



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NURTURING YOUTH DEVELOPMENT

Preschool Program

PLANO FAMILY YMCA

Preschool Parent Handbook 2025-2026

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





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Dear Preschool Parents,

We are so excited that you have chosen the Plano Family YMCA Preschool for your child. We are looking forward to a school year full of fun and learning. Our goal is to provide quality education to the families in our community. Our program is based off the philosophy of developmentally appropriate practices in which the teachers help the students meet challenging and achievable goals based on the specific child and group.

All staff are 18 or older and have been CPR/First Aid/AED & Oxygen certified as well as taken Child Abuse Prevention Training, both of which are renewed on a yearly basis. The State also requires them to take 24 hours each year of continuing education. We maintain a 1:10 ratio during preschool to ensure that every child gets the attention they deserve; we also strive to put two teachers with each class.

While completing the enrollment process please take your time and read each form carefully. The enrollment forms **must** be completed in their entirety for them to be accepted by our licensing body. For this reason, we **cannot** accept any forms that lack mandatory information such as a physician's full name and address, (including suite number) phone numbers, parent/guardian information and required information for persons authorized to pick up your child. The **State of Texas** requires the YMCA to have records of immunizations, physician statement and vision-hearing screening results (4 years old and older) for each child. If you have chosen to file an exemption affidavit form for new immunizations in the State of Texas we will need this form on file as well.

Once again, thank you for making the Plano Family YMCA your choice for quality education and childcare.



Dallas YMCA Mission Statement and Goals:

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

The Dallas YMCA strives to provide opportunities that will help individuals:

- Develop self-confidence, self-respect and an appreciation of their own self-worth.
- Grow as responsible members of their families and as citizens of their communities.
- Appreciate that health of mind and body is a sacred gift and that physical fitness and mental well-being are conditions to be achieved and maintained.
- Recognize the worth of all persons and work for interracial and inter-group understanding.
- Develop a sense of world-mindedness and work for worldwide understanding.
- Develop their capacities for leadership and use them responsibly in their own groups and community life.

It is the purpose of the YMCA to give every child the opportunity to participate in programs to learn the importance of good sportsmanship and fair play through Christian values. The YMCA Philosophy is to allow children to participate in a low key, non-competitive program with emphasis on having fun, development of character, respect for others and fair play. The YMCA provides a variety of childcare programs including preschool care, after school care, summer day camp, teen camp and preschool discovery camp. The YMCA offers financial assistance for all programs.

The YMCA's Position on the Nation-wide problem of Child Abuse

We make an active effort to prevent child abuse. Including but not limited to:

A background check, including but not limited to, references from past employers, personal acquaintances, military, educational institutions, volunteer organizations, civic groups, character verification, health, and personal activities and involvements.

All employees of the YMCA are required to take yearly Child Abuse Prevention training. Volunteers also must take it before interacting with children in the program.

Allegations or suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation. Staff and volunteers are encouraged to report any concerns to our Value Lines as well.

Programs are structured and observed so that staff and volunteers are never the only one adult present with children with the possible exception of emergency conditions. Interactions with children are continually monitored.

Periodic interviews/evaluations are conducted with children and parents regarding day-to-day experiences, encouraging reports of any event out of the ordinary.

We also offer the following:

- A seminar "Keeping our Kids Safe" that goes through action plans, warning signs and prevention. Please contact our Child Protection Specialist at 972.560.3839 or www.ymcadallas.org/cap for more information.
- A collection of community resources for anyone who might need to reach out is located on the "Licensing: Parent Participation, Questions & Concerns" page in this handbook.



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Our Vision:

At the Plano Family YMCA Preschool, we take the responsibility of early childhood education seriously. We base our educational and guidance decisions on developmentally appropriate practice. We appreciate and support the close ties between the child and family, and we realize that children are best understood in the context of their family, culture, and society. We believe in the value of human diversity and fair treatment of all people. Our number one goal is to provide the kind of environment and the kind of influences that encourage all children to become creative, independent, and responsible students who can make positive choices for themselves.

A Teacher's Role:

A teacher's role at the Plano Family YMCA Preschool is to guide children in the ongoing process of growth and development, by providing a variety of nurturing, creative and challenging play experiences. Children are like sponges – they watch and absorb knowledge, skills, and values from everything and everyone around them. We believe that giving young children the opportunity to become “master players” as preschoolers will provide them with the best foundation to become confident kids today and contributing and engaged adults tomorrow. Most importantly, children learn how to be their best selves.

A Parent's Role:

A parent's role at the Plano Family YMCA Preschool is to support your child and help them progress developmentally and physically. Throughout the year there will be a variety of different ways to become involved with your child's education and we hope you will participate. We encourage you to develop a relationship with your child's teachers and to have an open communication with them regarding your child's life in and out of the school. With this communication, we will be able to better engage your child with our activities.

