



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# NURTURING YOUTH DEVELOPMENT

## Preschool Program

## PLANO FAMILY YMCA

## Preschool Parent Handbook 2023-2024

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Dear Preschool Parents,

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

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

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

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



## Dallas YMCA Mission Statement and Goals:

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

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

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

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

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

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

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

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

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

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

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

We also offer the following:

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



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## Our Vision:

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

## A Teacher's Role:

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

## A Parent's Role:

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

## A Note on Separation Anxiety:

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

## Philosophy on Play:

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

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

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

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

## Program Goals:

- To develop self-esteem through activities that are meaningful to each child
- To provide opportunities for exploration and discovery
- To promote socialization skills such as communication, cooperation and respecting the rights of others
- To foster relationships with the children's families, actively involving them in the process of their children's learning experience.
- For children to grow in independence
- To learn to get along with others
- To develop self-control
- For children to learn anti-bias human roles
- For children to begin to understand their own bodies
- To learn and practice large and small motor skills
- To begin to understand and control the physical world
- To learn new words and understand others
- Develop a positive feeling about their relationship to the world
- To begin to utilize technology

### Preschool Class Curriculum Goals:

- Phonetic/Letter Recognition
- Recognize 1 to 3 words from Dolch Wordwall
- Identify 8 basic shapes
- Identify Numbers 1-10
- Chart Counting Numbers 1-50
- Identify 10 Basic Colors from the Color Wheel

### Prekindergarten Class Curriculum Goals:

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

### 2023-2024 Curriculum Highlights:

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

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



## 2023-2024 Preschool Curriculum Calendar:

### September:

Important Dates: Mon. 09/04- Labor Day, **NO SCHOOL**

Theme: All About Me and My School

Color: Red

Pre-K Literacy: Letters A-G

Pre-K Math: Numbers 1-20

Character Value: School Expectations

Shape: Circle

3 & 4 Class Literacy: Letters A-C

3 & 4 Class Math: Chart Counting 1-10

### October:

Important Dates: Mon. 10/09- Columbus Day, **NO SCHOOL**

Tue. 10/31- Halloween Party

Theme: Fall Harvest

Color: Orange

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

Pre-K Math: Numbers 21-44

Character Value: Caring- Y Core Value

Shape: Triangle

3 & 4 Class Literacy: Letters D-F

3 & 4 Class Math: Chart Counting 11-20

### November:

Important Dates: Fri. 11/17- Thanksgiving Party

Mon. 11/20-11/24- Thanksgiving Holiday, **NO SCHOOL**

Theme: Transportation

Color: Brown

Pre-K Literacy: Letters O-T & vocabulary

Pre-K Math: Numbers 45-70

Character Value: Honesty- Y Core Value

Shape: Square

3 & 4 Class Literacy: Letters G-I

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

### December:

Important Dates: Fri. 12/22- Winter Party

Mon. 12/25- Jan. 1/05- Winter Holiday, **NO SCHOOL**

Theme: Traditions Around The World

Color: Yellow

Pre-K Literacy: Letters U-Z & vocabulary

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

Character Value: Respect- Y Core Value

Shape: Star

3 & 4 Class Literacy: Letters J-L

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

### January:

Important Dates: Mon. 01/15- MLK Jr. Holiday, **NO SCHOOL**

Theme: Winter Animals

Color: Black & White

Pre-K Literacy: Review of Letters & vocabulary

Pre-K Math: Shape Review & Spatial Relations

Character Value: Responsibility- Y Core Value

Shape: Rectangle

3 & 4 Class Literacy: Letters M-O

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

### February:

Important Dates: Wed. 02/14-Valentine's Day Celebration

Mon. 02/19- President's Day, **NO SCHOOL**

Theme: My Body

Color: Pink

Pre-K Literacy: Emergent Reading- Vowels & Sight Words

Pre-K Math: Patterns & Fine Motor Skills

Character Value: Fairness- 6 Pillars of Character Counts

Shape: Heart

3 & 4 Class Literacy: Letters P-R & Review A- B

3 & 4 Class Math: Chart Counting 41-50 & Mastering Graphs



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## 2023-20234 Preschool Curriculum Calendar (Cont.):

