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Welcome

Sonoma County Family YMCA Childcare Program

Welcome to the YMCA Preschool Program. We are very excited and pleased to be providing preschool services to your family!

The YMCA is committed to the healthy development of your child through a "child centered" environment that provides for individual attention and encouragement as well as group participation. Our goal is to provide a safe, secure and caring place in which s/he can make friends, learn new skills, continue to develop positive self-esteem and have fun!

The Preschool Program operates as a licensed facility under the guidelines and requirements of California Community Care Licensing Title 22 regulations.

This handbook is a comprehensive guide to understanding our policies, programs and procedures, so please utilize it as a reference guide. If at any time you have questions, concerns, or suggestions, please feel free to speak to your Site Director or any one of us.

Again, welcome!

Jennifer Hayworth
Program Director

Paula Schaefer
Preschool Site Director

YMCA Mission Statement

The Sonoma County Family YMCA seeks to enhance the lives of all people through programs designed to develop spirit, mind and body. We are dedicated to the values of caring, honesty, respect and responsibility.

Program Philosophy

At the YMCA Preschool Program, we seek to expand children's potential by providing a supportive, safe, creative, fun environment in which they can develop socially, intellectually, physically and emotionally.

Our program objectives are:

1. To provide a program of creative, appealing learning experiences for children through supervised recreational activities.
2. To provide an opportunity for the child's development of self-confidence and a foundation for socialization skills.
3. To create an environment that fosters opportunities for the development of the child in the areas of:
 - a. Health and Nutrition
 - b. Physical Education
 - c. Skills Development
 - d. Interpersonal Relationships
 - e. Self-Awareness and Confidence
 - f. Self-Sufficiency
 - g. Academic Skills
4. To provide opportunities for children to develop an understanding of self and others and to develop social skills in a warm, positive, respectful and supportive environment.
5. To support and strengthen the family by providing opportunities for families to share experiences, values and to broaden their sense of community with other families.
6. Our goal is to meet the needs of families and their children by offering safe, accessible and affordable programs.

Program Information

Who is Served: The Sonoma County Family YMCA Preschool does not discriminate based on race, color, gender, national origin or religion.

All children need to meet the following criteria:

1. Be between the ages of 2 - 5 without having entered kindergarten yet.
2. Be physically, emotionally and socially developed to the extent that the child is not a hazard to themselves and doesn't endanger the well-being of the other children in the program.
3. Be ready for the type of group and program offered by the Y and be able to benefit from the program.
4. Children with special needs, as well as all children, will be accommodated, providing we can meet the child's individual needs as well as the group's needs.

Year: The YMCA Preschool Childcare Program runs the calendar year, July through July. **You will need to re-register each year. You will receive registration packets in May of each year.**

Hours: Our preschool hours are 7:00 AM until 6:00 PM, Monday through Friday. Half/Full Days are available for 3, 4 and 5 days per week. Refer to payment structure below. The YMCA Preschool Program is located at 2590 Piner Road (Piner Elementary School).

Payment Structure: A \$55 annual registration fee (\$45 for each additional child) is required upon enrollment. Payment of this fee guarantees a space for your child in the program. This fee will not be refunded if you cancel and does not apply to any monthly fees. Priority registration for current participants is held each Spring for Fall enrollment. A sibling discount of 10% will be applied to each additional child's monthly fees. The discount only applies to the current contracted fee schedule. No second child discount will be given for any additional care needed.

Closed Days: Program is closed in observance of the following:

- Veterans Day
- Martin Luther King's Birthday
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
1 week closed (summer break- in August prior to school starting.)
- Noon on Christmas Eve
- Christmas Day
- Noon on New Year's Day
- New Year's Day
- Memorial Day
- President's Day

Credit for Non-Use of Childcare:

Credit is not given for any days missed (except extended illness or vacation - see Absence Policy).

Registration Fee: A Registration/Program *Membership* fee of \$55 (\$45 for add'l child) is required each year to enroll or re-enroll in the program. This fee is subject to increase and is non-refundable. In addition, a \$10 yearly emergency contact fee will be charged at the time of registration. This mandatory fee enables us to utilize text message to contact you in case of major emergency or disaster.

Fee Payments: Fees are due by the 1st of each month. For all late payments, a **\$20 late fee** (flat rate, not per day) will be assessed to your next month's billing. You will receive your bill in the mail. However, if you don't receive an invoice, you will still be accountable for the payment by the 1st of the month. You may call the Program Office (544-1829) to inquire about your balance.

