



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TOBY WELLS DEVELOPMENTAL PRESCHOOL PARENT HANDBOOK



www.missionvalley.ymca.org

According to the National Association for the Education of Young Children, developmentally appropriate practice provides children with opportunities to learn and practice newly acquired skills. It offers challenges just beyond the level of their present mastery, and it takes place "in the context of a community where children are safe and valued, where their physical needs are met, and where they feel psychologically secure."
(Bredekamp & Copple 1997, pp. 14-15)

**The Creative Curriculum for Preschool, fourth edition
Dodge, Colker, Heroman p. 1**

Licensing Number: 376700142

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**Lauren's Developmental Preschool
Pricing & Tuition
September 2013-August 2014**

Registration fee for enrollment on waitlist.....\$100.00

2's Classroom

Non-Potty Trained.....\$1,100/per month
Potty Trained..... \$1,050/per month

Includes:

- 3 Gymnastic Lessons a week
- AM and PM Snack
- Lunch
- Walking Fieldtrips
- Family Membership

3's Classroom

Non-Potty Trained.....\$1,100/per month
Potty Trained..... \$1,050/per month

Includes:

- 2 Gymnastic Lessons a week
- 2 Swim Lessons a week
- AM and PM Snack
- Lunch
- Walking Fieldtrips
- Family Membership

4's Classroom

Potty Trained.....\$1,050/per month

Includes:

- 2 Gymnastic Lessons a week
- 2 Swim Lessons a week
- AM and PM Snack
- Lunch
- Walking Fieldtrips
- Family Membership

WELCOME

Welcome to Toby Wells Developmental Preschool where we believe that a good preschool takes careful planning, skill, and knowledge. Early childcare education is a very specialized field. The first five years in your child's life are the most formative ones in his/her entire development. We hope that your family, and especially your children, can feel at home in our center. We assure you that our nurturing, friendly staff will make your time here an experience to remember.

Toby Wells Developmental Preschool offers an innovative program for children ages two to five years old of high caliber. The preschool is licensed by the State of California and offers quality care and the excellent standards of the YMCA. Particular attention is given to choosing a qualified, trained, and nurturing professional staff.

The preschool is operated on a non-discriminatory basis offering equal treatment and access to all children without regard to race, color, or religion.

PARENT ORIENTATION

All parents are encouraged to attend the Fall Parent Orientation Meeting. If you are unable to attend or have registered your child after the orientation, please carefully read your Parent Orientation Folder which will be supplied on your child's first day of school.

MISSION STATEMENT

Toby Wells Developmental Preschool is dedicated to improving the quality of human life and to helping all people realize their fullest potential as children of God through the development of the spirit, mind, and body.

CHARACTER DEVELOPMENT

Toby Wells Developmental Preschool participates in the Character Development program, which focuses on four core values: caring, honesty, respect and responsibility. Learning each of these values is vital to the growth and development of children. These values will be incorporated into various planned activities as well as using teachable moments that the children so often provide.

PHILOSOPHY

We believe children are strong, capable learners who learn best through social and environmental interactions. Our preschool staff provides opportunities for children that stimulate each child's physical, social, intellectual, and emotional development in our natural, home-like environment. Children are allowed to learn through play, both individually, and in small and large groups. The YMCA understands that each child is unique and has his or her own rate of development

Each preschool staff strives to facilitate development of a positive set of values each child will carry with them through life; relate to others in a way that is comfortable, respectful, and reflects appreciation for individual differences; and to develop positive self-image through a variety of experiences....all in a fun, supportive, and safe environment. We believe this approach is the most developmentally appropriate for children to grow, learn, and thrive. Programs are carefully designed to meet the developmental needs of particular age groups and the individual needs of each child participating in the program. There are frequent and positive opportunities for parents to be involved.

OUR CURRICULUM

Our approach to learning is based on the "Playing to Learn Curriculum," "Creative Curriculum," and "Emergent Curriculum." These approaches are based on the interests and curiosities which emerge from the children and teachers. Learning is a natural process occurring through self-directed experience, but optimized by a supportive environment as well as positive interaction with adults. The teachers facilitate these interests by mindfully setting up learning centers in their environment with materials and experiences where children can investigate and make discoveries, while expressing them through art, dramatic play, and social interactions. Our teachers use observation and documentation of the children to research interests, make learning visible for parents, and assess the development of our children.

