



LAKE NORMAN PRESCHOOL PARENT HANDBOOK

ADMINISTRATIVE TOPICS

Welcome to the Lake Norman YMCA Preschool! As in previous years, our program simply gets better. If you are returning, anticipate seeing curriculum and administrative changes which we expect will enhance everyone's preschool experience. This year's Christian theme will be "Depend On God." Look for the evidence of this emphasis as the year progresses.

The Lake Norman YMCA offers a preschool program designed to meet your child's educational needs with activities that include group play time, Bible stories, music, art, fine and gross motor development. All our classes are planned to develop each child's self-esteem and strong image of self-worth through learning and sharing in a fun, structured environment. Children are encouraged to explore, ask questions, and solve problems in a warm Christian setting.

Our program is a combined system of thematic learning, physical activity, and Christian education. We believe that through play and other process-oriented experiences children gain confidence in their ability to learn. From the learning centers, to the organized classrooms to the playground and gymnasium, we strive to provide an atmosphere where children can laugh, learn, and play; a place where a child can be a child, growing intellectually, emotionally, socially, and spiritually every day.

OUR MISSION

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

OUR VALUES (Our Character Traits)

Caring, Honesty, Respect, Responsibility, Faith

OUR FOCUS

For Youth Development: Nurturing the potential of every child and teen.

For Healthy Living: Improving the nation's health and well-being.

For Social Responsibility: Giving back and providing support to our neighbors.

PURPOSE AND GOAL

As an aspect of our organization's focus, Youth Development, we strive to help preschoolers learn and grow through carefully planned, Christian and mission-focused curriculum that teaches the following four pillars:

1. Healthy choices
2. Building relationships
3. Skill development
4. Servant leadership

Through this we will achieve our goal to provide a safe, wholesome Christian environment so that your child may achieve their greatest God-given potential. Each child will experience age-appropriate opportunities that will help them grow physically, mentally, socially, and spiritually.

DIVERSITY AND INCLUSION

The YMCA of Greater Charlotte recognizes that individuals, families and communities are diverse. The YMCA values and respects this diversity and chooses to be inclusive through its acceptance of all individuals regardless of race, age, gender, religion, ability or cultural identity. The YMCA, while not adhering to any doctrine or dogma, is committed to Christian principles. This includes asserting that all individual, without exception, are intrinsically valuable.

PRESCHOOL DIRECTORY

Liz LaVecchia
Early Childhood Director
liz.lavecchia@ymcacharlotte.org
(704) 716-4435

Kyna Badger
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Program Registrar
(704) 716-4409

Honora Ruggiero
Operations Director
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(704) 716-4432

Membership Desk
(704) 716-4400
(704) 716-4401 Fax

PRESCHOOL STAFF

Honora Ruggiero is the Lake Norman YMCA's Director of Operations and oversees all programs within the Lake Norman Branch. Liz LaVecchia is the Early Childhood Director and oversees all day-to-day operations of the preschool and supervises the Drop-In Child Care Coordinator, Sara Black. Each age group has a Team Leader who is responsible for the curriculum, and daily operation of the classrooms. They are your first point of contact for questions or concerns and they are: Michelle Jackson — Adventurous One's and Toddling Two's and Kimberly White — Terrific Three's and Fabulous Four's.

TEACHERS

What's the key ingredient to a great Preschool? Great staff! We start by hiring teachers with excellent character, strong values, enthusiasm and a passion for working with children. Before school starts, we add more than 30 hours of instruction in training such as child development, dealing with discipline and positive reinforcement. We look for leaders who exemplify outstanding character, compassion, and love of children. High expectations are set for our preschool staff each year and they are evaluated on a regular basis. All our staff members are trained in: CPR, First Aid, Child Abuse Prevention and Working with Children.

Communication between parents and teachers is strongly encouraged! You may send messages to the teachers via email or a note in your child's folder. Although parents are always welcome to observe and participate in the classroom, if you have specific questions about your child's behavior or participation, please schedule a conference outside of class time. This will ensure that classroom instruction is uninterrupted for all participants and your concerns are thoroughly addressed professionally.

Due to our policy on Child Protection, our teachers or staff members are not allowed to babysit for participants they meet in the program.

