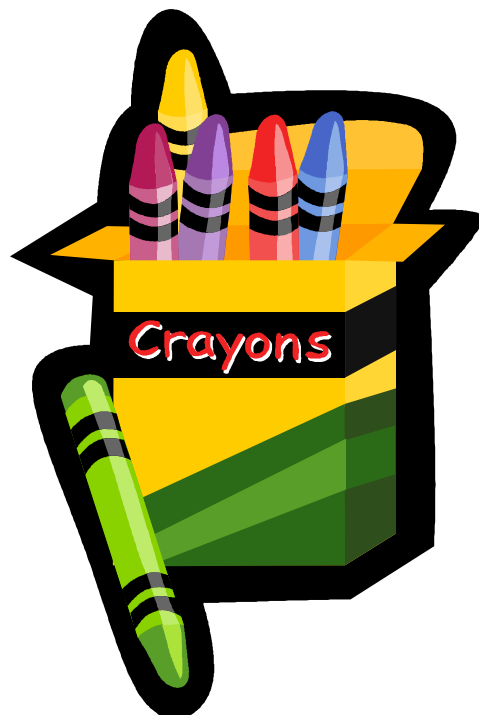


Edwardsville YMCA



2019 - 2020 Preschool



EDWARDSVILLE YMCA COOPERATIVE PRESCHOOL PROGRAM

YMCA Mission Statement

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



Preschool Program Philosophy

The Edwardsville YMCA Cooperative Preschool will provide a well-balanced, developmentally appropriate program of creative play, fine and gross motor activities, language development, music, art and socialization. Many of our daily activities are an integration of several of these curriculum areas. It is our goal to have the children emerge from the experience with a **positive attitude** towards other children, adults and teachers that will serve them well as they enter school.

The Preschool Program includes daily activities such as free play, art projects and theme activities, music, games, group activities, snacks, outdoor play, story time, swimming and gymnastics. The schedule is flexible. We try to take advantage of holidays and seasons as well as themes like the circus, community helpers, pets, etc., in planning activities for the children.

Times:

- **Three-year-old AM Preschool** classes meet Tuesday and Thursday mornings from 9:30am - 12:00pm.
- **Pre-Kindergarten AM** classes meet on Monday, Wednesday and Friday mornings from 9:30am - 12:30pm.
- **Time For Toddlers** meet either: Monday & Wednesday, Tuesday & Thursday or Friday only from 9:30am - 11:45am.
- **KIDS Enrichment** meets on Monday and/or Wednesday from 12:30pm - 3:00pm for Pre-K and Tuesday 12:00pm - 2:30pm for Threes.

Children should arrive no earlier than 5 minutes before class begins and be picked up punctually. The teachers are busy preparing the rooms prior to class. For safety purposes, please enter the Preschool through the main lobby door, not the foyer entrance. Please let your child's teacher know in writing if someone other than yourself is to pick him/her up after school.

Requirements:

- **Ages by Dates:** To be enrolled in the Three-Year-Old YMCA Preschool Program, your child should be three years old by September 1, 2019. The Pre-Kindergarten AM & PM students should be four years old by September 1, 2019.
- **Toilet Training:** Children **must** be toilet trained by school time. **No** pull-ups are allowed unless a physical disability has been discussed with the Preschool Director.
- **Medical:** State laws require that medical forms must be on file for each child attending Preschool. Please have the physicals completed and returned to your child's teacher by September 1, 2019. Physicals are valid for two years.
- **Co-op Responsibilities:** Parent members of our Preschool Program are required to fulfill certain responsibilities throughout the school year. In doing so, each parent is contributing toward a smooth and efficiently run program. **A \$25 fine will be assessed if you fail to show up on your assigned co-op day.**
 - Two parents are scheduled to work each class day as assistants to the teacher. Work schedules, which are filled out at the beginning of the school year, will be sent home each month. You may work up to two times per month. If you have more than one child enrolled, you will be scheduled to co-op for each child's class. No younger or older siblings are allowed during co-op days. If you need to request assignments for a particular day, please give your request to your child's teacher, **in writing**, as soon as possible. If you cannot work your scheduled day it is **your** responsibility to find a replacement. Use the class list to find another parent who will be willing to trade times. Please inform your child's teacher of any co-op calendar changes.
 - On your co-op day, **please be prompt**. Check with the teacher for the activities scheduled that day. You will be expected to participate with the children in all activities, including free play. Your duties will also include the cleaning of items used in crafts, putting items in school bags, helping to set out snacks, washing the tables and sweeping the floor. At the end of class, you will need to stay until all of the children have been picked up.
- **Siblings:** Since our Preschool is a cooperative program, with parents serving as teacher's assistants, **there is no place for siblings in the classroom**. We encourage parents to make arrangements with other parents in your child's class who have young children with whom you can trade babysitting responsibilities. Babysitting is offered by the YMCA for members and non-members while parents are in the YMCA facility. If you need babysitting for a sibling during the afternoon session, please let see your child's teacher at least one week before your scheduled date.
- **Snacks:** Co-oping parents will be scheduled to provide snacks and drinks. Emphasis is placed on **nutritional snacks** such as fruit, cheese and crackers, mini sandwiches, pretzels, trail mix, dry cereal, etc. Please inform your child's teacher of any food allergies.
- **Parent Volunteers:** The YMCA Preschool parents have always been active in helping teachers plan activities and special events.
- **Dress:** Play clothes are the most practical for Preschool. The children often play on the floor when indoors. When weather permits, we will be outside. Long pants will protect your child's legs from both cold and skinned knees. On cool days, please send along a jacket or sweater **CLEARLY MARKED** with your child's name. **Gym shoes are much more practical for school activities than dress shoes or sandals.**

