



the



AGES 3-5

# PRESCHOOL

## NOW ENROLLING

# PARENT HANDBOOK



## 2023-2024

Centennial Hills YMCA  
702.478.9622

Durango Hills YMCA  
702.240.9622

Heinrich YMCA  
702.877.9622

SkyView YMCA  
702.522.7500

# JOIN THE FUN!



# WELCOME PARENTS!

Welcome and thank you for choosing the YMCA of Southern Nevada Preschool Program. At the Y, strengthening community is our cause. We believe that all children deserve the opportunity to unlock their true potential, discover who they are, and experience a nurturing environment where they are free to express themselves.

In order to help the children of our Las Vegas community, the Y strives to improve educational readiness by implementing an engaging curriculum that provides both age-appropriate and individually appropriate activities. By utilizing the equipment and materials of this curriculum, children become engaged in the learning process.

The YMCA of Southern Nevada recognizes that each child must be valued and respected as a unique individual, and we demonstrate this by cultivating a setting that honors each child's diverse needs, abilities, interests, and culture. Our curriculum promotes the development of the whole child (physically, socially, emotionally, and intellectually) through a balanced daily schedule of individual small group, large group, and activity-based learning experiences.

The YMCA of Southern Nevada offers Half Day and Full Day Preschool to the Las Vegas community. In partnership with the United Way of Southern Nevada and funded through the Nevada Department of Education, the YMCA also offers the Nevada Ready! Pre-K Program.

See you at the Y!

**Erica Stegall**

Association Youth & Family Director  
YMCA of Southern Nevada



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# OUR PROGRAM GOALS

- »» To lay a foundation for future and ongoing achievement and success by addressing the holistic development of each child, developing the physical, social, emotional, and intellectual growth
- »» To increase the self-confidence of each child through decision making and positive social interactions
- »» To enhance gross motor skills
- »» To both enhance and refine fine motor skills
- »» To support and strengthen the family unit through opportunities for parent engagement in the classroom and at home

# OUR PROGRAM BELIEFS

- »» Children are active learners: Active learners need opportunities to observe things and events, and develop their own ideas through intentional play.
- »» Development and learning are interrelated: Developing social skills and achieving motivation are components of intellectual development.
- »» Growth and learning are sequential: The early years in a child's educational experience are when children learn best from concrete to abstract. Firsthand experiences allow children to actively express ideas through a variety of media.
- »» Each child is an individual learner: Each child grows, develops, and learns differently.
- »» Development and learning are embedded in culture: Children are not just products of the culture they are grown in; they are influenced by their environment and decide over time what to value and model as they put their experiences into context.
- »» Family involvement is necessary: Supporting a child's academic success requires family involvement. Preschool experiences give context to what children learn from home by shaping, preparing, and extending their knowledge.
- »» Children's learning can be clarified, enriched and extended: With guidance from trained professionals, early childhood educational experiences heighten and enrich academic achievement.



# OUR CURRICULUM

The YMCA is proud to implement HighScope Preschool Curriculum. The curriculum is built around teacher and child initiated learning activities in six main content areas: language, literacy and communication; mathematics; social and emotional development; physical development; health and well-being; and arts and sciences.

HighScope's educational approach emphasizes "active participatory learning," which means students have direct, hands-on experiences with people, objects, events, and ideas. Children take the first step in the learning process by making choices and following through on their plans and decisions. In active learning settings, teachers, caregivers, and parents offer physical, emotional, and intellectual support.

In addition to HighScope, our Nevada Ready! Pre-K program will also include the developmentally appropriate "Learning without Tears," curriculum developed by experts and based on proven researched methods to appeal to the way children learn best. This curriculum helps children meet important milestones and brings Pre-K to life through active and cross-curricular lessons, specially designed manipulatives that challenge children's fine and gross motor skills, developmentally appropriate technology, multisensory activities, and purposeful play.

