

# THE YMCA of Ashland, OH PRESCHOOL HANDBOOK



The YMCA of Ashland, Ohio  
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## **Welcome!**

The YMCA of Ashland, Ohio welcomes you to our school! This handbook contains information regarding our program. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about the Ashland Family YMCA Preschool. We are confident that your child will benefit positively from our unique program. Please feel free to contact the Director for any further information.

## **Licensing**

The YMCA Preschool is legally licensed to operate by the Ohio Department of Job and Family Services. We are licensed for 3-5 year olds that are fully potty trained. We are inspected annually and you are welcome to ask questions about this at any time.

## **Philosophy and Goals**

The YMCA of Ashland, Ohio Preschool Program is designed to encourage the development of the whole child. We shall provide experiences that nurture a positive self-image, socialization, creative thinking and a love for life and learning. To achieve these goals, the staff and parents need to work together as partners. We are pleased that you have chosen to include us in the growth and development of your children. We are open to all children regardless of race, sex, color, ability, religion or national origin.

## **Curriculum**

We will be following Creative Curriculum in our preschool. The organization of the classroom is crucial to the success of our program. Materials and equipment have been chosen to challenge and interest the child. To meet the child's developmental needs, some curriculum activities include art, language arts, science, gross motor, fine motor, dramatic play, math, music, geography, manipulatives, socialization skills, cooking, blocks, swimming, and gymnastics. The children will be assessed academically and developmentally a few times a year. Those results will be shared with the parents in paper form and conferences will take place twice a year.

## **Admissions**

A child is enrolled in the center only after there has been a meeting or an email with the director, all paperwork has been completed and approved and the registration fee has been paid. Any change to your personal information should be communicated to the administrator immediately so that current information is always on file. A medical form signed by a physician or nurse practitioner with immunization record is required to be submitted within 30 days of admission. The physical must be updated annually.

## Hours and Days of Operation

The YMCA Half Day Preschool (HDP) will be in session Monday through Friday 8:30am-11am. We also offer a Full Day Preschool (FDP) program from 8:30am-3pm that includes a (packed) lunch time and a nap option. We will be open from 6:30 A.M. to 6:00 P.M. for the All-Day Care (ADC) program. Preschool follows the Ashland City School Schedule, delays and cancellations, our holiday schedule may vary slightly but will be similar; All Day Care is daily until summer camp begins. There will be sometimes that the center will be closed between when Preschool ending and Summer Camp beginning to make the transition into the summer activities. There is also one week in August that the YMCA itself is shut down to do major repairs and cleaning projects. It is typically the third or fourth week of August and is signified by the end date for Summer Camp. Once the week of Shut Down ends we will open the center for care to begin. Preschool will run from the first week of September after Labor Day and will end the Friday before Memorial Day. The center will also close for major holidays, such as, but not limited to 4<sup>th</sup> of July, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve and Christmas Day, New Years Eve and New Years Day, and Memorial Day.

## Staff/Child Ratio and Group Size

The Ashland YMCA Preschool is licensed to operate with a maximum of 22 children per classroom each session, not to exceed the following state ratios:

1:14 4-5 year olds

1:12 3 year olds

1:18 School Age children

Limitations do not include outdoor time or special activities.

## Daily Schedules

Morning and Afternoon

6:30-8:30

Morning wake up and quiet play

8:30-9:00

Arrival and special lessons

9:00-10:00

Individual and small group learning

10:00-10:30

Snack and prepare for playground/gross motor time

10:30-11

Playground or gross motor activities

11:30- 12:30+

Lunch time (Lunch Bunch)

12:30-3:00pm

Preschool designed same as AM schedules

12:30:00-2:30

Nap time for the children who request one (Snooze Cruise)

2:30-3

Snack and prepare for playground/ gross motor activities

3-6

Open centers and free play until departure

*These time frames are flexible and vary with swimming, gymnastics or special events.*

## Birthdays

Birthdays may be celebrated with a nutritious snack. The children will sing and do other things to make this a special day for your child. Please limit sweets, be cautious when you send cupcakes, they make a mess and don't get eaten.

## **Toys/Jewelry/Money from home**

Please do not send toys, jewelry or money to school with your children. They often give them to a friend or lose them which creates unneeded stress for the children and staff.