SCHOOL CALENDAR

- TBD:**
- Fall Pictures
 - Spring Pictures
- August:**
- Preschool Orientation (Thurs 31)
- September:**
- First Day of School** (Tues 5)
 - School Spirit (Mon/Tues 11, 12)
 - Wear Red (Mon/Tues 18, 19)
 - Teacher Workdays (Thurs/Fri 21, 22)
- October:**
- School Spirit (Mon/Tues 9, 10)
 - Wear Orange (Mon/Tues 16, 17)
 - Teacher Workday (Mon 30)
 - Fall Festival/Costume Parade (Tues 31)
- November:**
- Fall Festival/Costume Parade (Wed 1)
 - School Spirit (Wed/Thurs 8, 9)
 - No School Veterans Day (Fri 10)
 - Wear Brown (Mon/Tues 13, 14)
 - Thanksgiving Feast (Mon/Tues 20, 21)
 - No School – Thanksgiving Break (Wed 22 – Fri 24)
- December:**
- Breakfast with Santa (Sat 2)
 - School Spirit (Mon/Tues 4, 5)
 - Wear Green (Mon/Tues 11, 12)
 - Christmas Program/Class Parties (Mon/Tues 18-19)
 - No School – Christmas Break (Wed 20–Fri 29)
- January:**
- No School – Happy New Year (Mon/Tues 1, 2)
 - School Spirit (Wed/Thurs 3, 4)
 - Wear Blue (Mon/Tues 8, 9)
 - No School – Martin Luther King Day (Mon 15)
 - Parent/Teacher Conferences (Mon 15)
 - No School – Teacher Work Day (Mon 22)
 - Parent/Teacher Conferences (Mon 22)
- February:**
- School Spirit (Mon/Tues 5, 6)
 - Sweet Heart Dance (Fri 9)
 - Wear Pink (Mon/Tues 12, 13)
 - No School – Teacher Work Day (Mon 19)
- March:**
- School Spirit (Mon/Tues 5, 6)
 - Wear Yellow (Mon/Tues 12, 13)
 - Egg Hunt (Tues/Wed 27, 28)
 - No School- Teacher Work day (Thurs 29)
 - No School – Good Friday (Fri 30)
- April:**
- No School – Spring Break (Mon 2 – Fri 6)
 - Healthy Kids Week – (Mon 9 – Fri 13)
 - Field Day (Wed/Thurs 11, 12)
 - School Spirit (Mon/Tues 16, 17)
 - Wear Purple (Mon/Tues 23, 24)
- May:**
- Muffins with Mom (Wed/Thurs 2, 3)
 - School Spirit (Mon/Tues 7, 8)
 - Donuts with Dad (Wed/Thurs 9, 10)
 - Wear Black & White (Mon/Tues 14, 15)
 - Last Day of School & 4-year-old Graduation** (Thurs 24)
 - Family Beach Party (Fri 25)

Preschool Orientation - Thursday, August 31st

Fabulous Fours Class Fish	9:00AM	Fabulous Fours Class Tiger	11:00AM
Terrific Threes Class Ape	9:00AM	Terrific Threes Class Frog	11:00AM
Toddling Twos Class Cat MWF	9:00AM	Toddling Twos Class Dog T/TH	11:00AM
Adventurous Ones Lion MWF	9:00AM	Adventurous Ones Lions T/TH	11:00AM

Room Names

APE- Always Pray Everyday
CAT- Creator And Teacher
CHICK – Choose Happiness In Christ’s Kingdom
DOG- Depend On God
FISH- First I Seek Him
FROG- Fully Rely On God
LION- Lord Is Our Navigator
TIGER- Trust in God’s Eternal Redemption

RATIOS

Our ratios are very important to the preschool and are significantly lower than the state requires. In addition to a low Teacher: Student ratio, we also take pride that our class sizes are low to further protect and enhance your child’s school experience. This will allow each child a more personalized learning environment.

<u>Class</u>	<u>Teacher: Student Ratio</u>	<u>Maximum Class Size</u>
Adventurous One’s	1 to 4	12
Toddling Two’s	1 to 6	18
Terrific Three’s	1 to 7	21
Fabulous Four’s	1 to 10	20

ADMISSION

Children are enrolled based on space available as determined by the Early Childhood Director. During early registration, admission requests are open to current preschool participants and their siblings for two full weeks, followed by Lake Norman YMCA members for two weeks, then community participants. We will maintain a waiting list once a class fills up and all admissions are based on a “first come, first served” basis. The YMCA of Greater Charlotte will not discriminate by race, color, sex, nationality, origin, creed, or special needs. The Lake Norman YMCA reserves the right to deny preschool admission or continued participation if one or more of the following conditions exist:

- The child’s information in packet is not returned promptly.
- The child is not participating in or benefiting from the program.
- The staff can not provide adequate or safe care for the child.
- The staff can not provide adequate or safe care for other enrolled children due to the behavior of the child.

REGISTRATION

To register your child, you must complete a registration packet; pay a non-refundable registration and event/supply fee. Your child’s registration packet contains the following forms:

- | | |
|----------------------------------|--|
| Preschool Registration form | Preschool Discipline Policy |
| Preschool Classes | Childcare Wellness Policy |
| Preschool Tuition Payment Option | Volunteer Worksheet |
| Child’s Personal Information | Preschool Carpool Request |
| Medical Information | Preschool Calendar Dates & Orientation |
| Medical Waiver | Preschool Supplies |
| Medication Release Form | |

WITHDRAWAL

If you plan to withdraw your child from the program before the end of the school year, please give a written notice to the Preschool office 30 days in advance. Otherwise, tuition is charged as scheduled. We may request an exit interview to discuss your reason for withdrawal.

ADJUSTED PROGRAM RATE

As part of our My Y pricing rate structure, an adjusted program rate is available to all who qualify. Both members and non-members must provide income verification at the member service desk to receive an adjusted program rate. All program rate adjustments are subject to branch-specific, program-specific caps and standard rates are set by each individual branch.

