



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Partial Day Preschool Preschool & Kindergarten Readiness For Children Ages 2½ – 7 Located at 803 3<sup>rd</sup> Ave, Longmont **Parent Handbook 2011/2012**

## How to Register:

- 1) **READ ENTIRE PACKET**
- 2) **COMPLETELY** fill out one registration form per child.
- 3) Complete all additional forms provided.
- 4) Transcribe immunization information onto the form provided
- 5) Include a recent photograph of your child
- 6) Registration fee is due upon registration.
  - a. CCAP participants **MUST** have authorization before beginning
- 7) Make an appointment with Stephanie Kilby to return registration and fee
  - a. Phone: 303-776-2003
  - b. Email: [skilby@longmontymca.org](mailto:skilby@longmontymca.org)
- 8) We require one week's notice before a child can begin the program.

**ED AND RUTH LEHMAN YMCA**  
950 Lashley Street, Longmont, CO 80504  
P 303 776 0370 F 303 682 2301 [www.longmontymca.org](http://www.longmontymca.org)



FOR YOUTH DEVELOPMENT  
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Dear Parents,

**Welcome to Partial Day Preschool!** We have a great year ahead of us. Our State Licensed preschool program is designed to meet Colorado State Guidelines and provide a fun and safe learning environment for your child. Our program uses Creative Curriculum and is constructed to prepare your child for further schooling.

Attached you will find all of our program's policies and procedures. **PLEASE READ THIS COMPLETELY. IT CONTAINS ALL THE INFORMATION YOU NEED FOR PRESCHOOL.** The policies and procedures outlined in this booklet have been developed to define the relationships that exist among children, parents and the YMCA as we work together for the benefit of families. We welcome your comments, concerns and questions. We also ask you to be honest and complete with your child's information so we can best serve your family. It may be necessary to amend or add to the policies described in this handbook. You will be notified of any such changes with a written note in your child's backpack. Any time you have questions or concerns about the program, please do not hesitate to share them with our teachers or director. This is how we learn and grow to become the quality program that best serves your needs.

Please read this packet thoroughly and carefully so you will have a greater understanding of your child's early learning experience.

Sincerely,

Stephanie Kilby

Partial Day Preschool Director

## **Our Goal**

Our center is a hands-on learning program serving families with children from ages 2½ to 7 years old. We learn through play, socialization, and discovery.

We believe that being responsive to the needs of the entire family is what makes our program so special. Parents can have peace of mind knowing that their children are encouraged to grow at their pace in a safe and nurturing environment. Each teacher designs a learning atmosphere promoting focus, friendship and fun. The office doors are always open for discussions about your child or the program.

## **Our Pledge**

Our pledge to offer high quality care, education, and programming, with lasting benefits to children, families, and communities, has been developed by professionals who have dedicated their careers to quality education for preschool and kindergarten children.

## **Our Philosophy**

In a caring and positive atmosphere, we intend to create a warm and happy place for children to learn. To bridge the gap between home and school and to get the most out of the time your child spends with us, we ask for a parent partnership. We will provide group-learning opportunities while parents agree to provide one-on-one learning time at home. We will guide the children toward developing a positive self-image while building social and academic skills in a school setting.

Our age appropriate curriculum is designed to develop the "whole child" - spirit, mind and body. Sensory, motor, perceptual, social-emotional, language, physical and academic skills will be introduced through a variety of activities and materials. From documented educational research, we have learned that children learn best by doing; "children's work is children's play"! When learning is fun and success is experienced in activities and play, children become more self-assured and motivated toward a love of learning. When children are treated as individuals and given the chance to make choices, they become confident and experience a positive can-do attitude. Based on this theory, classroom schedules will encourage active involvement and meaningful experimentation. Teacher directed activities will compliment child directed times. Schedules are designed to balance structure and free choice, as well as active and quiet times.

## **Hours of Operation**

Partial Day Preschool is open from 8:30 AM until 5:00 PM Monday thru Friday, August 24 through the end of May. Please see "Class Schedules and Fees" for specific class and Extended Care times. Summer Camp is also available in June and July.

## **Closings**

Preschool classes follow the St. Vrain School District's schedule for closings and breaks. Closing dates will be listed on the parent board and include Easter Monday. Extended care may be open during these breaks based on parent need.

## Registration

All registration paperwork must be completed fully and legibly before your child starts. Any changes to pick up lists, medical information, or schedule must be given in writing.

The registration fee is due at the time of registration and is non-refundable and non-transferable. CCAP must be authorized before the start date.

## Admissions

Your child may not start preschool until **ALL** paperwork is completed and turned in. Forms are found at the back of this handbook and include:

- Registration/Emergency Information Form
- Immunization/Health Records (Transcribed onto the form provided)
- Health appraisal form signed this year by a healthcare professional
- Personal Childhood History
- 1 Current Photo of your child

## CCCAP

We accept CCCAP for the any child that is approved for full time or part time care. All paperwork must be approved and validated before your child begins preschool. **Only 3 absences are allowed per month without a full week's written notification. If you miss more than 3 scheduled days, you are responsible for full cost of the day(s) missed.** CCCAP requires Parent Fee payments to be made at the 1<sup>st</sup> of the month prior to care. If there is a difficulty, contact the billing department immediately.

## CPP

We are proud to be a community partner school for the **Colorado Preschool Program**. The St Vrain school district places children in our Kindergarten Readiness program for families that qualify for the **Colorado Preschool Program** (at no cost to the family) and is based on predetermined risk factors. All families interested in receiving free Kindergarten Readiness classes, must apply through the school district during their application process (February through October).

## Financial Assistance

Scholarships are available to families who qualify for financial assistance. Financial disclosure will be required, but kept confidential. Families can apply for scholarships at the front desk of the YMCA. Discounts are not retroactive. Parents will be responsible for full payment until scholarship is received. **The YMCA's Annual Scholarship Campaign funds families who could otherwise not afford to come to preschool, so please consider donating.**

## Payment Policies

- A \$40 per child registration fee is required to register your child. There is a \$10.00 additional fee for families registering with more than one child.
- Monthly fees are due the 5<sup>th</sup> of each month. **A \$20 late fee will be added to payments received after the 5<sup>th</sup> of each month.** Our payment box is located next to the center bulletin board in the church hallway. This box is open from the 1<sup>st</sup> to 5<sup>th</sup> of

every month. If you need to pay at a time when the box is closed, please pay at front desk of YMCA at 950 Lashley or hand your payment to a teacher or our Director.