### March:

Important Dates: Mon. 03/11-03/15-Spring Break, **NO SCHOOL**  
Fri. 03/29 – Good Friday, **NO SCHOOL**

Theme: Spring  
Color: Green

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

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

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

### April:

Important Dates: Mon. 04/01- Easter Monday, **NO SCHOOL**  
Theme: Earth  
Color: Purple

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

Character Value: Patience  
Shape: Oval

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

### May:

Important Dates: Mon 05/06-05/10- Teacher Appreciation  
Fri. 05/10- Muffins for Mom  
Mon. 05/27- Memorial Day Holiday, **NO SCHOOL**  
Fri. 05/31- Graduation

Theme: Growing Up  
Color: Blue

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

Character Value: Passion  
Shape: Review

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

### June:

Important Dates: Fri. 06/14, Donuts with Dads & Moms

Theme: Preschool Summer Camp  
Color: Rainbow Review

Character Value: Purpose  
Shape: Review

### July:

Important Dates: Thu. 07/04- Independence Day, **NO SCHOOL**  
Theme: Preschool Summer Camp  
Color: Review

Character Value: Friendship & Family  
Shape: Review

### August:

Important Dates: 08/23- Last Day of 2023-2024 School Year  
08/26-08/30-Teacher In Service Days, **NO SCHOOL**

Theme: Preschool Summer Camp  
Color: Review

Character Value: Self-Worth  
Shape: Review







# NURTURING YOUTH DEVELOPMENT

## Preschool Program

### PREKINDERGARTEN CLASS DAILY SCHEDULE

#### Monday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:30 PE
- 10:30- 11:15 Lesson Time
- 11:15-12:00 Outside Time
- 12:00-12:30 Lunch
- 12:30-12:45 Clean Up
- 12:45-1:15 Outside Time
- 1:15-1:30 Bathroom
- 1:30-2:00 Nap/ Pick Up

#### Tuesday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-11:15 Lesson Time
- 11:15-12:00 Outside Time
- 12:00-12:30 Lunch
- 12:30-12:45 Clean Up
- 12:45-1:00 Outside Time
- 1:00- 1:30 Sign Language
- 1:15-1:30 Bathroom
- 1:30-2:00 Nap/ Pick Up

#### Wednesday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:45 Lesson Time
- 10:45- 11:15 PE
- 11:15-12:00 Outside Time
- 12:00-12:30 Lunch
- 12:30-12:45 Clean Up
- 12:45-1:15 Outside Time
- 1:15-1:30 Bathroom
- 1:30-2:00 Nap/ Pick Up

#### Thursday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:30 Music
- 10:30-11:15 Lesson Time
- 11:15-12:00 Outside Time
- 12:00-12:30 Lunch
- 12:30-12:45 Clean Up
- 12:45-1:15 Outside Time
- 1:15-1:30 Bathroom
- 1:30- 2:00 Nap/ Pick Up

#### Friday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Circle Time
- 9:30-10:00 Snack
- 10:00-10:30 Teachers Choice
- 10:30-11:15 Lesson Time
- 11:15-12:00 Outside Time
- 12:00-12:30 Lunch
- 12:30-12:45 Clean Up
- 12:45-1:15 Outside Time
- 1:15-1:30 Bathroom
- 1:30-2:00 Nap/ Pick Up



# NURTURING YOUTH DEVELOPMENT

## Preschool Program

### TODDLER AND PRESCHOOL CLASS DAILY SCHEDULE

#### Monday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Snack
- 9:30-10:00 Circle Time
- 10:00-10:30 Lesson Time
- 10:30- 11:00 PE
- 11:00-11:30 Outside Time
- 11:30- 12:00 Lunch
- 12:00-12:30 Centers
- 12:30-1:15 Outside Time
- 1:15-1:30 Bathroom
- 1:30-2:00 Nap/ Pick Up

#### Tuesday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Snack
- 9:30-10:00 Circle Time
- 10:00-10:45 Lesson Time
- 10:45-11:15 Outside Time
- 11:15-11:30 Clean Up
- 11:30- 12:00 Lunch
- 12:00-12:30 Outside Time
- 12:30-1:00 Sign Language
- 1:15-1:30 Bathroom
- 1:30-2:00 Nap/ Pick Up