TUITION AND FEES

Nine equal monthly payments are made by automatic withdrawal from your checking account on the 1st of every month. Initial payment will be drafted on August 15th and the last on April 15th. For Credit Card Drafts remember to allow 5 days for processing payments. Refunds are not given for days missed due to illness, snow days, or vacation. A \$25.00 bank fee will be charged if the tuition check is returned for insufficient funds.

Please note, anyone starting after the initial draft period may be subject to a different monthly tuition payment. Our Program Registrar, Kyna Badger, can quote you a price upon her receipt of your enrollment packet. Please know, you will only be charged for the time enrolled.

If you have any questions, please feel free to reach myself (liz.lavecchia@ymcacharlotte.org) or our Registrar (kyna.badger@ymcacharlotte.org). Either of us will be happy to assist you the best way we can!

Adventurous One’s Tuition (Due to the extremely low teacher: student ratio in this class, the tuition per month is slightly higher.)

Monthly Rates	Members	Program Members
2 Days Classes (T/TH)	\$178.00	\$227.00
3 Days Classes (M/W/F)	\$250.00	\$319.00
5 Days Classes (M-F)	\$417.00	\$531.00

Toddling Two’s Tuition

Monthly Rates	Members	Program Members
2 Days Classes (T/TH)	\$150.00	\$195.00

3 Days Classes (M/W/F)	\$207.00	\$267.00
3 Days Classes (T/W/TH)	\$ 226.00	\$293.00
5 Days Classes (M-F)	\$ 335.00	\$436.00

Terrific Three’s Tuition

Monthly Rates	Members	Program Members
3 Days Classes (T/W/TH)	\$226.00	\$293.00
4 Days Classes (M-TH)	\$276.00	\$355.00
5 Days Classes (M-F)	\$335.00	\$436.00

Fabulous Four’s Tuition

Monthly Rates	Members	Program Members
4 Days Classes (M-TH)	\$276.00	\$359.00
5 Days Classes (M-F)	\$335.00	\$436.00

REGISTRATION

Fee is \$75.00 for members/ \$100 non-members.

EVENTS/SUPPLIES

To cover the cost of supplies and special events PLUS offer a unique and fun Preschool program that only the Lake Norman YMCA can offer, we must charge a nominal fee for each child attending. Both fees are separate from your registration fee and tuition and will cover:

- *Fall Festival
- *Class T-Shirt
- *Special events
- *Family Beach Party

Adventurous One’s, Toddling Two’s, & Terrific Three’s: \$80 fee per child

Fabulous Four’s: \$110 fee per child

(This fee covers items listed above in addition to a Pre-K curriculum, field trip, a memorable graduation keepsake & ceremony at the end of year.)

INSURANCE

The YMCA of Greater Charlotte provides liability insurance on all programs. It is the program participant’s responsibility to provide his or her own accident insurance coverage. Parents should include their personal health insurance information on the child’s health form. This information will only be used to facilitate medical treatment if required. Parents are responsible for prescriptions and charges incurred for outside medical treatment of their child if such services are required while in attendance at the preschool program.

OPERATING PROCEDURES

DISCIPLINE

The philosophy of our program is based on the golden rule with respect being shown to all. Good manners and personal empathy are traits we will foster. Encouraging good behavior helps discourage unacceptable behavior. Therefore, using this principle of positive reinforcement, each child will be praised for good work and made to feel important and successful. Negative behavior will be confronted and redirected toward positive behavior. If a child is continually disruptive and refuses to be redirected to positive behavior, he or she will be removed from the classroom setting for a short time. During this time, the child has a chance to think about the misbehavior leading to his or her removal from the group. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown to the other children.

Our staff will never:

- Withhold food as a means of discipline.
- Discipline children for toileting accidents.
- Use physical discipline (shaking, spanking, or slapping).

Suspension from Preschool may occur for behavior that is putting your child or another participant in harms way (for example: hitting, biting...etc.) Suspension will occur after the third incident or the Preschool Director's discretion. Our teachers are committed to working with parents regarding disciplinary matters; however, should these processes fail and behavioral problems are not corrected, the Preschool Director reserves the right to dismiss the child from the program. Please encourage your child to follow the instructions of teachers and other preschool staff. Our goal is to guide children in becoming happy, responsible, and cooperative participants through positive teaching techniques.

PHOTO ID PROTECTION

At the Lake Norman YMCA, your child's safety is a top priority! To further protect your child, we will request a photo id from any person picking up a child within all our childcare facilities. It is the parent/guardian's responsibility to inform us who is authorized to pick your child up and to inform those individuals authorized to pick up your child from preschool that they will need to show a photo ID. Lake Norman YMCA reserves the right to deny custody to all persons who do not show a photo ID, are not on the list of persons authorized for pick-up, does not have a properly-secured child passenger restraint device and/or appears to be intoxicated.

CUSTODY ISSUES

In cases of separated or divorced parents where visitation rights are denied to one parent, we cannot deny releasing the child to such parent unless a court decree or separation document is in our file expressly forbidding such parent from picking up the child from our program, or from picking up at times not allowed by the court decree. The court decree must specify the rights of visitation on the YMCA property during preschool hours and it must specify in writing that visitation is permitted by the non- custodial parent. Otherwise we will not permit visitation.