A Note on Separation Anxiety:

Some preschoolers have difficulty at drop off time. As a parent, it is often easy to think your child dislikes preschool and staff by their reactions at this difficult time. We assure you that minutes after you leave, your children are playing and interacting comfortably. The best way to help your child adjust is to spend as little time with your child at drop off as you can. Consider talking to and preparing your child before school starts.

Philosophy on Play:

The Plano Family YMCA Preschool believes that play is the vehicle which empowers young children to be learners and to make sense of their physical and social world. Play is the child's work, perhaps the child's most important way of learning. This learning process occurs even when it may not be obvious, when children actively explore their environment and act on their inborn curiosity. Adults can contribute to this natural process by encouraging children's interests and efforts, talking to them about what they are experiencing, and helping them elaborate and extend their play. Research has shown, however, that children who spend time in preschool programs with play as the central focus to the curriculum:

- exhibit more problem-solving ability
- demonstrate more goal directed behavior
- have greater persistence when they begin school

These findings are not surprising since play provides children with opportunities to:

- build self confidence
- become self-directed learners as they master tasks they set for themselves
- develop physical strength and agility
- question, explore and test ideas
- classify and organize materials
- extend their knowledge as they relate new experiences to previous experiences
- learn to get along with others (share, cooperate, wait for a turn)
- express feelings and ideas with both words and actions
- imitate and relive events and experiences in their own lives
- try on adult roles and gain new understanding of how their world works
- combine and practice skills they are struggling to master

Program Goals:

- Develop self-esteem through activities that are meaningful to each child
- Provide opportunities for exploration and discovery
- Promote socialization skills such as communication, cooperation and respecting the rights of others
- Foster relationships with the children's families, actively involving them in the process of their children's learning experience.
- Grow in independence and get along with others
- Develop self-control
- Learn anti-bias human roles
- Understand their own bodies
- Learn and practice large and small motor skills
- Understand, control and develop positive relationships to the physical world
- Learn new words and understand others

Toddler Class Curriculum Goals:

- Develop Social-emotional skills
- Acquire basic language
- Practice fine and gross motor skills
- Encourage exploration and curiosity through play-based learning

Preschool Class Curriculum Goals:

- Recognize letters and learn phonics
- Recognize 1 to 3 words from Dolch Wordwall
- Identify 8 basic shapes
- Identify Numbers 1-10
- Chart Counting Numbers 1-50
- Identify 10 Basic Colors from the Color Wheel

Prekindergarten Class Curriculum Goals:

- Above goals
- Develop math skills in geometry, patterns, measurement & comparison
- Understand basic concepts in emergent reading and rhyming skills
- Gain more independence in school activities

2025-2026 Curriculum Highlights:

Aside from our normal curriculum in each class, we will have gym specials on Mondays and Wednesdays, sign language special on Tuesdays, and a music special on Thursdays.

The Toddler and Preschool classes will have a greater focus on arts and crafts, while the Prekindergarten class will spend a greater amount of time on academic progress.



2025-2026 Preschool Curriculum Calendar:

August:

Important Dates: 08/11- First Day of 2025-2026 School Year

Theme: All About Me and My School

Color: Intro

Pre-K Literacy: Letters Intro

Pre-K Math: Numbers Intro

Character Value: School Expectations

Shape: Intro

3 & 4 Class Literacy: Letters Intro

3 & 4 Class Math: Chart Counting Intro

September:

Important Dates: Mon. 09/01- Labor Day, **NO SCHOOL**

Theme: All About Me and My School

Color: Red

Pre-K Literacy: Letters A-G

Pre-K Math: Numbers 1-20

Character Value: School Expectations

Shape: Circle

3 & 4 Class Literacy: Letters A-C

3 & 4 Class Math: Chart Counting 1-10

October:

Important Dates: Fri. 10/31- Halloween Party

Theme: Fall Harvest

Color: Orange

Pre-K Literacy: Letters H-N & Listening Comprehension

Pre-K Math: Numbers 21-44

Character Value: Caring- Y Core Value

Shape: Triangle

3 & 4 Class Literacy: Letters D-F

3 & 4 Class Math: Chart Counting 11-20

November:

Important Dates: Wed. 11/26-11/28- Thanksgiving Holiday, **NO SCHOOL**

Theme: Transportation

Color: Brown

Pre-K Literacy: Letters O-T & vocabulary

Pre-K Math: Numbers 45-70

Character Value: Honesty- Y Core Value

Shape: Square

3 & 4 Class Literacy: Letters G-I

3 & 4 Class Math: Chart Counting 21-30 & Intro to Patterns

December:

Important Dates: Tues. 12/23- Winter Party

Wed. 12/24- 12/26- Winter Holiday, **NO SCHOOL**

Wed. 12/31 – 1/02 Winter Holiday, **NO SCHOOL**

Theme: Traditions Around the World

Color: Yellow

Pre-K Literacy: Letters U-Z & vocabulary

Pre-K Math: Numbers 70-100 & directional/ positional concepts

Character Value: Respect- Y Core Value

Shape: Star

3 & 4 Class Literacy: Letters J-L

3 & 4 Class Math: Review 1-30 & Mastering Patterns

January:

