



# **PRESCHOOL HANDBOOK FLORENCE FAMILY YMCA**

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#### **OUR MISSION:**

To put Christian principles into practice through programs that build a healthy spirit, mind and body  
for all.

*Dear Parents,*

*For generations, the Florence Family YMCA has been known for its commitment to family life. YMCA programs and services have grown and adapted to the changing needs of families. Today, more and more parents are looking for quality child care and training they can depend on.*

*This handbook gives information about our licensed programs:*

- 1) 3K - Age appropriate developmental training.*
- 2) 4K - Age appropriate developmental training.*

*We understand that today's working parents need help in managing the demands of working and raising a family. Nothing can be more important than children's services you feel good about.*

*The Florence Family YMCA Child Development Programs are committed to providing the best. A comprehensive children's program based on the fundamental factors of child development in physical, social and emotional growth is provided. You are welcome to come and visit your child at any time, unless there is a court order limiting access. We do ask you attempt to plan your visit so as not to disrupt instructional time as it may interrupt your child's routine.*

*We continually serve as an advocate for each child's rights to a healthy and happy childhood.*

*Please read the handbook carefully. The information contained in this handbook will help us to run the program smoothly and, hopefully, answer many of your questions. If you have additional questions, please call or come by to see us.*

*Sincerely,*

Joey Macchio  
Child Care Director

Zenora Graham  
Child Care Director



# PRESCHOOL Handbook

EVERY CHILD DESERVES  
A SAFE PLACE TO GO.....  
SOMEONE WHO CARES.....  
SOMETHING TO ENJOY.....

The Florence Family YMCA recognizes the need for quality and accessible childcare services for families. With this in mind, YMCA children's programs enable all families to place children in an environment where they can participate in a variety of physical, cultural, intellectual and social activities. The child development program is designed to support, motivate and nurture each child to realize his or her fullest potential.

Our Child Development Program at the Florence Family YMCA is committed to provide quality in the operation of all children's programs that build a healthy spirit, mind and body for all.

Staff members are carefully selected for their experience, training, and personal commitment to the needs of young children. All references are checked thoroughly and each staff member has a SLED and FBI background check.

The YMCA Child Development Center has a comprehensive developmental program and is licensed with the Department of Social Services and maintains all standards for the safety and well-being of the children enrolled.

Financial aid is available through the Florence Family YMCA.

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## INFORMATION AT A GLANCE

This information pertains to the year round licensed program for 3-4 year old children in our preschool program.

HOURS: 7:00am - 6:00pm

HOLIDAYS OBSERVED: New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and the day after, 2 to 3 days at Christmas time.

\* Dates are subject to change

\* Please know that weekly fees will not be changed due to holiday closures

### PROGRAMS AVAILABLE:

- School year program
- Summer Camp

SWIM DAYS: Tuesdays and Thursdays during the summer and Thursdays during the school year.

### FEES:

Y MEMBER - \$98.00 per week

Y PARTICIPANT - \$119.00 per week

- A \$30.00 registration fee is due upon enrollment in each program. The registration fee is non-refundable and non-transferable.
  - A \$30.00 activity fee is due upon enrollment. The activity fee is non-refundable and non-transferable.
  - All weekly payments are due in advance on Friday for the upcoming week. If payment for the upcoming week has not been paid by 6:00pm on Friday, a late fee of \$20.00 per child/ per week will automatically be added.
  - Returned checks receive a \$30.00 NSF service charge and will be submitted to the Solicitor's office.
  - For your child to be enrolled in Summer Camp you must register your child for camp even if they are currently enrolled in preschool during the school year. For your child to attend holiday camp you must be paid up to date on your child care fees and you must:
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If you are registered in PreSchool Care (PSC):

- Sign up for holiday camp (and pay the activity fee -if there is one), which is an extension of PSC, so we know your child is coming. If your child does not attend holiday camp it counts against your three weeks of vacation.

If you are NOT registered in PSC:

- You must register your child and pay all registration and activity fees.
- Each child is allowed three weeks of vacation, in which they do not pay for PSC, preschool year. In order to receive this benefit, a written request two weeks in advance must be turned into the child care accountant. After all three weeks of vacation have been used, you must pay for any missed weeks in order to keep your child's spot. A week is defined as a Monday through Friday of the same calendar week. Weekly fees will not be prorated based on a child's attendance.
- On swim days, please be sure to send a bathing suit and towel with your child.

## **PROGRAM INFORMATION**

### **PRESCHOOL PROGRAM**

This program is designed for children 3 and 4 years old. The main goal is to help each child develop a high self-esteem and self-worth by giving them love, support and academic guidance. Children will work on activities that enhance the development of their gross and fine motor skills as well as social skills. This program also provides opportunities for children to enhance their knowledge of the alphabet, math, language, arts, science and music. Throughout the program the children will have adequate opportunities for wholesome indoor and outdoor play. To enhance their knowledge of our environment and community, the children will take field trips. Physical health is encouraged through the Florence Family YMCA approach to exercise. Swimming is a part of our weekly schedule.