INTOXICATION

At times, we are called to make decisions concerning their safety. If a YMCA staff member believes that a parent is intoxicated when they arrive to pick up their child, we will detain the child until an alternate plan can be arranged for the transportation of the child and their parent. We will first try to contact another family member, spouse or one of the emergency contacts listed on the child's registration form. If those means are unsuccessful, a cab will be called at the parent's expense. If the parent who is suspected to be under the influence of drugs or

alcohol is unruly, uncooperative or out of control physically, for the safety of the child and the staff member, the staff may have no choice but to contact the local authorities.

CAR SEATS & YOUR CHILD'S SAFETY

The North Carolina Child Passenger Safety Law states:

- All children less than sixteen years old must be buckled up in either the front or back seat.
- A child who is younger than age eight and who weighs less than 80 pounds must be properly secured in a child passenger restraint device (CRD) that:
 - 1) meets Federal standards applicable at the time of its manufacture, and
 - 2) is appropriate for the child's weight and height.
- A CRD must be installed in the rear seat, if the child is required to be in a CRD and the vehicle has an active passenger side air bag. The CRD may be installed in the front seat if it is designed for use with air bags.
- When a child reaches age eight and 80 pounds a seat belt may be used instead of a CRD to restrain the child if it fits properly.

In addition, it is strongly recommended that:

- All children age thirteen and under should ride buckled up in a rear seat.
- Infants in rear facing child safety seats should NEVER ride in the front seat of a vehicle with an active passenger side air bag. Small children should ride in a rear seat in child safety seats approved for their age and size.
- If a child over one-year old MUST ride in the front seat with a passenger side air bag, put the child in a front facing full harness CRD, a belt-positioning booster seat, or a correct fitting lap/shoulder belt-- AND move the seat as far back as possible.

RIDES IN/OUT PROCEDURE

RIDES IN/ RIDES OUT

Throughout the school year we offer a drive-up service for dropping off and picking up your child. Drop off service or "Rides In" is from your child's class start time (either 8:30 or 8:45) until 9am. Pick up or "Rides Out" starts at 12:05 until 12:30. This process will require some time and patience to master. During the first few weeks of school, we ask for your patience and understanding as the children adjust and you as parents figure out the routine. This system may be a new experience for your child and we understand that they may feel excited or scared. However, our system has been a success for over twelve years and we are confident that your children will soon be comfortable with the process. Please take advantage of this service; it will make it easier for your child to transition to preschool. For the safety of all children, we will not allow Parents to freely enter the Preschool hallways and classrooms during Rides In (8:30 until 9am) and Rides Out (12:05 until 12:30).

Rides In

When you enter the YMCA parking lot, go straight and make your 2nd possible right; then make your first left. Follow the perimeter of the lot on the left side of the roadway around the cul-de-sac. Stop at the first available cone (#1, 2,3,4, or 5). Preschool Staff will be there to open the left passenger door and allow your preschooler to exit the car. They will then bring him/her to their classroom. Children will need to be ready to exit the car with all their daily items. For the safety of all, please remain in cars! Once the child has exited the car, follow the road, straight, to the end of the parking lot; then make a right at the stop sign. After stop, make a left to exit the Y.

Rides Out

When you enter the YMCA parking lot, go straight and make your 2nd possible right; then make your first left. Follow the perimeter of the roadway on the left side. STOP just after the speed bump. A Preschool staff member will check your photo ID. After your ID has been checked, follow the cul-de-sac on the left side of the roadway to your cone number (#1, 2,3,4, or 5). Preschool staff will walk your child to the car and will remain at the car until the child is buckled in. Once the child has buckled in, follow the road, straight, to the end of the parking lot. Then make a right at the stop sign. After stop, make a left to exit the Y.

EARLY SIGN OUT

If you wish to pick up your child prior to regular time, please go directly to your child's classroom before 12pm. Teachers will have rosters allowing them to verify photo IDs and custody authorization. Be prepared to give your child's photo ID and show photo ID.

LATE PICK UP

We will grant a five-minute grace period for late pick-ups. If you arrive after the staff member has left the parking lot, YOU ARE LATE. Please park your car and proceed to the Membership Desk. They will call the Preschool Office to notify us of your arrival. After the grace period, a \$1.00 per minute fee is assessed and payment is expected upon your arrival. This fee will be collected at the Membership Desk. If your child is not picked up after 30 minutes, we may call the local authorities. Chronic late pick-ups may result in dismissal from preschool. Preschool students may not participate in the following programs or a combination of the following programs for more than four hours in a 24-hour period in a Charlotte YMCA or a combination of Charlotte YMCA's: Children's Enrichment Programs and Unlicensed Preschool.

