

Parkwood Kid's Time Preschool Family Handbook



A Great Place to Grow

Parkwood YMCA
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****Due to Covid-19 some policies have changed. See our Covid Plan for information.****

Welcome to Kid's Time Preschool!

Kid's Time Preschool is committed to ensuring that your child's first educational one is positive. Through our program, the Kids Time Preschool Program strives to provide opportunities that will help individuals clarify values by giving direction to the choices children make, improve personal and family relations, appreciate diversity, become better leaders and followers, develop specific skills and most off all have fun!

In our commitment to quality, the childcare programs are continually reviewed and revised to provide childcare, which is safe, secure, and dependable: a place where children and parents feel welcome and comfortable.

We are excited to have you join our YMCA family. This handbook will help helpful while you are in our program. Please keep it handy for future reference.

Philosophy

Kids Time Preschool believes that each child is unique as is his or her own way of learning. We believe that playing is a child's work. The preschool experience should be full of new experiences and discoveries that can be made during meaningful facilitated play.

Goals

Individual care will nurture strong beginnings and support developmental growth at a comfortable pace for each child. The YMCA core values of caring, respect, responsibility and honest are incorporated into our daily routine to enhance character development. Our goal is to provide a safe, nurturing, age appropriate environment that encourages individual growth.

Curriculum

To reach our goals we will use a blended curriculum including individual, small group and large group activities. We use Creative Curriculum to help us set up a rich and stimulating learning environment. Our learning areas include library/quiet area, blocks, art, table toys, sensory, math science, music and movement dramatic play and literacy. Materials are arranged so that children can easily and independently makes selections that appeal to them. Teachers thoughtfully plan activities that will enhance all areas of development: social, emotional, intellectual, physical and creative.

Staff

Megan Christensen, who is certified and experienced in Early Childhood Development, administers our program.

Kids Time lead Teachers are qualified personal who meet the YMCA standards of holding a college degree or meet the necessary standards for qualifications for Michigan Child Care State Licensing. Our Assistance teachers are all over the age of 18 years old.

All staff have a comprehensive background check completed by LARA including the national fingerprint registry and clearance through the Michigan DHS central registry of child sexual offenders and Michigan State Police internet criminal access tool (ICHAT).

In addition, all staff are trained in Child Abuse Prevention, Infant/Child CPR and Basic First Aid, Blood Bourne pathogens and Safe sleep if required and will complete at least 16 hours of additional professional development training each calendar year.

Classroom Setting

Our fun filled, individualized program helps children grow academically, physically and emotionally. Through play, stories, songs, crafts and more, we assist children in meeting developmentally appropriate milestones. Activities are designed and scheduled to encourage socialization, respect for one another, sharing cooperation, listening skills, independence and learning through fun experiences. This program is perfect for a child's first preschool experience, one approaching Kindergarten or anywhere in between.

Classes and Schedule of Operation

We currently offer full day and part day options. 9-11:30, 9-1, 9-3:30 days vary. See our registration form for our current offerings.

Classes begin after Labor Day and end the week prior to Labor Day.

Before and After Care is available.

Program is for ages 3-5

Children must be fully potty trained (pull-ups are allowed, you will be called if your child needs a change).

We will help assist with buttons/ zippers and hand washing.

Our typical day in our program:

9:00 -9:30 Arrival and Free Play

9:30-9:50 Clean up, Large Group Activities

9:50-10:00 Bathroom and Handwashing

10:00-10:20 Snack, puzzles, free reading...

10:20-11:00 Small Group Activities

11:00-11:30 Outside/Dismissal for 11:30 class

11:30-12:00 Bathroom, Handwashing, Lunch

12:00-12:30 Free Play

12:30-1:00 Large Group Activity/Dismissal for 1:00 class

1:00-3:00 Nap or rest time, Small Group Activities

3:00-3:30 Bathroom, Handwashing, Snack/Dismissal for 3:30 class

Before care is available from 7:30 to 9:00 am, After care is available from 3:30 to 5:30pm.

