



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARK SOUTH YMCA

Preschool Academy Parent Handbook

3901 Latimer Street
Dallas, TX 75215

214-421-5301

Financial Assistance
available

www.parksouthymca.org

YMCA Mission: To put Christian values into practice through programs that build healthy spirit, mind and body for all.

Handbook is reviewed and updated annually as needed.

Welcome!

The YMCA Preschool program is mission driven and puts a strong emphasis on our core values of caring, respect, responsibility, and honesty. We strive to provide every child with activities that encourage a healthy spirit, mind, and body.

We are pleased that you have selected us to provide preschool programming for your child, whether your child is with us full day or part. The YMCA has been serving the community for many years by providing on-site preschool. Our goal is to provide quality educational and enrichment activities through a perfect balance of fun, learning and friendship.

Please read through our Parent Handbook and familiarize yourself with our policies and procedures. It will provide you with information about our services, programming, and payment.

We welcome you to contact us at 214-421-5301 or visit our website www.parksouthymcadallas.org for more information.

Table Of Contents

Pg. 2-3

Welcome

About the PARK SOUTH YMCA	Pg. 4
Preschool Program Information	
• Curriculum	Pg. 5
• A Typical Day	Pg. 5
• Minimum Staff Qualifications	Pg. 6
• Healthy Meals & Snacks	Pg. 6
• Food Allergies	Pg. 6-7
Program Logistics	Pg.
• Days of Operation	Pg. 8
• Hours of Operations	Pg. 8
• School Days Out	Pg. 8
• Personal Belongings	Pg. 8
• Absences & Late Arrivals	Pg. 9
• Drop Off & Pick Up	Pg. 9
• Release of Children	Pg. 9
• Healthy Environment	Pg. 9-10
• Immunization	Pg. 10
• Family Transition	Pg. 10
• Screen Time	Pg. 10
• Physical Activities	Pg. 10
• Branch Closing/Bad Weather Days	Pg. 10
• Emergency Preparation Plan	Pg. 10
Enrollment	
• Registration	Pg. 11
• Updating information	Pg. 11
• Method of Payments	Pg. 11
• Late Payment	Pg. 11
• YMCA member discount	Pg. 11
• Financial Assistance	Pg. 11
• Withdrawal from Program	Pg. 12
• Texas Workforce/CCMS	Pg. 12
• Vacations	Pg. 12
• Late Pick Up Fees	Pg. 12

• Receipts & Tax Information	Pg. 13
• Annual Campaign	Pg. 13
Licensing Requirements	
• TDPRS	Pg. 14
• Child Abuse	Pg. 14
• Gane Free Zone	Pg. 14
• Discipline	Pg. 14-15
YMCA Policies	
• Preschool House Rules	Pg. 16
• YMCA Behavior	Pg. 16
• Zero Tolerance	Pg. 17
• Parental Notification	Pg. 17
• Dress Code	Pg. 18
Parent Information	
• Parent /Guardian Code of Conduct	Pg. 19
• Administration of Medication	Pg. 20
• Medical emergencies	Pg. 20
• Child Abuse	Pg. 20-21
• Special Needs	Pg. 21
• Babysitting/Fraternization Policy	Pg. 21
• Parent/Guardian Involvement	Pg. 21-22
• Family events	Pg. 22
• Water activities	Pg. 22
• Animals	Pg. 22
• Accommodations for Families	Pg. 23



Mission

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

YMCA Areas Of Focus

Youth Development
Healthy Living
For Social Responsibility

Character Values

Caring, Honesty, Respect, and Responsibility

We strive to...

- Provide preschool academic and enrichment activities through daily structured hands-on learning
- Strengthen self-esteem and develop social skills
- Establish a fun and safe environment

Your child will receive a balance of academic and enrichment activities, physical development, and fun. Activities are created around weekly themes, written with your child in mind. We provide qualified, trained and caring staff to reinforce our program.

Information, Questions, or Concerns

The YMCA of Metropolitan Dallas has an open-door policy. Any questions or concerns should be directed to the Childcare Director and/or Executive Director. Differences should be discussed in private and in a courteous manner. A conference may be scheduled to discuss any concerns.

Pre School-Program Information

Curriculum

Curriculum and lesson plans are developed to help children acquire skills to grow and develop. We seek to address three key components: Academics, Enrichment, and Recreation/Activities.

Academics include daily instruction using a certified and vetted curriculum designed to prepare children for grade school.