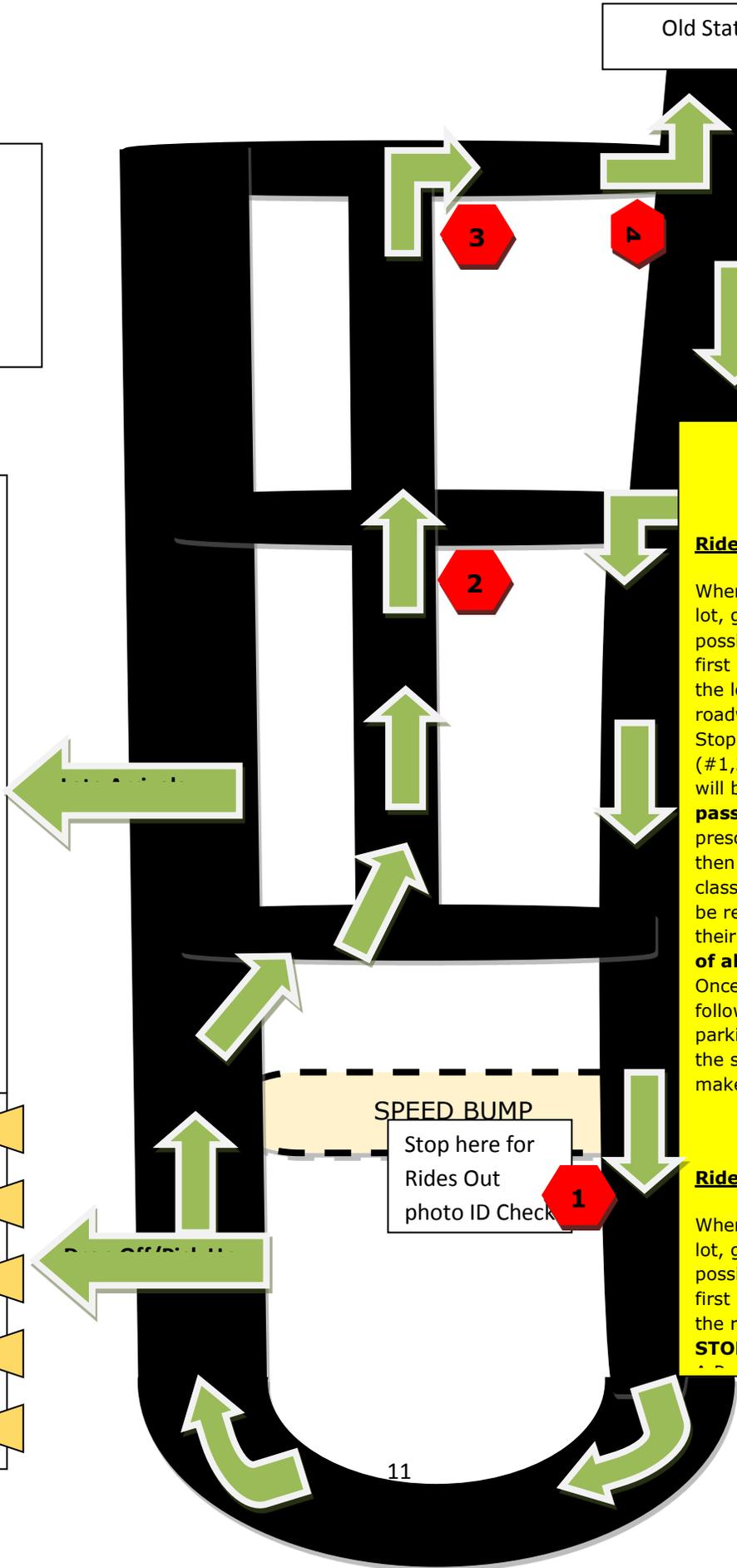
RIDES IN/OUT MAP

Old Statesville Rd

Davidson St

Upper Field

Preschool Wing



Directions

Rides In

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Rides Out

When you enter the YMCA parking lot, go straight and make your 2nd possible right; then make your first left. Follow the perimeter of the roadway on the **left side**. **STOP** just after the speed bump.

PARENT EXPECTATIONS

A LETTER FROM OUR PARENT COMMITTEE

Dear Parents:

We, the Lake Norman YMCA Preschool Parent Committee, are very excited about this upcoming year and hope you share our enthusiasm. The Parent Committee was initially formed at the beginning of the 2000-2001 preschool year and is composed of preschool parents and staff. It serves as a form of communication between both parties, with a focus on enriching the Preschool program. The primary goals of the committee are:

- To better acquaint ourselves with the preschool program;
- To strive to meet state regulations of ratios and standards;
- To aid in the operation of the preschool program;
- To coordinate volunteer efforts in and out of the classroom;
- To provide a safe environment for the staff and children;
- To work hand in hand with the Room Parents on various events throughout the school year.

Parent involvement truly makes the Lake Norman YMCA Preschool a special place for our children. We meet on the **1st Wednesday of each month starting in September** and welcome your input. If you are interested in joining our committee at anytime throughout the year, call 704-716-4435 or email our Early Childhood Director at liz.lavecchia@ymcacharlotte.org. We'd like to thank you in advance for your support. As the school year continues, please watch for future communications from us. It's going to be a great year!

Sincerely,
The Lake Norman YMCA Preschool Parent Committee

PARENT UNDERSTANDING

1. I understand that YMCA staff and volunteers are not allowed to transport children at anytime outside of the YMCA program.
2. I understand that I am not to leave my child at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child.
3. I understand that state law mandates the YMCA to report any suspected cases of child abuse or neglect to the appropriate for investigation.