## CURRICULUM CONTENT

- »» **Language, Literacy and Communication.** The connection between language and literacy is powerful. The HighScope Preschool Curriculum focuses on this connection by providing meaningful language and literacy experiences for children during every part of the daily routine. Since speaking, listening, reading, and writing develop together, all these activities are promoted in HighScope early childhood programs.
- »» **Mathematics.** Children acquire math skills and concepts through adult-guided experiences that respect children's concrete thinking and need to learn through exploration. Learning activities are planned around children's natural interests and offer the time and freedom to construct and reflect on math and science ideas. As students begin to explore their environment, they begin to notice relationships that are the foundations for mathematics. They begin to sort and match things that are the same or different. They also arrange things in simple patterns and begin to understand the meaning of words and phrases like "more," "less," "a lot," and "the same as."
- »» **Social and Emotional Development.** The HighScope approach gives adults the tools they need to help children develop strong and positive relationships with adults and peers. Teachers create a positive climate in the classroom as a foundation for social learning. The social skills children develop in our program contribute to their readiness for school and their ability to meet a variety of challenges throughout their lives.
- »» **Promoting Movement Abilities, Physical Activity, and Healthy Behavior.** Preschoolers are physically active, and our HighScope trained teachers use effective and engaging strategies and learning activities that promote physical development essential for this age group. Learning personal care skills and acquiring habits that foster lifelong health are another important part of this curriculum area.
- »» **Creative Arts.** Arts experiences in preschool not only contribute to children's artistic and creative development but also to a wide range of skills in other areas including perceptual, cognitive, language, and social skills. Artistic development in our classrooms focuses on the five areas: Art, Music, Movement, Pretend Play, and Appreciating the Arts.
- »» **Science and Technology.** Young children are experimenters and testers from birth. As they observe living and nonliving things in the natural and physical world, they ask and answer questions about how things work and what causes change. They resolve discrepancies between what they expect to happen and what they actually observe, and they solve problems by using and transforming materials. Our teachers support these processes by providing hands-on materials and multisensory experiences that build on children's discoveries and help them develop the habits of mind and skills associated with scientific thinking.

For more information on our curriculum, visit the HighScope website at [WWW.HIGHSCOPE.ORG](http://WWW.HIGHSCOPE.ORG)  
or the Learning Without Tears website at [WWW.LWTEARS.COM](http://WWW.LWTEARS.COM).

# CURRICULAR CONTENT



## Outdoor Play

**MATERIALS MAY INCLUDE:** Slide, swings, sand box, playhouse, pirate ship, seesaw, tricycles, climbing structures, balls, sand utensils.

**LEARNING VALUES:** Large muscle development and coordination, dramatic play, social skills, eye-hand coordination.

## Dramatic Play

**MATERIALS MAY INCLUDE:** Furniture, dolls, male/female dress up clothes, multi-cultural activities, play food, dishes, cash register, play store, buggy, additional prop boxes to expand dramatic play and imitate other settings and roles.

**LEARNING VALUES:** Language development, social studies, social skills, math readiness, dramatic play.

## Math & Science

**MATERIALS MAY INCLUDE:** Puzzles, peg boards, parquetry blocks, beads, dominoes, Legos, numbers and lacing shoes and cards, sorting games, small blocks and cubes, plants, magnifying glasses, scales, magnets, animals, plants, sand, water.

**LEARNING VALUES:** Literacy skills, math skills, language skills, discovery, problem solving, observation, comparing and classifying, color, form and size discrimination, and creative expression.

## Blocks

**MATERIALS MAY INCLUDE:** Large blocks, small unit blocks, bristle blocks, waffle blocks, cars, trucks, people, animals, hollow blocks.

**LEARNING VALUES:** Eye-hand coordination, language development, cognitive development, social skills, creative and dramatic play, gross motor skills.

## Creative Art

**MATERIALS MAY INCLUDE:** Easels, paints, crayons, collage materials, magazines, scissors, clay, paste, paper, pencils, stencils, play dough, popsicle sticks, cookie cutters, tissue paper, beans.

**LEARNING VALUES:** Eye-hand coordination, visual discrimination, creative expression, language development, and social skills.

## English Language Arts

**MATERIALS MAY INCLUDE:** Pencils, paper, writing tools, stencils, storybooks, classroom labels, name tags, themed vocabulary word wall, visual daily schedule, visual rules and routines, visual conflict resolution and emotion boards, and environmental print. In addition, multisensory classroom items to encourage English language learning including play dough, sand paper, and finger-paint.

**LEARNING VALUES:** Writing, book enjoyment and knowledge, phonological awareness, reading, alphabetic knowledge, listening and comprehension, & speaking.