- Any balance more than 30 days past due will be sent to our collection agency.
- No reduction in cost is made for late arrivals, early departures, or days missed due to illness, vacation, or opting not to come to preschool.
- A payment box is located at the Preschool on 3<sup>rd</sup> and Terry for your convenience.
- We accept cash, check, and charge for payments. Cash payments must be taken to the YMCA's front desk. NSF will automatically deduct an additional \$20 return check fee from your account for any bounced checks. Two bounced checks will result in our inability to accept further check payments.

## Classes & Fees

### Preschool (3-5 year olds)

Class	Time	Fee	Member Fee
<b>AM</b> Class: T & Th	8:30 am – 11:30 am	\$150	\$125
<b>AM</b> Class: M, W & F	8:30 am – 11:30 am	\$170	\$145

### Kindergarten Readiness (4-5 year olds)

Class	Time	Fee	Member Fee
<b>AM</b> Class: M, T, W & Th	8:30 am – 11:30 am	\$190	\$165
<b>PM</b> Class: M, T, W & Th	12:45 pm – 3:45 pm	\$190	\$165

### Extended Care

Time	Fee	Member Fee
1 Hour	\$12	\$9
2 Hours	\$15	\$12
3 Hours	\$21	\$17
4 Hours	\$26	\$23

\*Other times can be offered upon request.

\*If transportation (only for Extended Care) is needed, there is a fee of \$40.00/mo.

## **Classes**

**Preschool (ages 2 1/2-4 and potty-trained by August 2011):** The Tuesday and Thursday class is a great opportunity for your child to become comfortable with the preschool experience in a slow paced, child centered environment. Teachers focus on assisting children with self-help skills, providing consistency in transitional times, and introducing basic academics. Monday, Wednesday, and Friday class is geared for children who are ready to participate in a classroom with a regular routine. The teachers focus on listening skills, offering social strategies in play situations, and presenting age appropriate learning activities. Parents are welcome to sign up a child for both of these classes at the same time. Please consider that each of the classes may have a different team of teachers.

**Kindergarten Readiness (ages 4-6 by Sept 30, 2011):** There are two times offered for Kindergarten Readiness: 8:30-11:30am and 12:45-3:45pm. Both classes run M-TH each week. The Colorado Preschool Program has limited spaces in each of these classes with more availability in the afternoon class. The teachers focus on continuing abilities obtained in the Preschool classes or other environments as well as increasing knowledge in reading, language, thinking and math skills. Children in the Kindergarten Readiness Program are guaranteed to be well prepared for Kindergarten in the following year.

**Extended Care (ages 2 1/2-6):** This flexible child care opportunity allows families to select days and times (according to the above schedule) on a monthly basis for their child to attend. It is designed for children already in our program or transportation can be provided to selected schools for after Preschool or Kindergarten Care. The transportation fee is \$40.00/ mo. Children will experience a similar schedule as their morning school in this program. Each child is expected to bring lunch from home. A rest time is provided and each child needs to have a small sheet and blanket kept at the Preschool each week. Due to the structure of the varied pick up times, some children may not participate in all Extended Care activities.

**Summer Camp(ages 2 1/2-6):** Runs from June 20 to August 4. Tuesday-Thursdays 8:30-11:30am. This is a fun, discovery time for children to develop relationships with peers and teachers and strengthen the skills they have acquired in Preschool.

Registration fee for Summer only: 15.00

Weekly costs: \$45.00 or \$40.00 for Y members

Full session costs: \$295.00 or 260.00 for Y members

## **Withdrawal Policy**

Written notice must be given two weeks in advance of your child's withdrawal from the program in order to avoid being charged. Any outstanding balance must be paid at the time of withdrawal.

## **Schedule Changes**

All requests for changes in your extended care program schedule must be done in writing by Monday one full week in advance. Some changes can be made with the Director's discretion with a 24 hour notice (this includes absences due to illness or family emergencies). Changes will be made based on availability.

## Administration

The **Child Care Director**, Giselle Lehmann is responsible for overseeing every aspect of Child Care, including Partial Day Preschool, Full Day Preschool and School Age programs.

The **Partial Day Preschool Director**, Stephanie Kilby is responsible for planning, programming, staffing, and overall supervision of all the Partial Day Preschool Programs. She is available to address any and all parental concerns.

The **Childcare Billing Department**, Debbie Culver is responsible for all payment and billing activity. Please contact Wanda Ward with questions regarding these areas.

## Contact Information

### Childcare Director:

Giselle Lehmann  
[glehmann@longmontymca.org](mailto:glehmann@longmontymca.org)  
(720) 652-4731

### Partial Day Preschool Director:

Stephanie Kilby  
[skilby@longmontymca.org](mailto:skilby@longmontymca.org)  
(303)776-2003

### Billing Department:

Debbie Culver  
[dculver@longmontymca.org](mailto:dculver@longmontymca.org)  
(720) 652-4739

## Our Staff

Our staff of loving, caring and educated teachers will provide your child with stimulation for all of their senses, a love of learning, and a sense of self-esteem that will prepare them for a lifetime of experiences.

**Teachers:** Planning and programming for the individual needs of their group.  
**Teacher Assistants:** Assist teachers in planning and implementing the daily schedule.

Our teachers are selected for their creativity, enthusiasm, experience and education. You will find their dedication to their profession the best in our service area. All of our teachers meet all licensing requirements, attend ongoing training workshops and seminars, have completed all YMCA Staff Training, are certified in CPR and 1<sup>st</sup> Aid, and have completed the National YMCA Child Abuse Prevention Training.

## Parent/Staff Relations Policy

For the safety and protection of your child and our staff, YMCA employees are not allowed to babysit for program participants, spend time outside of preschool with our families, transport children in their private vehicles, or contact families by personal phone, email, or internet. Please do not put our staff at risk of losing their position with us by asking them to do so.

## Staff/Child Ratios

The State of Colorado's minimum standards for ratio of staff to preschool children ages 3 – 7 years old is 1 to 10. We plan for a teacher to child ratio of 1 to 8 or fewer so that we can provide children with a higher level of individual attention.

## Parent Suggestions and Comments

In order for the YMCA to provide a successful program experience, the staff and parents need to work together to support each other. Whenever you have a suggestion, question or concern related to the program, please report them immediately to the Preschool Director. Proper action can only be taken when clear communication takes place. If you need to

express a concern to Colorado Human Services Childcare Division, you may call at (303) 866-5958 or write at 1575 Sherman St. 1<sup>st</sup> Floor, Denver, CO 80203-1714.

## **Parent Participation**

We value the active involvement of parents in our program as your time permits and the classroom can accommodate. Ways to participate include:

- Volunteer in the classroom
- Become a childcare committee member
- Send in fun and interesting recipes for cooking days
- Share cultural information or special talents by being a guest speaker
- Show interest in the items your child brings home
- Maintain good communication with the teachers and director daily by sharing what is going on in your child's life, so we may provide extra support and encouragement that may be needed by your child.
- Work on numbers and letters, kindness and manners at home for reinforcement and practice.
- Participate in family activities throughout the year such as Family Nights and family picnics.

