



PRESCHOOL PARENT HANDBOOK



CHILDCARE

Learning Happens Here



Welcome!

We are so happy that your child is part of our Preschool Family at the Kankakee Area YMCA. We are a mission-driven organization committed to putting Christian principles into practice through programs that build a healthy spirit, mind and body.

The PNC Grow Up Great Preschool program is staffed with compassionate and competent individuals who are committed to helping children reach their full potential. Your child's preschool days will be filled with fun and exciting adventures and wonderful learning opportunities that will help him grow mentally, physically and spiritually. Our preschool program provides a loving and positive environment that will help develop the YMCA core values of caring, honesty, respect and responsibility in your child's life.

This handbook provides information about the PNC Grow Up Great Preschool Program and will help you understand the high quality program that your child will enjoy in the days ahead.

We look forward to getting to know you and your child better as we grow together this year.

Once again, welcome to our PNC Grow Up Great Preschool program!

Paula Birr
Preschool Teacher

Kankakee Area YMCA
PNC Grow Up Great Preschool
1075 N. Kennedy
Kankakee IL 60901
(815) 933-1741 ext. 230

Our Mission

The PNC Grow Up Great Preschool program is committed to the healthy development of your child through a “child centered” environment that provides for individual attention and encouragement as well as group participation. Our goal is to provide a safe, secure and caring place in which your child can make friends, learn new skills, develop self-esteem and have fun. The YMCA’s mission is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all.

Our Promise

The PNC Grow Up Great Preschool program provides your child with high-quality, age-appropriate activities and enjoyable experiences. Personal attention, rich sensory experiences and a generous supply of giggles will be a big part of his or her day. Your child will learn the importance of making good choices, taking turns, developing language skills and working in a group. Your child will also play games, act out stories, learn sign language and use her imagination. Your child will be making friends, building relationships, staying active and doing things that will help him or her reach their potential.

Our Philosophy and Objectives

The PNC Grow Up Great Preschool program is designed to help children ages 3-5 years old develop to their fullest potential, strengthen the family unit, and provide a safe, fun and supportive environment. Our program provides creative, appealing learning experiences for your child through stimulating and challenging recreational and educational activities. It provides an atmosphere where your child can have spontaneous play and interaction with his or her peers, where they can make discoveries, explore and solve problems as well as develop social skills. Our hands-on, focused learning emphasizes individual growth, self-esteem and will meet the learning needs of your child.

Declaration of Inclusion

All programs of the Kankakee Area YMCA are offered to everyone within age parameters, regardless of race, gender, religion, national origin, ability, or financial ability to pay.

Our Staff

The priority of our teachers and aides is the safety and well-being of each child in the program. The PNC Grow Up Great Preschool teachers and aides have early childhood education and experience as well as a commitment to working with children. A direct staff to child ratio of no greater than 1 per 10 children will be maintained.

PROGRAM CONTENT

Curriculum

The PNC Grow Up Great Preschool program incorporates the High Scope Curriculum to plan appropriate learning activities and takes into account your child's individual needs, interests and developmental levels in all areas. Our curriculum also includes preschool age-appropriate activities, with necessary materials for your child to learn essential kindergarten readiness skills and concepts in preparation for his or her next level of education.

Goals of the Curriculum:

Language of Literacy

- Focuses on building comprehension skills, phonological awareness, increased language and vocabulary
- Allows for an early exposure to Spanish language
- Incorporates sign language in daily songs and activities
- Develops and reinforces learning through educational activities in our computer center
- Develops and improves the child's ability to communicate in all aspects of language: listening, writing, speaking, and reading
- Daily exposure to a variety of books, songs, and reading materials

Math

- Recognizes numbers and quantitative concepts, addition, subtraction
- Shape recognition
- Counting, sequencing, sorting and patterning
- Uses calendars, puzzles and manipulatives are incorporated into daily routines

Science and Nature

- Hands on experiments and encounters with nature and different elements
- Weekly science experiments

Music and Movement

- Uses music and songs while learning throughout the day
- Explores music through instruments, clapping and body movements
- Moves during weekly yoga and interactive dance songs between activities