Enrichment allows the children to explore and pursue their areas of interest and the arts.

Recreation/Activities focus on increasing physical activity and educating children on the importance of nutrition and having fun.

The YMCA Preschool program operates using a rotating schedule, so each day is full of exciting choices and new opportunities to learn and grow.

Developmental Milestone Checklists

We use developmental milestone checklists annually (at minimum) to support identifying developmental delays for children ages 0-5 years, make referrals when necessary, and share completed checklists with families.

A Typical Day

7:00 am	Program Opens/Check-In
7:30am – 8:30am	Breakfast
8:45am –10:00am	Educational Instruction
10:00am - 10:45am	Storytime
11:00am -11:30am	Lunch
11:30am – 11:50am	Prep for Rest time
12:00pm - 2:30pm	Quiet/Rest time
2:45pm – 3:00pm	Snack
3:00pm – 6:00pm	Activity Centers/Arts & Crafts
6:00pm	Program Ends

Minimum Staff Qualifications

All YMCA Staff must meet the following requirements:

- Interviewed by YMCA Professional Staff
- Three completed reference checks
- Completed Criminal Background Check and FBI fingerprinting
- Certified in CPR/First Aid
- Completion of 8 hours pre-service training covering the following: TDFPS Minimum Standards, Child Abuse Prevention, Supervision, Health and Safety/Handling Emergencies, Developmental Stages, Age-Appropriate Activities, Positive Discipline/Guidance, Self-Esteem
- Must annually complete a minimum of 24 clock hours of training
All bus drivers must meet the following additional requirements:
- Completion of 2 hours Drivers Safety Training (Only if driving a YMCA vehicle)
- Annual review of driving history
- Commercial Driver's License if required

NUTRITION

Healthy Meals and Snacks

Meals are provided for all children that participate in the full day program only. Meals and Snacks meet USDA guidelines and are served in a family style environment. This family style environment helps enhance self-help and social skills. Our program also participates in the CACFP (Child and Adult Care Food Program).

If you choose to send your child with a meal and/or snack, please make sure it is a healthy choice, we will provide refrigeration if needed.

Food is prepared in a kitchen that is inspected by local health officials. Please see attached sample menu.

Food Allergies

Our programs are nut free (including tree nuts), meaning that we do not serve or allow products containing or made with any type of nuts or nut byproducts to be present in our program areas. The YMCA of Metropolitan Dallas makes every attempt to identify other ingredients that may cause allergic reactions for those with food allergies. Every effort is made to educate our staff on the severity of food allergies. Though we make these efforts to educate our staff and families about possible allergen-containing ingredients in foods served in our programs; there is always a risk of contamination. There is also a

possibility that manufacturers of the commercial foods we use could change the formulation at any time, without notice. Parents or Guardians concerned with food allergies need to be aware of this risk and assist our staff, when possible, to ensure the safest environment possible for all participants.

Each parent or guardian is responsible for notifying our staff of all food related allergies, possible symptoms, and treatments their children require and if necessary, providing alternative snacks on days when our menus may include items that their child may not eat. If a parent chooses to send lunch or snacks with their child, they may not be made with nuts or nut byproducts

Program Logistics

Days of Operation

Park South Preschool Academy operates Monday through Friday.

Hours of Operations

Program operates from 7:00am-6:00pm

Transportation

Transportation will be provided for students on field trips only. We do not provide home pick up or drop off services.

School Days Out

We recognize that parents and children need consistent educational services. Park South Preschool Academy will work to offer services regularly. Major holidays are the exception to this rule, and parents will be reminded before closing.

Park South Preschool Academy will be closed on the following days:

September 2 nd	Labor Day Holiday
October 10 th /11 th	Fair Days
October 14 th	Staff Development
November 25 th – 29 th	Thanksgiving Break
December 23 rd – Jan 6 th	Christmas Break
January 20 th	MLK Holiday Observance
March 10 th – 14 th	Spring Break
April 18 th	Good Friday
May 23 rd	Last Day of School

Personal Belongings

The program is equipped with age-appropriate materials, toys, and supplies. Children are asked not to bring any personal belongings from home. **Please do not send electronics, valuables, or toys with your child to the program. The YMCA cannot be responsible for lost or stolen items. We will make exceptions for special occasions.**

Students that bring items should be marked with your child's name. These items include lunchboxes, spare clothing, blankets, and spare change of clothes.