OUR COMMITMENT

As a member of the YMCA of San Diego County Child Development Program Team, each YMCA staff member accepts the responsibility of ensuring the safety of every child, of respecting the values and diversity each family holds, of caring for each child with warmth and compassion, and always demonstrating honesty, caring, respect, and responsibility.

PURPOSE AND GOALS

Our purpose is to serve the needs of young children (ages 2 to 5 years) and their families within a safe, warm environment that helps children to develop emotionally, socially, physically, and cognitively.

THE PROGRAM

The program at our Preschool includes the following:

- Language Development
- Creative Experiences
- Dramatic Play
- Science/Discovery
- Literacy Experience
- Sensory Play
- Gross Motor Skills
- Fine Motor Skills
- Music/Movement

Additionally, the following activities are offered:

- Walking/In-house Field Trips
- School Pictures (extra fee)
- Special Parent-Child-Family Events
- Holiday Program
- End of the Year Pre-K Ceremony

The YMCA extra-curricular activities include the following, 2 times per week:

- Swimming lessons (3's and 4's classroom only)
- Gymnastic lessons (3's and 4's classroom only)
- Gymnastic lessons (3 times a week for 2's classroom)

OPERATING HOURS

Our Full Day Preschool Program at Toby Wells Developmental Preschool is a Year Round Program; September – August. Hours of operation are Monday – Friday from 6:30 AM–6:00 PM.

We close promptly at 6:00 PM. A \$1.00 late fee will be charged per child for each minute after the program ends at 6:00 PM. Payment for the late charge is required and will be drafted from either your checking or credit card account on file. Parents have the choice to pay their late fee at the front desk should they choose to. We reserve the right to terminate enrollment of any child for continual late pick ups.

Daily Schedules

Each Classroom’s daily schedule may vary.

An Example of a Daily Schedule

6:30 – 9:00	Small group experiences indoor/Table top activities Breakfast Club (6:30–7:30) Potty time
9:00 – 9:30	Morning Snack Potty time
9:30 – 11:30	Small group experiences Indoor & Outdoor Playground Potty time M/W/F Gymnastic lessons Group A 10:00-10:30 Group B 10:30-11:00
11:30 – 12:30	Lunch time Potty time
12:30 – 2:30	Nap time
2:30 – 4:00	Afternoon Snack Potty time Playground Small group experiences indoor & outdoor
4:00 – 6:00	Small group play experiences indoor

HOLIDAYS

The preschool is closed on the following days:

- Thursday and Friday before Labor Day (Staff Development Days)
- Labor Day
- Thanksgiving Holiday – Thursday & Friday (2 days)
- December 24th–December 31st
- New Year’s Day & January 2nd
- Dr. Martin Luther King, Jr. Day
- President’s Day (Staff Development Day)
- Memorial Day
- Independence Day

SWIM AND GYMNASTICS LESSONS

Swim and Gymnastic lessons are continuous throughout the year. However, during major transition periods, swim and gymnastics lessons are canceled.

Children under 4 years old must wear a swim pull-up even if they are potty trained. This is an aquatics policy.

No swim and/or gymnastic lessons during:

- Last week of August
- First 2 weeks of September
- The week of Thanksgiving
- Last 2 weeks of December
- Any Holiday

FINANCIAL POLICIES AND PROCEDURES

TUITION PROCESS

Tuition must be paid by ATS (Automatic Transfer System), which automatically withdraws the total tuition fee from your bank account on the 25th of each month, or is charged to your credit card on the 15th of each month. If any month of preschool tuition goes unpaid, your child's spot will not be reserved. **There is no reduction in tuition for vacations or absences.**

Tuition includes a Family Membership for the parents.

If at anytime you need to change your ATS account information, please pick up a new ATS form in the preschool office. All changes must be made 10 days before your draft date.

WITHDRAWAL OR TERMINATION

If at any time your child is to be withdrawn from the preschool, a **30 day notice is required** and the prorated tuition will be withdrawn from your account or credited to your account depending on the draft date. This allows for his/her spot to be filled promptly. **If a parent is withdrawing their child, they must fill out a "30 Day Preschool Cancellation Request" form and turn it into the Director 30 days prior to their child's last day of attendance.**

Toby Wells Developmental Preschool reserves the right to terminate enrollment of any child for continued late pick up, failure to pay tuition, or when it is determined that we can not meet the needs of the child.