Circle Time

- Talks and shares with all the children gathered together as a large group
- Sings hello songs, talking about the calendar and weather



- Learns new songs and fingerplays
- Discusses the different core values

Faith

- Daily Bible scripture stories, weekly scriptures and related songs invites your child to learn about God and His love for us
- Prayers are given before snacks and meals
- The Pledge of Allegiances is recited every day

Social/Emotional Development

- Builds confidence in self and environment
- Increases observational skills
- Stimulates curiosity for exploration and discovery of their environment
- Learns to take turns, negotiate, and compromise
- to cooperate in both large and small groups
- Engages in dramatic play
- Develops a good self-image, a wholesome attitude toward his/her body, and a good start toward reaching his/her potential



Exercise:

The YMCA Preschool Program values the importance of exercise. Your child will participate in daily exercise opportunities. The following is the schedule for these Gross Motor Activities:

Daily - Yoga / Kids Fit Zone

Monday – Aerobics Studio/Outside - various games / exercises

Wednesday - Swim Lessons

Friday - Gym - P.E. with Ms. Laura

Swimming Lessons:

Weekly YMCA swimming lessons are included for no additional fee. Children will be grouped based on ability. Advanced swimmers will be placed in classes in the Large Pool. Classes for beginner swimmers will be held in the Swan Pool. YMCA swimming instructors will introduce water safety, swimming skills, water sports and games, and character values during the lessons. Participants will be required to provide their own swimsuits and towels on each swimming day. We ask that you send your child with their swimsuits and towels in a plastic bag.

Outside Time:

All children will go outside weather permitting. Those attending the program will be expected to follow the planned schedule. If there are extreme circumstances your child cannot go outside, please discuss with the teachers. If weather is not permitting we will be doing activities inside in the aerobics studio.

Yoga:

Daily yoga develops children physically & mentally. Yoga is not just a fun activity; it

also helps children stay physically & mentally active. Yoga increases a child's self esteem & self confidence. We do a variety of poses each week based off our theme/season.

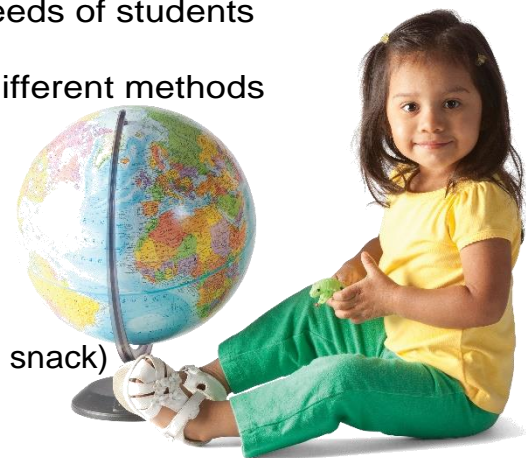
P.E ./Gym:

Weekly PE is held in the basketball gym with Ms. Laura. A variety of games are played to increase teamwork & class participation.

****It is important that students arrive to school on time. Students arriving too late is a distraction to other students and decreases the amount of learning and participation the student is able to perform. Please try to arrive within 15 minutes of the start of school.**

HALF DAY SCHEDULE **Subject to change based on the needs of students

8:00-8:30am	Greeting and morning enrichment work in different methods
8:30 -9:00am	Free Group Play
9:05-9:30am	Circle Time/Morning Meeting/Show & Tell
9:30-9:45am	Themed Story Time
9:45- 10:10am	Bathroom Break/Yoga/Kids Fit Zone
10:10-10:30am	Snack Time / Silent Reading (when done with snack)
10:30-11:15am	Small group work time and centers
11:15-12:00pm	Exercise (swimming, PE, Outside, etc)
12:00pm	Dismissal



While all preschool children follow the same basic schedule, modifications to the curriculum, length of activity and method of instruction are made to accommodate the individual needs of the children and their different ages.

ENROLLMENT/PAYMENT POLICY

Participation Requirements:

The PNC Grow Up Great Preschool Program serves children ages 3-5 years of age. Children must be 3 by the start of the preschool year. Children must be fully potty trained upon registration.