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## OUR PRESCHOOL PROGRAM IS KNOWN FOR:

- A clean and colorful setting
- Low teacher to child ratio
- Fenced playground
- Age appropriate manipulatives and toys
- Developmental interest centers
- Caring, qualified teachers

## ABSENTEE FEES

We do not prorate. Each child is allowed three weeks of vacation per school year with a written notice two weeks in advance to be turned in to the child care accountant.

## PAYMENTS

We do not accept cash. We will gladly accept credit and debit cards, money orders, checks, and cashier's checks. Credit cards and debit cards used as a credit card will be charged an additional \$1.00 convenience fee per transaction.

## ICE CREAM

KONA ICE visits every Monday afternoon during Summer Camp. Cost is \$25 per child for the summer cup provided at initial visit. The \$25 is payable to the childcare accountant by check, money order, debit or credit card.

## PARENTS

Parent's support and involvement are recognized as important aspects of each child's development, and are essential for the successful operation of our preschool program.

We want to work closely with parents to make sure we understand the children's needs and how we can work together to provide an enriching environment. We encourage all parents to be a part of preschool activities. You can be involved by:

1. Helping with field trips
  2. Volunteering in the classrooms
  3. Sharing a talent with the children
  4. Becoming a resource for classroom supplies (example: egg cartons, shoe boxes, cotton balls, dramatic play kits, dramatic clothes for "dress up", etc.
  5. Making suggestions for enrichment ideas
  6. Reinforcing our vehicle safety rules: Buckle up and observe good behavior while traveling.
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Please notify the preschool of any change in enrollment application information - especially change in current telephone numbers or emergency contacts. Write down any daily instructions you need to convey to the teacher.

## ENROLLMENT PROCEDURE

Enrollment is open to all children ages 3 and 4. The Florence Family YMCA does not discriminate on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. All children must be potty-trained.

### PRIOR TO CHILD'S START DATE:

1. Parents are required to make a pre-application visit to review the Parent Handbook, tour the facility, evaluate the environment and staff/child relationships.
2. Obtain and complete the enrollment application, health forms, parent agreement and permission forms.
3. Pay the registration fee, activity fee and first week's tuition upon enrollment. The registration and activity fees are non-refundable and non-transferable.
4. We encourage you to make informal visits to preschool with your child. This will help your child explore our environment while having the security of your presence.

### ARRIVAL/DEPARTURE

- **HOURS:** Preschool hours are 7:00am to 6:00pm for those who need extended care
  - **SNOW DAYS & SEVERE WEATHER:** Preschool will close only under extremely hazardous weather conditions. In the event of closing parents will be contacted via phone call or text.
  - **CLOSING TIME:** Preschool closes at 6:00pm. We ask parents to cooperate in picking up their children before 6:00. If a parent should be delayed, due to an emergency, please call preschool. A late charge of \$5.00 is due at 6:05 pm (hallway clock) and an additional \$1.00 per minute thereafter. Late fees are payable immediately by the parent to the YMCA. Continuous tardiness in picking up a child on the part of the parent will necessitate our requesting that the child be withdrawn from preschool.
  - **AM ARRIVAL:** Please accompany your child into the preschool and then deliver child directly to the staff person greeting children. We ask that children arrive
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no later than 9:00 am. Please contact the office if your child will be absent or will be arriving past the class start time. Staff will always directly supervise by being physically near, readily accessible, aware and responsible for the ongoing activity of each child and able to intervene when needed.

- **SEPARATION TIPS:** Take your child to a staff member, explain that this teacher will care for him/her until you return, then say good-bye and leave. Please try to make this separation process as simple as possible without prolonging it. The longer it takes, the more upsetting and confusing it is for the child. Our responsibility once you are gone is to put your child's fears at ease, comfort him/her and gain their trust. If you are still concerned after leaving your child, please don't hesitate to call us.
- **PM DEPARTURES:** When picking up your child, please remember to:
  - Sign your child out
  - Check your child's mailbox and cubby space for teacher notes and personal belongings.
- **RELEASE PROCEDURES:** If another person other than the parents or authorized persons listed in your child's file is to pick up your child, you are required to notify us by **WRITTEN** notice. We will check IDs and ask for code words to verify that a child is not released to an unauthorized person. No child will be released to anyone whose name is not on file in the child's record. In addition, anyone picking up a child from our center must be 18 years or older.

## NUTRITION

Hot lunches according to the USDA Child Nutrition guidelines are planned and prepared each day. Morning and afternoon snacks are served as well.