Check or money orders payable to the Sonoma County Family YMCA. *Cash payments are only accepted at the YMCA Program Office at 1207 College Avenue in Santa Rosa.* Payments may no longer be made at the sites, but instead should be mailed to 1203 College Avenue. The YMCA can withdraw funds automatically from either a credit card, or a debit card with a Visa, MasterCard, or American Express logo. A Credit Card Authorization Form needs to be filled out and returned to the Accounts Receivable Clerk for processing.

Payments must reach the YMCA Billing Dept. no later than the 1st of the month to avoid the late fee. Payment envelopes will accompany your bill.

The Sonoma County Family YMCA reserves the right to discontinue service to anyone falling delinquent in their childcare payments until all charges are cleared.

Outstanding balances will result in not only discontinuing care, but also not being eligible for priority registration for both Sunshine Company, YMCA Camp or other YMCA programs.

All participants are responsible for payment on time even if the 1st falls on a day that your child does not attend (e.g., during holiday breaks, full day programs, etc).

Should your child for any reason (example; suspension due to non-payment) become ineligible to attend the program and are not reinstated, it will be treated as a cancellation. No credit will be given for days not attended during the remainder of the month in which this occurs. Additionally there may be a prorated charge for the following month to satisfy 2 week notification requirement

Returned Checks: Parents will be charged an additional \$20 for any checks returned unpaid by your bank. Two such returns will result in the requirement to pay by cashier's check, money order, or cash payments only - NO EXCEPTIONS. Returned checks must be cleared within 5 days of the date of notification in order to continue child care services. Once the check has been returned payment on returned checks must be made in person at the Santa Rosa Program Office. This policy also applies to expired or declined cards being used to automatically pay fees.

Staff: The primary role for all staff is to provide a safe, secure, stimulating environment for all of the children in our care.

The Sonoma County Family YMCA's goal is to employ a trained, qualified preschool staff that sincerely cares about your child and is available to share your concerns.

All staff meet the requirements as outlined by the State of California Community Care Licensing. Directors generally have either AA or BA degrees and a combination of experience. Teachers have a minimum of 12 units and experience. Aides must have experience working with children and are encouraged to obtain college credit courses. Educational requirements are in Early Childhood Education, Elementary Education or Recreation or related course work. All staff members are fingerprinted and receive a health clearance. Staff receive additional training through the YMCA (i.e., CPR, First Aid, Child Abuse Awareness/Prevention, etc.). Staff/Child ratio is 1:8-12.

YMCA Preschool Day at a Glance

(This schedule is subject to change.)

7:00 AM	Arrival and Playtime
8:45 AM	Clean-up and bathroom
9:00 AM	Outside time in play yard
(Thursday—On the Move Gymnastics Program, this program is open to all preschoolers, \$25.00)	
9:30 AM	Circle Time/Snack
10:00 AM	Small Groups
11:00 AM	Outdoor time
11:30 AM	Lunch Time
12:00 PM	Nap Preparation (Cots out, Bathroom)
12:30 PM	Nap time
2:00 PM	Wake-up and Table Activities
2:45 PM	Clean-up/ Large Group Time/Bathroom
3:00 PM	Afternoon Snack
3:15 PM	Small Group Time/Child Choice
4:00 PM	Outdoor time
5:00 PM	Late Pick- me- up Snack
5:15 PM	Quiet play
5:45 PM	Gather Belongings/Clean-up
6:00 PM	YMCA Preschool Closed

Curriculum: The Sonoma County Family YMCA Preschool Program will be implementing *Creative Curriculum* this year. This curriculum builds on developmentally appropriate practices in learning centers based on themes of Self, Family, Community, and World. Children’s hands-on experiences in learning centers (blocks, dramatic play, art, library, discovery, toys and games, sand and water, music and movement, cooking, and the outdoors) are designed to enhance their social/emotional, physical, cognitive, and language development.

The *Creative Curriculum* also includes a Developmental Continuum Assessment Toolkit. Teachers will be making daily observations, keeping daily logbooks, and building the child’s portfolio. Parents will have the opportunity to conference with their child’s teacher three times during the school year to review their child’s progress and planning report.

Children will have many opportunities for periods of free choice play, teacher directed activities, small and large group activities. All activities include a balance between active and quiet play.

Policies

Dual Custody: The enrolling parent is the responsible party for financial and registration arrangements. If two separate schedules need to be set up, it is the responsibility of the parents to sign up separately; this would include paying separate registration fees and filling out two financial agreements. A copy of custody papers would need to be submitted, to be kept in the child's file.

Child Protective Services: As mandated by state law, the YMCA staff must and will report suspected instances of child abuse to Child Protective Services.