Program Enrollment Options:

Option	Weekly Rate	Hours	Age
Part Time M W F	\$48	8:00a-12:00p	3-5

A 10% discount will be given for one additional sibling.

Preschool will not be held on the following days:

An official schedule will be released during the first week of school.

Labor Day: Sept. 2nd

Columbus Day: Oct. 14th

Veterans Day: Nov. 11th

Thanksgiving: Nov. 27th - 29th

Christmas Break: Dec. 23rd - Jan. 6th (return
Jan. 8th)

Martin Luther King Jr.: Jan. 20th

Presidents Day: Feb. 17th Casmir

Pulaski Day: Mar. 2nd

Spring Break: Mar. 23rd - Mar. 27th

Easter Break: Apr. 10th - Apr. 13th

Registration Fee:

A registration fee of \$50 (per family) is due at the time of registration. Registration fees are **non-refundable**. If you remove your child for any reason from the Grow Up Great Preschool, a new registration fee will be required upon re-enrollment.

Payment Policy:

Payment for the PNC Grow Up Great Preschool program is by weekly Automatic draft. You may select from the following payment methods: checking account, credit card, debit card or savings account. The automatic draft occurs on the Friday before the week of service. If the automatic draft is returned for any reason, a service fee of \$25.00 will be charged and the weekly fee will be presented again for payment if possible. If weekly fees remain unpaid without arrangements for payment a child will be withdrawn from the preschool program.

Weekly fees are due each week throughout the year regardless of your child's attendance. There are no deductions or prorating of the weekly fee due to child's absenteeism.

If you are having difficulty paying tuition please contact the Business Office for help. State funding may be available through Child Care Resource and Referral (CCR&R). Parents are responsible for submitting appropriate forms to CCR&R. YMCA financial assistance is only available to those who provide written proof of denial from CCR&R. Parents/Guardians are responsible for bringing in approved CCR&R documents upon registration. Payment in full of weekly fees is expected until proof of acceptance is received from CCRR.

Contract Agreement:

A 10 business day written notice is required if you decide to discontinue care and to stop a draft payment. If you remove your child for any reason from the PNC Grow Up Great Preschool, a new registration fee will be required upon re-enrollment.

Licensing Regulations:

In cooperation with the Department of Children and Family Services, the PNC Grow Up Great Preschool offers a state licensed child care program. We are inspected periodically to assure that we are abiding by safety and sanitation guidelines. Specific regulations are located in the Summary of Licensing Standards packet.

The following document(s) are required upon registration:

- Enrollment Form and Agreement (signed and completed)
- Signed acknowledgement of Parent Handbook
- Liability waiver (signed and dated)
- Consent form (signed and dated)
- EFT authorization form (completed, signed and dated)
- Summary of Licensing Standards for Day Care Centers (signed and dated)
- Copy of child's state issued official birth certificate (with stamped official seal)
- A copy of the child's medical report (dated less than 6 months prior to the date of enrollment)
- Medical report shall indicate, but not be limited to the following:
 - o Child has received all immunizations required by the Illinois Department of Public Health
 - o TB test if determined necessary by the examining physician or exception for TB test must be indicated by the examining physician on the medical report
 - o Screening for hearing and vision
 - o Initial examination shall show that children up to age 6 years have been screened for lead poisoning or that a lead risk assessment has been completed.
 - o Must be signed by an authorized medical physician

Discharge Policy:

Any child who, after attempts have been made to meet the child's individual needs, demonstrates inability to benefit from the type of care offered by the facility, or whose presence is detrimental to the group, shall be discharged from the facility. In all instances, when program leadership determines that termination of the child's enrollment is necessary, the child's and parents' needs shall be considered through planning with the parents and can include referrals to other facilities.

YOUR CHILD'S DAILY ARRIVAL AND DEPARTURE

Drop-Off and Pick-Up:

Parents or guardians may enter the YMCA at the main entrance. Parents must then go to the preschool classroom to sign children in and out each day. If a child needs to be picked up by someone other than a parent, they must be listed on the child's alternate emergency contact list. The child's teacher should be notified of this prior to pick-up time. For the safety of your child, anyone picking up your child should have a picture ID at all times when picking up.

