



PARKVIEW WARSAW YMCA  
EARLY LEARNING  
PRE-SCHOOL  
2023-2024



the   
PARKVIEW WARSAW YMCA



# EARLY LEARNING PRE-SCHOOL PROGRAM

Early childhood education programs assist in giving children the special attention they need to be successful in their future. The YMCA is excited to offer Pre-School programming that places an emphasis on implementing activities that relate to the early learning standards as they are outlined on the Department of Education website.

A child's brain develops more quickly from birth to five than it ever will again. 90% of brain development occurs before the age of 5. This stage in your child's life is critical in his/her development as he/she will learn a tremendous amount of skills and learn new information that is needed to be a success throughout the rest of his/ her life. The early years in a child's life are the best opportunities for a child's brain to develop the connections they need to be healthy, capable, successful adults. These connections help children begin to understand important life-skills such as motivation, self-regulation, problem solving, and communication skills.







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## CLASSES & PRICING

Healthy development starts early for children, and that's why, at the YMCA, we care for the health and well being of your child. In our program your child is encouraged to play, learn, and grow through the implementation of High Scope Active Learning.

By integrating both age appropriate activities and play time, our trained staff strive to create a supportive learning environment where children will learn and build confidence while making new friends.

**3 TO 4 YEAR OLD CLASS**  
**5 DAYS A WEEK | MONDAY**  
**THROUGH FRIDAY**

**AM CLASS | 9:00 AM - 11:30 AM**

**PM CLASS | 12:30 PM - 3:00 PM**

**PRICE |** THE 3 TO 4 YEAR OLD CLASS IS \$200 A MONTH. FOR YMCA MEMBERS AND NONMEMBERS.

*FINANCIAL ASSISTANCE IS AVAILABLE*

**4 TO 5 YEAR OLD CLASS**  
**5 DAYS A WEEK | MONDAY -**  
**FRIDAY**

**AM CLASS | 9:00 AM - 11:30 AM**

**PM CLASS | 12:30 PM - 3:00 PM**

**PRICE |** THE 4 TO 5 YEAR OLD CLASS IS \$200 A MONTH. FOR YMCA MEMBERS AND NON MEMBERS

*FINANCIAL ASSISTANCE IS AVAILABLE*





## EXTENDED CARE

### ABOUT

The Kosciusko Community YMCA offers extended care for all preschool students from 12:00 PM - 4:00 PM. With the option of having extended care 1 - 5 days a week.

Our Extended Care Program will take place in our Child Watch room and your children will be supervised by our trained childcare staff.

### 1-5 DAYS A WEEK

**DAY AND TIMES** | ANY 2-5  
DAYS MONDAY - FRIDAY FROM  
12:00 PM - 4:00 PM

*THE YMCA WILL NOT PROVIDE LUNCH. PLEASE  
BRING A BAGGED LUNCH AND WATER BOTTLE.*

**PRICE** | \$45 A WEEK.

*FINANCIAL ASSISTANCE IS AVAILABLE*



# POLICIES & PROCEDURES

## **REMOVAL FROM PROGRAM BECAUSE OF NON-PAYMENT**

| No registration will be allowed for accounts with a past due balance. In the event that an account is past due for two weeks, participation in the program will be discontinued. Efforts will be made to contact parents by phone prior to discontinuation of a child's participation. Please be sure to maintain current contact information with the YMCA.

## **MINIMUM/MAXIMUM PARTICIPATION**

| The YMCA reserves the right to close The Early Learning Pre-School if the participation levels necessary to cover the cost of operation are not met. The YMCA may also put enrollment caps in place if necessary.

## **FINANCIAL ASSISTANCE**

| The YMCA does not deny participation or services

based on the inability to pay for programs. Assistance must be applied for 3 weeks prior to enrollment and participation in any program for which assistance is needed. A financial assistance application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA. Financial Assistance offers up to 25% off program fees.

## **TAX INFORMATION**

| A report of all YMCA childcare expenses for the previous calendar year will be distributed to parents by January 31st. There will be a fee of \$10.00 for any additional copies. The YMCA tax number is 35-1068182.

## **SIGN IN/SIGN OUT**

**PROCEDURES** | Parents may drop off their registered children at The Parkview Warsaw YMCA. Parents will

drop off their child at the Pre-School room, where they will be greeted by staff. We ask that parents not go past the classroom unless they are planning to use the YMCA facility after check in. If the child's temperature is at or above 100.4 they will not be admitted to Pre-School. The YMCA is not responsible for the children in the morning until they are presented and transferred over to the Early Learning Preschool Program by signing in on the iPad. Failure to sign children in will result in termination of services. All children must be signed in on the iPad before each session begins. Children must be signed out on the iPad by a parent, guardian, individual 18 years or older, or a sibling under 18 that is authorized by the parent on the registration form. We will not release children to any individual that has not been listed on the registration form.

