

GREEN COUNTY FAMILY YMCA

DISCOVERY CENTER & PRESCHOOL

STUDENT HANDBOOK



Where little minds come to grow.



GREEN COUNTY FAMILY YMCA

1307 2ND STREET

MONROE, WI 53566

(608) 325.2003 EXT. 232

preschool@greencountyymca.org

Philosophy

The Green County Family YMCA Discovery Center preschool program is designed to provide a safe, healthy, and fun place for children have a variety of different experiences within a school setting. Children ages 3 and up will have the opportunity to gain education through play and unique opportunities that only a YMCA facility can provide.

Class Descriptions

3 Year Old Preschool

Ages:

Open to children ages 3-4 years. Children must be 3 years old by the first day of class. Children must be **completely toilet-trained to be enrolled.**

Class options:

**Tuesday and Thursday; 8:15AM – 11:15AM or
Wednesday and Friday, 8:15AM - 11:15AM**

Class Description:

This class will emphasize the development of basic socialization and communication skills in a group. Children will be introduced to letters and numbers through playful songs and rhymes. Making new friends, communication, learning, and fun will be the focus of this program. The children will also have Gymnastics and Swim Classes included in their weekly schedule.

4 Year old Kindergarten class:

Ages:

Open to children ages 4-5 years old. Registration of the class is done through the Monroe School District. Children must be 4 years old by September 1st of the current year.

Class Schedule:

Tuesday through Friday 12:00PM – 3:00PM

Class Description:

The curriculum will focus on personal and social development, reading readiness skills, basic mathematics and science skills as well as large and small motor development. This will be achieved through games, songs, and creative projects. The children will also have Gymnastics and Swim Classes included in their weekly schedule.

Admissions

Students must be age listed below **by September 1st** of that school year to be eligible to enroll in each specific class.

3-4 year old preschool – 3 Years old

4-5 year old 4K Kindergarten- 4 Years old (determined by the school district)

The Green County Family YMCA Discovery Center will offer equal opportunities to all, and not discriminate by race, color, sex, or national origin of creed, including Title IX and ADA Requirements.

Students with special physical or emotional needs will be accepted provided that "reasonable accommodations" can be made for their participation, and/or if the student's participation does not require an inordinate amount of staff time that would not allow for safe and quality care of other students within the program.

Enrollment

To enroll in the Discovery Center programs the attached forms must be completed in their entirety. All forms must be turned in to the YMCA **before** the first day of attendance.

Child Enrollment
Child Information Form
Emergency Release Form
Child Health Report

Family Contract
Health History
Medical form (if needed)
Day Care immunization Record

Class size limits:

3-4 year old class.....Limit of 8 or 16 children (ratio of 1 teacher to 8 children)
4K Kindergarten.....Limit of 18 children (ratio of 1 teacher to 9 children)

If an enrolled child will not be attending the preschool this year, the facility is to be notified no less than 7 days before the start of class. If families fail to notify the YMCA, one month tuition fee will be assessed.

Fees

Registration Fee:

A \$25.00 non-refundable registration fee is due at the time of enrollment. The registration fee is not applied to the monthly tuition fees.

Class	Monthly Payment	Full Year Payment
3-4 year old Preschool	\$87 Member \$174 Non Member	\$783-Member \$1566-Non Member
4-5 year old Kindergarten	Tuition paid to school district	\$75.00 Activity Fee due September 4th

Payment Options:

The Green County Family YMCA accepts payment options for your convenience.

Full year tuition payment can be made at the beginning of the school year.

Monthly payments can be made through our Bank Draft Option.

Please contact our Member Services Department to make payment arrangements **before the first day of class.**

Late Fees

Tuition payments not received within one week of the due date will be assessed a **late fee** of **\$20.00**. **Late payments** or **no payments** may be cause of **termination of enrollment**. Students may be asked not to attend class until their families make arrangements for payment.

Financial Assistance

The Green County Family YMCA is a non-profit, charitable organization that is dedicated to the development of the whole person. The philosophy of the YMCA is not to deny any youth or family a basic membership due to financial hardships. Financial assistance is available; please contact the Member Services department to complete an application.

Volunteer Policy

The Green County Family YMCA is a service organization and all of our members and participants are asked to volunteer some of their time to give back to others. There will be a sign-up sheet available at the meet the teacher that will cover the school year open volunteer spots within our program. **Each family is expected to sign up for a volunteer job within our program.**

Fundraiser Policy

The Green County Family YMCA is a non-profit organization and all of our programs run off of fundraising efforts by all Members and Program members. As a Preschool participant **each family** will be required to take part in **two fundraisers** throughout the school year. Families who choose not to participate **will be required** to pay a "**buy-out**" fee. The fee amount will be based off the specific fundraiser chosen.

Absences

We respectfully request that if your child will not be in attendance that the family calls to notify staff of the absence. If we have not received notification within 15 minutes of the start of class, staff will call to confirm an absence.

Arrival/Departure Policies

Key Fobs

Members of the YMCA Discovery Center may use the YMCA Preschool entrance to drop off and pick up their children. Access to the Preschool Entrance requires a key fob. There is a **deposit fee of \$10.00** per key fob which will be returned at the end of the year, once the key fob is returned to the YMCA Discovery Center Staff. **Key Fobs may not be kept over the summer regardless of fall program participation.**

Drop off

Children will be greeted by Discovery Center staff as they arrive. Children will place personal belongings within their individually tagged cubby and then enter the classroom. YMCA staff will check children in based on the time that they arrive in the classroom.