## **Transportation of Children**

The YMCA of Ashland, Ohio Preschool will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted. We do not transport children for field trips or to/from other locations. Transportation of children is left to the responsibility of the parent(s).

## **Accidents/Emergencies**

Should we need to evacuate due to fire, weather conditions, the loss of power, heat, or water to the center our emergency destination is CVS on Main Street. A sign would be posted on the entrance door indicating that we have evacuated and the location you can pick up your child. Parents will be contacted as soon as possible to come and get your child.

All staff members are trained in First Aid and CPR. Most of the staff also have training in Communicable Diseases and Child Abuse. In the event of a minor injury/accident staff will administer first aid and care. If the injury is more serious, first aid would be administered, and parents would be contacted immediately. If any illness/injury is life threatening, the EMS will be contacted, parents notified, and a staff member will accompany the child to the hospital with all available health records. An incident/injury report will be completed and signature by the parent or guardian of the child within 24 hours. If you would like a copy of the report, ask when it is being signed and a staff member will copy it for you to take home. A copy of the report must remain at the center in the child's file.

## **Swimming/Gymnastics**

We will offer swimming and gymnastics times for the children to gain those experiences one day a week for 16 weeks throughout the school year. If your child is here on those days, they will attend the extra classes. A permission slip must be signed by the parent or guardian. Certified lifeguards will be on duty for all swimming lessons and two staff will always be present. Staff will also be present for gymnastics. Please remember to send bathing suits and towels on swimming days and girls should wear shorts or pants for gymnastics.

## **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our day when the weather permits. On the days that outdoor play is not an option, we will have time for indoor gross motor activities. Be sure to dress your child accordingly. Our policy is **NO FLIP FLOPS** please!

## **Parent Participation Policy**

An open house will be held before school begins for the parents and children to meet the staff and ask questions. Procedures, policies and curriculum can be discussed at the open house. Monthly newsletters will be distributed to the parents via email concerning the curriculum, schedules and coming events. Parents are encouraged and welcome to participate whenever possible in school activities. Parents are welcome to attend field trips, class parties, and special events or to join in daily fun. Teachers and the administrator are available to discuss your child's progress or needs at any time. For lengthy conversations, please make an appointment so that the teacher can focus on you and your child during these times. If you have any questions, it is recommended you speak to your child's teacher, the administrator, and finally the CEO of the YMCA, in that order. Bring up your concerns ASAP so they can be addressed and not turn into bigger problems. An open line of communication is necessary for a good school year and experience. We have a school roster that you may/may not give permission to be on or to limit information shared. This option will be offered during registration.

## **Guidance Policy**

We believe that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect others. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and redirection will be used. A child may be given a short period of time apart to give them a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. If a situation arises where a child is consistently endangering themselves or others, it may become necessary to dismiss the child. EVERY attempt will be made to work with the parents and child to correct the behavior. We may need to implement a behavior management plan for children that requires "extra attention" from the staff.

## **Supervision Policy**

The responsibility of our staff is to ensure the health and safety of each child entrusted in our care. We will be alert to the safety needs of our children, anticipated possible hazards and take necessary precautionary and preventative measures, including but not limited to:

1. No child will be left alone or unsupervised.
2. No child will be released to any person not authorized to pick up the child. Written authorization must be given to the school in this regard.
3. Parents must keep the child inside the car until a staff person comes for them. Staff will return children to the car at dismissal time.

4. Staff will escort the children from the car to the classroom and back.
5. There will always be immediate access to a working telephone.
6. Fire drills will be held monthly. A record will be available upon request. An emergency alert plan can be implemented by the staff. The plan is posted in all rooms.
7. Tornado drills will also be held seasonally.
8. The use of aerosols is prohibited when children are present.
9. The staff is mandated by LAW to notify the local children's protection agency when they suspect abuse or neglect.
10. Parents will be contacted immediately when children become ill and need to be picked up.
11. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport children home.
12. Custody agreements must be provided to the preschool with court papers indicating who has permission to pick up the child. The school may not deny a parent access to their child without proper documentation.

### **Pick up and Drop Off Times:**

If you are running late to pick up your child, **PLEASE** call or email ASAP. Children get very upset when all their friends are gone, and their ride is not there. We understand things happen. If we are aware, we can find things for your child to do to keep them busy. Habitual tardiness to pick up your child will result in a \$1.00 per minute fee.

Anyone who is to pick up your child, other than the parents, must be listed on the pickup list that is completed at registration and must be at least 16 years of age.