Change of Emergency Information: It is important that the YMCA child care facility maintains current and accurate records on each child so that parents can be contacted in case of an emergency. This information includes: addresses, home and work telephone numbers, work locations and names of authorized individuals to pick up your child. It is extremely important to your child's safety and well-being that we be informed of changes. **IT IS YOUR RESPONSIBILITY TO NOTIFY THE SITE DIRECTOR OF ANY CHANGES.** We assume no responsibility for missed communication resulting from incorrect information.

Sign In and Out/Releases: The transition from home to school/daycare can be difficult for a child. Please plan to spend a few moments with your child each day. No child will be allowed to leave the center with anyone other than the enrolling parent, guardian, or other persons listed in the authorization list without specific written instruction from the parent. Proof of identification will be required if person is on release list, but unfamiliar to staff.

All children must be signed in by parent/guardian.

Each day upon arriving at the childcare site, parents must accompany their child in and make sure a staff member knows they have arrived. **PARENTS MUST SIGN THEIR CHILDREN OUT AT THE END OF THE DAY.** (Siblings or the child him/herself cannot do this.) Full signature is required. State law required parents to sign their children in and out. Parents consistently neglecting this policy will be fined \$25, which is what the state will fine the school. Due to licensing regulations, the parent must sign their child in/out unless there are extenuating circumstances. Other arrangements can be made with the Site Director. If an exception is granted, it is still the parent's responsibility to maintain continuous communication with the Director.

Please limit drop off/pick up of children during naptime. Naptime begins at 12:15 and finishes at 2:00pm. If the answering machine picks up phone calls from 12:15-1:00, we are helping the children get ready for naptime and will call you back in a timely manner. If you are calling with an emergency please call 544.1829.

Financial Agreements: These will be forwarded to site for your signature either at the beginning of the school year or upon registration. It is required that these be perused, signed and returned to the Program Office within a 2 week period or suspension may be enforced

Absences: Please notify the Director by phone or in writing as early as possible regarding your child's absences. Leave a message. We need to know where your child is every day for their safety and accountability.

Illness: Fees will not be reduced for brief absences due to illness, etc. When you enroll your child(ren), you are reserving the time, space, staffing and program materials for your child whether s/he attends or not.

Credit for Extended Illness: You may receive illness credit for any continuous absence of 5 consecutive days or more. You need to notify the Director of anticipation of extended absence due to illness and apply for a credit in writing to your Site Director. A doctor's notice is required for credit for extended illness.

Vacation: Two weeks per year may be taken as vacation without paying tuition fees. Vacation credit must be requested in writing 14 days in advance of the start of vacation taken. Vacation credit is given for 1 week or 2 weeks (consisting of consecutive days) increments only - not broken into singular days.

Exclusion from Program Due to Illness: State licensing requires us to refuse admittance to any child who shows sign of illness. Should any parent or guardian become aware of communicable disease or exposure, with the child or family, the center must be informed immediately in order that we may inform others. If your child becomes ill while at the center, a parent, guardian or someone on the authorization list will be contacted to pick up the child immediately.

Some symptoms that may predicate exclusion are high fever, diarrhea, vomiting, signs of infection, weeping eyes, communicable diseases (i.e., chicken pox, head lice), undiagnosed skin rash, persistent and congested cough, etc. Children must be symptom-free for 24 hours in order to return. In the case of head lice, children must be nit-free to return. (Refer to Health & Safety Section.)

Late Pick-up: The YMCA Childcare Program is open until 6:00 PM, Monday to Friday. Obviously, our staff cannot leave until every child is picked up, despite their own time commitments. Please make every effort to pick up your child on time. If you are going to be late, please contact the Site Director. There will be a \$1.00 charge for every minute that a child remains after 6:00 PM. This surcharge will be assessed on your following month's bill. Following three late pick-ups within a 30-day period, your child may be suspended from the program.

If you need care beyond pick-up time and make prior arrangements and space is available, you will be assessed the extra care rate.

Extra Care: If prior arrangements are made with the Site Director for use of extra care, the charge for this care will be **\$5.10 per hour**.

Program Withdrawal: You may withdraw your child from the program at any time. However, if a refund is due, written notice must be given to the YMCA two (2) weeks prior to the child's last day in order to be eligible for a refund. Re-admittance to the program will depend on space availability. If you withdraw with no notice, you are responsible for the two weeks even if your child is not attending. Refund applies only to month that you are withdrawing

Change of Schedule: If you wish to change your child's days of attendance, contact your Site Director who will submit a form to the Senior Program Director for approval. You may only change your child's schedule twice during the school year. This is due to the impact on the program in regards to billing, planning, staffing and programming. Changes may also only be made if there is space available. The Program Office must be notified of these changes by the 14th of each month in order to go into effect the 1st of the following month and be reflected on the following month's bill. A new financial agreement must be completed and turned in by the 14th of each month in order to be effective by the 1st of the following month.