HOME LIFE

Children's actions in Preschool often reflect situations that are experienced at home (i.e. death of a pet, parents divorcing, different work schedule, fighting with sibling, etc.) If any such disruptive or traumatic experience should occur, please inform the director or teachers. This will enable us to better meet the needs of your child.

VOLUNTEERS

The Preschool always welcomes and encourages volunteers in the program. All volunteers must complete a volunteer application, description of duties and Child Abuse Prevention training. If you would like to assist us in our daily activities, including swimming, please see your child's preschool teacher, preschool office or membership desk for further information.

PARENT VISITATION

Parents are always welcome at the Lake Norman YMCA Preschool, please feel free to stop by and observe the day's activities. However, some children have difficulty separating and an early visit followed by your absence may leave your child unhappy and unwilling to participate in remaining activities. If this is the case, rest assured that your child is normal. It may simply be better if you observe the class unseen or schedule conferences to discuss your child's classroom experiences.

EVALUATIONS

We need your comments, input, and ideas on how to make our preschool program better. Evaluation surveys are sent via email or phone during the school year. Please take the time to respond to these and give us your feedback. If you need to make specific comments other than during our scheduled time, feel free to grab a comment card at any of the boxes located throughout the YMCA or contact the Early Childhood Director by email. These evaluations allow us to make necessary improvements within the program and to recognize staff members that are providing outstanding service to you and your family.

LOST AND FOUND

We will make every effort to return items your child brings in to preschool home. If you discover that something is missing, please send in a note or email your child's teacher. If the item is in the class they will send it home the next school day. You may also check the lost and found located adjacent to the Member Service Desk. The Lake Norman YMCA is not responsible for lost, stolen, or damaged clothing or equipment. Items sitting in lost and found will be donated to Goodwill on the first of each month. Therefore, if something turns up missing near the end of the month, check for it *quickly*. If an item is **labeled**, you will be called before it goes to charity.

MEDICATION

The Lake Norman YMCA prefers that all medications be administered at home before the school day. However, if medications are absolutely required, please notify the Preschool office. **A signed medication release form must accompany all prescription medications. Prescription medications MUST BE IN THE ORIGINAL CONTAINER that identifies the prescribing physician, name of the medication, the dosage and the frequency of administration.** No medications, including over the counter items such as vitamins, creams, lotions, aspirin, allergy medication or liquid medications will be distributed. Place all medications in a Ziploc bag with your child's name and class written on the bag and turn in to the Preschool Office to be placed in a locked box.

SPECIAL ACTIVITIES

GYMNASTICS

Each week Adventurous One's, Toddling Two's, Terrific Three's and Fabulous Four's will build gross motor skills in the YMCA Gymnastics Center. Activities are structured to suit each age group and children are closely supervised as they run, jump, balance, and tumble. Our teachers are trained on the use of equipment in the center to ensure your child will have a fun, exciting and safe experience. On days that your child is scheduled to have gymnastics, dress your child in "athletic" styled clothing without zippers, snaps or other adornment that could snag on equipment. Girls should refrain from wearing dresses or skirts. Also dress your child in easy access shoes, preferably those with Velcro closures so that they can easily take their shoes off and put them on.

SWIM DAYS

Terrific Three's and Fabulous Four's will participate in regularly scheduled swim days. Typically, this will be twice a month for 3 and 4-day classes and once a week for 5-day classes, due to the unforeseen circumstances each class may swim only once a month. On days that your child is scheduled to swim, send him/her in with the bathing suit on and school clothes over it. Pack a bath-size towel and underwear in a swim bag or zip-lock gallon and **label** everything. Easy access shoes are strongly suggested to help your child learn to get dressed themselves. During a swim session, children will practice skills they need to learn to swim, learn rules for pool safety, and have fun in the water. All Children must wear a lifejacket approved by the YMCA lifeguard during their swim session. This adds an extra measure of safety in the water and assists in their swimming efforts. No child can swim without a life vest. Rest assured that we will not force your child to swim. The goal of swim days is to have fun and gain confidence in the water. We also realize that health reasons such as an ear infection or diarrhea may prevent your child to swim. Please let your teachers know if your child needs to stay out of the pool. **Parents are welcome to participate with their child's class on swim days. However, if you wish to assist them in the family locker room, you will have to fill out a volunteer application and complete the volunteer screening process first.** **Adventurous One's and Toddling Two's do NOT swim because they are not all are potty trained.

FIELD

TRIPS

Fabulous Four's will participate in a field trip at the end of the year that is relatively close to the Lake Norman YMCA. Notices regarding this trip are sent home in advance and you are responsible for your child's transportation to these field trips. As always, parents are welcome to attend this and all preschool events. Keep in mind that you may have to pay an additional fee to personally participate and/or for your meal. For the safety of ALL children, we also ask that you follow our procedures during the any field trip.

FAMILY BEACH PARTY

After the last day of school, we will celebrate with a Beach Party under the YMCA's Pavilion and at the sand by the waterfront. This is a great way to experience all the YMCA has to offer during the summer. Parents or guardians **MUST** accompany students.