Absences and Late Arrivals

The YMCA must be notified by 8:00am if your child will not attend the program that day. Please call 214-421-5301 to report any absences or late arrivals. Parents who do not notify the program of late arrivals may not be allowed to bring their children after 9:00 am. Please remember the instructional day begins at 8:40am and children need to be present by then.

Please note that if your child or children are absent, we DO NOT prorate weekly tuition. For example, if your child or children are in attendance only one or two days out of the week, you are still responsible for paying for the week in full. This also includes holidays. The only weeks you will not be required to pay are Thanksgiving Break (Nov. 25th – 29th), Christmas break, (December 23rd – January 6th) and Spring Break, (March 10th – 14th).

Drop Off/Pick Up

For program quality as well as safety reasons parents must check in to the pre- school program by signing in and out daily. ID will be required for other authorized individuals picking up other than parents.

Release of Children

Children will only be released to authorized people listed on the child's enrollment forms. The authorized person must present a photo ID for a child to be released from the program. A child will not be released to anyone not listed on the enrollment form unless the YMCA is notified by the parent or guardian that another person is picking up the child. That person must provide a photo ID. **The only person authorized to make changes to an enrollment form is the person who registered the child.** In the event a parent, guardian or individual listed on enrollment form cannot be reached, a child may be released to the police department or CPS. The persons picking up children must be 18 years of age or older and have a valid ID.

Healthy Environment

Please help us keep a healthy environment for all our children. If a child cannot participate in the program due to illness, the child must remain at home. **Children cannot attend the preschool program if they have a fever of 100.4 or higher.** Parents of children who develop symptoms or a fever will be called to pick up children immediately. **In the event your child is sent home for diarrhea, they are not allowed to attend school for 24 hours to allow the bug or virus to clear up.** All children must be

fever-free for 24 hours without fever-reducing aids to return to the program. Please notify staff if you or your child has had a Covid exposure and keep children home for a minimum of 5 days after a positive Covid test and/or the onset of symptoms.

Immunization

Each child enrolled must meet applicable immunization requirements specified by the Texas Department of State Health Services as specified for Texas elementary and secondary schools. A copy of the shot records must be provided.

Family Transitions

At times families go through significant transitions within their homes. These transitions can impact children and alter their behaviors. Please keep us informed of such changes so we can be sensitive to your child's needs. This collaboration will allow us to provide the best environment for your child's growth and development.

Screen Time Policy

Students will have limited screen time during the day. No more than 30min in the am and 30min during the pm schedule.

Physical Activities

Students will given opportunity for physical activities during the curriculum time. No more than 30 minutes during AM Schedule and 30 minutes during the PM schedule

Branch Closings/Bad Weather Policy

If facility problems should occur (i.e. no electricity or running water, extreme or worsening weather conditions) parents will be notified via Class Dojo, or phone and expected to pick up children early. Please update your contact information as it changes.

If the Y closes due to inclement weather or adverse conditions, parents may be contacted via Class Dojo, phone or will be notified via local newscasts and our website. As a rule of thumb, if DISD closes schools, the Park South Preschool Academy program will close as well.

Emergency Preparedness Plan

The Y has an emergency preparedness plan customized to this facility. Drills are practiced regularly. We monitor and take every precaution to keep the children safe.

ENROLLMENT

Registration

We accept children ages who are 3 through 4 years old at the time the program starts. **Children must be fully potty-trained.** We **cannot** change diapers/pull ups at our facility. Enrollment is taken on a first come, first served basis and is not “rolled over” from the previous school year.

Updating contact information

Parents are asked to keep the program updated on any changes that are related to their child’s files by completing a change form and turning it in to the admin office.

Method of Payment

Tuition is due **at the latest** by Monday at drop off the week of service. Payments can be made via credit cards, debit cards, pre-paid cards, money order, and cash.

Canceling Credit Card Draft – you must submit a Cancellation Form two weeks prior to the upcoming draft for us to stop the draft in a timely manner. Cancellations received less than two weeks before an upcoming draft are not guaranteed.

Late Payment

Participants whose payments are one week behind will have their enrollment in the program suspended. This could also result in the loss of financial assistance and a spot in the program. Participants whose payments are 2 weeks or more behind will have their enrollment in the program cancelled. This will result in being placed on a waiting list for reentry into the program.

