

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 Program 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 are 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 badly?
- 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:

Bob Oickle, CEO
338-4598

Waldo County YMCA

157 Lincolnville Avenue • Belfast, Maine 04915 • 207-338-4598

www.waldocountnymca.org



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PRESCHOOL *Parent Handbook*



EARLY CHILDHOOD YEARS
ARE A **WONDROUS** TIME
OF **GROWTH** AND
EXPLORATION

It's a great place to belong!

WALDO COUNTY YMCA
157 LINCOLNVILLE AVENUE
BELFAST, MAINE 04915
207-338-4598
WWW.WALDOCOUNTNYMCA.ORG

QUESTIONS:
PRESCHOOL@WALDOCOUNTNYMCA.ORG



Mission Statement

It is the mission of the Waldo County YMCA to promote the physical, mental, social, and spiritual development of Waldo County children and families.

Dear Families,

We are very excited about sharing the classroom with you, and your children, here at the Waldo County YMCA! Our Preschool provides a safe, fun and comfortable setting where children and their families can build positive relationships. Your child will be involved in a variety of activities such as discovery, gym-swim time, art, outdoor play, science, music writing and reading. We have a strong focus on early reading activities where we often engage in finding and “hearing” the letters of the day. Early literacy is so important in our program; studies have found that you if you read to a child for 20 minutes or more a day, they will likely become lifelong readers...feel free to borrow books from our class library!

Our school year will also have exciting opportunities including swim lessons for our preschoolers, field trips and **5210** Let's Go! activities.

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PRESCHOOL SWIMMING

**FUN! WITH A
SPLASH OF
CONFIDENCE**



Weekly swim lessons are part of our program! The Waldo County YMCA Preschool swim program focuses on positive and safe water experiences for every child.

Our trained, experienced instructors focus on introducing children to water safety and with practice, help them gain greater independence and comfort in and around the water.

Students will practice blowing bubbles with the mouth & nose, breath control, submerging, jumping, floating, gliding, and using arm and leg action on front and back. All classes are under the supervision of a certified lifeguard and fun, games, and learning through play are important parts of every lesson.

**LEARN
TO SWIM**





The Waldo County YMCA is committed to supporting your child in healthy growth and development. As part of our Preschool Program we will incorporate the following:

Nutrition Promotion

The Waldo County YMCA Preschool will promote and provide healthy food choices. We will only serve water and healthy snacks. Food will not be used as a reward and we will celebrate our holidays and other special occasions with healthy choices.

Nutrition messages, consistent with the Dietary Guidelines for Americans, MyPlate or 5210, shall be present throughout the Pre-School Room. Staff members will model nutritious food choices and eating habits. Parents should provide nutritionally-sound snacks from home. The YMCA will provide nutrition education and resources in the form of facility postings and flyers.

Physical Activity Opportunities

Every day all children will have developmentally appropriate physical activity. Strategies that incorporate physical movement will be provided in the Preschool room and into other various daily activities. The staff will provide a physical and social environment that encourages safe and enjoyable physical activity and fosters the development of a positive attitude toward health and fitness. Our staff will also encourage children by joining children in active play.

Screen Time

We understand that TV and other electronic media can get in the way for exploring, playing, and interacting with others. Screen time is limited in our program, and it will be kept to occasional use.

Sugary Drinks

The Waldo County YMCA will not have any sugary drinks available including fruit juice for our preschool students. Parents will be expected to provide water or low fat milk for any meal or snack. Water will be available to children throughout the day.

HOURS OF OPERATION:

The Waldo County YMCA Preschool is open Monday through Friday. The Preschool will follow the RSU #71 school calendar schedule year, regarding holidays, snow days and vacations.

CLASS OPTIONS:

- Half Days:** 9:00 a.m. – 12:00 p.m.
- Extended Care:** 7:00 a.m. – 9:00 a.m.
- Full Day:** 9:00 a.m. – 3:00 p.m.
- Extended Care:** 7:00 a.m. – 9:00 a.m.
and/or 3:00 p.m. – 5:00 p.m.

AGE REQUIREMENTS:

Must be 3 years old (by October 15th) to age 5 and must be potty trained.

FEES:

Payments are expected the first of the week unless prior written arrangements have been made with the Preschool Director. As a non-profit organization, we rely on prompt payments.

ANNUAL MEMBER WEEKLY FEE

| | Half Day - w/Extended Care | Full Day - w/Extended Care |
|---------------|----------------------------|----------------------------|
| 5 Days | \$70 - \$85 | \$115 - \$125 |
| 3 Days | \$45 - \$55 | \$75 - \$90 |

NON-MEMBER WEEKLY FEE

| | Half Day - w/Extended Care | Full Day - w/Extended Care |
|---------------|----------------------------|----------------------------|
| 5 Days | \$85 - \$95 | \$130 - \$140 |
| 3 Days | \$50 - \$60 | \$80 - \$95 |

** **Extended Day Fees** are for any extended care option: AM only; PM only; or AM and PM Combined.

We ask that you are prompt in picking up your child at the end of class. A late charge of \$.50 cents per minute, per child, will be applied to the next week's tuition bill. A two week written notice is required if you wish to withdraw your child from the program.

ARRIVAL AND DEPARTURE: We ask that you accompany your child inside the room each day. We cannot accept the responsibility for any child dropped off outside. Please sign your child in at the beginning and out at the end of class. If you are going to be out of town or have an appointment, please notify us in the morning. Please call if you are going to be late for pick up due to an emergency, or if a *pre-authorized* person is going to pick up your child. **WE WILL NOT ALLOW A CHILD TO LEAVE WITH ANYONE UNDER THE AGE OF 18.**

PARENT INVOLVEMENT: Please feel free to communicate any concerns you may have regarding program policies or staff to the Preschool Director so that the issue may be dealt with promptly. We love positive feedback as well!!

All parents are encouraged and welcomed to volunteer or observe at any time. If you would like to be a 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.

CLOTHING & PERSONAL BELONINGS: Durable, washable, comfortable clothes are recommended. Each child should have one *COMPLETE* change of clothing to keep in their cubby. Please label all of your child's clothing to help avoid confusion. We request that ALL personal items remain at home.

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. It is very difficult for staff to give a sick child the comfort and attention he/she will need when there is a class to run. Parents must also notify the Preschool 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. Staff will follow rules regarding acceptable behavior that reflect realistic expectations for the age and development of the children.

DAILY SCHEDULE

- Children Arrive
 - Table Activities
 - Puzzles
 - Play-doh, etc...
- Morning Meeting
 - Attendance
 - Name chart
 - Calendar
 - Exercise
- Number Centers & Letter Centers
- Outdoor Recess
- Morning Snack – Provided by YMCA
- Story Time
- Theme Art Projects
- Play Centers
- Lunch – Provided by Student
- Gym Time
- Social Group
 - Active Older Adult activities
 - Cooking
 - Guest Readers
- Music Together
- Afternoon Snack – Provided by YMCA
- Outdoor Recess
- Clean –up & prepare for dismissal

Our Preschool is focusing on early literacy, outdoor exploration, daily art & gym activities, weekly swim lessons, and establishing a foundation for strong community involvement!

* Letter of the Day * Morning Meetings * Theme –Based Art Projects * Swim –n- Gym * Mystery Guest Weekly Readers * Christmas Concert * Scholastic Book Clubs * Active Older Adults Collaborative Activities * Family Fun Nights * Weekly Music Activities *