Enrollment Policy

Enrollment is offered on a first-come first-serve basis. We open enrollment to the currently enrolled families in February and open enrollment to the public in March. Full time enrollment will be given priority if space is limited.

Prior to the first day of attendance all required information must be completed and returned to the childcare director. These forms include an emergency information card, immunization records, fee agreement form and first month's tuition will be paid up front. A Health Appraisal form must be signed by a Dr. and returned within 30 days of starting our program.

Arrival and Dismissal

Arrival—Please park in the main parking lot. Upon arrival each day children should be accompanied into the classroom by an authorized adult, 18 years or older. The adult is responsible for making the staff aware of the child's arrival and sign the child in each day.

PLEASE DO NOT PARK IN THE PARKING CIRCLE TO DROP OFF YOUR CHILD. The circle is a fire lane and you can be ticketed for leaving your vehicle unattended.

Dismissal—You are welcome to pick up and sign out your child from the classroom or playground area. Please park in the main parking lot. OR you may pull into the car line circle. Please pull all the way forward, up past the little libraries. We will bring your child to you. We will attempt to keep the car line moving quickly. If need to have a conversation with a teacher, please park in the main parking lot and walk up to the building.

Authorized Adults

Children will only be released to custodial parents/guardians and authorized adults whose name are listed on the child information card. The staff will ask for picture ID and the name will be checked on the emergency information card. Parents must contact the director, Megan Christensen, to add names of individuals allowed to pick up.

If your family is in a unique custodial situation, staff must have legal documentation of file. Please notify the director of any changes or updates to the custody agreements.

Absence/Illness

Please notify the YMCA (517-827-9680) if your child will be absent. If your child is ill, please keep them home. Children must be fever free for 24 hours without medication to return to school. See the full Health Policy below. No credit is given for occasional absences.

School Calendar, Holidays, Snow Days

The director will provide a calendar for year which will include any school closings.

Our program will be closed the following days: New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day and New Year's Eve. *If Haslett Public Schools are*

closed for inclement weather, the preschool program will be closed as well. Please listen to the radio or local TV station for Haslet Public Schools. We will not be mentioned by name.

Fees and Billing

Kids Time Preschool is part of a non-profit organization and is parent funded, as expenses change, so must fees. You will be given 30 days' notice of any rate changes.

Tuition is payable monthly. A \$100 deposit will be taken at the time of registration. This deposit will hold your place and counts towards your September tuition. September tuition must be paid in full by August 1st or at the time of registration. Your next payment will be due October 1st. We must have a credit card on file for auto billing.

Delinquent Accounts

If a parent fails to keep his or her account current, the following will occur:

A reminder note will be sent home or phone call will be made.

A late fee of \$25 will be charged on the 5th day of the month.

If the fee is still not paid, or if payment arrangements have not been made with the Director your child can be removed from the program.

Withdrawal

A two week's written notice is required for withdrawal from the center. Regular tuition will be expected for those two weeks, regardless of attendance.

Financial Assistance

Financial Assistance may be available to qualified families. Contact our Membership coordinator for more information.

Discipline Policy and Behavior Issues

Kids Time Preschool will use only positive methods of discipline which encourages self-control, self-direction, self-esteem and cooperation. Our staff takes measure to set up an environment which minimizes the potential for behavioral occurrences by constantly supervising children, providing support to help the children work through a dispute, and by teaching children how to navigate through social situations successfully.

When a child is injured, staff will treat that child per first aid guidelines and fill out proper documentation for the parents. The child with the behavior issue will also be documented and parents will be notified. Most disciplinary problems will be prevented through kind, consistent treatment and effective intervention. Parents will be kept continually aware of their child's behavior in order to assure that the family and the YMCA program are working toward a common behavioral goal. If a pattern of aggressive or inappropriate behavior continues the Kids Time Preschool program reserves the right to dismiss any child from the program.