**The bulletin board** located outside your classroom will state the day's events, the class calendar, alert parents to illnesses, list important reminders, and highlight great quotes "out of the mouths of babes".

**Memos** and newsletters are sent out often to keep parents informed. Please check your child's backpack daily.

**Monthly activity calendars** are sent home by the first of every month and are posted on the parent board. Please review the calendars as they outline the special activities and themes each month as well as the snack day for your child.

## **Rules and Core Values**

The YMCA promotes an anti-biased, multicultural approach where conflict resolution, teamwork and problem solving skills are modeled and taught. Respect for self, others, equipment and the environment are crucial. All aspects of programming and interaction highlight the core values of the YMCA:

**Caring** - to be sensitive to the well being of others, to love and help others.

**Honesty** -to tell the truth, be worthy of trust, and have integrity.

**Respect** - to treat others as you would like to be treated, to value the worth of everyone.

**Responsibility** - to do what is right, to be accountable for your behavior, actions, and obligations.

Teachers will guide children in making the right decisions, building self-esteem, and displaying empathy and compassion. Our staff promises to demonstrate and develop the core values of the YMCA in all aspects of working with children.

## **Guidance Policy**

We have devised policies to promote consistency. The purpose of discipline is to teach self-control and encourage good decisions. Talking about feelings, empathy, and behavior that is acceptable helps children to understand how their behavior can affect themselves and others.

It is important for children to realize that there may be consequences that are directly related to their behavior. When children are held responsible for their actions, they learn to become independent and self-sufficient.

## **Positive Discipline**

We believe a child develops with love and encouragement. It is important to build a relationship of caring, trust and mutual respect so a child feels comfortable in his/her environment.

It is our intention to give each child a sense of responsibility for his/her actions, an understanding of expected behavior, and positive reinforcement to increase self-esteem and give him/her success.

### **We will recognize and praise appropriate and positive behaviors.**

- Teachers will set clear, consistent, and realistic limits.
- Staff will model and encourage children to respect the feelings and rights of others.
- We will redirect negative behavior by discussing our expectations and by offering choices to achieve positive behavior.
- We will treat each child as a unique individual.
- Teachers will use thoughtful responses to negative behavior rather than emotional reactions.

### **We will use the following methods toward positive behavior:**

**Explaining & Redirection:** This is the technique we use most in disciplining. We explain why a behavior is not acceptable and what our expectations are, then redirect the child to behave in a positive manner.

**Natural Consequences:** Children need to understand that there are consequences to their behavior. If a child throws a toy after receiving an explanation and redirection, the natural consequences of his action is to take the toy away.

**Praising Positive Behavior:** We always compliment a child when he/she displays acts of kindness or behaves within the class rules. Positive reinforcement is a key element toward positive behavior.

**Ignoring:** Sometimes a child acts out simply to gain attention. Some behavior can be ignored if it is not overly disruptive or doesn't threaten the safety of another child.

**Reflection Time:** When the child's behavior is too disruptive to the other children, or the child needs a quiet place away from the group, the child is removed from the classroom and taken to the office where administrative staff will calm the child down, speak with the child explaining our expectations and why the behavior is not allowed, and return him/her to class.

- No punishment, including spanking, will ever be used.

- No child shall be subjected to cruel or severe punishment, or verbal abuse, including shaming, frightening or humiliating.
- No child shall be denied food, toileting or rest privileges as punishments.
- No child shall be punished for soiling, wetting or not using the toilet.

## **Discharge Policy**

The YMCA tries to meet the needs of each child enrolled in our program. We make every effort to communicate and work with the parent if there are concerns. However, the YMCA reserves the right to terminate enrollment of a child for one or more of the following reasons:

1. The YMCA program does not meet the needs of the child. Factors considered may include:
  - Consistent problematic and disruptive behavior
  - Extra demands on staff time
  - Behavior detrimental emotionally or physically to the others in the program
  - Child cannot adjust to the program's environment
2. A parent fails to meet their obligations as set forth by the YMCA, including but not limited to the following reasons:
  - Nonpayment or persistent late payment of fees
  - Failure to comply with the procedures for arrival and departure of the child
  - Physical or verbal abuse of children or staff by the parent
  - Disrespect for policies and procedures of the YMCA program

***A serious behavior problem** is defined as one in which a child is hampering the smooth flow of the program requiring an extraordinary amount of attention: is inflicting physical or emotional harm on self or others: or otherwise unable to conform to the rules and guidelines of the program.*

## **Special Concerns Policy**

Our focus is always in the best interest of each child in all stages of development. Throughout the year, our experienced teachers monitor and evaluate each child's academic, physical, social, and emotional development. Teachers are well trained in spotting warning signs in children who may have difficulties that block the learning process. When such signs appear, we will monitor and evaluate to gain insight and determine developmental and behavioral patterns. A conference will be held with the parents, teacher, and director. Resources will be shared and recommendations made. In keeping with our Parent Partnership, we are hoping for full parent cooperation. The director reserves the right to determine if this environment is in the best interest of the child.

## **Special Needs**

We will make reasonable accommodations for children with special needs. Our objective is to provide all children with an amazing Y preschool experience and learn to accept and understand diversity. An assessment will be made by the director to determine our ability to meet the individual needs of the child and a participation plan developed. At no time can anyone's situation put other participants, staff, or the organization at risk. Decisions related to the enrollment, placement, or dismissal of a child with a disability or chronic condition must and will be in compliance with the Americans with Disabilities Act.

## **Medication**

If your child needs prescription or over-the-counter medication during school hours, the medicine **must** be delivered to the director. **At no time should medication be in a child's possession.** In compliance with section 12-38-132, CRS of the Nurse Practice Act,

it must be in its original container with the exact dosage for the day and accompanied with a doctor's note and signature including dosage, times, and your child's name. Medications are given only by Medication Administration Certified staff.

Written permission is needed for non-medical products such as Chapstick, lotion, and other topical or ingestible items. **Medications and topical or ingestible products found on children without proper authorization will be confiscated.**

Special arrangements must be made for inhalers and EPI pens. If your child suffers from severe allergies, diabetes, asthma, or another debilitating condition, you must provide an action plan for staff to follow in the event of an emergency.

### **Allergies**

For your child's safety, please inform the director and teachers of any severe allergies or special instructions.

### **Sunscreen & Bug Repellant**

We are outside in the sun every day. Please make sure your child arrives with sunscreen on. Bug repellant is optional. Extended Care participants must supply a 30+ SPF sunscreen labeled with your child's name for application again in the afternoon. Parents who do not provide sunscreen or refills will have to sign a sunscreen waiver clearing the YMCA from all liability.