# POLICIES & PROCEDURES

## **AUTHORIZED INDIVIDUALS FOR PICK UP**

For their safety, children are released from Early Learning Pre-School Program only to authorized individuals. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. A sibling under 18 can pick up his/her siblings as long as they are listed on the registration form as an authorized person to pick up. Changes in authorization must be provided to the director one week prior to implementation.

**TOILET TRAINING** | All students must be toilet trained to attend the program.

**CLOTHING AND BACKPACKS** | While there is no requirement for what your children wear, please know that some of the activities we do will be messy and your

children will spend time being active. Children will only be going outside if weather is permitting.

## **DOCTORS NOTES AND IMMUNIZATION RECORDS**

| The YMCA does not require a doctors note or a copy of immunization records to attend The Early Learning Pre- school Program.

## **ELECTRONICS AND TOYS**

| All electronic devices and toys, such as, Kindles, iPods, iPads, game systems, MP3 players, etc. will not be allowed in the Early Learning Pre- school Program.

## **BEHAVIOR MANAGEMENT PROCEDURES**

- | For inappropriate classroom behavior (Running, loud, failure to follow directions, etc.)
- Children will be given two verbal reminders to correct the behavior in question.
  - YMCA staff will redirect

the child's attention in an attempt to change the behavior (move the child to a different area, change the focus of their attention).

- Our Pre-School staff will guide the children through our 6 steps of conflict resolution. These steps will help develop language skills while teaching children to resolve conflict independently.

## **PHYSICAL HARM OR CONTINUOUS DISOBEDIENCE**

- A verbal conversation about the behavior in question will take place and a chance to think through the behavior such as a time out.
- Reoccurring situations will be handled on an individual basis and could include loss of privileges.
- Continuous discipline difficulties or a situation in which a child is harming another child or him/



# POLICIES & PROCEDURES

herself will result in a discussion with the parents, the lead teacher, and the Childcare Director.

**MEDICATIONS** | The YMCA staff are not authorized to administer medication during The Early Learning Pre-School Program hours. Please inform our staff of any long or short term medical conditions that your child may have so that appropriate care can be provided.

**CHILD ILLNESS** | If your child is sick they should not attend any program where other children may become ill through contact. As a guideline the YMCA suggests that children running a fever of 100.4 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or diarrhea has stopped. If your child has a communicable disease or lice, the parents

are urged to notify The Early Learning Pre- School Program within 24 hours so that the parents of other children may be notified. Children who have had a communicable disease may not return to the program unless they have a doctor's note stating that they are no longer contagious.

**INJURIES DURING THE PROGRAM** | The YMCA assumes no responsibility for injuries or illnesses which may be sustained as a result of participation in athletic activities, sports programs, and the use of any equipment, exercise or other activities. Parents or guardians assume the risk for any and all injuries and illnesses which may result from participation in these activities.

**EMERGENCY PROCEDURES** | In the event that a parent or guardian cannot be reached in an emergency,

YMCA staff will arrange for transportation so that medical personnel can provide appropriate medical treatment. This treatment may include, but is not limited to, routine tests, X-rays and the release of any records necessary for insurance purposes. The YMCA does not carry accident or medical insurance on program participants. Payment for these services is the sole responsibility of the parent or guardian.

**NON DISCRIMINATION POLICY** | The Kosciusko Community YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin, sexual orientation or disability. Every effort will be made to provide reasonable accommodations for children with diverse abilities. However, the YMCA is not able to accommodate children who are a danger



# POLICIES & PROCEDURES

to themselves or a danger to others. A parent/guardian must discuss special conditions or circumstances involving their child with the Supervisor of the Early Learning Pre- School Program prior to registration so that a determination of reasonable accommodations can be made.

**MARKETING |** On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting YMCA programs. At registration you will be asked for permission to include your child in these promotional materials.

**STAFF QUALIFICATIONS |** The YMCA recognizes the effect a positive experience will have on the development of children and youth. The Early Learning Pre-

School Program staff are carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring for children and has passed pre-employment criminal background checks and drug screening. YMCA childcare staff hold current CPR and First Aid certifications. Our team is a dedicated group that knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

## **CHILD ABUSE**

**PREVENTION |** The YMCA is committed to the prevention of child abuse.

All Y staff are required to complete child abuse training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child's safety by taking an

active interest in his or her YMCA experience and asking your child specific questions about program activities and staff relationships.

As part of the association's prevention program, YMCA staff are prohibited from babysitting or transporting children at any time outside of The Early Learning Pre-School Program. The YMCA staff do not accept gifts or tips and should not provide gifts to children. By law, the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities.



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