#### Wednesday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Snack
- 9:30-10:00 Circle Time
- 10:00-10:30 PE
- 10:30-10:45 Lesson Time
- 10:45-11:15 Outside Time
- 11:15-11:30 Clean Up
- 11:30- 12:00 Lunch
- 12:00-12:30 Centers
- 12:30-1:15 Outside Time
- 1:15-1:30 Bathroom
- 1:30-2:00 Nap/ Pick Up

#### Thursday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Snack
- 9:30-10:00 Circle Time
- 10:00-10:30 Music
- 10:30-10:45 Lesson Time
- 10:45-11:15 Outside Time
- 11:15-11:30 Clean Up
- 11:30-12:00 Lunch
- 12:00-12:30 Centers
- 12:30- 1:15 Outside Time
- 1:15- 1:30 Bathroom
- 1:30- 2:00 Nap/ Pick Up

#### Friday:

- 7:00-8:30 Drop-off/Table Activities
- 8:30-9:00 Centers
- 9:00-9:30 Snack
- 9:30-10:00 Circle Time
- 10:00-10:30 Lesson Time
- 10:30-11:00 Teachers Choice
- 11:00-11:15 Outside Time
- 11:15-11:30 Clean Up
- 11:30-12:00 Lunch
- 12:00-12:30 Centers
- 12:30- 1:15 Outside Time
- 1:15- 1:30 Bathroom
- 1:30- 2:00 Nap/ Pick Up

## Supplies:

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

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

\* Must be purchased from Plano Family YMCA

### COMMUNITY SUPPLY LIST

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



## Progress Reports:

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

## Reward System:

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

**Prekindergarten Class-** Each child will have a folder with a monthly calendar in which each child will receive a stamp/sticker on good days and a note from the teacher on rough days. The more stamps/stickers each child earns, the more chances they will win a trip to the treasure box.

**Toddler and Preschool Class-** Each student will have a placard with his/her name on it and will move to different colors depending on his/her day. If the child stays on green most of the week, they will be rewarded with a trip to the treasure box.

Green- Had a great day; none or one warning throughout the day.

Yellow- Had a good day; was given a couple of warnings and had to sit in reflection.

Red- Had an okay day; was given multiple warnings throughout the day, had to sit in reflection and behavior did not change.

## Lunch:

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

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

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

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

## YMCA Provided Snacks:

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



## Licensing Standards:

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

## Minimum Standards & Inspections and Registration

### Licensing Information

Standard 746.501 #21

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

### Minimum Standards & Inspections

Standard 746.501 #20

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

### Registration

Standard 746.501 #12

Enrollment is taken on a first come first served basis. Due to the length of our enrollment form, we are unable to accept phone or faxed registrations. Immunization record and hearing-vision records must be given to the front desk on or prior to start date. Failure to do so will result in a delayed start date. There is a **non-refundable** registration fee which covers the student for the remainder of the program year (September – August).

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

### Tuition

Standard 746.501 #12

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



## Licensing: Hours/ Days of Operation:

### Hours of Operation Standard 746.501 #1

The Plano Family YMCA is a year-round program. The program begins September 1, 2023 and ends August 23, 2024. Academic curriculum will occur from September through May, and summer camp curriculum will run for the months of June, July, and August. Our half day program hours of operation begin at 7:00am and end promptly at 2:00pm. Our full day option is available from 7:00 am until 6:00pm.

### Bad Weather Policy

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

### Days of Operation Standard 746.501 #1

**The Plano Family YMCA Preschool is closed and does not operate on the following holidays. Tuition will not be discounted, prorated or refunded due to school closures.**

Labor Day  
September 4, 2023

Spring Break  
March 11-15, 2024

Columbus Day  
October 9, 2023

Spring Holiday  
March 29 – April 1, 2024

Thanksgiving Holiday  
November 20-24, 2023

Memorial Day  
May 27, 2024

Winter Break  
Dec. 25, 2023-Jan. 5, 2024

Independence Day  
July 4, 2024

Martin Luther King Jr  
January 15, 2024

Teacher In-Service Days  
August 26-30, 2024

President Day  
February 19, 2024



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

### Sign-In

Standard 746.631

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

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

### Sign-Out / Release of Children

Standard 746.501 #2

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

### Unauthorized Pickup/ Codes

Standard 746.501 #2

In the event that an authorized person is unable to pick up your child, you **must** call the Plano Family YMCA and give them the name of the person who will be picking up your child.