Snack and Lunch (Provided by Parents)

Eating time is an important learning and social time. The YMCA encourages healthy eating habits. Parents are encouraged to provide a nutritious snack/lunch and beverage each day. All families will be notified of any food allergies or restrictions. No child will be deprived of snack. **If your child requires a nut free environment, please contact Director Megan Christensen PRIOR to the first day of attendance to set up an agreeable plan.**

Outdoor Policy

The Kids Time Preschool will go outdoors as weather permits. Be sure that your child is prepared and dressed appropriately for the weather conditions. It will be assumed that if a child is well enough to be in attendance that they are well enough to go outside.

Rest Period

Nap and rest period will be provided and is required as part of our licensing. Individual mats and sheets will be provided for children. We ask that you send a small pillow, a blanket and a small comfort item from home. Sheets will be washed weekly at the center. Home items will be sent home on Friday to be washed at home and returned the following week.

Cultural Competency Plan

The Kids Time Preschool is dedicated to providing a school that meets the needs of all students and families from different cultures to feel valued and accepted. The goal of our Cultural competency Plan is to be understanding and appreciative of the values and traditions of different cultures in our program and within our community. To meet our goals, we utilize many tools and resources such as diversity training for our staff, inclusive materials for our classrooms, multicultural books and invite families to donate real materials to be used in our classroom experiences.

We welcome families to be part of the classroom by sharing traditions with students and teachers. The Y also offers support in translation services to reach all families in our programs. Our staff is comprised of diverse individuals that offer different experiences and uniqueness to support the framework of acceptance and understanding of one another that is not only seen in the building but also in the community.

Field Trips

Field trips are planned according to availability and around certain themes. When a field trip is planned you will be notified and required to sign a permission slip.

Our classes regularly take short walks in the surrounding trails and neighborhood. These activities are considered to be part of our daily program and you will not be notified in advance.

Pictures

Periodically, we take pictures of the children participating in different YMCA activities. Please understand that these pictures may be displayed in a presentation or used in flyer's, brochures and other publication concerning YMCA programs. If you prefer that your child's pictures not be used please indicate this in writing on the photo release form is included in the enrollment packet.

We will share pictures of our classrooms through a Private Facebook Group or a secure childcare program such as ProCare.

Items from home

What to bring

Children should be dressed comfortable so they can participate in all activities, including be outdoors.

Please label jackets, coats, backpacks...

Please bring a complete change of clothing in a labeled gallon size Ziploc bag to be stored in the classroom (including socks and underwear).

If needed, please bring a small pillow, blanket and comfort item for nap time.

What not to bring

Please leave all toys at home! This helps to avoid hurt feelings from not sharing with others and prevents your toys from being damaged or lost. We have Show and Share days when it is appropriate to bring an item from home. You will be notified ahead of time when these days are happening.

Parent Teacher Conferences

Throughout the year, any parent (or teacher) may request a conference with the Director or Lead Teacher. Teachers are available to parents on a daily basis. We can be reached by phone, email and in person, by appointment, before school starts. "Formal" Parent/Teacher conferences are held in the Winter each year. The Lead Teacher will prepare a developmental progress report on your child, this will help us work together to make the best experience for your child.

Special Situations and Developmental stages

Throughout your time at Kids Time Preschool, special situations and developmental stages will occur. These may include separation anxiety and special needs diagnosis. The Kids Time Preschool staff and program Director will work with families to best meet the needs of the child in these situations and help the family seek resources needed.

Child Abuse

The Child Protection Law mandates that Kids Time Preschool report to the Department of Protective Services on any suspected cases of child abuse or neglect.

Fire, Tornado and Other Emergencies

The safety of the children at the YMCA is always a primary concern. The Preschool will practice monthly fire drills and seasonal tornado drills. In the event of an actual fire, the building will be evacuated and, if necessary, parents will be called and asked to pick up their children.