## HEALTH AND MEDICATION

The required medical forms must be submitted prior to enrollment and annually thereafter. Use fair judgment in bringing your child to preschool if he/she appears unhealthy or has uncommon symptoms. Be courteous and considerate of the health of other children and staff. Child must also be free from the following above listed symptoms for 24 hours before returning to preschool:

- Inflammation of the eyes and sinuses
- Fever 100F or higher
- Rash
- Diarrhea
- Vomiting

If the child has a confirmed case of a contagious disease, he/she must be kept at

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home and the fact of this condition reported to preschool so that a notice can be posted within the preschool. Strep throat, head lice, pin worms, viral infection, infections of any kind that can be contracted, measles, mumps, chicken pox, scarlet fever, diarrhea and impetigo are among those conditions categorized as highly contagious. If the child becomes ill while in our care, he/she will be isolated, cared for, and the parent will be called to pick up the child from preschool.

In the event of a medical emergency or accident requiring a doctor's treatment, we shall make contact with the parent immediately. If we cannot make contact with the parent, the emergency contact person and child's physician will be contacted. The child will be taken or transported by EMS to your designated hospital's emergency room.

There will be a staff person in preschool at all times who has completed First Aid and CPR Certifications.

Although a "Permission Regarding Administration of Medication" was completed at the time of enrollment, medications will be administered at preschool only if a Medication Release Form is completed by the parent or guardian. The form contains the amount and the time of dosage. Medication must be in the original container and labeled with the child's name, type of medication, date, amount and time of dosage. No staff members who are known to be afflicted with any disease in a communicable form, or who is known as a carrier of such disease is allowed to work where there is a likelihood of such person transmitting disease or infection to other individuals. Any staff member, including the director, emergency person(s), and volunteer(s) who, upon examination or as a result of tests, shows a condition that could be detrimental to the children or staff, shall not continue work at the center until the healthcare provider indicates that the condition no longer presents a threat to children or staff.

## IMMUNIZATIONS

All parents must provide an updated copy of the child's SC immunization form upon enrollment and as the child receives updated shots. This is the parent's responsibility.

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## DISCIPLINE

Basic rules of safety and conduct are included in our policies. Parents will be informed by phone and through parent conferences if their child continually displays poor behavior.

General discipline techniques involve positive reinforcement of good behavior and careful explanation of behavior that is unacceptable. An activity will be denied for repeated poor behavior and the child will be directed to an alternative activity. At no time will physical discipline or corporal punishment be used. Time-out methods are used to help the child regain control.

## BIRTHDAYS AND SPECIAL CELEBRATIONS

We will happily help you celebrate your child's birthday with friends here at preschool. Please let your child's teacher know in advance that you will be bringing a treat. No nut products please.

## CLOTHING AND PERSONAL BELONGINGS

- Please label everything with your child's name.
- A change of clothing should be left at preschool at all times.
- Children should not bring toys from home. Preschool will not assume responsibility for lost or broken toys.

## PROVISIONAL EMPLOYMENT

South Carolina Code of Laws Section 20-7-2725 was amended to allow childcare facilities to provisionally employ caregivers by obtaining a favorable criminal background check based upon the caregiver's name and date of birth from the South Carolina Law Enforcement Division (SLED). An individual may be provisionally employed until such time as the SLED and FBI fingerprint based background checks and the Central Registry check are completed.

## PROCEDURES THAT WILL HELP ALL FLOW MORE SMOOTHLY

Please do not call preschool to have a child waiting in advance of the parent's arrival. A note must be sent to the teacher on the day it is necessary for the child to be prepared to leave immediately upon his/her parent's arrival.

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Children will be released ONLY to the persons who are listed on the registration information section. Should this information change, the staff must be notified in advance by written notice.

In every case concerning a custody clause or dispute, written instructions MUST BE GIVEN TO THE CHILDCARE ADMINISTRATIVE STAFF for anyone other than those authorized to pick up this child. If there is a court order/restraint in place, please provide us with a copy of the order.

Parents will be asked to complete a new registration twice a year (both summer and the school year) in which they sign acknowledging they have read and understand all policies relating to the operation of the facility. Should you have any questions please let us know.

A child's record, emergency information, photograph release and other information about the child and or his/her family will not be copied, posted on the website, or disclosed to unauthorized persons without written consent from the child's parent or guardian. All children's records are kept safe and confidential in a locked file, only accessible to staff.

We do practice emergency preparedness drills on a monthly basis. Drills include: fire, tornado , and hurricane drills. We have emergency evacuations in place as to specific written instructions for how staff should proceed in the event of a fire or natural disaster. A copy of this is posted in our preschool room.

Should you have any questions please contact the preschool director. The YMCA is a secondary shelter. However, should we need to relocate, we will evacuate the children to South Florence High School. Our first notice of contact would be through media. We will take our children's emergency contact sheet/information and tracking sheets with us.

The Florence Family YMCA does not provide medical insurance relative to accidents or injuries sustained as a result of program-related activities. Parents are responsible for providing their own accident insurance.

Children participating in other Florence Family YMCA sports activities will be released at the time designated by the parents. A clear understanding of release time and method must be communicated.

Please do not call the Florence Family YMCA to determine if your child has been picked up except in emergency situations.

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