WAITLIST REGISTRATION

Children enrolled in the preschool program must be first registered on our waitlist. Parents must fill out a "Reserve Your Spot Now" registration form and there is a one-time \$100.00 non-refundable fee to place your child on our waitlist. Siblings of children enrolled in our program will have priority but must be registered on our waitlist.

Once a child is placed on our waitlist, parents will receive updates throughout the year on the status of our waitlist.

FINANCIAL ASSISTANCE

Individuals using financial assistance are responsible for their tuition. If the tuition is paid by an agency that pays tuition the month after care was provided, the parent may be responsible for the current month.

ADDITIONAL POLICIES AND PROCEDURES

Parents are informed of changes in the school policies and procedures throughout the year. These may be sent as notices in the child's file folder, e-mails, posted on parent bulletin boards, doors, sign-in books and other appropriate places. In addition, they may be included in the monthly parent newsletters.

Parents are responsible for knowing about and following all school policies and procedures.

Each parent will receive one copy of the Parent Handbook upon enrollment. Parents may request an additional copy of the Parent Handbook from the Preschool Director.

OPERATIONAL POLICIES AND PROCEDURES

A SUCCESSFUL DAY AT PRESCHOOL

A successful day at preschool starts at home.

- Let your child get dressed in clothes meant for exploring, discovering, and playing.
- Allow your child to eat a healthy breakfast to start the day.
- Bring all items that will go in your child's cubby. Extra clothes LABELED in a zip lock bag, Sunscreen LABELED, a Fitted Crib Sheet, a SMALL pillow and blanket for rest time LABELED.
- **Due to severe allergies, absolutely NO PEANUTS, PEANUT BUTTER or PEANUT PRODUCTS are allowed in the Preschool. Additionally, any product that has been processed in a factory which also processes nuts is NOT permitted in the preschool.**
- Give your child a kiss and a hug goodbye.

PARKING

There are designated spots for Preschool Pick Up and Drop Off. We have two locations in our parking lot for preschool parents. There are 9 designated parking spots located near the front entrance of the building and 4 parking spots right behind our back patio for parent pick-up/drop-off. These parking spots are available to preschool Parents only between the hours of 6:30-9:00am and 4:00-6:00pm. If you plan to work out before picking up your child, please find an alternative parking spot.

CHILD CUBBY AND FILE

Each child is provided a cubby in their classroom. All belongings can be kept in their cubby, including a change of clothes. All belongings must be enclosed in a large zip lock bag. Food is not permitted to be stored in your child's cubby. Each child will also have a file in their classroom. Please check this file daily for your child's art work and information for parents.

SIGN IN AND OUT POLICY

It is required by the Department of Social Services Licensing Division (101229.1 (a) (1)) that parents clearly write their **FULL SIGNATURE** in and out on our attendance sheet. Please remember to write the time in and out along with your **FULL LEGAL SIGNATURE**. **Please do not allow your children to sign on the attendance sheets, as they are legal documents. Nobody under the age of 18 is allowed to sign your child in and out of the preschool.**

CHILD DROP OFF PROCEDURES

We encourage you to drop off your child for Preschool by 9 AM. Your child will receive a Health Check by the staff in his or her classroom. Please let a staff member know that you are leaving your child as well as anything out of the ordinary in your child's routine or behavior.

CHILD PICK UP PROCEDURES

You are welcome to pick up your child from the preschool at any time, although we ask if at all possible not to disrupt during your child's classroom rest time.

Upon arrival, if your child is not in their classroom, read the Daily Schedule and/or Wipe Board located in your child's classroom. This will indicate where your child's class is located; you will sign your child out for the day with your child's teacher. Before signing your child out for the day, please make sure the staff knows you are leaving with your child.

The safety and welfare of your children are of the utmost importance to us. Therefore we cannot allow any of our children to leave the preschool with a person who is not listed on his/her Emergency Card. If other arrangements are made, please fill out the Alternative Pick Up form. This form needs to be filled out by a child's parent and/ or guardian and turned into his/her teacher in advance. Additionally, only individuals with a valid I.D. will be allowed to pick up your child from the preschool.