Late Pick-Up/Tardiness:

A late fee will be charged if your child is not picked up by 12:00pm. The fee is \$5 for the first five minutes after 12:05pm, and \$10 for each additional five minute increments. The late fee serves as a means to cover the staff expenses associated with late pick-up and will be automatically charged through an EFT draft.

In the event that you or someone else fails to pick up your child, the following will happen:

- At closing: parents and/or guardians will be called/messed.
- 15 minutes past closing: emergency contacts will be called.
- 30 minutes past closing: a Director will be notified to determine the appropriate next steps, which may include calling police and/or social services.

It is important that students arrive to school on time. Students arriving too late is a distraction to other students and decreases the amount of learning and participation the student is able to perform. Please try to arrive within 15 minutes of the start of school.

Inclement Weather Policy:

The PNC Grow up Great Preschool will make every effort to provide service in the event of inclement weather. We will contact all parents (via phone, group text and/or classroom Facebook page) as soon as we determine whether school will be in session. We follow Kankakee School District 111 in their school closures for inclement weather. Tuition fees are not refunded for acts of God causing school to be cancelled.

Absentee Policy:

It is not required that we be notified if your child is going to miss a day of school, but it is appreciated and helpful to know. Should your child be absent from the program, notify the teacher via text or the classroom Facebook page.

ILLNESS AND MEDICAL EMERGENCIES

Illness Policy:

If your child becomes ill while at school and cannot participate in the program, he/she will be allowed to rest and you will be notified at the contact numbers you have provided. Children who have a fever or any contagious illness or condition will not be allowed to remain in school that day. An ill child must be picked up within 30 minutes of initial notification.

The following are examples of symptoms that might indicate the need for your child to stay home from school or be sent home from school:

- Fever of 100 degrees or higher (fever free without medication for 24 hrs to return)
- Vomiting (return after 24 hours symptom free)
- Diarrhea (return after 24 hours symptom free)
- Rash that may be contracted by other children (doctor's note will be required to return)
- Eye discharge or pink eye (doctor's note will be required to return)
- Lice or nits (doctor's note will be required to return)
- Ringworm (doctor's note will be required to return)
- Any other contagious illness

Emergency Treatment Policy for Severe Illness or Injury:

Should your child become severely ill or suffer a serious injury staff will call 911 for emergency medical assistance to assure the safety of your child. You will be notified at your contact numbers and emergency contacts will also be called in the event you cannot be reached immediately.

If for personal or religious reasons you prefer your child be treated by a certified practitioner please supply contact information for your preferred practitioner on your child's enrollment form. In the event of a medical emergency we will make every effort to obtain the services of the certified practitioner you specify.

Medication Policy:

If medication must be administered to your child please do the following:

- Both prescription and non-prescription medication shall be accepted only in its original container.
- Prescription medications shall be labeled with the full pharmacy label.
- Over-the-counter (non-prescription) medication shall be clearly labeled with the child's first and last name. The container shall be in such condition that the name of the medication and the directions for use are clearly readable.
- Medication shall be administered in a manner that protects the safety of the child.
- Only one specified preschool staff person shall be designated to administer and properly document the dispensation of the medication each day.
- Prescription medication shall be administered as required by a physician, subject to the receipt of appropriate releases from parents which shall be on file and regularly updated. Prescription medication shall be used only for the child named on the label.
- Over-the-counter medications may be dispensed in accordance with manufacturer's instructions when provided by the parent with written permission.
- The preschool shall maintain a record of the dates, times administered, dosages, prescription number (if applicable), and the name of the person administering the medication.
- Medications shall be safely stored at the PNC Grow Up Great Preschool:
 - o Medication containers shall have child-protection caps whenever possible.
 - o All medication, whether refrigerated or unrefrigerated, shall be kept in locked cabinets or other containers that are inaccessible to children and that are designated and used only for this purpose.
 - o Medications shall be kept in a well-lighted area.
 - o Medications shall be kept out of the reach of children.
 - o Medication shall not be kept in rooms where food is prepared or stored, unless refrigerated in a separate locked container.
- Medication shall not be used beyond the date of expiration.
- When a child no longer needs to receive medication, the unused portion or empty bottle shall be returned to the parent.
- Any topical products, such as sunscreen or insect repellent, whether supplied

by the parent or by the preschool, shall be approved by the parent in writing prior to use on the child.