YMCA Member Discount

There are a variety of membership options the PARK SOUTH YMCA can offer you and your family. Not only do you get full use of the YMCA facilities, but YMCA members ALSO receive discounts on programs such as sports, aquatics, summer camp and more. We welcome you to tour our YMCA to see all the benefits.

Financial Assistance

Financial assistance is available for those who qualify. Completed Financial Assistance applications can be submitted at the welcome center for on-the-spot award notification. Supporting documents must accompany the form. When seeking financial assistance enrollment is not complete until all financial support documents are presented for award determination. **You must have membership to be considered for financial assistance.**

Withdrawal From Program Procedures

Parents will be required to give a weeks notice and fill out a withdrawal form in order to ensure their child will be completely withdrawn from the program. This will allow for proper cancelation for weekly charges attendance.

Texas Workforce & Childcare Management Services

To register for the preschool program under Texas Workforce or Childcare Management Services, please follow these steps:

- Complete the Preschool Registration Paperwork
- Contact your Case worker for approval to attend the Preschool Program and have them contact 214-421-5301 to speak with member services representative
- Please note; when enrolling using CCMS, only submitting your completed preschool registration paperwork does not complete the registration process. Registration is not complete until we receive notification from your case worker. Once notification is received, the YMCA will tell you your registration has been completed.
- It is the Parent/Guardian's responsibility to check in and out of the program daily. Any family that misses more than 2 days in a row is subject to losing their CCMS approval Status and being removed from the program.

Vacations

If a family chooses to remove the child from the program for vacation or time off, the family must still pay weekly preschool rates to maintain their spot in the program. If payment is not made during the weeks that the child is not in attendance, then your child or children will be cancelled from the program and put on a waiting list until an available spot opens. If this is to occur, a forfeiture of financial assistance could take place.

Late Pick Up Fees

The YMCA preschool program is open until 6:00pm Monday – Friday. **If you are late picking up your child, a late fee of \$1.00 per minute per child will be charged.** Fees must be paid by the next due program payment to avoid late fees and penalties.

Receipts and Tax Information

Payment history reports may be requested from the Park South Welcome Center Please note the request may take 1-2 business days to process. The YMCA Tax ID number is 75-0800696.

*End of year tax statements will be processed in January. *

Annual Campaign...an opportunity to give back

Annually the Park South Y conducts a Campaign which raises the much-needed funds to support children and families in our community. These generous gifts ensure that financial hardship will never be a barrier to anyone with the desire to participate in Y programs.

Licensing Requirements

The Texas Department of Family and Protective Services requires the following to be stated:

TDFPS – Texas Department of Family and Protective Services

The YMCA preschool program abides by all standards regulating childcare as prescribed by the Texas Department of Family and Protective Services. To obtain full compliance with these standards, parents must complete the enrollment forms entirely and, as necessary, update the information throughout the year. TDFPS minimum standards are available onsite for viewing. Parents may contact TDFPS at 1-800-862-5252 or visit tdfps.state.tx.us.

Child Abuse Prevention – TDFPS Minimum Standards

The YMCA of Metropolitan Dallas regards accusations of child abuse very seriously and reports all suspected child abuse, neglect, and exploitation to Child Protective Services/Texas Department of Family and Protective Services. Reports of abuse and neglect can be made to the TDFPS hotline at 1-800-252-5400 or www.txabusehotline.org.

Gang Free Zone

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed childcare centers. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of the preschool site location. The purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties

Discipline

In compliance with the Texas Department of Family and Protective Services, discipline must be:

- Individualized and consistent for each child
- Appropriate to the child's level of understanding
- Directed toward teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 - Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
 - Reminding a child of behavior expectations daily by using clear, positive statements.
 - Redirecting behavior using positive statements. Staff will never use

aggressive physical redirection. Parents have the right to discipline their children; however, parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

- Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

YMCA POLICIES

Pre School-House Rules

Caring: I show caring by using kind words and helping others. **Respect:** I show respect by keeping my hands and feet to myself, walking inside, using an inside voice, and listening to my teachers. **Responsibility:** I show honesty by telling the truth and talking to my teachers about how I am feeling

Honesty: I show honesty by telling the truth and talking to my teachers about how I am feeling.

YMCA Behavior Policy

STEP 1 – Re-direction to another activity

STEP 2 – Verbal warning/Color Chart Change

STEP 3 – Parent notification at the time of pick up

STEP 4 – Conference with the Director, Parent and Teacher

STEP 5 – Removal or suspension from the program

Based on the severity of the behavior, steps may be passed over.