Important Dates: Mon. 1/05 New semester begins

Theme: Winter Animals

Color: Black & White

Pre-K Literacy: Review of Letters & vocabulary

Pre-K Math: Shape Review & Spatial Relations

Character Value: Responsibility- Y Core Value

Shape: Rectangle

3 & 4 Class Literacy: Letters M-O

3 & 4 Class Math: Chart Counting 31-40 & Intro to Graphs



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February:

Important Dates: Fri. 02/13-Valentine's Day Celebration
Theme: My Body
Color: Pink

Pre-K Literacy: Emergent Reading- Vowels & Sight Words
Pre-K Math: Patterns & Fine Motor Skills

March:

Theme: Spring
Color: Green

Pre-K Literacy: Rhyming & Pre- Reading
Pre-K Math: Measurement

April:

Theme: Earth
Color: Purple

Pre-K Literacy: Writing Practice & Building Sentences
Pre-K Math: Intro Addition & Subtraction

May:

Important Dates: Mon 05/04-05/08- Teacher Appreciation
Fri. 05/08- Muffins for Mom
Fri. 05/29- Graduation

Theme: Growing Up
Color: Blue

Pre-K Literacy: Continue Writing Practice & Building Sentences
Pre-K Math: Mastering Addition & Subtraction

June:

Important Dates: Fri. 06/19, Donuts with Dads

Theme: Preschool Summer Camp
Color: Rainbow Review

July:

Theme: Preschool Summer Camp
Color: Review

August:

Important Dates: 08/07- Last Day of 2025-2026 School Year
08/10-New School Year Begins

Character Value: Fairness- 6 Pillars of Character Counts
Shape: Heart

3 & 4 Class Literacy: Letters P-R & Review A- B
3 & 4 Class Math: Chart Counting 41-50 & Mastering Graphs

Character Value: Citizenship- 6 Pillars of Character Counts
Shape: Diamond

3 & 4 Class Literacy: Letters S-U
3 & 4 Class Math: Intro to Number Sense 1-10

Character Value: Patience
Shape: Oval

3 & 4 Class Literacy: V-X
3 & 4 Class Math: Mastering Number Sense 1-10

Character Value: Passion
Shape: Review

3 & 4 Class Literacy: Y-Z
3 & 4 Class Math: Review Chart Counting 1-50

Character Value: Purpose
Shape: Review

Character Value: Friendship & Family
Shape: Review



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PREKINDERGARTEN CLASS DAILY SCHEDULE

Monday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:30 PE
- 10:30- 11:15 Lesson Time
- 11:15-11:45 Outside Time
- 11:45-12:00 Pick Up

Tuesday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-11:15 Lesson Time
- 11:15-11:45 Outside Time
- 11:45-12:00 Pick Up

Wednesday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:45 Lesson Time
- 10:45- 11:15 PE
- 11:15-11:45 Outside Time
- 11:45-12:00 Pick Up

Thursday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:30 Music
- 10:30-11:15 Lesson Time
- 11:15-11:45 Outside Time
- 11:45-12:00 Pick Up
-

Friday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:30 Teachers Choice
- 10:30-11:15 Lesson Time
- 11:15-11:45 Outside Time
- 11:45-12:00 Pick Up



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TODDLER AND PRESCHOOL CLASS DAILY SCHEDULE

Monday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Snack
- 9:30-10:00 Circle Time
- 10:00-10:30 Lesson Time
- 10:30-11:00 PE
- 11:15-11:45 Outside Time
- 11:45-12:00 Pick Up

Tuesday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-11:15 Outside Time
- 11:15-11:45 Lesson Time
- 11:45-12:00 Pick Up

Wednesday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:45 Outside Time
- 10:45-11:15 PE
- 11:15-11:45 Lesson Time
- 11:45-12:00 Pick Up

Thursday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:30 Music
- 10:30-11:15 Outside Time
- 11:15-11:45 Lesson Time
- 11:45-12:00 Pick Up
-

Friday:

- 7:30-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:30 Teachers Choice
- 10:30-11:15 Outside Time
- 11:15-11:45 Lesson Time
- 11:45-12:00 Pick Up



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POST CARE DAILY SCHEDULE

Monday- Friday:

- | | |
|---------------|---------------------------------------|
| • 12:00-12:30 | Lunch |
| • 12:30-12:45 | Clean Up |
| • 12:45-1:30 | Outside Time |
| • 1:30-2:00 | Bathroom |
| • 2:00-3:30 | Nap/ Quiet Activities |
| • 3:30-4:00 | Bathroom/Wash Hands |
| • 4:00-4:30 | Afternoon Snack |
| • 4:30-5:30 | Daily Activity/ Outside Time/ Centers |

Activity Rotations:

- Crafts
- Big Group Games
- Centers
- Dance
- Small Motor Activities
- Outdoor Learning/ Playground
- Story time



Supplies:

One of the habits we like to teach the kids is being responsible. One of the best ways to teach this is to have the children have their own supplies that they are in charge of keeping up with during the day. We have listed the following items we would like your child to have at school every day:

- Backpack
- Change of clothes
- Lunchbox, if not participating in provided meals
- Small pillow and blanket, if full day
- Diapers and wipes, if in Toddler Class
- Water bottle
- Class Supplies
 - 1 Pencil Box
 - 1 Box of Color Pencils
 - 1 Box Markers
 - 1 Box Crayons
 - 1 Child Friendly Scissors
 - 3 Pencils
 - 1 Pencil Sharpener (hand-held)
 - 4 glue sticks
 - 2 Folders w/ **brads** & pockets
 - 1 composition notebook
 - Sidewalk Chalk

COMMUNITY SUPPLY LIST

- Baby Wipes
- Kleenex
- Sandwich Size Ziploc bags
- Gallon Size Ziploc bags
- Dry Erase Markers
- Construction Paper
- Play-Doh



Progress Reports:

You will receive a progress report every 6 weeks regarding your child's behavior and academic development. If you would like to know about your child's progress before the 6-week period, please see us to set up a parent/teacher conference.

Reward System:

During preschool, we want to reward students when they have good behavior. Each class will have their own reward system that is tailored for that age group.

Toddler Reward System Policy: The Toddler class utilizes a group-based reward system to encourage positive behavior, teamwork, and self-reflection.

1. **Earning Small Hearts:** Throughout the day, toddlers can earn small hearts by demonstrating positive actions such as communicating effectively, sharing, or helping their teachers and classmates.
2. **Building the Big Heart:** Each small heart that is earned is added to a larger heart that represents the class's collective progress toward a reward.
3. **Daily Reward Goal:** To receive a reward at the end of the day, the larger heart must be filled with small hearts. This visual representation helps toddlers see how their individual contributions impact the group and encourages them to reflect on their actions.

This system fosters a sense of community, promotes kindness, and teaches toddlers the value of working together toward a common goal.

Preschool Reward System Policy: The preschool class implements a structured reward system to encourage positive behavior, teamwork, and academic responsibility. The rewards are categorized into three types: daily, bi-weekly, and monthly.

Students can earn daily rewards for demonstrating positive behavior, such as:

- Performing kind gestures.
- Helping with cleaning during transition times.
- Assisting friends.

Daily rewards include:

1. **Verbal Affirmations and Encouragement:** Teachers provide immediate positive feedback.
2. **Stickers:** Students earn stickers for their efforts.
3. **Class Activity Rewards:** The entire class can earn additional sensory or physical activity time as a group reward.

Bi-Weekly Academic Rewards: Students are rewarded with a trip to the **Treasure Box** every other week.

For academic achievements such as:

- Returning their folder after the weekend.
- Completing homework on time.
- Finishing assigned worksheets.

Monthly Rewards:

To recognize the class's overall behavior and teamwork, the preschool class is rewarded with a special **"Fun Friday"** event at the end of each month.

This reward system aims to foster a positive classroom environment, encourage responsibility, and motivate students to achieve academic and behavioral goals.



Prekindergarten Reward System Policy: The pre-kindergarten classroom utilizes a reward system designed to promote positive behavior, teamwork, and motivation. Rewards are structured into daily and weekly incentives as follows:

Students can earn rewards each day for demonstrating positive behavior, including:

- **Verbal Affirmations and Encouragement:** Teachers provide supportive and uplifting feedback.
- **Stickers:** Individual students earn stickers as recognition for their efforts.
- **Class Activity Rewards:** The entire class can earn additional physical activity time as a group reward for working together and maintaining good behavior.

Weekly Rewards:

At the end of each week, students who have demonstrated great behavior throughout the week are rewarded with a trip to the **Treasure Box** every Friday.

This system is designed to create a supportive and motivating environment, fostering both individual and group success in the classroom.

Lunch:

Students will be served lunch by a 3rd party vendor, Intrinsic Foundation. Each lunch will have a vegetable or fruit, a grain, protein, and milk or juice. Please note that these meals are free and funded by the state, and they are not included in your weekly payment. Only one option for lunch will be provided and is subject to change from the menu. If your child has dietary restrictions, a note from a doctor is required to alter the menu. If your child may not enjoy the meals, please be sure to pack extra meals and snacks.

The Plano Family YMCA Preschool is committed to both promoting and educating your child about healthy eating habits. We would like parent provided lunches to be educational as well as nutritious. Eating healthy does not always have to be boring! For healthy food ideas, interactive tools and health education for the entire family please visit <http://www.choosemyplate.gov/index.html>.

Please remember that we are a nut-free facility. Students are not allowed to have foods containing nuts in preschool. You must also provide the necessary utensils for their lunch. We are not able to microwave or refrigerate food for the children.