- Parents must complete and return to the YMCA staff the "Permission to Administer Medication" form prior to treatment. If medicine is to be given on a regular basis you must still complete this form weekly.

BEHAVIOR AND DISCIPLINE POLICY

The overall philosophy of the program is to help children develop to their fullest potential. Limits and consequences shall be clear and understandable to children, consistently enforced and explained to the child before and as part of any disciplinary action. Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences. Removal from the group (time out) shall not exceed one minute per year of age. Our preschool staff will use positive reinforcement and redirection to promote desirable behavior. Children shall have a reasonable opportunity to resolve their own conflicts.

The following behaviors are prohibited in the PNC Grow Up Great Preschool:

- Corporal punishment, including hitting, spanking, swatting, shaking, pinching or other measures intended to induce physical pain or fear.
- Threatened or actual withdrawal of food, rest or use of the bathroom.
- Abusive or profane language.
- Any form of public or private humiliation, including threats of physical punishment.
- Any form of emotional abuse, including shaming, rejecting, or isolating a child.
- Any form of physical aggression (Biting, Hitting) toward a teacher or child would be grounds for removal of program.

At times, discipline procedures may become necessary. Effective discipline helps a child learn how to manage behavior. The role of the parent is important in helping a child manage his or her behavior.

The following steps will be taken to help each child achieve their best potential.

1. On the first occurrence of undesirable behavior which affects the child, other children or staff in terms of safety or restricted opportunities to participate in preschool: parents will receive written and verbal notification.
2. On the second occurrence of a similar undesirable behavior: parents will need to meet with the preschool teacher and/or preschool director to discuss the behavior. A plan for modifying the behavior will be agreed upon by preschool staff and parents during this meeting and will be implemented when the child returns to the preschool. Parents will receive daily written and verbal reports on the child's behavior and progress using the behavior plan.
3. On the third occurrence of the same behavior after instituting the agreed upon behavior modification plan: parents will meet with the preschool teacher and director to discuss the behavior and dismissal from the preschool program. The PNC Grow Up Great Preschool will make every effort to work with parents

and children to modify behavior. When any behavior which interferes with the safety and participation in the activities of any other children or staff continues to occur the child shall be dismissed from the preschool. Preschool staff shall work with the parents to identify possible placement in another preschool setting.

GENERAL INFORMATION

Communication:

Your child will be assigned a mailbox and cubby. Monthly newsletters, program updates, and any special activity information will be distributed as needed. Daily schedules, snack schedules, updates & information will be posted on the bulletin board outside the classrooms. We utilize a classroom communication app that will be given out on the first day of school. We also maintain a private classroom Facebook group that you and authorized pickup people will be added to for additional communication.

Fire Drills/Evacuation Procedures:

Tornado and fire drills will be conducted once a month. Staff will follow the Kankakee Area YMCA emergency procedures. During a tornado all staff and children will remain in the preschool area as it has no windows and is in the basement of the facility.

Personal Belongings:

Any items brought from home need to be clearly marked with your child's name. Due to possible loss or breakage, please do not let items of value be brought to school. The PNC Grow Up Great Preschool is not responsible for lost or broken belongings.

Clothing:

Children should wear comfortable, easy to wash clothing. Clothes should be easy to pull up and down, free from belt or difficult buttons/snaps etc that the child cannot manage alone. Gym or play shoes are strongly encouraged. Jewelry is strongly discouraged. An extra outfit will be need to be kept at school in case of an accident. Include a shirt, pants, underwear and socks in a plastic ziploc bag and label with child's name. Please dress your child appropriately for the weather and outdoor excursions. All articles of clothing should be labeled with your child's name. Our classroom temperature can fluctuate drastically. We encourage you to leave a zip up sweatshirt at school at all times and dress your child in layers when possible.