YMCA BIRTHDAY PARTIES

The YMCA offers unique "Themed Birthday Parties" on Saturday's and Sunday's. Choose from a Swimming, Gymnastics, Arts and Crafts, Sports (soccer, flag football, basketball) or Waterfront (June-August only) party. All parties are 2 hours in length with the kids' spending 1 hour doing their selected activity and have 45 minutes in the party room (for presents, cake, pizza, group games, etc.). The party includes set-up, clean up, party host, color theme decorations of your choice (balloons, streamers, and tableware), invitations and thank you notes. Add-on's such as food, cake, goodie bags and/or piñata are available for a nominal fee. Please contact Sara Black, our Drop-in Care Coordinator at 704-716-4470 or email at sara.black@ymcacharlotte.org for more information or to book your party.

WHAT TO EXPECT

All children work on an age based curriculum to help them prepare for school. Each class focuses on the basics (A, B, C's, 1, 2, 3's, colors, shapes, etc.), a monthly bible verse, daily prayers and classroom etiquette. Please try and have your child arrive on time so that he/she does not miss anything important.

In addition to the age based curriculum:

- Each age group will learn basic musical concepts such as dynamics, rhythm and tempo in age appropriate activities. Creative movement and the use of rhythm instruments are used to expand their understanding of musical and literary concepts.
- Adventurous One's introduces your little one to a preschool setting. They learn how to sit in circle time and at tables for lunch and crafts. They are introduced to prayers, music, and sharing concepts. The Adventurous Ones also enjoy buggy rides, gymnastics, outside time and gym time.
- Toddling Two's, Terrific Three's and Fabulous Four's have added a dedicated time to explore science and math concepts (i.e., S.T.E.M., Five Senses, Weather, Seasons and more). They also explore art appreciation and will learn general art concepts such as primary and secondary colors, texture and pattern.
- Fabulous Four's proudly teaches a Pre-K curriculum from Handwriting Without Tears. They work on letter writing & recognition, pre-reading skills, basic literary skills, math, science and social studies.
- Our Spanish component has been a huge success. We look to continue expanding this learning adventure.

WHAT TO BRING

All children should bring a backpack and their lunch for the day. We ask that you refrain from packing peanut butter or anything nut related do to allergies. We do our best to accommodate all but that is one common allergy that we know can be an issue. Those that are not potty-trained need to bring two labeled diapers each day they attend. Parents are responsible for providing the diapers; please note we do not have extra diapers. Toys from home can be lost or cause friction among children; we ask that you encourage your child to leave all toys and personal items at home. Adventurous One's may bring something for security such as a pacifier or blanket for comfort which the teacher will place in his or her back pack at the first available opportunity.

SUPPLIES

Throughout the school year we use a lot of supplies for communication, crafts, gross motor and daily care. We are asking for your help with some items that you would normally purchase for school. These items will be used throughout the year for your child's classroom.

Please send the following items to preschool with your child at the orientation meeting or on their first day of school.

1 change of clothes labeled in a zip-lock bag
3 containers of baby wipes
2 plain white short-sleeve t-shirts

For the 1's

1 box of tissues
1 bottle of hand SOAP
2 plastic poly 2-pocket portfolio with fasteners

For the 2's

- 1 change of clothes labeled in a zip-lock bag
- 2 containers of baby wipes
- 2 plastic poly 2-pocket portfolio with fasteners
- 1 box of tissues
- 1 bottle of hand SOAP
- 2 white short-sleeve t-shirts

For the 3's

- 1 change of clothes labeled in a zip-lock bag
- 2 containers of baby wipes
- 1 container of playdoh
- 1 box of tissues
- 2 white short-sleeve t-shirts
- 2 plastic poly 2-pocket portfolio with fasteners

For the 4's

- 1 change of clothes labeled in a zip-lock bag
- 1 container of baby wipes
- 1 bottle of hand sanitizer
- 1 men's white, short sleeved, collared dress shirt
- 1 (Red) plastic poly 2-pocket portfolio with fasteners (Read Every Day folder)
- 1 (any color) plastic poly 2-pocket portfolio with fasteners (Daily Work folder)
- 1 box of tissues
- 1 bottle of hand SOAP
- 2 white short-sleeve t-shirts
- 1 family picture

Donations are always welcome at our preschool! If you have any gently used toys or books that your children grow out of and would like to donate them to the preschool, please send them to the preschool office.

WHAT TO WEAR

Since we learn through play and discover many new things, stains may occur. We ask that you dress them in clothing that is simple, comfortable, washable, and easy for your child to manage. Rubber soled shoes are a must during running and outdoor activities. If clothing is stained, we will dress your child in their extra set of clothes and the soiled clothing returned to you in their backpack. **Don't forget to send an extra set of clothing back if this happens.**

MESSAGES FROM SCHOOL

Your child will need to bring a backpack to school each day. This backpack is used to transport lunch, his/her folder containing papers, messages, crafts along with any soiled clothes. The folder will contain a class schedule, calendar and student roster. If you need an additional electronic copy of these items, please contact his/her teacher. Calendars will inform you of the activities planned, daily behavior and academic focal points for the month. Please refer to it so that your child can be properly prepared for his or her school day. **"My Week Sheets"** will be emailed home at the end of each week and describe what books were read, songs sang, and teachers notes. **Please check your child's bag after school each day to ensure that you don't miss any important news.**

LABELING

We cannot emphasize enough the importance of labeling ALL your child's personal belongings. Very often if an item is not labeled, teachers are unable to determine its owner. Therefore, if your child brings it to school, make sure that their name is clearly written on it. This means that you label EVERYTHING!