Parents are welcome to bring special treats for birthdays if they are store bought and nut free.

YMCA Provided Snacks:

The Plano Family YMCA will provide your child with a healthy snack choice daily. We will also provide your child with a snack in the afternoon for those students enrolled in the full day program. A snack menu will be posted and available to all parents.



Licensing Standards:

The Plano Family YMCA abides by all standards regulating childcare as prescribed by the Texas Department of Family and Protective Services and the YMCA of Metropolitan Dallas. To obtain full compliance with these standards, parents must complete each enrollment form in its entirety and as necessary, update the information throughout the year.

Minimum Standards & Inspections and Registration

Licensing Information Standard 746.501 #21

If parents have concerns that are not handled appropriately by the center they may contact the local TDFPS office at (214) 583-4253 or 1-800-582-6036, or Child Abuse Hotline at (800) 252-5400 or website at –
http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/default.asp

Minimum Standards & Inspections Standard 746.501 #20

Parents are free to view a copy of our Minimum Standards located in the Director's Handbook at the center and see a copy of our recent inspection that is posted on our licensing board located outside our preschool door.

Registration Standard 746.501 #12

Enrollment is taken on a first come first served basis. All enrollment is done online. Immunization records, physician statements, and hearing-vision records must be given to the front desk on or prior to the start date. Failure to do so will result in a delayed start date. The registration fee is **non-refundable**.

Tuition is due on the Wednesday prior to the Monday of each week. Automatic draft is required for all tuition payments. There will be a \$25 fee for a returned draft. Children will be unable to attend preschool until all fees are paid in full. We do not prorate weekly tuition.

Class placement is determined by date of birth. Those entering the Prekinder Class must be 4 before Sept 1, Preschool class must be 3 before Sept 1, and Toddler class must be 2 before Sept 1. Exceptions are only entertained during summer programming and are not guaranteed.

Tuition Standard 746.501 #12

Please see the rate sheet for preschool. **Tuition will not be discounted, prorated or refunded due to school closures. All weeks will be drafted regardless of attendance. A two-week written notice from your draft date is needed for all terminations. Only holiday weeks will be discounted.**



Licensing: Hours/ Days of Operation:

Hours of Operation Standard 746.501 #1

The Plano Family YMCA is a year-round program. The program begins August 11, 2025, and ends May 29, 2026. Summer Camp will run June 1, 2026 to August 7, 2026. Our half-day program hours of operation begin at 8:00 am and end promptly at 12:00pm. Our full-day option is available from 8:00 am until 5:00pm.

Bad Weather Policy

The Plano Family YMCA Preschool will follow the decision of the Plano ISD regarding school closings due to hazardous weather conditions. We make every attempt to remain open on all scheduled days; the center may close during extreme weather conditions. There is no discount or refund of tuition for inclement weather closures.

Days of Operation Standard 746.501 #1

The Plano Family YMCA Preschool is closed and does not operate on the following holidays. Tuition will be discounted for Holiday weeks.

Labor Day
September 1, 2025

Thanksgiving Holiday
November 26-28, 2025

Winter Break
December 24-26, 2025
December 31, 2025 – January 2, 2026



Licensing: Sign-In/Out Procedures & Late Fees:

Sign-In

Standard 746.631

Parents or other authorized persons are responsible for walking children into preschool and signing them in on the attendance sheet.

Preschool circle time begins at 9:00 am. Please try to limit late arrivals as they are a disruption to the children and classrooms. If your child is absent due to illness, please call our preschool office to inform the teacher.

Sign-Out / Release of Children

Standard 746.501 #2

An authorized person **must sign each child in and out**. The name, address and phone number of each authorized person to pick up a child must be on the enrollment form. No child will be released to anyone who is not listed on the enrollment form. Until our teaching staff become familiar with parents, ID will be required. Persons picking up children must be 18 years of age or older and have a valid ID.

Unauthorized Pickup/ Codes

Standard 746.501 #2

In the event that an authorized person is unable to pick up your child, you **must** email the Director the full name, date of birth, and phone number of the person who will be picking up your child. That person must know your child and have a valid State issued ID to pick up your child. We will get a copy of the person's license/ID. This copy will remain on file. The parent will then be required to add the person to the child's pick-up list.

Parents can update authorized pick-ups at any time by utilizing their online account.

Pick Up – Late Fees

All children are to be picked from preschool by 12:00pm. In the event that a child is picked up after 12:05pm, **a late fee of \$5.00 per minute per child** will be assessed and **must** be paid upon pick up. If your child is consistently picked up late (maximum of three times) it may result in a parent conference. Late fees also apply to the full day program. A late fee of \$5.00 per minute per child will be assessed after 5:05pm.

Safety Features/ Cameras

The doors to the preschool will remain locked at all times. We have cameras throughout the building, excluding restrooms. These cameras are not monitored in real time and are used solely for incident management, allowing us to review footage as necessary. We maintain a strict policy that grants access to staff leadership, police, Child Protective Services (CPS), and licensing authorities.