Challenging Behaviors Policy

When a child demonstrates inappropriate or disruptive behavior, it becomes necessary for staff to intervene. The following actions will be taken in addressing challenging behaviors at our center to ensure the safety of everyone.

1. The child will be told that his behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate.
2. The child will be redirected and, if necessary, given a short time away from the rest of the class.
3. Parents will be notified about the behavior. If repeated incidents occur, staff will develop a plan of intervention that includes shadowing the child and a conference with the parents.
4. For incidents involving biting or aggressive behavior, the staff follows detailed policies based on common methods to address these potentially harmful behaviors. These policies are summarized in sections 4.5 and 4.6 of the Childcare Care Center Policy and Operating Procedures.
5. Follow-up will be made with the parents daily until the issue is resolved. Please sign below acknowledging you have read our program's policy on addressing challenging behaviors

Zero Tolerance

The YMCA reserves the right to suspend or dismiss a child immediately for violating any of the following behaviors. Tuition refunds are not-sued if a child is removed from the program due to behavior.

- Inflicting physical harm to oneself or another individual including staff
- Threats which may cause physical harm to another individual
- Destruction of property
- Inappropriate touching of another individual
- Possession of a weapon, controlled substance, or alcohol, use of foul or abusive language
- Knowingly leaving YMCA program area without permission

Parental Notification

Parents will be notified either in person, over the phone, or in writing, of behavioral concerns occurring in the preschool program.

Student Dress Code

Park South Preschool Academy seeks to provide an atmosphere conducive to learning and the development of young children. The following dress code always applies when on school grounds or field trips:

Uniform Requirements

(Khaki, Black, or Navy Blue ONLY) Pants, Skirts, Jumpers, Shorts & Capri Pants

- Pleated or flat in the front
- Full length
- Fastened at the waist
- Belt must be worn with pants that have belt loops
- Knee-length or longer
- Cotton, polyester, linen, twill, corduroy
- Canvas solid khaki, solid navy blue

Shirts, Blouses

(PreK 3 Classes) – Navy shirts ONLY

(PreK 4 Classes) – Dark Green shirts ONLY

- Straight, button-down or turtleneck collar
- Long or short sleeves
- May be polo-style
- Tucked into pants or skirt

Shoes

- Athletic shoes
- Loafers
- Dress shoes
- Other closed-toe and closed-heel shoes

Occasionally we will relax uniform policy to allow children to dress up for fun themes or special occasions. Parents will be notified in advance of these opportunities.

Parent/Guardian Code of Conduct

The following guidelines have been created to meet the standards, policies, and procedures of the YMCA, Minimum Standards for Childcare Centers and the Texas Family Code. All YMCA Staff and volunteers knowledgeable of these standards, policies and procedures:

- YMCA staff are not trained to review legal documents or court decrees. Decisions regarding who is authorized to pick up a child will be governed by the information listed on the enrollment form.
- People whose behavior and/or health status pose an immediate threat or danger to the health and safety of the children must not be present when children are in care.
- Parents/Guardians are not allowed to approach or discipline children from other families.
- Using profanity in the presence of a minor is prohibited.
- Please report the concerns to the Program Director.
- 911 will be called if threatening behavior is displayed to YMCA staff or children.
- Consumption of alcohol or controlled substances without a prescription is prohibited.
- Use of tobacco products is prohibited in the building, on the playground, in transportation vehicles or during field trips.
- Parents have the right to discipline their children; however, parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.
- At times, we are required to make decisions concerning a child's safety. If a YMCA staff, volunteer, or member has reason to believe that a pickup person is under the influence of drugs or alcohol, we will not release the child until an alternate form of pick-up has been arranged. We will first attempt to reach an emergency contact person. If they cannot be reached, we will contact an authorized pick-up person. If no one can be reached to pick up the child, a cab will be called for the family, at the parent's expense. If a pick-up person in this situation becomes unruly, uncooperative, or violent, the police will be contacted. In extreme cases this behavior may endanger the child's further enrollment in our program.

Parent Information

Administration of Medication

State licensing requirements do not permit preschool programs to administer medication without written permission from a parent or guardian. Any medication brought to the preschool program must be in its original container, clearly labeled with the following information:

- Child's first and last name
- Legible dosage instructions for administering the medication
- Date of prescription
- Name of pharmacist
- Expiration date
- Legible storage instructions

An Authorization for Dispensing Medication form must be on file. This form can be obtained from the program director. Over the counter medication cannot be administered.