DISCIPLINE POLICY

We are here to provide a safe environment and nurture your child while in our care. Our policies are based on safety for the children and the teachers. Every situation is different and the teachers are encouraged to keep the needs of all the children in mind as problems arise. To achieve this we use positive redirection and conflict resolution. This means we encourage and acknowledge children when they are making appropriate choices. When they are having a difficult time making appropriate choices, we first redirect them to a different activity. Additionally, when necessary, we teach conflict resolution between preschoolers. Teachers will teach this by taking the following steps:

- Stop any hurtful actions of all children involved
- Acknowledge feelings of all children involved
- Hear and gather information from all children involved
- Re-state the problem
- Ask for ideas for solutions, and choose one
- Give follow-up support

If a child's inappropriate behavior requires further intervention: the following steps may take place (These behaviors may include biting, kicking, hitting, or continually disrupting the program.)

- We will remove him/her from the area where the inappropriate choices are being made and sit him/her out for a "cooling down" time. The child may be taken to the office. Communication with parents will take place via a phone call, email, or Daily Report.
- If the child causes continual injury to another child or staff member (outside normal development), or displays dangerous behavior, the parent will be contacted to immediately pick-up their child from preschool **within 1 hour of the initial phone call.***
- If continuous discipline problems do arise, parents will be contacted so that we can work together. Parents will meet with the director (multiple or follow-up meetings will take place) and discuss several behavioral strategies that may help improve the child's behavior. This may include referring parents to contact a Behavioral Specialist from the Y's Childcare Resource Service for observations, assessments, and behavioral advice. If there is no improvement in behavior over time, then a behavior contract will be put in place. The behavior contract will state the specific behavior that must stop in the amount of time indicated.
- If the steps listed above have been utilized and a successful resolution to behavior concerns has not been met, we reserve the right to discontinue child care services.

For the safety of all the children and staff, Toby Wells Developmental Preschool does reserve the right to immediately terminate a child's enrollment.

*each situation is viewed confidentially and on a case-by-case basis

SUSPENSION AND TERMINATION POLICY

The Director is responsible for issuing warnings and suspensions. Please remember to inform the staff of any event or change of routine that might affect your child's behavior. Program staff will keep parents informed of any changes in their child's behavior while enrolled in the program. It is up to the discretion of the Preschool Director to terminate care for the child if the child's or parent's needs are not being met.

The following continuous behaviors (if outside normal development) may result in immediate warnings as well as temporary or permanent suspensions:

- A child inflicting physical or emotional harm on others (each situation is viewed confidentially on a case-by-case basis)
- Derogatory or abusive language
- Destruction of property and equipment
- Theft of other people's belongings
- A child is constantly disrupting the class and shows no attempt to listen or follow classroom rules.

Please remember that an immediate suspension is a serious decision and will occur in the most serious of situations. Parents will be requested to pick up their child within 1 hour of initial contact should their child engage in behavior that threatens the safety and well-being of the other children and/or staff.

BITING POLICY

Biting in a preschool can be quite common. However, such an injury is very serious and can spread bacteria. To reduce such a behavior and injury, our biting policy is enforced as:

- If a child bites 3 times, it may lead to suspension.
- If a child bites more than 3 times, it may lead to a behavior plan and meeting with parents and/or possible termination.

POTTY TRAINING POLICY

All children must be potty trained in the 4 year-old classroom. Our goal is to have every child potty trained by the time he/she move up to the 3's classroom, due to the swim lessons. However, staff will assist in potty training your child if needed.

We encourage all parents who feel that their child is ready to begin the potty training process, to first spend a whole weekend working with their child to go "potty" or "poo-poo" in the toilet. The parents will then communicate to their child's teachers on how their child's progress is in pull-ups or underwear. We advise parents to bring several pairs of underwear, pants/shorts, socks and an extra pair of shoes to their child's classroom during their child's potty training process. Potty accidents are most likely going to occur, but the staff will always use positive reinforcement as well as a reward system (example: stickers) to help motivate the children.

When parents feel that their child is FULLY potty trained, they can fill out a Potty Training Request Form. This form requests that your child's potty training status be evaluated by his or her teachers. When a child's teachers, the Director as well as the parents are all in agreement that a child is fully potty trained, then the monthly fee may be changed from "Non-Potty Trained" to "Potty Trained."