Licensing: Medication/Health Policy

Medication Policy Standard 746.501 #4

Medication will be given to the children in our program only when a medication dosage cannot be adjusted to exclude hours when the child is in our care.

For the Plano Family YMCA to administer medication, all medication must be in its original prescribed container (with child's name on it), prescription must be current, and we must have a medical release form on file. Parents must inform staff of medication upon sign-in. **(Do not send medication in backpack)** Medication will be stored in a secure area and will be released at sign-out.

Health Policy Standard 746.501 #9

Each child must have a current immunization record, hearing-vision screening results and be in good health while attending our program. **If you choose to exempt your child from certain required immunizations, you must request an exemption affidavit form from the Texas Department of Health** and have it on file at the Plano YMCA Preschool.

Hearing and Vision Standard 746.501 #11

Hearing and vision screening results must be current and on file for all preschoolers 4 years of age by September 1 that are enrolled in the preschool program.

Illness Standard 746.501 #3

Children who are ill (fever, diarrhea, vomiting, infectious diseases) will be excluded from the program. If your child exhibits symptoms of illness, a parent or emergency contact listed on the child's registration form will be notified that they must come pick up the child. Your child must be free of symptoms for 24 hours prior to returning to the program. If a child is diagnosed with a communicable disease, he/she will not be allowed to attend school until a medical evaluation determines that the child is no longer contagious and that the child is able to participate in the center's activities. Parents may be asked to provide a doctor's note before returning a child to school.

Emergency & Parent Notification Standard 746.501 #5 & 6

In the event an emergency arises, parents will be notified by phone ASAP. Staff will also notify the Youth Development Director, Executive Director, and Association Office. We will transport children with injuries to the nearest medical facility. All parents must sign a consent form on their child's enrollment form, which gives the center permission to transport their child in case of an emergency. We practice monthly fire and severe weather drills, as well as a quarterly lockdown shelter drill if a volatile person enters the premises.

Vaccine-Preventable Disease Standard 746.501 #27

We do not make it a requirement for our staff to take vaccinations for preventable disease. We do highly encourage all staff to be updated on vaccinations and help us prevent diseases from spreading.



Licensing: Meals, Outside Time, Attire, & Allergies

Meals/Breastfeeding Standard 746.501 #8 & #24

A monthly snack menu will be posted for all parents at the beginning of each month. The Plano Family YMCA will provide a snack for your child in the morning as well as the afternoon for those enrolled in Preschool Post Care.

Lunch will be provided by a 3rd party vendor, Intrinsic Foundation. Parents should pack their child a nutritional sack lunch from home if not participating in the provided lunch. We consider meals to be a wonderful social and learning opportunity for children. Independence is often encouraged through self-serving of snack and lunch.

Parents have the right to breastfeed their child or provide breast milk to their child while registered in our program. We do recognize the benefits of breast milk for children and support the decision of a parent who chooses to breastfeed. The Plano Family YMCA will provide a parent with an area in the women's locker room for breastfeeding if they wish to do so. Parents will be required to sign their child out of our care before entering the women's locker room.

Attire

Students should wear clothing that fit properly, and that are easy for them to take off and put on. Comfortable clothing that prevents distractions are recommended. For safety, children should wear tennis shoes or other closed-toe shoes with a back strap.

The YMCA cannot accept liability for damaged clothing or replace lost participant valuables (such as watches, purses, toys, earrings, hats, etc.). Please label all items with your child's name.

We do ask that you keep a complete change of clothing in your child's cubby in a large enclosable bag with their name on each item. This includes shoes, pants, a shirt, socks, and underwear. Shorts or leggings must be worn under skirts and dresses to ensure proper coverage during play.

Preschool classes regularly go outside, so please remember to send warm outerwear during cool months. During periods of extreme weather, the program Preschool Director will decide if the weather permits outdoor play.

Allergies

Due to severe peanut allergies, the Plano Family YMCA is a peanut-free facility. This includes peanut butter and jelly sandwiches, trail mix, peanut butter crackers, granola bars, cookies or any other food containing peanuts. If your child arrives at school with a peanut product, we will send it home with a reminder memo regarding our policy. The Preschool program may ask parents to adjust their child's lunch to accommodate any child that may have a food allergy. We will send home a notice informing you of any new policy regarding food allergies.