- **Show And Tell:** There will be Show and Tell time for each child. Your teacher will inform you of the schedule for your child's class. Show and Tell can be a wonderful tool for learning and self-expression.
- **Birthdays:** Children enjoy having their special day at Preschool. Children with summer birthdays will not be left out. Contact your child's teacher about planning a "summer birthday" or a **half** birthday to fit into the school year. If you are planning a birthday party for your child, please do not give out invitations at Preschool unless all of the children in that class are invited.
- **School Bags:** Each child will need a school bag. **The bag should be clearly marked with the child's first and last name.** Co-op schedules, notices and finished projects are much easier for a child to carry home if they have a school bag.
- **Holidays:** Holidays such as Halloween, Thanksgiving, Christmas, Valentine's Day and Easter are also party time and help from parents is appreciated. Sign-up sheets are posted on the bulletin board for those who want to help. **Always** check the bulletin boards for special announcements and sign-up sheets.
- **Circus:** The YMCA Preschool has traditionally held a "Circus" each spring for over fifty years, starring our students. The children rehearse a variety of circus acts and perform for an audience of parents, grandparents and siblings. Parent volunteers are needed to organize props, costumes, popcorn, programs, etc. Costumes and props are provided!
- **E-mail:** Each teacher will ask for your e-mail address to keep you up-to-date on weekly activities in the classroom. Your e-mail address will only be used for the teacher to keep you informed of school activities. Mass e-mails from preschool parents to others in the classroom using the school's e-mail file list are not allowed. The YMCA preschool wants to maintain privacy for the individual, while keeping everyone informed of school activities.
- **Field Trips:** Field trips include a visit to an apple farm, the children's museum, and the Meyer Center for gymnastics in the fall. **Car seats are mandatory for children under eight years of age. Under no circumstances should YMCA Preschool students ride in the front passenger seat of a car on a field trip.** The back seat is the safest place for children. Field trips will be on the co-op schedule. If there are any changes, you will be notified.
 - Teachers will not be able to drive any preschool children to or from a field trip. Other arrangements for your child will be your responsibility. **For safety reasons, each child must have an adult with them during the field trips.**
 - Siblings are not allowed on field trips unless permission is granted by your child's teacher. Babysitting is available at the YMCA for siblings age one and over, but you must leave a cell phone number or emergency contact number with the sitter.
- **Swimming:** The Preschool program is pleased to offer swimming to the Three-Year-Old and Pre-Kindergarten classes. Certified YMCA instructors teach all classes. Swimming is not a required part of the program, however, if for some reason you do not wish to take advantage of this, please let your child's teacher know. Any child not swimming should be picked up in the classroom before swimming class starts.
 - The aquatic staff expects that each child dress in swimming attire and sit on the side of the pool. Please note that Illinois Department of Public Health rules state that persons on the pool deck must be dressed in swimming attire. Further, IDPH rules and procedures require that this policy be strictly enforced, without exception, for individuals under the age of sixteen. The first lesson of each

session is a “testing” session to determine where the child’s abilities lie in swimming. The instructors will not “force” any student to go under water but they would like cooperation and support in determining the child’s abilities. The preschool staff follows and supports the recommendations of the aquatic staff that is in charge of the students during preschool swim time. The aquatic staff will post your child’s accomplished swim level at the end of each swim session.