### **Injury**

Occasionally accidents occur. We will remedy minor injuries with an ice pack, or soap and water and a band-aid. When first aid is needed, you will find an "incident report" in your child's cubbie. The incident report will give you the specifics of what happened, and what first aid was given.

If an emergency occurs, we will contact you as soon as possible, and take measures needed to secure the safety of your child. Those with serious injuries requiring emergency medical attention will be transported to the nearest hospital unless otherwise specified by medical personnel.

For this reason, it is important that you leave us up to date phone numbers for work, home and cellular phones or beepers.

All staff are CPR and First Aid Certified.

### **Illness**

If your child becomes ill at preschool, he/she will be isolated in a comfortable spot away from activities under the care of a staff person. You will be notified immediately to pick up your child. **A parent or authorized person is to pick up within 1 hour of notification.**

Children who are sent home **may not return to preschool until they have been symptom free for 24 hours.** If it is a communicable illness, they may not return to school without a doctor's note.

Please respect other children's health enough to keep your child home when he/she is ill. If you need care for a sick child, call Children's Services at 441-3180 for available options.

For the protection of all children, your child must be kept home or will be sent home if he/she shows any of the following symptoms:

- A temperature
- Intestinal disturbance accompanied by diarrhea or vomiting
- Any undiagnosed rash
- Sore or discharging eyes or ears
- Profuse yellow or green nasal discharge

Conversely, if your child is well enough to be at preschool, he/she is considered well enough to participate in full activity.

## **Health and Wellness**

We ask that parents give us full disclosure of their child's health needs including allergies, physical or emotional limitations, and behavioral issues. Complete candor and honesty helps staff to better understand the capabilities and challenges of each child.

## **Immunizations**

State law requires a complete physical examination record be on file within 30 days of your child starting his/her first day of school. Immunization records and physical exams must be UPDATED YEARLY. The State of Colorado and Boulder County Health Department are requiring that all immunizations are on the correct form. **Parents need to transcribe immunization information onto the form enclosed in this handbook.** All children must have one of the following options on record:

- Be fully immunized
- Have a physician's statement that immunization is contraindicated for medical reasons
- Have the parent or Guardian's Notarized Statement that the child has not been immunized due to religious or personal beliefs.

## **Bathroom Policy**

All children attending preschool must be potty-familiar and able to take care of most of their toileting needs themselves. We are not equipped for changing diapers or pull ups regularly. If a BM accident occurs, a parent will be notified to come assist the child.

The children will be reminded to use the bathroom regularly throughout the day. Dressing your child in "potty-friendly" clothing is important. Clothing such as sweat pants, leggings, dresses, or any other kind of pants with an elastic waist are easy for the children to do themselves. We will make sure that proper hand-washing is a natural end to using the bathroom.

## **What to Bring**

**Please bring these items labeled with child's first and last name:**

- bag or backpack
- full change of clothes including underwear, pants, and a shirt

If staying for **Extended Care**, please include:

- healthy, balanced lunch

- fitted crib sheet and blanket (to be taken home every Friday for washing)
- comfort toy for nap time (optional)

Children should wear appropriate clothing for the weather and expect to get dirty. In the winter time, please prepare your child to go outside in snow or cold weather. Gym shoes and socks are required. **No sandals/flip-flops/Crocs** as they can be a safety hazard. Children in inappropriate footwear will be sent home with parents to change.

### **What Not to Bring**

The YMCA is not responsible for lost or broken items from home. Children are not allowed to bring toys, action figures, trading cards, books, dolls, music devices, or cell phones to preschool. These items will be collected until the end of the day.

### **Show & Tell**

Your child may bring an appropriate Show & Tell item on his/her snack day. Weapons are not appropriate show and tell items and will not be allowed. After show and tell, the children will put their treasures in backpacks or up on a shelf. Children are not allowed to play with their show and tell during class time (this prevents items from getting broken or lost).

### **Lost and Found**

Lost and Found items will be collected and brought to Room 1. These items are kept for 2 weeks then donated to local charities.

### **Policy on the Release of Children**

- 1) **Parents are required to walk their child into the classroom and to sign in on the class bulletin board everyday** with the time and their full legal signature.
- 2) **Children will only be released to parents/guardians and those over 18 years of age authorized by the child's legal guardian.** Three authorized adults other than the parents are to be listed as your "Emergency Contact/ Pick-Up Authorization". Please make sure these contacts are kept accurate and are within an hour's reach of the YMCA. We will not release your child to anyone not listed. Changes need to be made in writing with a clear signature to be compared with the signature on your registration paperwork. Verbal notification will NOT be accepted.
- 3) Any adult who is not recognized by staff will be asked to show legal identification.
- 4) Staff evaluates all those who enter the center to pick up a child. If a staff member feels that a child's safety may be compromised if released to any individual that staff member has the authorization to, and will, call the Longmont Police. The situation will be documented and social services notified.
- 5) Your child must be picked up by the class closing time. Teachers put in a full day of fun but exhausting work, and children become anxious about being last at school, so please arrive in a timely manner.
 

<b>Late pick up fees:</b>	\$10 for the 1 <sup>st</sup> late pick up
	\$20 for the 2 <sup>nd</sup> late pick up
	\$30 for the 3 <sup>rd</sup> or more

Late fees must be paid with the next month's tuition. This will be strictly enforced. Parents are asked to call if running a few minutes late. This however does not excuse you from the late fee.

- 6) Parents will be telephoned if they are late. If staff cannot reach the parents, we will try to contact those on your emergency pick-up list until someone is found to pick up the child. After 15 minutes, if no contacts have been made, the Longmont police and social services will be notified. This policy will be strictly enforced except in cases of poor weather.
- 7) We cannot legally deny access or release of your child to either parent/guardian unless they are not listed as a parent or on the contact list. Active restraining orders should be on file or specific schedule of court ordered visitation rights. If the situation is unclear, we request that the family obtain the proper court documents.
- 8) Monitoring your child at drop off and pick-up times is vital for your child's safety. Parents should keep their children within their view and reach at all times.

### **Security and Confidentiality**

Please discuss any special family circumstances with the director. If you are working with an agency for your child's welfare or if there is a restraining order or custody restrictions concerning your child(ren), we must have a current copy in our files. We will not release any of your personal information to anyone who is not on your emergency pick up list. We may need to discuss issues concerning the health and welfare of your child with staff.

### **Missing Child Policy**

Head counts are done on a regular basis to ensure all children are accounted for. If a child leaves the program, our staff will gather the children, take attendance, and search for the child. Parents will be notified immediately. The police department may be called. Any lost child incident is reported to the Colorado Department of Human Services within 24 hours.