Lauren's Developmental Preschool defines a child being fully potty trained by having no potty accidents for 4 weeks. Also, being fully potty trained means a child is able to "pee" and "poo-poo" in the toilet within the preschool without consistent help from his or her teacher.

DIAPERS (for 2's and 3's classroom if child is NOT potty trained)

Parents are to provide disposable diapers, wipes, and other toileting learning items.

NUTRITION: DAILY SNACK AND LUNCH

WE ARE A PEANUT AND TREE NUT FREE SCHOOL! Absolutely NO PEANUT BUTTER, PEANUTS, PEANUT PRODUCTS, OR TREE NUT PRODUCTS will be allowed in our preschool. Food items such as premade cupcakes from local grocery stores, granola bars, etc. may not have peanuts listed in its ingredients but may have been processed in a factory where peanut products are **processed**. Items such as grocery stores premade cupcakes will state on the label, written in bold print "this product has been processed in a factory that processes nuts." Even though the product doesn't contain peanuts in the list of ingredients, if it is made in a factory where nuts are processed, children who are allergic to nuts can have an allergic reaction, either by ingestion or even by touching the product. **Please be sure to read the labels** of ALL outside food coming into the preschool (cupcakes, cake, granola bars, etc.) We will not serve children any food items containing peanuts and we can not allow children to bring any items containing peanuts to school.

SNACK and LUNCH: Two snacks are served daily; mid-morning and mid-afternoon. Our snacks and lunches are provided by a contracted food vendor. We will serve milk, water or juice at each snack as well as at lunch. If your child has a food allergy, our food vendor will try to accommodate with an alternate meal. Parents are more than welcomed to bring in their own substitute foods due to their child's personal preference. However, we do promote a healthy style of eating and all substitute foods should be healthy foods. Fast food items such as Mc Donald's are not permitted as well as peanut or peanut products. This is a good time for your child to learn to try many different kinds of food. Please notify your child's teacher of any food allergies or restrictions.

COMMUNITY CARE LICENSING

Our preschool is a licensed program through the state of California and follows Title 22 regulations. Community Care Licensing monitors all Family Child Care Homes and Child Care Centers in an effort to ensure that they provide a safe and healthy environment for children who are in day care.

According to Title 22 section 101200(b)(1), a Community Care Licensing representative, may visit our preschool program anytime during our operational hours as well as may interview staff and children privately, if or when needed. This also applies to a Child Protective Services representative.

KINDERGARTEN READINESS ACT

In the fall of 2010, the Kindergarten Readiness Act was signed by Governor Schwarzenegger, where the cutoff date for Kindergarten admission will be pushed up to September 1st, instead of its current date of December 1st. Below is more information pertaining to this bill:

“The legislation will phase in the new age requirement by moving the cutoff date one month a year for three years, beginning in 2012. The entry date change and transitional kindergarten would be fully implemented in school districts across the state by the 2014-15 school year. Under the legislation, a child born after September 1st may still be admitted to kindergarten on a case-by-case basis, if the parent or guardian applies for early admission and the school district agrees it would be in the best interest of the child.”

We are trying to align our preschool program, school year, and dates with the State of California school guidelines. Therefore, classroom assignment will be based on the child’s birthdate. We do not have the capacity to keep children for an additional year if they have completed our program and do not qualify for kindergarten.

REST TIME POLICY

California State Licensing requires a quiet rest time for a full day program. All children will have a quiet rest time during the early afternoon. The children are not required to sleep, just rest quietly. Please supply a fitted crib sheet and a blanket that can be stored in your child’s cubby during the week and taken home to be washed every Friday.

TOY POLICY

Toys from home are not allowed to be brought to school except for the purpose of “Sharing Time” and should be clearly marked with your child’s name. WE DO NOT ALLOW TOYS WITH A VIOLENT THEME (GUNS, SWORDS, SUPER HEROS, ETC.) TO BE BROUGHT TO PRESCHOOL.