Licensing: Discipline Policy

Discipline Policy

Standard 746.501 #7

I understand that my child must adhere to all Preschool Program expectations. I also understand the procedures for dealing with unacceptable behavior as listed below:

- Redirecting the child.
- Clear warning includes discussion of the behavior with the child and offering the child words to use to solve the problem.
- Child will be asked to have “reflection time” where he/she will reflect on their behavior and choices.
- Child will meet with the Youth Development Director.
- Parent meeting with Preschool teacher and Youth Development Director.
- One day suspension
- Three-day suspension
- Removal from the program

Persistent behaviors or situations (such as, running out of the classroom or away from a teacher, fighting, throwing objects, biting, etc.) that endanger the child, other children in the program, or staff may result in days off or removal from our program. The Plano Family YMCA reserves the right to warn, suspend or dismiss any program participant or member from the program and facilities upon the following conditions:

- If their behavior poses a threat to themselves or others.
- If they require an inordinate amount of attention from the staff thereby causing inadequate levels of supervision for the remainder of the participants or members.
- If their behavior is determined to be inappropriate within the scope and spirit of the YMCA values.
- For any reason within the discretion of the Plano Family YMCA management.

The Plano Family YMCA Preschool will keep all information provided by parents and information provided to the parents from the teacher completely confidential. Any events occurring between children i.e. fighting, biting, hitting will be recorded in separate reports, not including the involved parties' names.

I understand that if my child is given days off or removed from the program, I will not receive a refund.

The Plano Family YMCA Preschool tries to accept all students, even those who may have special needs. We will require students with special needs to go through a two-week trial period to see if we are the right fit for their learning. We have found it is helpful to both parties if the child is accompanied by an aid.



Licensing: Parent Participation, Questions & Concerns

Parent/Classroom Participation

Standard 746.501 #18/19

Parents are welcome to visit the preschool classroom anytime during operation and are encouraged to volunteer for class events and trips. A background check will be conducted on parents that are frequently present during classroom activities. Parents will never be left alone with a child or allowed to supervise children.

Parent Questions & Concerns

Standard 746.501 #17

If concerns arise in the classroom or with the operational policies, please contact the Youth Development Director requesting a conference with your child's teacher. At the conference, there will be discussion on the concern and see if a mutual solution can be reached.

Parent Community Resources

Standard 746.501 #25D&E

The YMCA will coordinate with community organizations when requested in an effort to improve the health and well-being of children in our program. Please see the following community resources and organizations if you or someone you know needs additional information regarding abuse or neglect of a child:

Dallas Children's Advocacy Centers: 214-818-2600

Collin County Advocacy Center: 972-663-6600

CASA of Collin County: 972-529-2272

Texas Abuse/Neglect Hotline: 1-800-252-5400

Report online at: www.txabusehotline.org

For reports of immediate danger call local law enforcement: 911

National Center for Missing and Exploited Children: 1-800-843-5678

Report online at: www.missingkids.com

National Parent Helpline: 1-855-4Aparent

Texas Youth & Runaway Hotline: 1-800-989-6884

Texas Dept. of Family & Protective Services: 1-512-438-4800

YMCA Values Line: 888-475-8376

Internet Safety:

www.netismartz.org

www.ikeepsafe.org

Missing Child

Visual/Face/Name counts must be done after each transition. If a child is discovered missing during or after a transition period, the following steps must be taken:

1. Sweep all program areas
2. Engage all staff to begin searching for the child. One staff member will be appointed to supervise other kids in program.
3. Engage other Y staff to assist.
4. Notify Director, Executive Director, Risk and Authorities immediately.
5. Continue search and engage parents.



Other Preschool YMCA Policies:

Potty Training

The Plano Family YMCA Preschool recognizes that the occasional accident will happen, however it is the policy of the Plano Preschool not to accept children who are not fully potty trained at the start of school unless in the Toddler Class. The Preschool has neither facilities nor the required licensing to handle diapers, pull-ups, or rubber pants. Please make sure that your child has an extra change of clothing in his/her backpack so that your child can be changed into dry clothes if needed. If your child is not potty trained, you will be asked to remove them from the program until fully trained.

Toys

Children should not bring toys to school. As part of our curriculum, children are only allowed to bring an item that fits in their cubby on assigned days only. Play weapons are not allowed at school.

Baby Sitting/ Communication Policy

YMCA staff are not permitted to baby-sit, communicate with, or transport your child anytime outside of the program: violation is grounds for that staff's immediate dismissal. Please understand this protects both your child and our staff member.

Prorating

Holiday weeks of Thanksgiving, Christmas, and New Years will be prorated. Tuition will not be discounted for school closures.

Refunds/Terminations

All fees and tuition payments made to the Plano Family YMCA Preschool are non-refundable. If you choose to leave school for any reason, you must give the Youth Development Director a two week drop notice from your draft day in writing. If a written notice is not given, you will be accountable for that full week of preschool. Thank you in advance for your cooperation.

Vacation

To secure your spot in the preschool, weekly tuition must be paid while away. This will ensure that your child's spot is reserved.

Physical Activity/ Screen Time

Children will engage in physical activity every day. This includes outside recess as well as scheduled PE activities. Screen time is limited to educational and interactive videos except for Friday or scheduled Party days. For these occasions, only movies rated G will be shown, and limited to 2 hours only



New Requirements Regarding Gang-Free Zones for Child Care Centers

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. The following is a tip sheet to assist in complying with the new law. This information may be posted at your childcare operation or copies may be provided to parents.