- The co-op parents will be asked to accompany the children to the locker room on swim day to help them dress. Each child should bring a bag (clearly marked with child’s name) containing his/her towel and swim suit (again, both items clearly marked with child’s name). When the children undress, their things should be placed in the lockers. It is helpful if the children wear their swimsuits under their clothes. Two-piece swimsuits are much easier for the girls. All children will dress in the Ladies Locker Room. **(We encourage dads to co-op, however we prefer that they do not co-op on swim days.)** On swim day, the children should wear clothes that are easy to slip on/off, without a lot of buttons; no high-top shoes, but easy Velcro shoes/slides. Co-op parents will observe from the viewing area and will assist as needed. After they have dressed, the groups should go into the pool area and meet their instructors. No food, gum or drinks are permitted on the pool deck.
- **Gymnastics:** For five weeks, gymnastics class will replace swimming for the Preschool classes. The children will be tumbling, jumping, skipping, walking on the balance beam, etc. Please dress your children in play clothes. **Velcro slip-on shoes** would be helpful. Children will be participating in **bare feet** – no tights, please. All gymnastic lessons will be held at the Meyer facility on Goshen Road. Parents will be responsible for bringing their children to or from gymnastics.
- **Illness:** Sick children should be at home, not among other children. If the child has had a fever within the past twenty-four hours, is vomiting, has diarrhea, has a contagious disease, or is obviously not feeling well, the child should be kept at home. Children do not enjoy themselves when they feel ill and it is not fair to expose everyone else. If a child seems ill after he/she arrives, a parent will be contacted and the child should be taken home as soon as possible. Unfortunately, childhood diseases (Chicken Pox, Flu, etc.) are likely to occur. If for some reason your child should be exposed, it is YOUR responsibility to keep your child at home. **Please notify the YMCA** between 8:30am and 9:00am, of any absences due to illness or other circumstances. In case of a serious illness, a child must have a doctor’s written permission to return to Preschool. **No medication will be given.**
- **Public School Holidays and School Closings: YMCA Preschool will generally abide by the Edwardsville School District’s decision to close school because of weather, etc. These school closings are announced on local TV stations and KMOX radio. Known school holidays are posted in advance.**
- **Accident and Injury Policy:** The YMCA assumes no responsibility for injuries incurred when participating in YMCA activities. It is expected that anyone participating in YMCA activities carry their own medical insurance. In the event of an injury, if the YMCA staff feels it necessary, an ambulance will be called and the parents notified. If the injury requires minor first aid, a staff person will help the child and if the child is distressed, a parent will be called.

Edwardsville YMCA Preschool Guidance/Discipline Policy

These rules are based on the Golden Rule – do unto others as you would have them do unto you. They are to be used by teachers, staff, co-op volunteers, parents and students alike.

- Be kind to others, show respect
- Use appropriate words
- Share with others
- Keep hands, feet and other body parts to oneself
- Treat others with care
- Stay with staff member(s)
- Sit properly on chairs
- Obey specific playground/gym rules
- Walk in classrooms and hallways
- Use quiet “inside” voices (except in gym)

Teachers and staff, including co-op parents, shall help students develop self-control and assume responsibility for their own actions.

- Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.
- The accepted techniques used initially shall be making firm positive statements about behaviors or redirection of behaviors.
- Removal from the group to help a child gain control shall not exceed one minute per child’s age in years.
- Children shall not be disciplined for toilet accidents.
- Preschool students shall have reasonable opportunities to resolve their own conflicts.
- Discipline shall be the responsibility of the teacher and/or staff; co-op parents shall have the opportunity to discipline their own child in an appropriate manner.

Teachers and staff, along with co-op parents, will work together to make your child feel loved, accepted and safe through positive statements. Should negative behavior occur and continue, the following steps will be taken:

- Positive statements about behavior will be used to try to redirect negative behavior.
- Time will be taken apart from the group/activity if behavior does not improve.
- Lines of communication shall remain open with teacher through talks, phone calls and/or correspondence.
- Executive Director/Preschool Director will become involved if need arises for guidance with a particular negative behavior.
- Parents will be called if a child hurts himself, another child or a staff member.
- Edwardsville YMCA Preschool reserves the right to request the withdrawal of a child whose adjustment within the group has become troublesome.

The following behaviors are prohibited in all Preschool settings:

- Corporal punishment, including hitting, spanking, swatting, shaking, pinching and other measures of physical pain
- Threatened or actual withdrawal of food or bathroom use
- Abusive or profane language
- Any form of public or private humiliation, emotional abuse or isolation of a child