

# Edwardsville YMCA



## 2024 - 2025

## Preschool



# EDWARDSVILLE YMCA COOPERATIVE PRESCHOOL PROGRAM

## YMCA Mission Statement

To put Christian principles into practice through programs that build a 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 and story time. 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** classes meet Monday & Wednesday 9:30 - 11:45am or Tuesday & Thursday from 9:30 - 11:45am.
- **KIDS Enrichment** meets on Monday and/or Wednesday from 12:30 - 3:00pm for Pre-K and Tuesday 12:00 - 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, 2024. The Pre-Kindergarten students should be four years old by September 1, 2024.
- **Toilet Training:** 3's & Pre-K 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, 2024. Physicals are valid for two years.
- **Snacks:** Parents will donate snacks and drinks (or drinking cups). 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.
- **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 (see next bullet). 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.**
- **Playground Weather Policy:** Classes may utilize the playground and go outside in the fall and winter months unless the temperature is below 40 degrees. In summer months, we will play outdoors unless there is a heat advisory and it is unsafe to do so.
- **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. It 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 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.
- **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.
- **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

We generally try to use a three-step process in instances when behaviors require special attention and a child needs one on one time from a teacher. We will always communicate and keep an open dialogue with the parents and try everything in our power to help and work with the child and family. If a child is being disruptive, not joining the group, throwing objects or being physical and attempting to hurt themselves, other children or teachers, the steps below will be tried. If after a determined amount of time, the behaviors have not improved and all methods to rectify the situation have been exhausted, the Preschool directors reserve the right to make the decision to request the withdrawal of the child as a last resort.

1. A discussion of the child's behavior will take place between the teacher and parent (and if Director(s) is necessary) and a plan will be made to work with the child to try to resolve the issues and attain behaviors that are more positive.
2. We ask that a parent come observe the child either in the classroom or through the door or window to see how the child is displaying certain behaviors in the classroom setting.
3. The parent has the option to stay with the child in class for each meeting to guide them and be that one on one person each day.