In the event of a tornado, we will move to an appropriate interior hallway and remain there until the "all clear" has been issued.

In the event of a bomb scare, we will evacuate the building and remain outside until the "all clear" has been issued by the police department.

If children are expected to be outside for a long period of time, parents will be called to pick up their children.

Emergency and evacuation procedure are posted in each classroom.

Health and Safety Policy

Your child's health and safety are our first priority.

- **Hand Washing**-Hands must be washed with soap and running water.
- **Cleaning of Toys and Equipment**-We use a three-step process. Wash, Rinse, Sanitize for all tables, chairs, toys and equipment. Dress-up clothes, dolls, soft toys and bedding used for nap time will be washed on hot with laundry detergent.
- **Illness**-Children may not attend the center if they exhibit any of the following symptoms:
 - Fever of 100 degrees or more
 - Vomiting
 - Diarrhea
 - Severe nasal or eye discharge
 - Unidentified rash
 - Contagious disease (chicken pox, measles, lice, etc.)

If any of the symptoms mentioned become evident while the child is at the center, parents will be contacted to make necessary arrangements to pick up the child. If a child is prescribed antibiotics the child must be on the medicine for at least 24 hours before returning to the center. Parents must notify the center if a child has contracted or been exposed to any communicable diseases.

The child can come back to the center when:

The temperature is steadily below 100 degrees for 24 hours (without medication)

The child has been diagnosed as having a bacterial infection and has been on antibiotics for 24 hours.

It has been 24 hours since the last episode of vomiting or diarrhea.

The nasal discharge is not thick, green or yellow.

The rash has subsided, or a physician has determined that the rash is not contagious.

In the case of head lice or nits, the child must be treated and be lice/nit free.

Prescription Medications

Written permission is required before any medication can be administered.

All prescriptions must:

Be in the original container with the physician's name, and clearly labeled with the child's name, stating the instructions and the dosage to be administered.

Be accompanied by a licensing approved medication form with a parent or guardian signature and daily instructions for administration.

Be documented by the staff member at the time that it is given to the child.

Be accompanied by a marked spoon or syringe.

All Non-Prescription Medications

Must follow the same procedures as prescription medications (a doctor's note is not required)

Includes over the counter medication, such as Tylenol.

Will not be administered for more than 7 days, after that the child must be seen by a physician.

Pain Relief Medications

Pain relief medications, such as Tylenol, will be given only for pain and are not used to mask fever or illness.

Ointments and Lotions

Ointments, hand lotions and special soap need to be signed in with parental direction for usage.

All ointments and lotions must be labeled with the child's name.

May be kept at the center overnight.

A written blanket authorization may be given.

Sunscreen and bug repellent are not provided by the program. You may supply your child with sunscreen and bug repellent, and with written permission, we will be sure that it is applied to your child.

Medical Emergencies

In the event that a child becomes seriously ill or injured, he or she will be taken to the emergency facilities at Sparrow Hospital. The parents will be called to meet us there. Less serious injuries which may require a doctor's attention will be reported to the parent immediately, and together the parent and the Director will decide how to handle the situation.

Minor injuries, such as scraped knees, will be treated by the staff at the center and reported to parents at departure time.

Smoking is prohibited on the premises of the YMCA.

Weapons of any kind are prohibited on the premises of the YMCA.

Licensing and Regulatory Affairs

The licensing notebook contains all the licensing inspections and special investigation reports and related corrective action plans for the last 5 year. The Licensing notebook is always available for parents to view during regular business hours. Licensing inspections reports, special investigations, and corrective action plans from at least the past 3 years are available on the department's childcare licensing website at <https://www.michigan.gov/michildcare>

Questions and Concerns?

Questions and concerns regarding your child or the program should be brought to the immediate attention of the Child Care Director in person, through email, or by phone. Director Megan Christensen can be reached at 517-827-9679 or mchristensen@lansingymca.org