DRESS CODE FOR PRESCHOOLERS

We get messy at preschool, so please dress your child accordingly. When choosing your child's clothes remember these suggestions:

- Avoid accidents caused by inappropriate clothing; such as long dresses and slip-on sandals. **It is required that your child wear shoes that enclose the entire foot.**
- Preschool activities are often hard on clothes. Dress your child in casual clothing that can come home covered in the art or activity of the day.
- Independence is all part of a child's development, which includes taking care of their own toileting. Overalls and pants with snaps, zippers, buttons, suspenders, or belts should only be worn if a child is self-sufficient.
- The children often engage in water play and gardening when the weather is warm. Teachers will decide whether a child's clothes are wet or dirty enough to need a change.
- Children may not wear hats, beanies, or visors inside their classrooms. During warmer weather, they may wear them outside.
- Costumes may not be worn to school.

We also ask parents to bring an extra set of clothes in a zip lock bag to leave in your child's classroom in case of extra messy days or potty accidents. **PLEASE LABEL ALL YOUR CHILD'S CLOTHES, ESPECIALLY JACKETS.**

LOST AND FOUND

Please label all of your child's belongings. In the event that your child's belongings are found labeled they will be returned to their classroom. We know that sometimes things just get lost. Ask your child's teachers where their "Lost & Found" is. Periodically throughout the year, after a two week notice, we will donate the items. Lauren's Developmental Preschool is not responsible for any lost clothing, toys, or other belongings.

BIRTHDAYS

We encourage you to share your child's birthday with an in-class celebration. Parents are welcome to participate in their child's birthday celebration at afternoon snack time. Arrangements should be made with the teachers and a simple snack provided. Please ask your child's teacher for healthy snack suggestions. Birthday celebrations at school are not meant to replace family parties, and we ask that you not bring goodie bags, party favors, or gifts. Please no cakes or foods with nuts as well as items that have been processed in a factory that handles nuts.

Additionally, if you are having a home party, invitations may NOT be sent through the preschool. Please mail invitations, e-mail invitations, or call each family using your Parent Directory.

PARENT-TEACHER MEETINGS AND CONFERENCES

We have two Parent-Teacher Conferences during the school year; one in the fall and one in the spring. This gives the teachers time to get to know your child and a chance for your child to feel comfortable when being assessed. Conferences can provide valuable information and insights for parents and teachers concerning children's growth.

If at anytime you have any concerns or questions that you would like to discuss with the director or teachers, please feel free to arrange a convenient time to talk. Remember, please do not discuss your child in his/her presence, but make an appointment for a conference or phone conference with the teacher or/and director.

Please note: Assistant Teachers will listen to your concerns but may not be able to give feedback, solutions, or advice to your questions and concerns; this is the role of the teacher.

PARENT DIRECTORY

The Parent Directory is a list of all the children by classroom enrolled in the preschool program, and includes the child's parent's name, address, phone number, and e-mail address. The directory is for the sole use of Toby Wells Developmental Preschool parents and staff to put families in contact. The information contained may not be used for solicitation of any kind. During enrollment, you will have the opportunity to accept or opt out your child's information in the Parent Directory.

PARENT INVOLVEMENT

A close relationship with parents is encouraged so that home and school may each benefit from cooperation, planning, and understanding. Our program includes the following:

- Fall Back to School Night
- Classroom Parent Participation
- Parent-Teacher Conferences
- Special Parent-Child Events
- Parent Advisory Committee

HEALTH AND SAFETY

STATE HEALTH REQUIREMENTS

All children must meet the state health requirements for Community Care Licensing as outlined in our registration packet. All the age appropriate immunization records must be completed BEFORE your child's start date at the preschool. We require that a T.B. test be included with the immunizations if needed. We also require a blood lead test. Your child's physician will need to complete a Physician's Report, and this report must be turned in to the preschool office. If your child's immunization record is not complete and/ or the Physician's Report is not on file at the preschool, their start date will be postponed until completed. Please understand you will be charged tuition for the days your child does not attend due to incomplete paperwork. All paperwork must be turned in by the first day your child starts preschool.

DAILY HEALTH CHECKS/SICK POLICY

When your child arrives at preschool the teachers will assess your child's health. Out of compassion for not only your child, but also the other children as well as the preschool staff, please do not send your child to school if he/she is not well.

Please keep your child home if he/she had the following symptoms within the last 24 hours:

- A fever
- Vomiting
- Diarrhea
- Excessive coughing
- Mucous that is yellow-green in color
- Generally seems ill and unlike himself/herself

If your child seems to have the above stated symptoms during preschool hours, you will be contacted to take him/her home. **If contacted, parents must pick up their child within one hour of the phone call.** Your child is not allowed to return to school the following day. Additionally, your child must be symptom free for at least 24 hours without medication or has a doctor's note stating the child is not contagious.