- | | | | |
|----------|-------------|------------|---------------|
| shoes | socks | clothes | diapers |
| coats | umbrellas | backpacks | towels |
| utensils | lunch boxes | drink cups | bathing suits |

LUNCH

It is the parent's responsibility to pack a nutritious lunch each day for their preschooler. Teachers will monitor the students during lunch each day to insure safety and assist with opening containers. However, they will **NOT** be responsible for the order or amount your child chooses to eat of his or her lunch items nor will lunches be heated. You are encouraged to use insulated containers to keep your child's lunch appropriately hot or cold.

Families also have an option to order lunch through Mama's Pizza Cornelius. If you wish to do so, visit their website at lakenorman.hotlunch.com and create an account by clicking "New User". This is a third party option and is separate from the Y. If you should have any questions regarding Mama's, please call 704-892-3305 directly.

ALLERGIES

While the YMCA of Greater Charlotte is committed to a peanut allergy friendly facility, we cannot guarantee that peanuts will not find their way into our facility. We ask that you continue to take every precaution to protect yourself and your children from unwanted exposure to peanut allergens. If your child has ANY food allergies, please let us know.

CLASS BIRTHDAY CELEBRATIONS

You may celebrate your child's birthday in class by making advance arrangements with his/her teachers. Remember while the YMCA of Greater Charlotte is committed to a peanut allergy friendly facility, we cannot guarantee that peanuts will not find their way into our facility. We ask that you continue to take every precaution to protect yourself and your children from unwanted exposure to peanut allergens. Please check with your child's teachers on any food allergies that a child may have in the classroom and they may be able to make suggestions if needed. We understand that you may not be able to invite the entire class to your child's birthday party. So, to prevent any hurt feelings, we ask that you to send any birthday invitations electronically and **NOT** through the teachers. Also presents should not be exchanged in the classroom.

SPECIAL SITUATIONS

ILLNESS

The Lake Norman YMCA cannot provide care for sick children. Each day upon arrival, children are observed for symptoms of illness. We will call parents to pick up a child for the following reasons:

- A child shows obvious signs of communicable illness such as red matted eyes, unusual spots and rashes, sore throat, severe coughing, or nausea and vomiting,
- A child has a fever, 100°F or higher,
- lice are discovered, or
- A child has no overt symptoms of illness, but displays significant behavior changes, is clearly uncomfortable, and unable to participate in activities.

If a parent cannot be reached, we will call an emergency contact number listed on the child's personal information form. **Please be considerate of all the students and teachers in the classroom and do not send your sick child to school.** Children sent home with undiagnosed rashes will require a doctor's note to return to school. If an illness such as lice, Fifth Disease or Chicken Pox is reported to us, the preschool will send an email notice home to students so that all parents in that class can be alert for symptoms.

EMERGENCIES

Our preschool staff will treat routine cuts, scrapes, and bumps. However, we will contact you in the case of any injury to the head, a biting incident, serious illness or a serious accident involving your child. If you cannot be reached, your signed authorization on your child's health form allows us to secure prompt treatment. Please note that in the case of a life-threatening emergency, we will call 911 first.

INCLEMENT WEATHER

As with the school calendar, the Lake Norman YMCA Preschool follows the Charlotte-Mecklenburg School (CMS) system's inclement weather schedule. If CMS is closed, then our preschool is closed, if CMS is on a one-hour delay, the preschool will also open one hour late and close at our regular time. If CMS has a two-hour delay, the preschool will also open two hours late at 10:30am and start rides out at 1:05pm. The Lake Norman YMCA **DOES NOT** make up school days missed due to inclement weather even if CMS has scheduled a make-up day.

FIRE DRILLS

To prepare our students for the possibility of a fire in the Lake Norman YMCA complex we will conduct regular fire drills. Students will be taught how to leave the building quickly and in an orderly fashion. We will congregate either on the upper or lower field, depending on the location of your child's classroom. In the event of an actual fire, we will contact you to pick up your child when the authorities from the Fire Department tell us it is safe.

NUCLEAR EVACUATION PROCEDURE

In the event of a nuclear accident at Catawba Nuclear plant, the Lake Norman YMCA will evacuate. Members will need to provide their own transportation except for children in the Preschool and Afterschool programs. We will transport children by van or private car (if necessary) to the Statesville Branch of the YMCA of Iredell County. If a nuclear accident does occur, please do NOT go to the Lake Norman YMCA to pick up your child. Proceed to the Statesville YMCA, Lake Norman checkout procedures will be in effect and a photo ID is required to pick up any child.

Directions to the Statesville YMCA (704 873-9622) Take I—77 N to Exit 51 (I-40 W). Take I-40 W to exit 150 for Downtown Statesville. Turn left at the end of the ramp onto N. Center St. Turn Left at the first light onto Hartness. Proceed through the caution light. Turn left on Wesley Drive (Wesley Memorial UMC is on the corner). The YMCA is on the right.