That person must know your child and have a valid State issued ID to pick up your child. We will get a copy of the persons license/ID. This copy will remain on file. The parent will then be required to add the person to the child's pick-up list.

The last four digits of your social security number or a 4-digit code will be needed. This number will be used when you request someone to pick up your child that is not on your child's application. This code is decided and saved within the registration packet.

### Pick Up – Late Fees

All children are to be picked from preschool by 2:00pm. In the event that a child is picked up after 2:05pm, **a late fee of \$1.00 per minute per child** will be assessed and **must** be paid upon pick up. If your child is consistently picked up late (maximum of three times) it may result in a parent conference. Late fees also apply to the full day program. A late fee of \$1.00 per minute per child will be assessed after 6:05pm, \$2.00 per minute per child after 6:15pm, and \$5.00 per minute per child after 6:25pm.

### Safety Features

- After 10:00am, the doors to the preschool will be locked.
- Each parent or authorized pick-up will need to scan their membership card at the front desk to gain access to the preschool. If you or your authorized pick-up are not members, you will receive a card that you will need to scan.



## Licensing: Medication/Health Policy

### Medication Policy Standard 746.501 #4

Medication will be given to the children in our program only when a medication dosage cannot be adjusted to exclude hours when the child is in our care. In order for the Plano Family YMCA to administer medication, all medication must be in its original prescribed container (with child's name on it), prescription must be current and we must have a medical release form on file. Parents must inform staff of medication upon sign-in. **(Do not send medication in back pack)** Medication will be stored in a secure area and will be released at sign-out.

### Health Policy Standard 746.501 #9

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

### Hearing and Vision Standard 746.501 #11

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

### Illness Standard 746.501 #3

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

### Emergency & Parent Notification Standard 746.501 #5 & 6

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

### Vaccine-Preventable Disease Standard 746.501 #27

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





## Licensing: Meals, Outside Time, Attire, & Allergies

### Meals/Breastfeeding Standard 746.501 #8 & #24

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

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

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

### Attire

Students will be required to wear their polos Monday-Thursday, and can wear comfortable clothing appropriate for play (including messy activities) on Fridays. Failure to adhere to dress code will result in purchasing an extra shirt for that day. For safety, children should wear tennis shoes or other closed-toe shoes with a back strap.

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

We do ask that you keep a change of clothing in your child's cubby in a large enclosable bag with their name on each item, and that shorts or leggings be worn under skirts and dresses to ensure proper coverage during play.

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

### Allergies

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



## Licensing: Discipline Policy

### Discipline Policy Standard 746.501 #7

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

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

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

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

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

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

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



## Licensing: Parent Participation, Questions & Concerns

### Parent/Classroom Participation

Standard 746.501 #18/19

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

### Parent Questions & Concerns

Standard 746.501 #17

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

### Parent Community Resources

Standard 746.501 #25D&E

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

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

Collin County Advocacy Center: 972-663-6600

CASA of Collin County: 972-529-2272

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

Report online at: [www.txabusehotline.org](http://www.txabusehotline.org)

For reports of immediate danger call local law enforcement: 911

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

Report online at: [www.missingkids.com](http://www.missingkids.com)

National Parent Helpline: 1-855-4Aparent

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

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

YMCA Values Line: 888-475-8376

#### Internet Safety:

[www.netismartz.org](http://www.netismartz.org)

[www.ikeepSAFE.org](http://www.ikeepSAFE.org)

### Missing Child

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

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



## Other Preschool YMCA Policies:

### Potty Training

The Plano Family YMCA Preschool recognizes that the occasional accident will happen, however it is the policy of the Plano Preschool not to accept children who are not fully potty trained at the start of school unless in the 2yr old class. The Preschool has neither facilities nor the required licensing to handle diapers, pull-ups, or rubber pants. Please make sure that your child has an extra change of clothing in his/her backpack so that your child can be changed into dry clothes if needed. If your child is not potty trained, you will be asked to remove them from the program until fully trained.