Fees: Fees are due and payable by the 1st of each month. A \$20 flat late fee will be charged if fees are not received by the 1st. Delinquent fees will result in termination of services.

Communication File: Each child has a file folder with their name on it for our "Communication File". It is the parents' responsibility to check this file daily for notices, calendars, "Ouch Reports", newsletters. Your invoice for fee payments will also be put in the Communication File. These are not mailed. If you do not check this file, we cannot assure you of complete communication.

Subsidized Care through Social Service Agencies:

Registering: You need to provide the YMCA with documentation that you are eligible and/or approved for subsidized services through a specified agency.

Registration Fee: You are responsible for paying the annual non-refundable registration fee at the time of enrollment. The YMCA will be your subsidy agency in accordance with their regulations. If your subsidy agency pays the YMCA for the fee or any portion thereof, the YMCA will reimburse you the amount paid.

Monthly Timesheets: Your subsidy agency requires that you complete their monthly attendance record in order to reimburse your childcare provider. The attendance record is to be filled out daily by the parent/legal guardian or other authorized signers. The YMCA may terminate childcare if the time sheets are not filled out properly. It is your responsibility to make sure they are completed on time, otherwise the YMCA will not be paid by the subsidy agency. Any unpaid childcare costs will be billed to the parent/legal guardian.

Extra Hours, Late Pick-up, Extra Days: You are contracted for a set schedule by your agency and the YMCA. If you are late picking up your child, or use extra hours/days, you will be responsible for paying these fees to the YMCA, as they are not covered by the agency.

Schedule Changes: All schedule changes require a two week written notice. The requested change must be approved by your case manager, the site director, and the social service coordinator before it can take effect.

Family Fees/Co-Pays: All family fees/co-pays set by your agency will be billed to you by the YMCA and will be due the month before care is used. Fees billed are an approximate amount based on contracted time, and any additional hours will be billed to you on the following month. If fees are not paid on time, a \$20 late fee will be assessed, and care will be suspended until paid.

Telephone Answering Policy: During periods of operation of the preschool facility, staff is not always available to answer calls. The answering machine is on at these times.

Because the staff is often within hearing distance of the phone, someone will pick-up the line if they hear you state that your call is an emergency. If you call regarding an emergency at a time when the staff is outside or does not hear the call, please state clearly that your call is an emergency and leave your name, and number where you can be reached. Your call will be responded to immediately when calls are checked.

Field Trips: Field trips to locations in Sonoma County may occur for the older group of children. When such a trip is planned, a signed permission slip and parent involvement will be required. A nominal fee may be charged.

Children with Special Needs: Children with special needs may participate in YMCA Preschool Programs provided there is no adverse effect upon other program participants, either through direct behavior of the child or through requiring staff time needed by the other children in our care.

A meeting with the Director will take place prior to the start of the child participating in the program.

The YMCA would encourage parents with children of special needs to strongly consider if placement at a YMCA Preschool Program is the most appropriate placement for their child.

Pacifier/Bottle: No bottles are permitted. Children need to be able to drink from a sipper cup/spill proof cup/regular cup. Pacifiers will only be permitted at nap time, if needed.

Nutrition

Young children grow at a tremendous rate. Brain development or cognition develops at a rapid speed in the first two years of life. With brain development a child's language emerges, muscle control becomes evident, and the ability to socialize within a group is marked by the process of growth. With this in mind, parents and care providers see how important a nutrient rich diet is. Because a child's stomach is so small there is no room for empty calories. Remember your child's only meal from home is lunch. What a child eats does make a difference in their ability to grow and develop at their own true potential. Children do become tired, irritable, or depressed if their diet is not well balanced. This happens because of the energy spent on growth, and the need for children to replace nutrients.

The center provides a morning and an afternoon snack. The snack menu is posted on the center's bulletin board. Juice and water are offered at snack times. Children need to bring their own lunch with a drink. Lunch boxes should be labeled. We can warm your child's food in the microwave, if needed. Please label containers to ensure they get back to you.

The following food items are not permitted at the center. Some for reasons of good nutrition habits, and some for choking.

1. Candy
2. Gum
3. Doughnuts
4. *Twinkies* or similar type of pre-packaged cakes.
5. Soda pop
6. *Lunchables*
7. Choking foods: peanuts, popcorn, hot dogs that are not sliced, foods with pits.

