

# THE ASHLAND YMCA PRESCHOOL HANDBOOK



ASHLAND YMCA  
207 MILLER STREET  
ASHLAND, OHIO  
419-289-0626

## **Welcome!**

The Ashland Family YMCA welcomes you to our school! This handbook contains information regarding our school. It is very important that you read this handbook and keep it handy as long as your child is enrolled in the program. It will answer many of the questions you have about the Ashland Family YMCA Preschool. We are confident that your child will benefit positively from our unique program. Please feel free to contact the Director for any further information.

## **Licensing**

The YMCA Preschool is legally licensed to operate by the Ohio Department of Job and Family Services. On the back of this handbook is an attachment from the state regarding this licensing. We are inspected annually and you are welcome to ask questions about this at any time.

## **Philosophy and Goals**

The Ashland Family YMCA Preschool Program is designed to encourage the development of the whole child. We shall provide experiences that nurture a positive self image, socialization, creative thinking and a love for life and learning. To achieve these goals, the staff and parents need to work together as partners. We are pleased that you have chosen to include us in the growth and development of your children. We are open to all children regardless of race, sex, color, ability, religion or national origin.

## **Curriculum**

We will be following Creative Curriculum in our preschool. The organization of the classroom is crucial to the success of our program. Materials and equipment have been chosen to challenge and interest the child. To meet the child's developmental needs, some curriculum activities include: art, language arts, science, gross motor, fine motor, dramatic play, math, music, geography, manipulatives, socialization skills, cooking, blocks, swimming, and gymnastics.

## **Admissions**

A child is considered to be enrolled in the center only after there has been a meeting with the director, all paperwork has been completed and approved and the registration fee has been paid. Any change to your personal information should be communicated to the administrator immediately so that current information is always on file. A medical form signed by a physician or nurse practitioner is required to be submitted within 30 days of admission. The physical must be updated annually.

## **Hours and Days of Operation**

The YMCA Preschool will be in session Monday through Friday 8:30am -11am and 12:30pm-3pm. We also offer an all day preschool program from 8:30am-3pm that includes a (packed) lunch time and a nap option. We will be open

from 6:30 A.M. to 6:00 P.M. for the all day program. Preschool follows the Ashland City School Schedule, delays and cancellations, our holiday schedule may vary slightly but will be similar; all day care is daily until summer camp begins. There will be some times that the center will be closed between when Preschool ending and Summer Camp beginning to make the transition into the summer activities. There is also one week in August that the YMCA itself is shut down to do major repairs and cleaning projects. It is typically the third or fourth week of August and is signified by the end date for Summer Camp. Once the week of Shut Down ends we will open the center for school to begin. Preschool will run from the first week of September after Labor Day and will end the Friday before Memorial Day. The center as a whole will also close for major holidays, such as, but not limited to 4<sup>th</sup> of July, Labor Day, Thanksgiving, Christmas Eve and Christmas Day, New Years Eve and New Years Day, and Memorial Day.

## **Staff/Child Ratio and Group Size**

The Ashland YMCA Preschool is licensed to operate with a maximum of 24 children per classroom each session, not to exceed the following state ratios:  
 1:14 4-5 year olds                                  1:12          3 year olds  
 1:18 school age children  
 Limitations do not include outdoor time or special activities.

## **Daily Schedules**

Morning and Afternoon

6:30-8:30	Morning wake up and quiet play
8:30-9:00	Arrival and special lessons
9:00-10:00	Individual and small group learning
10:00-10:30	Snack and prepare for playground/gross motor activities
10:30-11	Playground or gross motor activities
11:30- 12:30+	Lunch time (Lunch Bunch)
12:30-3:00pm	Preschool designed same as AM schedules
1:00-2:30	Nap time for the children who request one (Snooze Cruise)
2:30-3	Snack and prepare for playground/ gross motor activities
3-6	Open centers and free play until departure

*These time frames are flexible and vary with swimming, gymnastics or special events.*

## **Birthdays**

Birthdays may be celebrated with a nutritious snack. The children will sing and do other things to make this a special day for your child. Please limit sweets. Please do NOT send cupcakes. The children do not eat them, and it makes a monster mess!

## **Toys/Jewelry/Money from home**

Please do not send toys, jewelry or money to school with your children. They often give them to a friend or lose them which creates unneeded stress for the children and staff.

## **Transportation of Children**

The Ashland Family YMCA Preschool will not transport children in emergency situations. If a child requires transportation, the parent or the emergency squad will be contacted.

## **School Outings**

On occasion we will schedule a day when we will not attend school but meet at a location for a day of education outside of the classroom. For these events you will be required to get your child to the location or find a ride for your child. There will be a parent roster that is given out shortly after the start of school and you may contact parents to arrange a ride if you cannot attend but we, as a teaching staff, are not allowed to transport or arrange transportation for you. This will typically happen at the end of the school year in the second or third week of May.