### **Reporting Child Abuse**

Colorado State law requires anyone who works with children to report suspected signs of child abuse or neglect. Proper authorities investigate after a report is made. We are not allowed to discuss the situation with the parent before making a report. If a parent suspects child abuse, they may report it to the Department of Social Services at 529 Coffman St. Suite 100, Longmont, CO 80501 or call (303) 678-6029.

### **Snow Days**

Partial Day Preschool follows the St. Vrain Valley School District in its closing for inclement weather. Our philosophy is if it is too dangerous for busses, it is too dangerous for parents and staff. In the event of weather severe enough to cause a closing or delayed opening, a message will be left on the director's voicemail to inform parents. You can call the director at 303-776-2003.

## **Severe Weather Conditions**

For threats of **thunderstorms**, children will seek shelter immediately and remain there until 20 minutes after the weather clears. Should there be a **tornado** warning, all children and staff will go to a predetermined safe room. They will sit on the floor against the wall until the threat passes. Monthly drills are done for safety purposes.

On excessively **hot days**, we will provide activities with water, indoors, or in shaded areas. Water is accessible to children at all times and they are encouraged to drink fluids throughout the day.

## **Fire Evacuation**

In the event of a fire, we will evacuate the building by leaving together to gather in a predetermined site where we will remain until the fire department instructs us further. Monthly drills are done for safety purposes.

## **Snacks**

Each family is responsible for bringing a snack for the class from the approved snack list according to the snack calendar. Dates for each family will be assigned, sent home, and posted on the bulletin board. If your child will be absent on the day he/she is scheduled to bring snack, we ask that you notify the teacher right away.

Extended Care will provide an afternoon snack after 3:00 pm, but parents are responsible for providing a disposable lunch and beverage for children who are attending the program. We do not have the means to refrigerate or heat lunches. We encourage parents to provide a cold pack and lots of healthy choices including fruits and vegetables.

## **Class Parties**

Class parties may be held around major holidays. Special decorations, treats and activities are part of the party. Sign up sheets are posted on the bulletin boards for parents to volunteer to bring something to each party or to help in the classroom during the party. If you would like to send a special treat into the center for your child's birthday, please notify staff in advance for information about allergy concerns or conflicts. All treats must be commercially prepared (store bought) as per Health Department regulations.

## **Visitors**

Although we have an open door policy for all parents who would like to visit the program, visitors must fill out the information required in the visitor's log, provide a photo ID, and get authorization prior to the visit.

## **Audio/Visual Policy**

On the rare occasion that movies are shown at preschool, only rated G videos will be shown. Alternative activities will be provided for those not interested in the movie. Music stations will be tuned to appropriate channels. CDs will be prescreened and child-friendly. YMCA staff may take photos or videotapes of your child for promotional purposes and for use in the newspaper.

## 2011-2012 Family Events

Open House	August	Family Night	February
Family Night	October	Healthy Kids Day	April
Thanksgiving Feast	November	End of Year Celebration	May
Winter Holiday celebration	December	End of Summer Celebration	August
Y Pals Holiday Party	December		

**Every 3<sup>rd</sup> Friday Free Swim Night at the YMCA (950 Lashley)  
6-8pm except December**

### Daily Class Routine

**Large Group Time** is an introduction to the day's activities as well as a discussion of the weekly theme, calendar, and weather.

**Center Time** is time when the children are given a choice of challenging options including art, dramatic play, fine motor skills, science and discovery, math, and reading.

**Music and Movement Time** is a time for group songs, finger plays, and body movements.

**Snack Time** is a time to enjoy healthy food and develop relationships.

**Library Time** is when children are given time to explore books individually or in a group.

**Large Motor Activities** include outside play, parachute games, obstacle courses, and other physical activities.

**Story Time** is a group time to wind down and end the day with a story.

### Curriculum (Creative Curriculum)

#### August/September

- Math and cognitive skills – counting and sequencing, one to one correspondence – recognizing numbers.
- Literacy: Reading, speaking and listening skills – Class rules and routines, following 1-2 step directions, listening (all year), verbally expressing feelings, handling books, functioning in small groups and name recognition.
- Physical: Writing and fine and large motor skills – Basic loco-motor skills, body/special awareness, pouring, scooping, coats, zippers and poppers.
- Social/Emotional skills – Good manners, school rules, self help skills such as coats, etc., behavior expectations and safety when using materials. Golden rule: Do unto others what you want other to do to you.

#### October

- Math and cognitive skills – More/less, big/small, sorting, classifying, role playing and alphabet.
- Literacy: Reading, speaking and listening skills – Same or different, phonemic awareness, introduction to the alphabet, questions such as who, where, and what, participation in songs, rhyme and dramatic activities, express thoughts in simple sentences and name recognition (beginning letter)
- Physical: Writing and fine/large motor skills – Balance, climbing, holding and using writing tools such as pencils and crayons, using scissors and tracing name.
- Social/Emotional skills: Following directions, expressing feelings, calming down, recognizing others feelings, routines and predicting what we do next.

#### November

- Math and cognitive skills – Introduce shapes, parts of a whole and name recognition and writing

- Literacy: Reading, speaking and listening skills – Naming family members, expressions of thankfulness, historical/cultural significance of thanksgiving, predicting (asking/answering questions), retelling or re-enacting stories and relating the story to self.
- Physical: Writing and fine/large motor skills – Pedaling/steering tricycle, catching using the body, throwing with direction, throwing at a target, lacing beads, cards, etc. Attempting to copy/draw simple shapes and pictures, tracing name.
- Social/emotional skills – Health and hygiene (washing hands, colds, healthy foods), resolving conflicts and sharing, taking turns and using words, following 2 step directions, participating in group play.

## **December**

- Math and cognitive skills – Complete a task, concept of time, sequence of events, recognition of shapes in the environment, phone numbers.
- Literacy: Reading, speaking and listening skills – Awareness of cultural differences, understanding family traditions.
- Physical: Writing and fine/large motor skills – follow a sequence of dance and movement, beginning rhythm and pattern clapping, using a variety of materials and tools such as glue, scissors and paint.
- Social/emotional skills – conflict resolution, cause and effect, reading faces and feelings, expressing opinions, standing up for rights and participating in group play.

## **January**

- Math and cognitive skills – Pattern predictions/duplication, measurement and comparison, guessing and estimating, and addresses.
- Literacy: Reading, speaking and listening skills – Seasonal vocabulary, drawing to tell a story, dictating, letter recognition and writing name.
- Physical: Writing and fine/large motor skills – galloping and marching, writing own name, building more complex structures, writing recognizable letters and shapes.
- Social/emotional skills – Entering a group play and allowing others to play, leaving group play (cleaning up and saying good-bye).

