

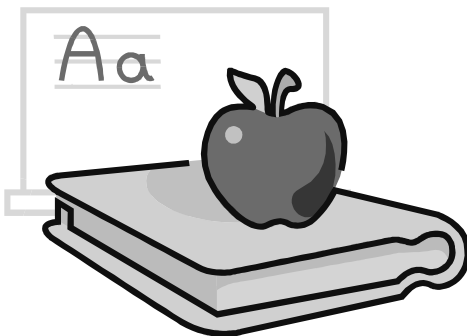


# Waldo County YMCA

★ We build strong kids, strong families, strong communities. ★

## Little Learners PRESCHOOL

### *Parent Handbook*



We build strong kids,  
strong families, strong communities.

*It's a great place to belong!*

Waldo County YMCA • 157 Lincolnville Avenue • Belfast, Maine 04915  
207-338-4598 • Fax: 207-338-2505

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**THE WALDO COUNTY YMCA**  
**LITTLE LEARNERS PRESCHOOL**

The Waldo Country YMCA Preschool Program is licensed by the Maine Department of Human Services and is therefore bound to comply with the licensing regulations of this agency. There is a copy of the licensing regulations in the childcare room for the staff and parents to read if they wish to do so.

We have been in our current location at the Waldo County YMCA since 2001. We are striving to provide the community with a high quality Preschool program. This program will provide age appropriate activities within a structure and stimulating environment. We will involve the children in a variety of activities such as discovery, gym, art, science, writing, music and reading. We encourage self-reliance, self-respect, friendliness, cooperation, curiosity and creativity.

The YMCA promotes Caring, Honesty, Respect and Responsibility. We strive to build strong families and strong communities.

**WELCOME TO OUR PRESCHOOL...LET THE JOURNEY BEGIN!!**

## **STAFF**

Beth Corey has her Child Development Associate Certification and has been working at the YMCA since February 2001. Beth is CPR/First Aid, AED, Lifeguard and Water Safety certified. Beth ran the YMCA scamper camp program (summer 2002) which focused on preschool aged children.

Laurie Perkins has worked at the YMCA since September 2009. Laurie will be working towards her CDA.

## **HOURS OF OPERATION**

The Preschool is open Monday, Wednesday and Thursday 9:00 a.m. – 12:00 p.m. The Preschool will follow the MSAD #34 school-calendar schedule year. Holidays, snow days and vacations will follow the same schedule.

## **AGE REQUIREMENTS**

Children enrolled in Preschool for the Monday - Thursday session will include students ages 2-1/2 (by October 15<sup>th</sup>) through age 4. Staff will assist with toilet training.

## **FEES**

We do our best to keep our fees as low as possible. As a non-profit organization, we rely on prompt payments. Payments are expected on the first of the month unless prior written arrangements have been made with the Childcare Director. A \$25.00 non-refundable registration/activity fee is required upon enrollment.

<u>Monthly Session Fees:</u>	Classes available Monday – Thursday ( <i>Choose your own schedule</i> )	
2-day Enrollment	\$ 95.00 Annual Member	\$135.00 Non-Member
3-day Enrollment	\$120.00 Annual Member	\$135.00 Non-Member
4-day Enrollment	\$135.00 Annual Member	\$150.00 Non-Member

We ask that you be prompt in picking up your child at the end of class. There will be a late charge of \$.50 cents per minute, per child, applied to the next month's tuition bill.

A \$5.00 late fee will also be applied to your tuition bill if we do not receive payments prior to the 5<sup>th</sup> of the month.

A two week written notice is required if you wish to withdraw your child from the program. Parents, who wish to withdraw a child, but fail to provide a two-week written notice, will be held responsible for the two weeks of fees.

## **ARRIVAL AND DEPARTURE**

We ask that you please accompany your child inside the room each day. We cannot accept the responsibility for any child dropped off outside. This also provides them a nice transition into the classroom. We also ask that you sign your child in each morning and out at the end of class. We will have a sign in and out sheet in the classroom. We also ask that if you are going to be out of town or at an appointment, you let us know in case of emergency during the morning. Please call if you are going to be late (emergency only), or if a person, other than someone already authorized is going to pick up your child. **WE WILL NOT ALLOW A CHILD TO LEAVE WITH ANYONE UNDER THE AGE OF 18 OR WITH AN UNAUTHORIZED PERSON.**

## **CLOTHING**

Durable, washable, comfortable clothes are recommended since we will be playing outdoors, painting, exploring etc. Each child should have one **COMPLETE** change of clothing to keep in its cubby. Please label all of you child's clothing, this will help avoid confusion. Thanks!!

