



Hamilton Area YMCA

Y's Owls Preschool PARENT HANDBOOK





Hamilton Area YMCA Y's Owls Preschool

Dear Parent/Guardian:

We hope that this Parent Handbook will be helpful to you in understanding our policies and procedures. We ask that you read it carefully and refer to it as needed. Should you have any questions, please call us.

Please sign the **Handbook Acknowledgement Form** and return it to us immediately. In this way we can be sure you have received a copy of the Handbook and understand the Y's Owls Preschool Policies and Procedures.

The Hamilton Area YMCA Y's Owls Preschool is a state-licensed program. The Program serves children 3 to 5 years old, and provides a warm, nurturing environment in which your child can discover and develop his or her individual potential for physical, social, emotional, and intellectual growth.

Mission Statement

The YMCA is a charitable association dedicated to building a healthy spirit mind and body. Part of a world-wide movement, it puts Christian principles into practice through programs that promote good health, strong families, youth leadership, community development, and international understanding. YMCA's are open to men, women and children of all ages, incomes, abilities, races, and religions.

Program Goals

- To help your child develop a positive self-image.
- To provide an environment that is warm, caring, encouraging, consistent, safe, and full of respect for each individual.
- To provide experiences and activities which will encourage the developmental state of your child physically, intellectually, emotionally, socially, and creatively.
- To help your child relate comfortably to peers and adults.
- To provide opportunities for development of gross and fine motor skills, using music, art and physical activities.

- To implement a curriculum based on age appropriate activities to develop skills in self-help, language, math readiness, reading readiness, science exploration, dramatic play, creative arts, and social studies.

REGISTRATION AND PAYMENTS

REGISTRATION:

A YMCA program youth membership, tour of the facility and classroom visitation is required for enrollment. All registration forms must be submitted prior to a child's admission to the program.

A non-refundable, non-transferable \$25.00 registration fee, per child, is required at time of registration.

ALL IMMUNIZATION AND PHYSICAL REQUIREMENTS MUST BE COMPLETED PRIOR TO CHILD'S START DATE.

To enter the 3 year old program in September, the child must be 3 by October 1st of that school year and completely potty trained.

To enter the 4 year old program in September, the child must be 4 by October 1st of that school year and completely potty trained.

October 1st is the cut off date implemented by the Hamilton Township School District and will ensure that your child will not be refused admission to kindergarten because of age requirements.

TUITION PAYMENTS:

Monthly tuition is due by the 1st day of the month of service. All late payments received after the 1st will incur a \$10 late fee, per child, per program. There is a discount for the second child enrolled in the family. The same monthly tuition rate is charged for each month regardless of holidays, or emergency school closings. There is no credit for days missed days due to vacation, illness, suspension or other circumstances. Person signing enrollment application will be held responsible for tuition payments.

PAYMENT METHOD:

The Hamilton Area YMCA does not bill for services. It is the parents/guardians responsibility to make sure tuition payments are made on time each month. For your convenience payments may be dropped in the Tuition Payment box located in the Y's Owls Preschool classroom. Payments may also be made on line at www.hamiltonymca.org or in person in the Child Care Administrative Office.

CHILD CARE TAX CREDIT

Please save your child care receipts for tax information. Our tax ID number is 21-070-2879.

SCHEDULE CHANGE OR WITHDRAWAL:

A schedule change or withdrawal from the program requires written notice. Please use the Schedule Change/Drop Request Form located under Resources and submit to the Childcare Registrar by the 15th day of the prior month.

PROGRAM CHANGES:

The Hamilton Area YMCA reserves the right to increase tuition with thirty days (30) days advance notice and to change the times and sessions of the programs offered.

DROP OFF AND PICK UP PROCEDURES

DROP OFF AND PICK UP

Parents and persons authorized to take the child will be required to have a photo identification key tag in order to enter the YMCA building. Key tag information will be distributed to parents upon registration in the Preschool.

Your child must be signed in and signed out each day by a parent or guardian 18 years of age or older. Please complete sign in and sign out form accurately.

Never leave the Preschool with your child until you are sure the teacher in charge knows you have taken him/her.

AUTHORIZATION FOR RELEASE

Each child may be released only to the child's parent or person authorized by the parent to take the child from the Preschool. The Preschool staff will require photo identification for the release of a child, until the staff becomes familiar with the parent or authorized person.

If a non-custodial parent has been denied access (or granted limited access) to a child by a court order, the Preschool will require documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

LATE PICKUP:

If you are late picking up your child, the following fees will be charged:

- 15 minutes \$10.00
- 16-30 minutes \$20.00
- 31-45 minutes \$30.00
- 45-60 minutes \$40.00

If alternative arrangements are unavailable, we are required to notify the Division of Youth and Family Services (DYFS) if a child is not picked up within one hour of closing.

PROGRAM POLICIES

TOILET TRAINING

Y's Owls Preschool requires that all children are to be toilet trained, including the ability to wipe themselves.

If an accident occurs, the child will be changed and the soiled or wet clothes will be placed in a plastic bag. If the accidents are frequent, we will schedule a conference with the parents. Parents will be called to come to the Preschool if their child has a bowel movement accident that is messy.

CLOTHING

Sneakers are required each day. For your child's safety, boots, sandals, flip flops, crocs or dress shoes are not allowed. Children should wear comfortable play clothes that are child friendly and can get dirty.

SUNSCREEN

Please put sunscreen on your child, if warranted, before bringing him/her to the site each morning. If you would like your child to put on sunscreen at school, please bring it in with his/her name written on it in permanent marker. Staff can only apply lotion to children's faces. Staff will direct children in applying lotion on themselves.

TOYS

Y's Owls Preschool provides a variety of toys for the children. Toys are not to be brought to the classroom from home unless otherwise indicated by the classroom teacher. At NO time are guns, weapons, large toys, or toys with sharp edges allowed.

NUTRITION

Y's Owls Preschool is a "nut-free" environment. Absolutely no products containing peanuts, peanut butter, or tree nuts of any kind will be allowed. This includes products made in a facility that processes tree nuts/peanuts or **may contain** tree nuts/peanuts. Please read all ingredients carefully! Please inform the Director/Teacher of any food allergies or dietary restrictions your child may have.

Candy, soda or glass containers are not permitted in the Preschool. Any food considered a potential choking hazard may not be brought into the Preschool. Please see "Foods from Home" Policy located under Resources on the website for approved food.

HEAD LICE

Children with Lice or Lice Eggs cannot attend the Preschool until treated. If Lice or Lice Eggs are discovered while in our care, your child must be picked up immediately.

Proof of treatment will be required before your child returns to the Preschool. A receipt for an over the counter treatment or prescription shampoo from a store or pharmacy may be used as proof of treatment.

PARENT INVOLVEMENT

We welcome parents to visit! Parents of enrolled children may visit the Preschool at any time without having to secure prior approval from the Director or any staff member. Please see your child's teacher for specific guidelines.

If you are interested in volunteering in the classroom, please notify the teacher. If you have a special skill or talent you would like to share with the children, please let us know.

Please keep us informed of any changes which may have an effect on your child – new baby, moving, divorce, death in the family, etc.

We look forward to working with you as partners in your child's early education!

Child Learning & Development Administrative Staff

Beverly Gessner
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Rose Elefant
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Hamilton Area YMCA

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