## **February**

- Math and cognitive skills – Graphing of more/less duplication, measurement /comparison, guessing and estimating.
- Literacy: Reading, speaking and listening skills – understanding letters make words, different forms of communication, letter/sound connection.
- Physical: Writing and fine/large motor skills – Moves with planned directionality, draws more detailed pictures, cutting on a line and turning paper with the other hand (changing direction), putting together an 8 piece puzzle.
- Social/emotional skills – Being a friend (what it means), being friendly and kind, cause and effect of words and actions, follows 2+step directions, honors diversity.

## **March**

- Math and cognitive skills – Problem solving skills showing persistence, shape exploration, environmental changes.
- Literacy: Reading, speaking and listening skills – Concepts of author/illustrator, 1 to 1 correspondence, (written to spoken word), understanding the print concept.
- Physical: Writing and fine/large motor skills – Catches with hands, throws one handed, and kicks with direction, balances on beam heel to toe, writes letter, words, and numbers (symbols and shapes).
- Social/emotional skills – Knows when to ask adults for conflict help ad when to solve own problems, knows how to help peers with conflict.

## **April**

- Math and Cognitive skills – Addition and subtraction, numbers representing a quantity, symbolic thinking, knowing one item = 1 without a visual.
- Literacy: Reading, speaking and listening skills – Rhyming (nursery rhymes), recognition of first and last names, use of descriptive language, answering questions with complete thought, comparing story text.
- Physical: Writing and fine/large motor skills – Participates in peer directed games, (tag, catch, soccer, etc.), creates specific complex structures (sand castle, clay animals, etc.).
- Social/emotional skills – preview conflict resolution concepts such as fair, compromise, expressing feelings, routines, self-care, choices, cause and effect, strangers.

## **May**

- Math and cognitive skills: Sorting by 2 or more physical characteristics, use of graphs and charts to collect and report data.
- Literacy: Reading, speaking and listening skills – Knows own address, uses complex sentences of 5-6 words, beginning sounds, verbalizes patterns and sequences.
- Physical: Writing and fine/large motor skills – Purposeful writing (names, labels), attempts to tie shoes, moves backward on beam, refines direction, coordination, climbing and balance.

## **June and July (Camp and review)**

- Math and cognitive skills: Names, addresses, and phone numbers, alphabet, number and shape recognition.
- Literacy skills: Writing names, numbers and letters, phonemic awareness, show and tell (verbal awareness), predicting (asking and answering).
- Physical skills: Holding and using writing/drawing tools, catching and throwing with direction and purpose, cutting on a line, copying and drawing simple shapes.
- Social/emotional skills: Follows directions, resolving conflicts, entering and leaving group play, organizational skills (cleaning up after play, putting items in their proper place).

## **Information to Parents**

Our center is required by the State Childcare Center Licensing Law to be licensed by the Bureau of Licensing. A copy of our current license must be posted in a prominent location at our center. Look for it when you are in the center.

To be licensed, our center must comply with the [Manual of Requirements for Childcare Centers](#) (the official licensing regulations). The regulations cover such areas as physical environment/life-safety, staff qualifications, supervision and staff/child ratios, program activities and equipment, health, food and nutrition, rest and sleep requirements, parent/community participation, administrative and record keeping requirements and others.

Our center must have on the premises a copy of the Manual of Requirements and make it available for interested parents for review. If you would like to review our copy, just ask any staff member.

We encourage parents to discuss with us any questions or concerns about the policies and programs of the center or the meaning, application or alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention as well.

Thank you for choosing the Longmont YMCA's Partial Day Preschool and Extended Care programs where we build strong kids, strong families and strong communities.

# Personal Childhood History

Child's Name \_\_\_\_\_ Nickname \_\_\_\_\_

Birth Date \_\_\_\_\_ Birth Place \_\_\_\_\_

Other Household Members: (Names, Ages, Relationship)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PERSONAL HISTORY

Parent(s)/Sibling(s) that live(s) outside the household: (Names, Ages, Relationship)

Pets' Names & Types \_\_\_\_\_

How much time do you spend with your child? \_\_\_\_\_

What types of things do you do together? \_\_\_\_\_

What are your child's interests? \_\_\_\_\_

Has he/she had any other group experience? \_\_\_\_\_

If so, what? \_\_\_\_\_

Does he/she speak in words? \_\_\_\_\_ Complete Sentences? \_\_\_\_\_

Any difficulty speaking? \_\_\_\_\_ What? \_\_\_\_\_

Other Languages? \_\_\_\_\_ Which? \_\_\_\_\_

Special Needs? \_\_\_\_\_

## HEALTH HISTORY

What arrangements can you make for care during illness? \_\_\_\_\_

What communicable diseases has he/she had?

Measles     Mumps     Chicken Pox     Scarlet Fever     Rheumatic Fever

Has he/she ever had any serious illnesses or hospitalization? \_\_\_\_\_

Any physical disabilities? \_\_\_\_\_

Allergies \_\_\_\_\_

Reactions to these allergens \_\_\_\_\_

How many colds has your child had this past year? \_\_\_\_\_

How does your child react to elevated temperature? \_\_\_\_\_

Any special instructions if your child becomes ill? \_\_\_\_\_

Are any medications given regularly? \_\_\_\_\_

What possible reactions do these medications cause? \_\_\_\_\_

Date of last physical \_\_\_\_\_

## EATING HABITS

Is your child usually hungry at meal times? \_\_\_\_\_ Between meals? \_\_\_\_\_

What are his/her favorite foods? \_\_\_\_\_

What foods are refused? \_\_\_\_\_

Any food allergies? \_\_\_\_\_ To What? \_\_\_\_\_

Does your child use utensils? \_\_\_\_\_

## TOILET HABITS

Can your child be relied upon to indicate his/her bathroom needs? \_\_\_\_\_

What word is used for urination? \_\_\_\_\_ Bowel movements? \_\_\_\_\_

Does your child need to go to the bathroom more frequently than normal for his/her age? \_\_\_\_\_

Is he/she afraid of the bathroom? \_\_\_\_\_

Does your child need help? \_\_\_\_\_

When was toilet training started? \_\_\_\_\_

When accomplished? \_\_\_\_\_

Was your child easy or difficult to train? \_\_\_\_\_

Does your child wet the bed at night? \_\_\_\_\_ If so, how often? \_\_\_\_\_

## SLEEPING HABITS

What time does your child go to bed? \_\_\_\_\_ Awaken? \_\_\_\_\_  
Does he/she have his/her own room? \_\_\_\_\_ Own bed? \_\_\_\_\_  
Does he/she walk or talk or cry during sleep? \_\_\_\_\_  
What does he/she usually take to bed with him/her? \_\_\_\_\_  
Does he/she take naps? \_\_\_\_\_ From when \_\_\_\_\_ to \_\_\_\_\_  
What is his/her mood upon awakening? \_\_\_\_\_

