a physical punishment is a punishment which is intended to cause physical pain to a person.**) is not used. Neither is it acceptable to shame, humiliate, or frighten a child as a means of punishment. However, the teacher can use the voice of authority as deemed appropriate by the situation and respond with verbal firmness if necessary. Many times this is all that is necessary, but on occasion the child can be upset by such a response. The staff is aware of this and the child will be warmly received and tenderly cared for when the undesirable behavior is averted. The following is a list of classroom rules to insure that each child is treated fairly and courteously by his peers, and that the school property is used properly:

- 1. Hitting or throwing objects of any kind other than a ball game is inappropriate behavior.**
- 2. Improper language is not acceptable.**
- 3. Putting hands on another child in a threatening manner, such as pushing, grabbing from behind, hitting, wrestling, etc. will be corrected promptly, even if it is "just for fun."**
- 4. At no time will children be allowed to bring toy weapons to school, such as guns, knives, war tanks, etc.**
- 5. Shared toys may get damaged. It is better that toys be brought to school only on "Show and Tell" days.**
- 6. Chewing gum is not allowed.**

The responsibility of caring for children in the absence of the parent is regarded with utmost concern for the safety, emotional well-being, and social and intellectual development of each one. If at anytime a problem arises, a conference between the parent and the teacher should be held for a sharing of ideas.

If you feel a need for a conference with the coordinator, an appointment can be made. We will be glad to meet with you at a convenient time. The staff will try in every way to work with you in helping you and our child to have a very successful year.

## YMCA Preschool

- We will have bulletin board themes each month and send home daily schedule monthly.
- Class charts are present in class rooms to see your child's progress
- We will be having parties for the following:
  - Halloween
  - Thanksgiving
  - Christmas
  - Valentine's Day
  - St. Patrick's Day
  - Easter
- We will ask parents to sign up to help with parties.
- Each child will be assigned a day to bring snacks for the class.
- We will be taking field trips throughout the year so we will need volunteers to help.
- Please do not bring toy guns, knives, swords, or similar play things to preschool.
- Your child will be learning to name the following parts of his or her body:

1. Mouth	11. Legs	21. Chin
2. Eyes	12. Arms	22. Fingernails
3. Nose	13. Fingers	23. Heels
4. Feet	14. Thumb	24. Elbows
5. Hair	15. Toes	25. Shoulders
6. Tongue	16. Neck	26. Ankles
7. Hand	17. Stomach	27. Jaw
8. Teeth	18. Chest	28. Hips
9. Ears	19. Back	29. Wrists
10. Head	20. Knees	30. Waist



## **YMCA Preschool**

### **Community Involvement:**

(All visitors will have received a background check)

- Senior Citizens
- Interns
  
- We will invite people from the community to come and help with projects and read to the children.
  
- We will have Volunteers present special programs.
  - Fireman
  - Nurse
  - Dental Assistant
  - Other trades

### **Spiritual Growth:**

- We will incorporate morals and values into our daily lessons.
  - Teach children to use good manners.
  - Teach children to show respect to elders.
  - Teach children to respect each others feelings.
  
- We will have a devotional each day with discussions about everyday life.
  
- We will learn:
  - Christian songs
  - Prayers