### **Delay and Closing Policy**

We will be following the Ashland City Schools Schedule for the **PRESCHOOL PROGRAM**. If school is delayed or canceled for weather, the All-Day Care children will still have care. The Half Day Preschool children will not have school in the event of a snow delay, but the Full Day Preschool will begin at 10:30pm. The newsletter and website will be updated to reflect any other schedule changes. Full Day Preschool does not qualify for care in the event of closings and holidays. Care will be provided only for All Day Care families. Below is a graph to explain a little simpler.

Delayed schedule -All day care provided	Canceled schedule- All Day Care provided
Delayed Schedule- No AM Preschool	Canceled Schedule- No AM or Full Day Preschool
Delayed Schedule-Full Day Preschool begin at 10:30	Canceled Schedule- If Full Day Preschool and need care, care provided at \$35 for members and \$45 for non-members per day. No Half Day Preschool.

The purpose of the All-Day Care is for working parents who need all day care for their child. During planned closings such as Thanksgiving, Christmas and Spring Break, we will have a "need based" sign up for the All-Day children. If we do not have the required 6 children per day for the break, we will not be open. We will make sure to inform all parents in plenty of time to find other care if we are not going to be open. We understand this will cause some families to be inconvenienced, but it is not in the best interest of the YMCA to be open for less than 6 children. Please address any questions to Christie Krumlaw before registering if this is an issue.

If you have any questions, please feel free to call me at 419-289-0626 at the YMCA or email me at [ckrumlaw@ashlandy.org](mailto:ckrumlaw@ashlandy.org).

## **Tuition/Fees and Payment Policies**

A fee schedule is available upon request and is included on the enrollment sheet. Monthly payments are due at the beginning of each month. Checks are to be made to the The YMCA of Ashland, Ohio and can be paid by dropping payment in the drop box by administrator office door, given to a staff person or paid at the front desk. Late payments that are made after the **10<sup>th</sup>** of every month will be charged an additional \$20 fee. Field trip fees are paid in addition to the tuition and are due when the event is planned. Returned payments for insufficient funds will incur an additional fee of \$15 per check. Registration fees are non-refundable. A yearly rate has been determined and then divided into nine monthly payments, so holidays have been considered. Our tax ID number is available upon request. **The YMCA Preschool reserves the right to exclude the child from the school if tuition is more than 2 weeks late. The YMCA of Ashland, Ohio Preschool requires a two-week written notice to withdraw your child from the program. You will be responsible for the amount due monthly until written notice is given.** Once you are enrolled with our preschool it is a commitment of a minimum of 3 months attendance. You will be responsible for payment for a minimum of three months and a two-week notice is required to withdraw your child. Please speak directly with the administrator if you have any questions or concerns. Excessive (3 or more) late payments could result in payments being automatically deducted from a personal account. There is a 10% discount off the second child enrolled in the program. Payments are expected in full regardless of attendance of the child. These payments are spread out per month but are based on the number of total days attended throughout the school year. For payments to be scheduled or paid after the 15<sup>th</sup> of each month they must be paid the month prior. Payments after the 15<sup>th</sup> of the current month will have late charges and risk removal from the program until paid in full. If you have a special need for a payment plan please contact Christie Krumlaw at 419-289-0626.

## **Membership for All**

For families that are struggling with tuition and YMCA memberships, we have a program called Membership for All. This program allows the YMCA to keep its promise of no one being turned away due to inability to pay. An application

can be picked up at the front desk, or can be obtained for you. The process is simple and private. Contact the administrator or the front desk for further information.

## **Snacks**

Children have snack on a daily basis, and we focus on healthy foods. If we have any children with food allergies, we are very cautious and take it seriously. The center will provide snacks. **We are a nut free center**, if we are fortunate enough to have no allergies we may use nut products. **Please be clear about allergies on the Child Medical/Physical Care Plan.**

## **Management of Illness**

The YMCA of Ashland, Ohio Preschool provides children with a clean and healthy environment. We realize that children become ill from time to time. If this is your child's first year in school, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. Please DO NOT bring a sick child to school. They will be sent home immediately. Parents will be notified if the children have been exposed to a communicable illness. A doctor's note will be required after a communicable illness for admission back to school. If they have had a fever in the past 24 hours they are not permitted to be at school. They must be fever free with no medication for a minimum of 24 hours before returning.