The following foods are a sampling of foods to pack in your child's lunch:

1. Fresh fruit
2. Raw or cooked vegetables
3. Soup
4. Pasta or other grains
5. Eggs
6. Leftover meats: chicken, ham, turkey, beef
7. Cheese, or yogurt
8. Crackers
9. Jell-O
10. Pudding
11. Oatmeal cookies

Health and Safety

Health and Safety: Our facilities and staff comply with the standards of the State of California and are licensed. The center meets state and local regulations concerning fire and building codes, zoning, health and sanitation. In addition, the YMCA Preschool Program follows recommendations on National YMCA Standards set for YMCA Preschool Childcare.

Daily Health Check: Your child's health state will be observed each day. This is done informally, however, if your child appears to show signs of illness, a more formal evaluation will be done (temperature taken, check for swollen glands, rashes, etc.). If program personnel determine your child to be ill, the parent will be called and expected to pick up child within one hour.

Toileting: Children in diapers:

- a. Diapers and disposable wipes are provided by the parent. (No cloth diapers permitted.)
- b. Each child's diaper will be checked on a regular basis (every couple of hours).
- c. Staff will wash the child's hands, as well as their own, after each diaper change.

Children being toilet-trained: When parents begin the toilet learning process, the staff will support this process. Children will not be forced to use the toilet or "hold it". Please provide extra changes of clothing during the process.

Illnesses: A parent may not bring an ill child to school. Please refer to the following guidelines in which your child may not participate in the program:

- a. Contagious/communicable diseases (measles, mumps, pink eye, whooping cough, chicken pox, German measles), strep throat, head lice, pinworms and impetigo are considered communicable diseases because they are extremely infectious and children have to build up immunities against them. In order for the children to return, a doctor's note needs to state the contagious period is finished.
- b. Fever (above 100 degrees orally or 99 degrees auxiliary).
- c. Consistent/phlegmy cough.
- d. Vomiting within the last 24 hours.
- e. Diarrhea within the last 24 hours.
- f. Green or yellow mucus from nose, eyes or ears (children with allergies will have a clear mucus).
- g. Pink or red-rimmed eyes.
- h. Any undiagnosed skin rash or symptoms of chicken pox.

In order for your child to return to school, your child must be symptom-free or on antibiotics for at least 24 hours.

Please remember, in order to attend the program, children must be physically able to participate in all aspects of the program. It is in your child's best interests to stay home if he/she is not well enough.

When a child becomes ill, you will be called and expected to remove your child. The center reserves the right to request a doctor's note for a particular illness.

Accident/Injury: Minor bumps/scrapes are an everyday part of a child's learning experience.

Minor injuries will be reported on an "Ouch" report. Parents will be called immediately in the event of any serious/questionable injuries. If your child is injured, the staff will take whatever steps that may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

- a. Attempt to contact a parent or guardian.
- b. Attempt to contact you through any of the persons listed on the emergency information form you completed for us.
- c. If we cannot contact you, we will do any or all of the following:
 - (1) call an ambulance, (2) call a paramedic, (3) have the child taken to an emergency hospital in the company of a staff member.

PLEASE NOTE: The YMCA does not provide medical or hospital insurance for medical costs incurred by individuals in our program. Therefore, any cost incurred should be covered under your personal insurance.

Medication: The preschool program is a "well" childcare facility. Medication is administered within the following guidelines following:

- a. Medication must be in its original container with the child's name, doctor's name and prescribed dosage.
- b. No "over the counter" medicine will be administered without a written permission from the child's physician. Toddler families are sanctioned to supply center with Tylenol, Advil, etc. for teething.
- c. A parent must fill out a medication release form.
- d. Any child whose medication needs to be strictly regulated should be kept home, as we cannot care for sick children.

Immunization: Before entering the children's station, children must be immunized for tetanus, diphtheria, whooping cough, polio, hepatitis B and measles. Toddler immunizations should follow the prescribed schedule of your child's physician. All children must be tested for tuberculosis.

The child maintains a thirty-day period to obtain current immunizations from the start date. Failure to comply will result in termination of services.

Head Lice: Head Lice is very common among school-age children. Therefore, if your child develops head lice, we need your help to control and prevent the spreading of this condition. Please follow the following procedures:

1. Examine your children carefully for any signs of lice and nits.
2. If you find lice or nits, follow treatment recommendations and report symptoms to the staff.
3. Children with lice or nits will be excluded from the program until treatment is given. Inspections will be carried out by the staff prior to re-admission.

In order for a child to return to the program after treatment, their hair must be nit (egg) free. If we have knowledge of a lice problem in the program, we will inspect the children's hair for lice. If a child is found to have lice, the guardian is notified and must pick the child up. If a child is sent home three times in a 30-day period, they will not be allowed to return until we have a doctor's note. When conducting lice checks, we want to ensure that the children's feelings aren't hurt and that they don't feel singled out. As mentioned previously, lice is a common problem and our goal is to deal with it in an efficient manner so the problem doesn't escalate.