What is a gang-free zone?

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 specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

What does this mean for my day care center?

A childcare center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

When do I have to comply with the new requirements?

The law is already in effect, so providers should begin sharing information regarding gang-free zones immediately. Licensing staff will offer technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers should update their operational policies and procedures to include providing the information mandated by this law to the parents or guardians of the children in care.

For further information please contact your licensing representative or your local licensing office.

Child Care Licensing/jr DFPS 8/31/2009



Medication Form:

This form must be filled out and signed by a parent or legal guardian before prescription medication can be dispensed. This form is only valid for two weeks. Prescription labels must have the physician's name, phone number, name of medication and prescribed dosage. Medicines will not be accepted in unlabeled bottles or plastic bags. You must hand the medication form and medicine to Preschool Staff.

Please cut below and use the bottom portion.

Plano Family YMCA Preschool

Medication Form

Name of Child _____ Date _____

Medicine _____

Dosage _____

Diagnosis _____

Parent's Phone (home) _____ (work) _____

Valid for 2 weeks or length of prescription as stated by the physician.

YMCA staff has my permission to administer this medication to my child according to the instructions provided above.

Parent's Signature _____ Date _____

Emergency Preparedness Plan
Standard 746.501 #23

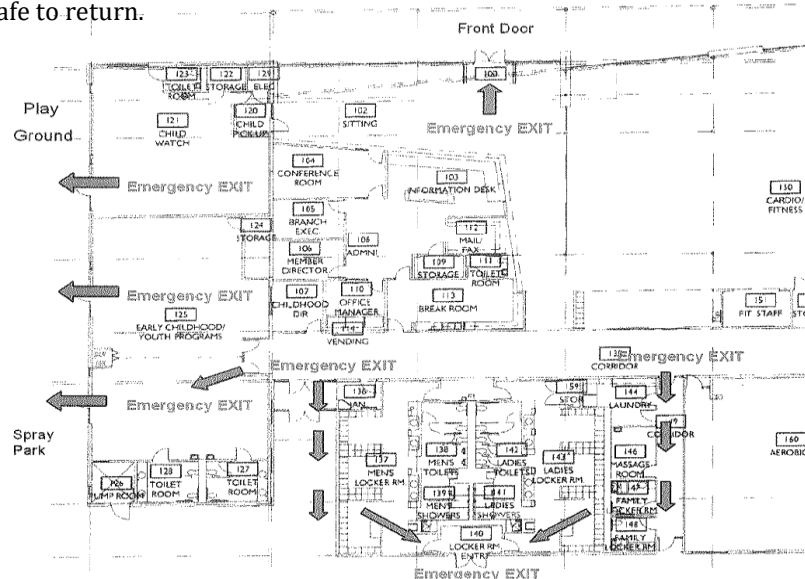


In an emergency, the first responsibility of staff is to move the children to a designated safe area or alternate shelter known to all employees, caregivers, and volunteers.

1. Children will be escorted out the northwest door, through the playground, collecting in a group in the park field at a safe distance until deemed safe to return.
2. Children will be escorted out the southwest door, through the splash park, collecting in a group in the park field at a safe distance until deemed safe to return.
3. Children will be escorted out the east door of the room, out the south door of the facility, collecting in a group in the park field at a safe distance until deemed safe to return.
4. Staff will remove the student sign-in/out notebook which includes all parent/guardian and emergency contact information, authorization for emergency care, and child tracking system information.
5. Staff will communicate with local authorities (law enforcement, fire, EMS, health department, parents, TDFPS) by cell phone as needed.
6. If the program needs to leave the premises, please use an emergency phone number.

Tornado and/or Severe Weather

Children will be escorted to the Break Room/Conference Room. They will remain there until it is determined safe to return.



In an event that we are unable to return to the Plano Family YMCA, we will relocate to the following address:

The Church of Christ on McDermott Road
3600 McDermott Road
Plano, TX 75024

Emergency Number: Frisco Family YMCA 214.297.9622

They will have updated information regarding the issue and all phone calls into the branch will be connected.

If children have limited mobility to this location, we will provide a wagon for these children.



ATTENTION PARENTS:

You are entitled to see the following information.

You may ask the center director to show you the most recent copy of:

- The Minimum Standards for this Licensed Child-Care Center (*also available on the web at www.dfps.state.tx.us or at your local Licensing office*).

**Department of Family and Protective Services
Child Care Licensing Division**

Plano
550 E. 15th Street
Suite 120
Plano, Texas 75074
(469) 229-6900
(800) 582-6036

- The most recent Department of Family and Protective Services Inspection / Investigation Report, (*compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office*).
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491
- The most recent Fire Marshal's Inspection Report
- The most recent Health Department's Sanitation Inspection Report
- The most recent Gas Pipe Inspection Report
- The Child-Care Center's operational policies