Medical Emergencies

In the event of a medical emergency, the parents will be notified. A certified person will administer First Aid if appropriate. If an injury or illness requires more than basic First Aid, the YMCA staff are authorized and instructed to call 911. If the child needs to go to the hospital, staff will take the health history and emergency authorization with the child to the hospital or send it with the paramedics. A YMCA staff member will accompany the injured child to the hospital.

CHILD ABUSE: The Y's Position on Child Abuse Prevention:

We make an active effort to prevent child abuse.

Parents have the right to discipline their children, however parents must refrain from using physical or corporal punishment while on YMCA property, school grounds or program space.

For the safety of the children entrusted in our care, the YMCA conducts and requires a background check and references for all staff, and every person employed in or by our branches and programs. Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation. Programs are structured and observed so that staff and volunteers are

never the only adult present with children except emergency conditions. Periodic interviews/evaluations are conducted with children and parents regarding day-to-day experiences, encouraging reports of any event out of the ordinary.

Staff are required to report all incidents and/or the disclosure of abuse.

Children with Special Needs, Medications or Therapies

The YMCA strives to include all children in our programs. In some cases, it may be necessary to evaluate if our programs are the right choice for your family. Completing a registration form is not a guarantee of admission to our program. In some cases, we will need to determine if our program is appropriate for your child. **Our programs are not designed for therapeutic or one-on-one care.** We operate under the provisions of the Americans with Disabilities Act, which provides protection to individuals with special needs as well as providers of care for these individuals. Please refer to our medication policies in this handbook for further information on medication policies and requirements. Please disclose all special needs, allergies and/or medications on your enrollment form. An Administrator may contact you for more information and to assess if we can provide the appropriate accommodations or schedule an interview. If you wish to speak to someone before completing the required forms, you may contact the Childcare Director or Executive Director.

Babysitting/Fraternization Policy

Staff are not to fraternize, babysit or have contact with children outside of the program's hours. The YMCA Staff must notify Administration and Human Resources of all pre-existing relationships or with children that are related to them with whom they may come in contact with outside of YMCA programming hours. This policy is in place for the safety of your child(ren) and our staff.

Parent Involvement

Parents/guardians must have a volunteer application on file and meet all volunteer screening guidelines before they can participate in preschool program operations where there will be unsupervised access to participants other than their own child.

Parents are always welcome at our preschool program and branch. Involvement may include the following opportunities:

- Assisting in program activities such as holiday parties or program, etc.
- Making donations of materials to the site. We can provide you with a list of suggested items
- Sharing your cultural heritage
- Participate in our Annual Campaign, which helps the YMCA raise money to provide much needed financial assistance to our families
- **Parent Conferences:** Parents will be required to participate in parents that will be held twice a year (Spring/Fall) parents are also able to request a separate conference if needed.

Family Events

Parents and families are welcome to join us at our YMCA Family events. Event information will be sent home with your child prior to the event date.

Water Activities

Please check our swim lesson specials and schedules.

Animals

Animals are not a regular part of the preschool program, but if animals are present in the program, parents will be given written notification. Pets are not allowed to be brought to the program.

Accommodations for Families

This document outlines our program's policy and process in supporting families and children who may need additional accommodation, including home language, differing abilities, and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and rights of appeal in language easily understood by the general public and in the parent's primary language. Please notify the Director if you or your child need accommodation, and we will ensure that we do our part in ensuring your needs are met.

Below are ways that our program will partner with families:

1. If specific therapies are needed during the day while the child is in our care, we will provide space to accommodate sessions.
2. Complete supporting documentation from an authorized medical professional for any accommodations related to the child's physical or developmental needs.
3. Provide materials and resources in the parent's/child's primary language.
4. Our program uses the formal assessment, Children's Learning Institute (CLI) Developmental Checklists, for children aged two years old. Children aged three- to five years old will be assessed using the CLI Developmental Checklist and Cognitive Toybox Assessments. School-aged children will not be given any assessments.

These assessments are given to all children once per semester, excluding school-aged children. The results of these assessments will be shared with parents during the parent conferences and parents as requested. Teaching staff will use the assessment data to plan for future lessons to ensure teaching improves unmet goals

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the Director.