Ways to prevent the spread of head lice

- Do not use personal items belonging to others (combs, hair brushes, towels, hats, clothing, etc.)
- Avoid hanging hats and coats on the same hook with others' clothing.
- Learn to recognize signs of head louse infestation and check for them if a child or family member scratches their head often.
- Treat promptly when head lice are found.
- Notify others (preschool, friends, etc.).

- State of Calif. Health & Welfare Agency.

Emergency/Natural Disaster Plan: In the event a natural disaster occurs, our goal is to keep children safe and calm. The school will determine the safest plan of action.

Our designated area of safety for preschool in the event that we need to evacuate the building is the open field area.

The YMCA Program Office will be updated and informed concerning the welfare of the students.

In the event the phone lines in our building shut down due to electrical failure, the number of the YMCA Program Office is 544-1829.

You may want to consider making arrangements for a friend or relative who works or lives close to the preschool site to pick up your child in case of a disaster. They must be included on the emergency pick-up list.

Remember, making plans prior to emergencies can expedite a safe release of your child.

School closure due to natural disaster or emergency is at the discretion of the Director of Operations or CEO. If questionable situations arise, please call the YMCA Program Office at 544-1829 or Main Y at 545-9622 or tune into your local radio station.

Each parent must supply the site with an emergency/disaster kit for their child.

Rules

Our rules are designed to ensure the safety of all and to facilitate smooth functioning as a group. The rules and the reasons for them are carefully explained to the children and compliance is expected. An atmosphere of friendly cooperation, consideration of and respect for others is our goal.

Indoors

1. Children walk, rather than run.
2. "Indoor or quiet voices are practiced."
3. School toys and equipment are shared.
4. Children keep their hands, feet and body to themselves.
5. Children may not leave the room without a teacher or an adult.

Outdoors

1. Balls are to be thrown. Sticks, sand, rocks and toys are not thrown.
2. Children take turns with playground toys.

Discipline

Discipline is viewed by our staff as a teaching process. Careful, safe limits are set in the classrooms and the playground the first month of school. Children will feel secure knowing what they can and cannot do. Redirection is used whenever possible, with teachers remaining alert to the total situation. Our goal is to teach children the kind of self-control that results in raising self-esteem. Parents are encouraged to discuss discipline methods with the Director.

Conditions for Student Termination in the Program

1. Parents/Guardians are habitually late in picking up their child(ren).
2. Tardiness in payment of tuition.
3. Repeat biting.
4. Behavior that is continually disruptive or dangerous to the child or others.
5. Parent/Guardian is non-cooperative with staff, operating policies or admission agreement.
6. Inflicting harm on children or teachers.

Information and Discipline Policy Statement

Children are expected to maintain reasonable behavior at child care as a condition of continued service. Children whose behavior has an adverse effect on the other children, either directly or through requiring staff time needed by other children, cannot be offered services.

In general, rules are made by the staff and children. Discipline is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through sensitivity, consistency, firmness, fairness, and follow-through.

Any form of discipline involves specific learning processes. Therefore, we must be very certain that the child is perceiving a positive rather than a negative picture of him or herself as an acceptable person and that only his/her actions are criticized.

The YMCA believes that children need both clear and consistent guidelines that serve to maintain health, safety, and respect for self and others.

If a problem arises, the following techniques will be utilized:

1. Encourage positive behavior.
2. Staff will redirect child's inappropriate behavior to a more acceptable behavior.
3. A reminder of the rules and a discussion of the problem and consequences will take place with the child.
4. If the behavior is of a serious nature and/or the child has not responded to redirection, the child will be removed from the activity.
5. If necessary, a parent conference will be held to further address the problem. Parents will be informed of the problem and be involved in the solution. A behavior contract will be implemented.
6. If the problem persists and the child continues to disrupt the on-going program for others or shows disregard for staff direction, the YMCA reserves the right to suspend the child for one day up to permanent termination.

* In extreme cases if we feel the child's safety or the safety of others is in jeopardy, you will be asked to immediately remove your child for the day and a conference will be held.

Please refer to and make note of the Code of Conduct Guidelines enclosed in the Parent Packet.

No form of physical punishment, corporal punishment or violation of personal rights will be tolerated by the YMCA in the disciplining of children. Staff will not tease or belittle children.

Swearing and foul language by children or adults, including parents or guardians, is not acceptable.