## **Accidents/Emergencies**

Should we need to evacuate due to fire, weather conditions, the loss of power, heat, or water to the center our emergency destination is CVS on Main Street. A sign would be posted on the entrance door indicating that we have evacuated and the location you can pick up your child. Parents will be contacted as soon as possible to come and get your child.

All staff members are trained in First Aid, communicable disease and CPR. In the event of a minor injury/accident staff will administer first aid and care. If the injury is more serious, first aid would be administered and parents would be contacted immediately. If any illness/injury is life threatening, the EMS will be contacted, parents notified, and staff will accompany the child to the hospital with all available health records. An incident/injury report will be completed and sent home with the child within 24 hours.

## **Swimming/Gymnastics**

We will offer swimming and gymnastics times for the children to gain those experiences one day a week for 16 weeks throughout the school year. If your child is here on those days they will attend the extra classes. A permission slip must be signed by the parent or guardian. Certified lifeguards will be on duty for all swimming lessons and two staff will be present at all times. Staff will also be present for gymnastics. Please remember to send bathing suits and towels on swim days and girls should wear shorts or pants for gymnastics.

## **Outdoor Play**

Research has shown that children stay healthier when they have daily outdoor

play. Based on this information and state requirements, out door play will be included in our day when weather permits. On the days that outdoor play is not an option, we will have time for indoor gross motor activities. Be sure to dress your child accordingly. Our policy is **NO FLIP FLOPS** please!

## **Parent Participation Policy**

An open house will be held before school begins for the parents and children to meet the staff and ask questions. Procedures, policies and curriculum can be discussed at the open house. Monthly newsletters will be distributed to the parents concerning the curriculum, schedules and coming events. Parents are encouraged and welcome to participate whenever possible in school activities. Parents are welcome to attend field trips, class parties, and special events or to join in daily fun. Teachers and the administrator are available to discuss your child's progress or needs at anytime. For lengthy conversations, please make an appointment so that the teacher can focus on you and your child during these times. If you have any questions it is recommended you speak to your child's teacher, then the administrator then the CEO of the YMCA. Bring up your concerns ASAP so they can be addressed and not turn into bigger problems. An open line of communication is necessary for a good school year and experience.

We have a school roster that you may/may not give permission to be on or to limit information shared. This option will be offered during registration.

## **Guidance Policy**

We believe that helping the child to learn self-control is very important. Our hope is each child will learn self discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect others. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement and redirection will be used. A child may be given a short period of time apart to give them a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. If a situation arises where a child is consistently endangering themselves or others, it may become necessary to dismiss the child. EVERY attempt will be made to work with the parents and child to correct the behavior. We may need to implement a behavior management plan for children that require "extra attention" from the staff.

## **Supervision Policy**

The responsibility of our staff is to ensure the health and safety of each child entrusted in our care. We will be alert to the safety needs of our children, anticipated possible hazards and take necessary precautionary and preventative measures, including but not limited to:

1. No child will be left alone or unsupervised.
2. No child will be released to any person not authorized to pick up the child. Written authorization must be given to the school in this

regard.

3. Parents must keep the child inside the car until a staff person comes for them. Staff will return children to the car at dismissal time.
4. Staff will escort the children from the car to the classroom and back.
5. There will be immediate access to a working telephone at all times.
6. Fire drills will be held monthly. A record will be available upon request. An emergency alert plan can be implemented by the staff. The plan is posted in all rooms.
7. Tornado drills will also be held seasonally.
8. The use of aerosols is prohibited when children are present.
9. The staff is mandated by LAW to notify the local children's protection agency when they suspect abuse or neglect.
10. Parents will be contacted immediately when children become ill and need to be picked up.
11. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport children home.
12. Custody agreements must be provided to the preschool with court papers indicating who has permission to pick up the child. The school may not deny a parent access to their child without proper documentation.

### **Pick up and Drop Off Times:**

If you are running late to pick up your little person **PLEASE** call or text me ASAP. Little folks get very upset when all their friends are gone, and their ride is not there. We understand things happen. If we are aware, we can find things for your little person to do to keep them busy. Habitual tardiness to pick up your child will result in a \$1.00 per minute fee.

### **Delay and Closing Policy**

We will be following the Ashland City Schools Schedule for the **PRESCHOOL PROGRAM**. In the event that school is delayed or canceled for weather, the all day wrap around/child care children will still have care, at an additional cost. The morning preschool children will not have school in the event of a snow delay, but the afternoon preschool children will. The newsletter and website will be updated to reflect any other schedule changes.

The purpose of the all day schedule is for working parents who need all day care for their child. During planned closings such as Thanksgiving, Christmas and Spring Break, we will have a "need based" sign up for the all day children. If we do not have the required 6 children per day for the break, we will not be open. We will make sure to inform all parents in plenty of time to find other care if we are not going to be open. I understand this will cause some families

to be inconvenienced, but it is not in the best interest of the YMCA to be open for less than 6 children. Please address any questions to Christie Krumlaw before registering if this is an issue.