Pick up

At the end of class children will be released to families. No child will be released to a person not listed on the **Authorized to Pick up Child** form. An identification, such as a driver's license, will be required, if the person picking up is unknown to staff. Pick-up time for students needs to be done within **15 minutes** following the end of class. If students are not picked up within the first 15 minutes a late fee will be assessed. The late fee will be \$1.00 per minute. Families will be given a 2 occurrence grace period for late pick-ups.

Health Policy

In our efforts to minimize the spread of illness between children, we ask families to cooperate with the following policy.

For the protection of all staff and children, any child with the **following symptoms should refrain from attending school.**

***Fever over 100 degree**

***Rash**

***Severe cold symptoms**

***Diarrhea**

***Vomiting**

***any signs of communicable disease
(i.e. pink eye, strep throat etc.)**

As a Licensed preschool we are required to report all communicable diseases to the Green County Health Department and to notify all families enrolled in our center. The student's name will not be published, only the specific communicable disease and common symptoms. Please notify us immediately if your child has been exposed to or develops a communicable disease.

Medication Policy

Medication will only be given when an Authorization to Give Medication form is on file for the child. All medicine must be in its original container and clearly marked with the student's name, dosage, time, date and physician's name. We will document all doses given to students within the Incident Log.

First Aid Policy

If your child is mildly injured at the YMCA Discovery Center staff will administer first aid and record the care within the Incident Log. The family will be notified at pick-up on the day the injury/incident happens. If the injury requires medical care, the staff will: attempt to contact the family members through all phone numbers available, this includes the use of emergency contacts. Staff will then call 911, however if the injury is life threatening the staff will contact 911 first, then the family.

Discipline Policy

At the YMCA Discovery Center we believe in giving children a set of age appropriate boundaries to stay within. These will help the continued development of right and wrong within the children. The teachers will use positive redirection as the first intervention tactic. We feel that issues may resolve themselves with a change of focus. The next step will be to have a 1 on 1 conversation with the child encouraging them to make an appropriate decision regarding their behavior. If a child needs to take a "break" from the classroom activities, they will be asked to sit at a table with a book until they are ready to return to the group. Children will not be given a time limit but instead will be told that they are able to return whenever they are ready.

If there are repetitive issues within the classroom the teachers will have an open discussion with the parents so that as a team we can resolve any issues together.

Field Trips

Families will receive advance notice for all field trips and will be required to sign the Field Trip Permission Form. This will accompany the children on our travels.

Gymnastics Class

Children will spend 30 minutes each week working on fine and gross motor skills, flexibility, and basic tumbling skills. Please make sure your children wear comfortable clothing that allows easy movement.

Instructors: Dawn Lederman and Gymnastics Center Staff

Swim Classes

Children will spend 30 minutes each week working on the right way to basic skills in the water. Children will be grouped based on their individual experience in the water and will then work on the skills to further their swimming knowledge. Please make sure that the children bring in their suit and towel. Goggles are NOT required but often help!

Instructors: Brenda Ritschard and Aquatics Department Staff

Outside play

At the YMCA Discovery Center we believe in the value of outside play. We strive to ensure that all children are able to participate in the experiences that only the outside environment can offer. In addition to free play, we may take our classroom outside so that we can experience new things from a different perspective. We ask that you always send weather appropriate clothing for your children so that we can extend our classroom to the areas around the YMCA.

Conferences

Conferences will be offered twice a year to give parents and teachers a chance to discuss their child's development. Conferences will be held in the fall and again in the spring.

Snacks

The YMCA Discovery Center provides a healthy snack to the children each day. Each day the children will be offered a nutritious snack and 1% milk. During snack time the teachers will sit and have large group open discussion which is driven by the children themselves. This is an important time for the children to work on social skills and large group involvement.

Discharge of an Enrolled Child

Family discharge: A written notice, given two weeks in advance, is required. The tuition for current month will not be refunded.

Mutual discharge: When both staff and families agree that continued participation is not in the best interest of the child, a two week notice is not required. The tuition for the current month will not be refunded.

YMCA initiated discharge: Families may be asked to withdraw their child for a number of reasons;

- when it is evident the child cannot adjust to the program's environment,
- **a child's behavior becomes detrimentally, emotionally, or physically unsafe to the other children enrolled**
- families fail to complete and submit all required forms
- families fail to pay the required fees

Discharge of an enrolled child will be reviewed by both the Director of the Discovery Center and the Green County Family YMCA CEO and Director of Operations.

YMCA Discovery Center

Family/Parent Contract

In consideration of my child's participation in the Discovery Center programs:

1. I/we agree to **pay all tuition and fees on time**. I understand that there will be a late fee assessed if timely payment is not made. I also understand that my child may be dis-enrolled if payment arrangements are not made.
2. **I/we agree to drop off and pick up child at the appropriate class times**. I understand that if I am late more than twice I will be assessed a late fee for each occurrence.
3. I/we agree to return all **required paperwork before the first day of class**. I understand that failure to do so could result in my child being dis-enrolled from the program.
4. I/we agree to **abide by all the Policies and Procedures of the YMCA Discovery Center and the Green County Family YMCA**.
5. I/we agree to **return all key fobs at the end of the school year, or by June 30th, 2019. If key fobs are not returned on time I understand that my deposit will be forfeited, regardless of future program participation.**

Child's Name: _____

Parent's signature:

Discovery Center Director Signature: _____

YMCA Discovery Center

Authorization Form

Picture Authorization:

____ I, we **give permission** for the Discovery Center staff to take and **publish pictures** of my child within the **Preschool emails** and **YMCA marketing materials**.

____ I, we **give permission** for the Discovery Center staff to take **and publish pictures** of my child within the **Preschool newsletters/emails only**.

____ I, we **do not give permission** for the Discovery Center staff to take or **publish pictures** of my child.