Children are responsible for:

1. Not hurting others.
2. Not hurting themselves.
3. Not destroying property.
4. No biting.
5. For learning to take the consequences for their own actions.
6. For respecting the rules that guide them during the program day, for controlling their feelings so that their actions do not harm anyone in the program.

7. For sharing equipment and facilities with all the children in the program.
8. For remaining with a staff member at all times and notifying them if they need to go to another area.
9. For returning materials and equipment to the place they found them for other children to find before taking out a new activity.
10. For carrying out an activity that they committed themselves to.

Parents are responsible for:

1. Accepting and respecting the right of the child care staff to maintain order.
2. Reviewing and abiding by all procedures detailed in this brochure and explaining them to their children.
3. Cooperating with staff by carrying out appropriate discipline techniques.
4. Seeking advice from the staff and other appropriate agencies for assistance in improving the behavior of their children.
5. Notifying Director if child will be absent from program, before their scheduled arrival time.
6. Paying monthly bill by the 1st of each month.
7. It is advisable to label all clothing.
8. Participating is mandatory during Parents Nights and one fund raiser per year.

Staff Members are responsible for:

1. Reviewing and explaining the rules.
2. Establishing and modeling an environment of appropriate behavior.
3. Communicating with children and parents about behavior problems and proposed solutions.

If at any time you have questions regarding discipline, please talk to your Site Director.

General Information

Rest Time: We do have a rest time each day. It is important for your children to sleep during the day. Some older children do not sleep, but they will be asked to rest quietly for 30 minutes. We have two nap groups. Children should bring a nap bag each week. This bag should include a crib sheet, a blanket, and, if suitable, a small soft doll/animal. Parents take the nap bag home at the end of each week to wash all items.

What the Children are Learning:

Creative Art: Art projects give the child an opportunity to express his/her creativity. They allow children to express thoughts and feelings they are not prepared to verbalize and provide a chance for experimentation and discovery of color, shape and texture.

Music: Children love music. Through singing and other musical experiences such as experimenting and patterning of sounds and tones, finger plays, band instruments, recognition

of basic pitch and rhythm, children develop auditory skills and build a foundation for a lifelong appreciation of music.

Dramatic Play: Provides an opportunity for role-playing, socialization, dramatization, problem-solving and practicing adult skills and behavior.

Table Top/Cognitive Games: These activities foster perceptual skills, hand-eye coordination, fine motor control, and reinforce basic skills and concepts.

Movement: Increases strength, flexibility, coordination and balance. Develops large motor skills and helps children orient their bodies in space. This increases body control, self-awareness and builds self-esteem and confidence.

Sensory: Sensory experiences are essential to the preschool child. At this age, children learn through their bodies - they sense and feel rather than think through their experiences. Sensory experiences provide the foundation for later abilities to understand more abstract concepts. Curiosity, exploration and discovery are encouraged in sensory play. It also offers an acceptable outlet for anger or aggressive feeling. Sensory play includes water play, sand play, cornmeal, cornstarch, pebbles, etc.

Outdoor Play: Improves and develops large motor skills; promotes physical health. Outdoor play also fosters enjoyment of and sensitivity to nature.

Story time: Reading aloud to children is essential. It expands their knowledge of language and improves their vocabulary. It also develops the desire to read, which is perhaps the single most important factor for a beginning reader.

Birthdays: A child's birthday is a day for celebration. We would like each child to feel equally important, and the staff will recognize your child's special day with a birthday crown. We will celebrate all birthdays for the month on a 'Birthday Party Day' that will be scheduled and noted in the monthly newsletter. If the parent would like to participate during the morning snack time, you are welcome to join us.

If you are sending invitations to a birthday party, please give them to the director to distribute. Keep in mind that children who cannot be invited may have feelings of being left out, so discretion is encouraged. Thank you.

Your Child's Projects: Your child puts a tremendous amount of effort into his/her projects and is anxious to share them with you. It is important that you check at the site each day for any treasures that are ready to go home.

Sharing: Children will learn to share their time, space, materials, and equipment with each other. This is an important part of socialization. Items from home are discouraged at the center and will remain in your child's cubby. This includes toys, books, movies etc. If a staff is doing a special project that includes a sharing from home, parents will be notified in advance.

Clothing: Our activities are fun and some times messy. **We cannot limit a child's activities because of the clothing worn.** Clothing should be comfortable and suitable to the weather conditions for outdoor play along with closed-toed shoes. No sandals, jellies or dress shoes. An extra set of clothing may be left at the site in a bag marked with the child's name (which will be kept in their cubby). Please mark all belongings. The center will not be responsible for any articles of clothing left at the center. Soiled clothing will be bagged and marked. It is the responsibility of the parent to check the child's cubby.