**Medications:** The preschool will only administer medications to a child after a "Request for Medication" form has been completed by a doctor with written instructions. Emergency inhalers, Epi-pens, seizure medications will be kept in the storage office next to the purple room for easy access by all teachers.

**Physicals:** Expire yearly. Children must have a physical on file within the first 30 days of school starting. We will accept children with no immunizations, however, it must be documented on the Medical Statement (JFS form 01305) and signed by a physician. Parents will be notified one to two months prior to the Medical Statement's expiration date by the administration. Parents will then have up to 30 days after the expiration to submit a renewed medical statement. If one is not returned by this time, the child will not be able to return until a renewed medical statement is submitted to the administrator.

## **ODJFS Families**

Please make entries of in and out times daily. The tablet will either say accepted or denied. If it is denied, please tell the administrator or a staff member immediately so it can be fixed. Co-pays are due at the beginning of every month unless arrangements are made with the administration in advance. You will not be permitted to begin our program until your application has been processed with ODJFS. We will hold the spot that you would need for 30 days to be processed after that time your spot will be opened back up. Falling behind in entries can cause a family to become self-paid and will incur a



\$10 fee per week that the entries were missed. It is important that you log in daily and keep it up to date to be sure ODJFS gets the correct information to avoid the self-pay option. If there is an absence of longer than 2 weeks from the program, you will become self-pay and will need to pay for the two-week absence as well as any balance accrued from there. All entries must be completed and up to date by every Friday at 6:00pm. The entries need to be submitted on Monday morning, if they are not complete there will be a \$10 charge added to your account and will need to be paid by the end of the next week. There is an app you can download on your phone to do your entries from your care and to approve any changes that need to be made to your child's attendance. This app is KinderSmart. It will walk you through the process of being able to utilize that option. There is a QR code next to the tablet in the lobby that will help you use the app.

## **All Day Care/ Full Day Preschool**

- Please bring a lunch daily with an ice pack. We can no longer put lunches in our refrigerators. Feel free to bring a gallon/half gallon of milk for your child so you don't have the inconvenience of packing it daily.
- Due to the large numbers of children, please try to limit how much warming up is needed per day.
- Lunches MUST follow the state guideline so we are not in violation and receive a non-compliance from the state. See attached state guidelines. Questions? Contact the administrator. Please **do not** send **nut** items in their lunch, due to so many allergies in the school, unless told otherwise by the administration.
- All Day Care and Full Day Preschool will have the option of quiet time from 12:30-2:30 (approx.) We have cots and music available. If your child is not a napper, they still have the option of quiet time. If your child is having a "day", we reserve the right to make them rest. We understand that some children are not nappers, but with their new schedule, they may develop the habit!
- Bring a pillow, blanket, and a stuffed friend if desired and a XX LARGE storage bag labeled, large enough to hold your child's things to be transported every other Friday to be washed. Zip-Loc makes the bags, they have them at Wal-Mart, and there are also some available at the Dollar Tree for a dollar. If you cannot find one, you can purchase one from the center for \$2.00 each. Please limit what is brought for nap time. One blanket, one pillow and one stuffed friend is the maximum we can allow. Beyond that it just becomes a distraction to everyone.

If you are an All-Day Care family, we will have care provided during breaks from preschool. For these times we will do a sign up separate from the regular schedule. You will need to do the sign up to be allowed to be here for those days. If you do not sign up in advance, there will be an additional charge added to your bill of \$15 a day attended. It is necessary that we know who will be here to be sure we staff it sufficiently. You will also only be allowed to attend the hours that you sign up for and will be charged \$1 a minute over the time that is signed up for. Once again, this is to be sure we are staffed correctly to accommodate the number of children in our care. A note will be

sent home a minimum of 2 weeks ahead of time. If you do not receive this note it is your responsibility to ask for one.

## **In-service Policy**

Due to changing regulations to the licensing for preschool/childcare centers we reserve the right to close the school/center up to once a month to attend in-service training to keep our license valid to serve you with quality care. For when this occurs, please have a backup plan in place for the care of your child(ren) for that day.

If you have any questions or concerns throughout the program, please feel free to stop in and discuss them. We may amend this handbook to reflect policy changes mandated from the State of Ohio or the YMCA. Families will be informed of these policy changes.

*Christie Krumlaw*

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