### Toys

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

### Baby Sitting Policy

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

### Prorating

It is our policy that we will not prorate weekly tuition based on start and end day. All weeks are the same price, regardless of holidays or attendance.

### Refunds/Terminations

All fees and tuition payments made to the Plano Family YMCA Preschool are **non-refundable**. If you choose to leave school for any reason, you must give the Youth Development Director a 15 day drop notice from your draft day in writing. If a written notice is not given, you will be accountable for that full week of preschool. Thank you in advance for your cooperation.

### Vacation

To secure your spot in the preschool, weekly tuition must be paid while away. This will ensure that your child's spot is reserved. Failure to do so will result in filling the spot with a student on the waitlist.

### Shirts

All students will be required to purchase a minimum of (3) polos from the Youth Development Director, and must be worn Monday-Thursday. Children can wear comfortable clothing appropriate for their daily activities on Fridays.



## **New Requirements Regarding Gang-Free Zones For Child Care Centers**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This new statute requires that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

### **What is a gang-free zone?**

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

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

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

### **What is the purpose of gang-free zones?**

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

### **What does this mean for my day care center?**

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

### **When do I have to comply with the new requirements?**

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

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

Child Care Licensing/jr DFPS 8/31/2009



## Medication Form:

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

Please cut below and use the bottom portion.

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## Plano Family YMCA Preschool

### Medication Form

Name of Child \_\_\_\_\_ Date \_\_\_\_\_

Medicine \_\_\_\_\_

Dosage \_\_\_\_\_

Diagnosis \_\_\_\_\_

Parent's Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

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

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

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Emergency Preparedness Plan

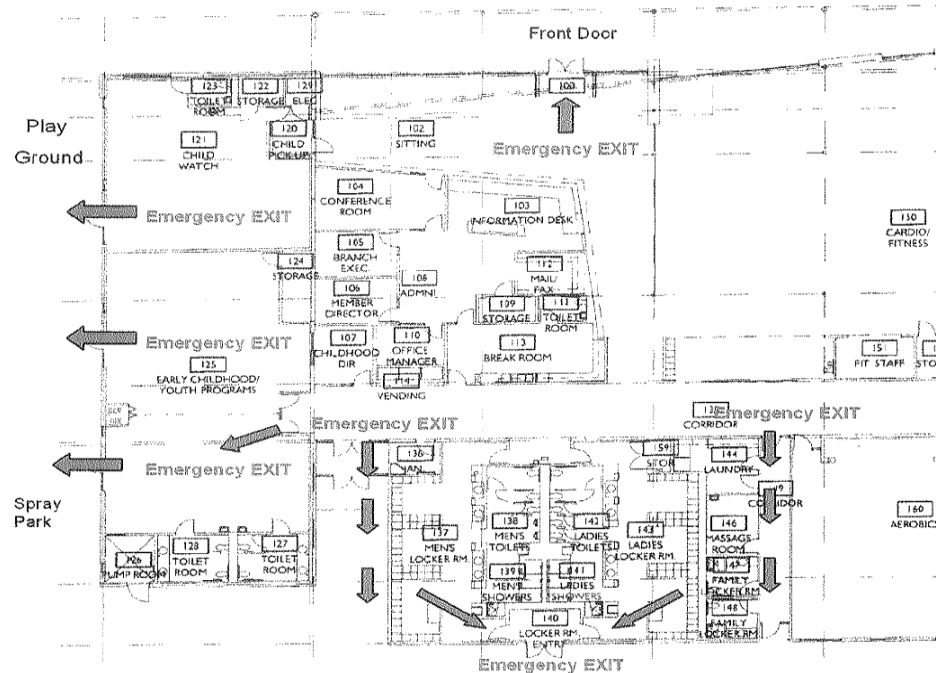
Standard 746.501 #23

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

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

### Tornado and/or Severe Weather

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



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

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

**Emergency Number:** Frisco Family YMCA 214.297.9622

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

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



## ATTENTION PARENTS:

You are entitled to see the following information.

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

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

### Department of Family and Protective Services

#### Child Care Licensing Division

Plano

550 E. 15th Street

Suite 120

Plano, Texas 75074

(469) 229-6900

(800) 582-6036

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