INFECTIOUS DISEASES

In the event that a child should have an illness/infection/ health concern, parents must notify the Preschool immediately.

- Children may remain in school if they are not contagious per a medical doctor and provide a written doctor's statement indicating clearance.
- A child must stay home if they are contagious until they are cleared by a medical doctor and can provide a doctor's statement of clearance.

Common childhood illnesses include: chicken pox, conjunctivitis (pink eye), croup, diarrhea-rotavirus, fifth disease (hand, foot, and mouth disease), flu, hepatitis, impetigo, lice, pinworms, scabies, strep throat, whooping cough.

MEDICATION POLICY

We administer prescription medications only. All prescribed medication must be in the original container. The prescription container must have the original prescription on it, states the child's name, dosage, times and current date (we will not administer any expired medications). We require that you fill out and return a YMCA Medication Release form. This form is necessary for medication to be administered by our staff. Please hand medication over to your child's teacher. Do not send medications in lunch boxes or backpacks.

Please note, no YMCA employee is to administer over the counter medications (such as Benadryl, etc.) or topical ointments (such as over the counter lotions – Eucerin, Cetaphil, etc.). If it is deemed necessary by the child's physician for an over the counter medication to be administered during preschool hours, the YMCA requires a detailed Dr.'s note from the child's physician stating the specific name of the over the counter medication, what it is treating (allergies, eczema, etc.), the time it needs to be administered, the amount that needs to be administered, along with the physician's name and phone number. **We are unable to accept any doctor's notes that are illegible.** Along with the doctor's note, the parent is also required to fill out a YMCA Medication Release form.

EMERGENCY CONTACT INFORMATION

Please remember to update your child's EMERGENCY CARD if you have moved or changed any of your information, most importantly phone numbers. It is important that we are able to make contact with a live person in the event of an emergency or injury involving your child.

DISASTER PLAN

In the event of a disaster such as fire or a major earthquake, the preschool staff and children will relocate/meet in the enclosed soccer field. Parents will be contacted, with the phone number they have provided on their child's Emergency Card, for pick or updated details, if needed.

YMCA of San Diego County CHILD SAFETY STATEMENT

Children are precious to the YMCA of San Diego County. As the oldest and largest youth and family service organization in San Diego County, the YMCA takes all matters regarding the care of children seriously. The prevention and reporting of child abuse is no exception.

All YMCA staff and volunteers are trained in the expectations and responsibilities of child abuse prevention and reporting, and they commit to abide by the Y's policies regarding appropriate practices and behavior with and around children. As a parent or guardian enrolling your child in a YMCA program, please be familiar with these policies and abide by them yourself while participating in any YMCA programs or activity.

These policies include:

1. Never leaving children unsupervised.
2. Making sure restrooms are not occupied by suspicious or unknown individuals before allowing children to use the facilities.
3. Ensuring that children are never abused. Abuse includes: physical injury, verbal abuse, sexual abuse, unjustifiable punishment and neglect.
4. Using only positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
5. Responding to all children with respect and consideration and treating all children equally, regardless of gender, race, ability, religion or culture.
6. Prohibit using, possessing, or being under the influence of alcohol or illegal drugs at any YMCA program site or activity.
7. Prohibiting smoking or use of tobacco in the presence of children.
8. Prohibiting profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment.
9. Portraying a positive role model by maintaining an attitude of caring, honesty, respect and responsibility.
10. Prohibiting staff from being with children who are involved or enrolled in YMCA programs outside of the YMCA. This includes: transporting, babysitting, sleep-overs, and inviting children to a private home.
11. Requiring written parent authorization before releasing a child to anyone other than the child's parent or guardian in all programs where children are signed into and out of the program.
12. Requiring staff to wear YMCA staff identification badges during program operation.

Please sign and return to the Toby Wells Development Preschool

I have received a copy of the Toby Wells Developmental Preschool Handbook. I understand that I must abide by the guidelines and expectations of Toby Wells Developmental Preschool to ensure my child's continued enrollment in the preschool.

Parent or Guardian

Date signed

Parent or Guardian

Date signed



**TOBY WELLS YMCA
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