Insurance:

The Kankakee Area YMCA does not carry liability insurance on participants. That is the responsibility of each parent.

Transportation/Off Site Excursions:

The Kankakee Area YMCA does not own or provide transportation for offsite excursions or field trips. All transportation is provided by parents/guardians or is outsourced by a commercial vendor operating under the jurisdiction of the Illinois Commerce Commission. Details will be provided prior to field trips.

Snack Policy:

Snacks in preschool are provided by both the YMCA and by the preschool parents. A snack calendar will be organized with snack assignment dates. You can expect to provide snack up to 10 days during the school year, depending on the class size. One of those times will be a birthday (or ½ birthday) celebration for your child. If you are unable to provide snacks on your assigned date, please notify the teacher. Purchased items must come in unopened containers or packages. To keep children with allergies safe, we ask for a list of ingredients, either in the form of the package label or recipe. There is a list of suggested / favorite snacks available on the bulletin board.

Class Parties:

We will have class / holiday parties throughout the year. A tentative list of parties & dates will be handed out at the beginning of the year. As the party dates approach, opportunities for parent helpers & donations will be available.

School Supplies:

You will receive a school supply list when you register your child for school. There is a required supply list and a donation/wish list. These items can be brought during the first week of school.

Privacy Policy:

You and your family's privacy is important to us. We will not release any personal information about you or your child except as required by law. As the PNC Grow Up Great Preschool is a state licensed child care center, your child's records may be reviewed and/or photocopied by representatives of the Illinois Department of Children and Family Services.

COMMONLY ASKED QUESTIONS***What does the staff need to know about my child?***

Please make sure to fully complete and return the preschool enrollment form and information sheet included in this packet. Helpful information includes: allergies, attention disorders, learning disabilities, asthma, difficulty relating to peers, extreme shyness, and medications. Nicknames are also helpful.

What if my child gets hurt?

All staff members are trained and certified in First Aid, CPR, AED, and Child Abuse Recognition and Prevention. In the case of injury, the parent is responsible for providing primary accident insurance for the child. An emergency contact person and phone number other than the parents' home or work number must be included on the child's information forms. Should an emergency arise, every effort will be made to reach you or the contact persons listed on your information sheets. If no one can be reached, we will take the necessary actions for the health of your child. Should there be any changes in the emergency contact phone numbers, please notify us immediately.

What is expected of children and their parents?

- Support and responsibility in addressing your child’s behavior
- Input and assistance through the completion of written evaluations
- Awareness of and cooperation with the policies of the program
- Participation in class projects, homework, etc.

What can I as a parent expect from the YMCA?

- Caring, enthusiastic, and trained staff
- Open communication with the YMCA staff
- Planned program curriculum
- Opportunity for parent feedback



When are written communications required?

Parents should provide communication to staff if:

- The child is leaving early that day
- There is a change to the list of authorized persons allowed to pick up your child
- The child will be absent the following day
- The child needs medication
- The child has special needs on that day

Would my child be allowed to bring an activity from home to share with friends?

- During the year we will have "show & tell" opportunities for children to bring items in to share with friends.
- Each student will have the opportunity to be the “Critter of the Week”. During this special week, children will be allowed to bring certain things from home to share with their friends.
- Please beware that your child must take full responsibility of his/her belongings. The Kankakee Area YMCA will not be responsible for any lost or damaged item

Who would I contact for questions or concerns?

Paula Birr	Preschool Teacher	815 933 1741 ext. 230
Elayne James	Program Specialist (Accounts & Billing)	815 933 1741 ext. 215
Joseph Russell	Director	815 933 1741 ext. 233

Parent Handbook Acknowledgment

I have received a copy of the PNC Grow Up Great Preschool Program Parent Handbook. I have read and hereby agree to the policies and procedures outlined in the handbook.

Child's Name

Parent/Guardian Signature

Date





FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