## **PERSONAL BELONGINGS**

We request that **ALL** personal items remain at home. Misunderstandings and toys getting broken or lost can be very upsetting for a child.

## **ILLNESS**

Illness is always an issue in a group setting, however, under no circumstances should a child be brought to the program if he/she has a contagious illness. A sick child does not do well in a group setting and it is very difficult for the teacher to give a sick child the comfort and attention he/she will need when she has class to run.

Parents must also notify the Childcare Director immediately when the child contracts any communicable illness other than a cold.

## **DISCIPLINE POLICY**

We try to help each child understand that we have rules that must be followed for safety and health. We stress the importance of caring, honesty respect and responsibility. Each teacher will follow rules about acceptable behavior that reflect realistic expectations for the age and development of the children.

## **PARENT INVOLVEMENT**

Communication: Please feel free to communicate problems or complaints you may have about the program's policies, activities or staff to the Childcare Director, so that the problem may be dealt with promptly. We love positive feedback as well!!

All parents are encouraged and welcome to volunteer or observe at anytime. Parents will be notified and are encouraged to participate in field trips as well. If you would like to be regular volunteer, please fill out the volunteer application at the front desk.

There may be on occasion, a field trip. These are considered an important part of the educational program as well. We will give advanced notice if we will be taking a field trip.



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## PARTICIPATION AGREEMENT

In signing this agreement, I specifically assume all risks of injury arising out of my (my child's) presence on the premises of the Waldo County YMCA, the use of its equipment or facilities, and my (my child's) participation in its activities, whether on its premises or at another location, and for myself and my heirs and assigns to hereby waive, release and agree to hold free from all claims for damages the YMCA and its officers, directors, members, volunteers, employees or agents.

I understand the risks and dangers involved in participating in the programs (including swimming) and activities of the YMCA. I certify that I/my child is physically capable of any activity that may injure myself/my child or others.

I hereby authorize the employees of the Waldo County YMCA to call emergency medical assistance and/or perform basic first-aid procedures that are necessary in the judgment of the YMCA. I hereby authorize qualified medical personnel to administer necessary anesthesia and medical treatment to myself/my child in the event of an accident.

Because of the nature of our programs, the Waldo County YMCA staff may be transporting your child throughout the State of Maine by bus, van, or personal vehicle. All staff members transporting children are over the age of 21 and have a valid driver's license. I give the Waldo County YMCA personnel permission to transport my child by bus, van, or personal vehicle. I hereby authorize the YMCA to use photos and/or videos of me/my child/my family in promotional activities. I give permission for my child to swim at the YMCA and with the YMCA at locations outside of the YMCA. I give permission for any staff member to assist in the application of Sun Block on my child.

**The Waldo County YMCA requires a 2-week written notice to terminate childcare agreement.**

*I have read this agreement and I fully understand its term, understand that I have given up substantial rights by signing it, and have signed it freely and voluntarily without inducement, assurance or guarantee being made to me and intend my signature to be a complete and conditional release of all liability to the greatest extent allowed by law.*

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director



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## INFORMATION FOR PARENTS

1. The Waldo County YMCA has a philosophy of zero tolerance for abuse.
2. We welcome parents to observe the programs at any time without prior notice.
3. There are at least two staff with kids at all times. The Waldo County YMCA follows state guidelines for child to staff ratio.
4. Open communication is encouraged between parents, staff and volunteers.
5. Redirection is used with children who are struggling with conflicts with peers.
6. Appropriate language is expected at all times from children and staff. All comments made by the staff will be acceptable and appropriate.
7. The YMCA has a policy, which states staff will not provide childcare services outside of the YMCA if it is not directly related to a YMCA event.
8. The name and phone number of the Executive Director and Childcare Director will be provided for parents who have concerns, complaints or positive feedback. Prompt feedback and action will be taken to resolve issues.
9. All staff is provided with information regarding child abuse prevention and detection. All staff are considered mandated reporters.
10. Procedures for handling emergencies are reviewed and available to all staff in an Emergency Procedure Manual.

### Waldo County YMCA

The YMCA wants all children to be safe. As a parent, you can help to insure the safety of your child by taking a few minutes every so often to ask your child some simple questions.

- Is anyone touching you in a way that you don't like?
- Has anyone said anything to you that made you feel bad?
- Is anyone asking you to keep secrets?
- Is anyone scaring or threatening you?

### Waldo County YMCA

If you have any concern about how your child is being treated in any YMCA sponsored program, please call the number below and ask to speak to:

Dale Cross, Executive Director  
or  
Beth Corey, Childcare Director

338-4598