If you have any questions, please feel free to call me at 419-289-0626 at the YMCA or email me at [ckrumlaw@ashlandy.org](mailto:ckrumlaw@ashlandy.org).

## **Tuition/Fees and Payment Policies**

A fee schedule is available upon request and is included on the enrollment sheet. Monthly payments are due at the beginning of each month. Checks are to be made to the YMCA and can be paid by dropping payment in the drop box by administrator office door or paid at the front desk. Late payments that are made after the 10<sup>th</sup> of every month will be charged an additional \$10 fee. Field trip fees are paid in addition to the tuition and are due when the event is planned. Returned payments for insufficient funds will incur an additional fee of \$20 per check. Registration fees are non-refundable. A yearly rate has been determined and then divided into nine monthly payments, so holidays have been taken into account. Families with more than one child are eligible for a discount. Our tax ID number is available upon request. The YMCA Preschool reserves the right to exclude the child from the school if tuition is more than 2 weeks late. Two weeks notice is required to withdraw your child. Please speak directly with administrator if you have any questions or concerns. Excessive (3 or more) late payments could result in payments being automatically deducted from a personal account. If you have a special need of a payment plan please contact Jill Rohr at 419-289-0626.

## **Partner with Youth Program**

For families that are struggling with tuition and YMCA memberships, we have a program called Partners with Youth. This program allows the YMCA to keep it's promise of no one being turned away due to inability to pay. An application can be picked up at the front desk, or I can obtain one for you. The process is simple and private. Contact me or the front desk for further information.

## **Snacks**

Children have snack on a daily basis and we focus on healthy foods. Please keep us in mind as you shop and feel free to send in snacks to share. If we have any children with food allergies we are very cautious and take it seriously. A snack schedule will be made monthly. If you have difficulty, please contact me. **We are a nut free center so please nothing that contains nuts.**

## **Management of Illness**

The Ashland Family YMCA Preschool provides children with a clean and healthy environment. We realize that children become ill from time to time. If this is your child's first year in school, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess

their general health. Please DO NOT bring a sick child to school. They will be sent home immediately. Parents will be notified if the children have been exposed to a communicable illness. A doctor's note will be required after a communicable illness for admission back to school.

**Medications:** The preschool will only administer medications to a child after a "Request for Medication" form has been completed by a doctor with written instructions. Emergency inhalers, Epi-pens, seizure medications will be kept in the storage office next to the purple room for easy access by all teachers.

**Physicals:** Expire yearly. Children must have a physical on file within the first 30 days of school starting. Please ask if you are unsure of your child's physical expiration date as we need to stay in state compliance.

## **ODJFS Families**

Please swipe in and out daily. The swipe machine will either say accepted or denied. If it is denied, please tell me so I may help fix it. Co-pays are due weekly unless discussed with the finance manager. You will not be permitted to begin our program until your application has been processed with ODJFS. We will hold the spot that you would need for 30 days to be processed after that time your spot will be opened back up.

## **All Day Children**

-Please bring a lunch daily. We have refrigerators to keep food cold. Feel free to bring a gallon/half gallon of milk for your child so you don't have the inconvenience of packing it daily.

-Due to the large numbers of children, please try to limit how much warming up is needed per day.

-Lunches MUST follow the state guideline so we are not in violation and receive a non-compliance from the state. See attached state guidelines. Questions? Contact me. Please **do not** send **peanut** items in their lunch, due to so many allergies in the school.

-All day children will have quiet time from 12:45-2:15 (approx.) We have cots and music available. If your child is not a napper, they still have the option of quiet time. If your child is having a "day", we reserve the right to make them rest. We understand that some children are not nappers, but with their new schedule, they may develop the habit!

-Bring a pillow, blanket, stuffed friend if desired and a XX LARGE storage bag labeled, large enough to hold your child's things to be transported every other Friday to be washed. Zip-Loc makes them, they have them at Wal-Mart.

If you are an all day family, we will have care provided during breaks from preschool. For these times we will do a sign up separate from the regular schedule. You will need to do the sign up to be allowed to be here for those days. If you do not sign up in advance, there will be an additional charge added to your bill of \$15 a day attended. It is necessary that we know who will be here to be sure we staff it sufficiently. You will also only be allowed to



attend the hours that you sign up for and will be charged \$1 a minute over the time that is signed up for. Once again, this is to be sure we are staffed correctly to accommodate the number of children in our care. A note will be sent home a minimum of 2 weeks ahead of time. If you do not receive this note it is your responsibility to ask for one.

### **In-service Policy**

Due to changing regulations to the licensing for preschool/child care centers we reserve the right to close the school/center up to once a month to attend in-service trainings to keep our license valid to serve you with quality care. For when this occurs please have a back up plan in place for the care of your child(ren) for that day.

If you have any questions or concerns throughout the program, please feel free to stop in and discuss them. We may amend this handbook to reflect policy changes mandated from the State of Ohio or the YMCA. Families will be informed of these policy changes.

*Christie Krumlaw*

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