## SOCIAL RELATIONSHIPS

Has your child had any experience playing with other children? \_\_\_\_\_  
By nature, is he/she friendly? \_\_\_\_\_ Aggressive? \_\_\_\_\_ Shy? \_\_\_\_\_  
How does he/she get along with brothers and sisters? \_\_\_\_\_  
Other adults? \_\_\_\_\_  
Does your child prefer to play with children his/her own age? \_\_\_\_\_  
Does he/she know any other children in the center? \_\_\_\_\_  
Does your child like to be alone? \_\_\_\_\_  
How does he/she relate to strangers? \_\_\_\_\_  
Does your child demand a lot of adult attention? \_\_\_\_\_  
What makes him/her mad or upset? \_\_\_\_\_  
How does your child show feelings? \_\_\_\_\_  
What do you find is the best way of handling your child? \_\_\_\_\_

Who does most of the disciplining? \_\_\_\_\_  
Is your child frightened by any of the following:  Animals  Tall People  Rough Children  
 Loud noises  Storms  Dark  
What are your child's favorite toys or activities at home? \_\_\_\_\_

Does your child like to be read to? \_\_\_\_\_ Listen to music? \_\_\_\_\_  
Does your child prefer to play outdoors? \_\_\_\_\_  
Can your child ride a tricycle? \_\_\_\_\_  
Has your child had experience with:  Clay  Scissors  Easel  
 Blocks  Finger Painting  Water Play  
 Other \_\_\_\_\_

## COMMENTS

In what ways can we help your child?  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe your child's personality and abilities.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for sharing this helpful information with us so we can understand your child's individuality.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**COLORADO LAW REQUIRES THIS FORM BE COMPLETE AND PROVIDED TO THE SCHOOL**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Parent/Guardian \_\_\_\_\_

**COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT—CERTIFICATE OF IMMUNIZATION**

Vaccine		Enter complete date each immunization was given					
Hep B	Hepatitis B						
DTaP/Tdap	Diphtheria, Tetanus, Pertussis						
DT/Td	Tetanus, Diphtheria						
Hib	<i>Haemophilus influenzae</i> type b						
IPV/OPV	Polio						
PCV7	Pneumococcal Conjugate						
MMR	Measles, Mumps, Rubella						
Varicella	Chickenpox						

Healthcare Provider  
 Documentation Date \_\_\_\_\_ Lab Verification Date \_\_\_\_\_

Vaccines recorded below this line are recommended. Recording of dates are optional.

HPV	Human Papillomavirus						
Rota	Rotavirus						
MCV4/MPSV4	Meningococcal						
Hep A	Hepatitis A						
TIV/LAIV	Influenza						
Other							

To the best of my knowledge, the person named above has received the above immunizations.

Signed \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_  
(Physician, nurse, or school health authority)

**STATEMENT OF EXEMPTION TO IMMUNIZATION LAW (DECLARACIÓN RESPECTO A LAS EXENCIONES DE LA LEY DE VACUNACIÓN)**

IN THE EVENT OF AN OUTBREAK, EXEMPTED PERSONS MAY BE SUBJECT TO EXCLUSION FROM SCHOOL AND TO QUARANTINE.  
 SI SE PRESENTA UN BROTE DE LA ENFERMEDAD, ES POSIBLE QUE A LAS PERSONAS EXENTAS SE LES PONGA EN CUARENTENA O SE LES EXCLUYA DE LA ESCUELA.

**MEDICAL EXEMPTION:** The physical condition of the above named person is such that immunization would endanger life or health or is medically contraindicated due to other medical conditions.

**EXENCION POR RAZONES MEDICAS:** El estado de salud de la persona arriba citada es tal que la vacunación significa un riesgo para su salud o incluso su vida; o bien, las vacunas están contraindicadas debido a otros problemas de salud.

*Medical exemption to the following vaccine(s):*  
 La exención por razones médicas aplica a la(s) siguiente(s) vacuna(s):

Signed (Firma) \_\_\_\_\_ Date (Fecha) \_\_\_\_\_  
Physician (Médico)

**RELIGIOUS EXEMPTION:** Parent or guardian of the above named person or the person himself/herself is an adherent to a religious belief opposed to immunizations.

**EXENCION POR MOTIVOS RELIGIOSOS:** El padre o tutor de la persona arriba citada, o la persona misma, pertenece a una religión que se opone a la inmunización.

*Religious exemption to the following vaccine(s):*  
 Exención por motivos religiosos de la(s) siguiente(s) vacuna(s):

Signed (Firma) \_\_\_\_\_ Date (Fecha) \_\_\_\_\_  
Parent, guardian, emancipated student/consenting minor  
 (Padre, tutor, estudiante emancipado o consentimiento del menor)

**PERSONAL EXEMPTION:** Parent or guardian of the above named person or the person himself/herself is an adherent to a personal belief opposed to immunizations.

**EXENCION POR CREENCIAS PERSONALES:** Las creencias personales del padre o tutor de la persona arriba citada, o la persona misma, se oponen a la inmunización.

*Personal exemption to the following vaccine(s):*  
 Exención por creencias personales de la(s) siguiente(s) vacuna(s):

Signed (Firma) \_\_\_\_\_ Date (Fecha) \_\_\_\_\_  
Parent, guardian, emancipated student/consenting minor  
 (Padre, tutor, estudiante emancipado o consentimiento del menor)

# General Health Appraisal Form

## Parent: Please complete

Child's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Allergies:  None  Describe: \_\_\_\_\_

Type of Reaction: \_\_\_\_\_

Diet : \_\_\_\_\_  Age Appropriate

Special Diet: \_\_\_\_\_

Preventive creams/ointments/sunscreen may be applied as requested in writing by parent, unless skin is broken or bleeding.