Lost and Found: The YMCA is not responsible for any lost or stolen items or articles. Lost and Found items will be kept for one month. Please make a point to check for lost items at least once a

week.

Mark all belongings clearly with your child's first and last name (i.e., lunch boxes, backpacks, coats/sweaters, notebooks, etc.).

Parent/Family Opportunities

Parents are encouraged to participate during the preschool operating hours and at our special events. The following is a list of ways to become involved:

- Share a story time. Reading to children is found to increase the child's vocabulary, and cognitive ability to reason.
- Assist with an art project
- Help prepare curriculum and projects
- Assist with skills day

The following are some of our yearly events:

- Pajama Party
- Winter Concert
- Back to School Night
- Open House/Ice Cream Social
- Parent Appreciation Breakfast
- Various other Special Day Parties
- Pre-K Graduation

Inspection Authority by Community Care Licensing

The Department or licensing agency shall have the authority to interview children or staff, and to inspect and audit child or facility records without prior consent.

- (1) The licensee shall make provisions for private interviews with any child(ren), or any staff member; and for the examination of all records relating to the operation of the facility.

The Department or licensing agency shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical physician examine the child(ren).

Complaint Procedure: Parents understand they have the right to call or write the licensing agency if fault is found in the operation of the facility or treatment of their child. Call or write:

Community Care Licensing
101 Golf Course Drive, Suite A230
Rohnert Park, CA 94928
(707) 588-5026

Parent Involvement

Parents are always welcome to observe our program, help in some way or share a skill. If you would like to share a special talent, please let your Site Director know so that this can be scheduled.

Special Events will be held periodically in the evenings for your families to participate in - your children want you to see what they are doing at YMCA Preschool, so your attendance is encouraged!

Donated Items: Our program can always use items that you may no longer want. Games, craft items, children's music tapes, etc. Occasionally, lists of needed items will be distributed. Some sites do a monthly pyramid program in which each month they try to get different items donated. Please inquire at your child's site.

And Remember: You can help your child receive the maximum benefit of their time at YMCA Preschool if you:

1. Take home projects. Check communication file on a daily basis.
2. Read all notices and information.
3. Always sign your child in/out.
4. Label coats, belongings, etc.
5. Check bulletin boards.
6. Smile and encourage them to talk about their day.
7. Give them lots of hugs.

Fundraiser: There will be two site fund raisers and one campaign fund raiser per year. We ask parents to help with these fund raisers.

Parent Advisory Committee: If you are interested in serving on a committee of parents, please let your Site Director know.

Parent/Staff Conferences: Parent/Director conferences may be arranged at any time by request by the parent or Site Director. Parents are encouraged to express any concerns informally to the Site Director at any time. At the time of a scheduled conference, other staff members may be invited to attend.

Newsletters/Communication Files: Each month a newsletter will be provided detailed upcoming events. In addition, the Communication File may have additional specific information for parents. Please read information sent home - *it's important!*

The YMCA is a Resource

The YMCA, in addition to offering quality child care programs, is also a resource for families. If you have problems or concerns in the stresses of family life, we can assist you by referring to other service agencies, parenting groups, etc., which can provide help to families.

Sonoma County Family YMCA has a variety of quality programs that you may be interested in for your family.

- Summer camps --Day, Specialty & Resident Camps, Caravan and Moving- On
- Monthly overnights held at our downtown Santa Rosa facility for children ages 6-11. A night of supervised fun!
- Swim instruction
- Youth Fitness Programs
- Birthday Parties
- Parent/Child Programs
- Little Sportsters (3-5 year-olds)
- YBL (Youth Basketball League) – Fall and Spring
- Track and Field - Spring
- T-Ball-Spring

Call the YMCA for a list of other ongoing Family Events throughout the year!!

Visit the YMCA at 1111 College Avenue or 1207 College Avenue in Santa Rosa, pick up a brochure, and take a tour.

YMCA Membership Benefits

Your registration/Program Membership fee reserves your child's space for attendance at child care during the school year and gives you a Program Membership to the YMCA. With this Program Membership privilege you are entitled to the following:

- Lower program rates for many YMCA programs such as: Camp, Swim Lessons, and Youth Overnights.
- Reduced rate for Youth Day Passes (regular rate is \$4, Program Membership rate is \$2)
- Families will receive YMCA newsletter.
- Reserves your space in child care program.

The registration/Program Membership fee is non-refundable unless the YMCA cancels the child care program. This fee is charged each spring and is required for enrollment each year. Registration/Program Membership fee is a yearly fee in order to keep the Program Membership active.