I, \_\_\_\_\_ give consent for my child's health provider, school or camp personnel to discuss my child's health concerns. My child's health provider may fax this form (and applicable attachments) to my child's childcare provider, school, or camp. FAX Number: **303-682-2301**

\_\_\_\_\_  
Parent or Legal Guardian Signature Date: \_\_\_\_\_  
Authorization expires 365 days after this date

## Health Care Provider: Please complete after parent section has been completed

Date of Last Exam: \_\_\_\_\_ Recent Weight: \_\_\_\_\_ \*\*HCT: \_\_\_\_\_ \*\* B/P: \_\_\_\_\_ \*\*Lead Level: \_\_\_\_\_

Physical Exam:  Normal  Abnormal (see explanation of significant health concerns:)

Significant Health Concerns:  None  Reactive Airways Disease  Seizures  Diabetes  Developmental Delays

Vision  Hearing  Hospitalizations  Severe Allergies  Other (dental, nutrition, behavior, etc.) \_\_\_\_\_

Explain above concerns (if necessary, include instructions to childcare providers): \_\_\_\_\_

Current Medications/Special Diet:  None  Describe: \_\_\_\_\_

(Separate medication authorization form required for medications given in Child Care)

Immunizations:  Up-to-date  See attached immunization record  Administered today: \_\_\_\_\_

## Signature:

Next Well Visit:  Per AAP Guidelines\* or  Age: \_\_\_\_\_

This child is healthy and may participate in all routine activities, sports, camps, and child care. Any concerns or exceptions are identified on this form.

\_\_\_\_\_  
Signature of Health Care Provider (certifying form was reviewed) Date

## Office Stamp:

Or write Name, Address,

Phone Number

The Colorado Chapter of the American Academy of Pediatrics (AAP), Healthy Child Care Colorado, and Headstart have approved this form 04/04.

\* The AAP recommends that children from 0-12 years have health appraisal visits at: 2, 4, 6, 9, 12, 15, 18 and 24 months, and 3, 4, 5, 6, 8, 10 and 12 years.

\*\* Required by Head Start programs only per state EPSDT schedule

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# PARTIAL DAY PRESCHOOL 2011-2012

Ed & Ruth Lehman YMCA  
950 Lashley St. Longmont, CO 80504  
[www.longmontymca.org](http://www.longmontymca.org)

**Location:**  
First Lutheran Church  
803 3rd Avenue  
Longmont, CO 80501  
303-776-2003  
[skilby@longmontymca.org](mailto:skilby@longmontymca.org)

## Registration

### Family Information

(Only one child per form please)

**Child's Name** \_\_\_\_\_ **Birth Date** \_\_\_\_\_ **Start Date** \_\_\_\_\_

**Child Lives With:**  Mother  Father  Both  Guardian **Gender**  Male  Female

**Mother/Guardian 1 Name** \_\_\_\_\_ **Birth Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Please number 1 - 3, 1 being the primary phone number.**

Home Phone \_\_\_\_\_  Work Phone \_\_\_\_\_  Cell Phone \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Place of Employment** \_\_\_\_\_ **Address** \_\_\_\_\_

**Father/Guardian 2 Name** \_\_\_\_\_ **Birth Date** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Please number 1 - 3, 1 being the primary phone number.**

Home Phone \_\_\_\_\_  Work Phone \_\_\_\_\_  Cell Phone \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Place of Employment** \_\_\_\_\_ **Address** \_\_\_\_\_

### Enrollment Information

MONTHLY FEES

<b>Preschool (3 - 5 year olds)</b>						
	Class	Times	YMCA Mbr Fee		Fee	
<input type="checkbox"/>	AM Class: T & Th	8:30 - 11:30	Aug	Sept-May	Aug	Sept-May
			\$32	\$125	\$38	\$150
<input type="checkbox"/>	AM Class: M, W & F	8:30 - 11:30	Aug	Sept-May	Aug	Sept-May
			\$37	\$145	\$43	\$170

<b>Kindergarten Readiness (4 - 6 year olds)</b>						
	Class	Times	YMCA Mbr Fee		Fee	
<input type="checkbox"/>	AM Class: M, T, W & Th	8:30 - 11:30	Aug	Sept-May	Aug	Sept-May
			\$42	\$165	\$48	\$190
<input type="checkbox"/>	PM Class: M, T, W & Th	12:45 - 3:45	Aug	Sept-May	Aug	Sept-May
			\$42	\$165	\$48	\$190

#### Registration Fee

#### Transportation Fee

One Child - \$40  Family (more than one child) - \$50

\$40.00 per month

#### Signature

**Responsible party name (please print)** \_\_\_\_\_

**Responsible party signature** \_\_\_\_\_ required **Date** \_\_\_\_\_

Director's Initl. \_\_\_\_\_ Scholarship % \_\_\_\_\_

Start Date: \_\_\_\_\_ Charge a Registration fee:  Yes or  No

Paid \$ \_\_\_\_\_ CK # \_\_\_\_\_ First month prorated tuition: \$ \_\_\_\_\_

Child's name: \_\_\_\_\_

### Parent informed consent agreement

1. I give permission for my child to participate in activities, field trips, and swimming.
2. I give permission for my child to be given CPR and First Aid treatment by qualified YMCA staff as necessary until emergency personnel arrives. In the event hospitalization is required, I give consent for my child to be taken to a hospital and to be treated by a qualified physician. I agree to assume financial responsibility for such treatment.
3. I give permission for my child to be transported by the YMCA van or by emergency vehicle.
4. I give permission for my child's photograph to be printed in promotional materials for the YMCA.
5. I've read the Parent Handbook and agree to abide by all rules and regulations stated. All information is correct and current.
6. I understand that registration is not complete unless the registration fee and the first payment accompanies this form.
7. I will apply 30 SPF sunscreen to my child before school.
8. I understand that it is YMCA policy to not have relationship with staff outside of the YMCA. I agree not to approach staff to baby-sit my child.

Parent Signature \_\_\_\_\_ required Date \_\_\_\_\_

### Required Medical Information

Is your child currently taking any prescription medication? If so, what? \_\_\_\_\_

Does your child have any physical limitations, classifications, or special needs we should be aware of? \_\_\_\_\_

Does your child have any allergies or chronic medical problems? If so, what? \_\_\_\_\_

Does your child have any behavior difficulties that the staff should be aware of? \_\_\_\_\_

Are there any activities you do not wish your child to participate in? \_\_\_\_\_

**Doctor:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Hospital of choice:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Dentist of choice:** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

I attest that my child, \_\_\_\_\_, is in good physical health and all immunizations are up to date.

**A copy of my child's immunization records is attached.**

Parent Signature \_\_\_\_\_ required Date \_\_\_\_\_

### Restricted Pick-Up

**These persons are restricted from signing my child out due to court issued restraining order.**

*(Copy must be included in child's folder.)*

Name \_\_\_\_\_ Name \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_ Date \_\_\_\_\_

### Authorized Pick-Up

The following people (must be 18 years or older) have my permission to sign my child out of the YMCA Full Day Preschool and may also be contacted in case of an emergency. Parents will *always* be called first in an emergency.

**EPU = Emergency contact/pick up. SOA = Authorized to sign out at any time**

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  EPU  SOA  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  EPU  SOA  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Child \_\_\_\_\_  EPU  SOA  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_