# NEVADA PRE-KINDERGARTEN STANDARDS

Preschool at the Y meets all state standards for kindergarten readiness. These standards describe appropriate outcomes for children at the end of their preschool experience and entering kindergarten. The standards are guidelines to be used with all children in any early education setting from in home child care to Pre-K programs.

Authentic observational assessments and progress reports are conducted periodically throughout the school year to keep parents apprised of each child's school readiness skills. The Y uses the Child Observation Report (COR) for tracking of our preschoolers' progress.

<http://doe.nv.gov/Standards Pre-Kinder.html>

## QRIS

The YMCA Preschool participates in the Nevada Silver State Stars Quality Rating and Improvement System (QRIS). A QRIS is a systemic approach to assess, improve, and communicate the level of quality in early education programs. By participating, the YMCA Preschool Program receives opportunities to increase the quality of early education services, increase parents' understanding of higher quality early education, and increase staff professional development opportunities.

<http://www.nvsilverstatestars.org>



# ENROLLING FUTURE LEADERS »»

## ADMISSION | PROGRAM INFORMATION

### YMCA Preschool

Children three years through five years are eligible to enroll in YMCA Preschool. All fees are considered tuition and are non-refundable due to holidays, illness, or absence. Half Day Preschool is broken into monthly tuition installments. Full Day Preschool and Wrap Around Care is broken into weekly tuition installments.

You must register your child online at [www.lasvegasyymca.org](http://www.lasvegasyymca.org) or in person at our welcome desk. Once your child is registered you will receive an email within 24 hours to complete your child's campdoc online profile.

Completing your child's online profile through campdoc along with uploading the documents listed below are the next steps enrolling your child. This detailed information assists us in supporting a safe and nurturing environment for children in our care. Please have the following documents at the time of enrollment:

- »» Health Statement signed by child's pediatrician
- »» Copy of child's Birth Certificate
- »» Immunization Records (Must remain updated throughout enrollment)

### Nevada Ready! Pre-K Program:

Children four years through five years are eligible to enroll in Nevada Ready! Pre-K. Students must be 4 by August 8th to enroll in Nevada Ready for the upcoming school year. Please have the following documents available at time of enrollment:

- »» YMCA NV Ready! Pre-K Enrollment Form
- »» IEP (if applicable)
- »» Nevada Ready! Agreement
- »» Nevada Ready! Form B
- »» Income Verification/Poverty Guidelines Form
- »» Proof of Income (Federal Tax Return, 2 most recent pay stubs, etc.)
- »» Copy of child's Birth Certificate (child must be 4 years old by Aug 8 of school year enrolling in)
- »» Immunization Records (Must remain updated throughout enrollment)
- »» Health Statement signed by child's pediatrician

\*Enrollment is on a first come, first served basis. Enrollment cannot be processed until all documents listed above are submitted. Spots in the Nevada Ready! Program will not be held pending submission of missing documents.

The YMCA of Southern Nevada has partnered with CampDoc, the leading online health and record system for childcare. Following your child's registration for Preschool you will receive an email from our online record system, CampDoc. You will be required to complete your child's online profile and upload all necessary documents into your child's account 2 weeks prior to the start of school.



## EXTENDED CARE

All students enrolled in the YMCA's Wrap Around Care (7:00am-8:00am and 3:00pm-6:00pm) will be expected to follow YMCA and State Child Care Licensing guidelines NAC 432A. Students may not be in the YMCA for more than 10 hours per day. No exceptions to this law are made.

## CHILD INFORMATION

Child information and record forms containing parent or guardian names, authorized contacts, physician's name, address and telephone numbers, as well as other medical information and authorization must also be on file upon admission. The YMCA Preschool cannot assume liability for injuries which any child may suffer as the result of a families' failure to authorize emergency medical referral and care. Accordingly, the YMCA Preschool will not permit enrollment by any child for whom such authorization is not provided.

## ORIENTATION & INTAKE\*

All families will participate in an intake meeting prior to the start of school. Parents will be able to sit with the Director and your child's teacher to discuss the upcoming school year. During this time, the teacher will conduct our Brigance Screening with your child. The child will be able to visit their classroom to alleviate "first day" anxiety. \*Due to current COVID-19 restrictions, all orientations and intake interviews will be conducted virtually.

## CHANGE OF REGISTRATION INFO

Please notify the business office and the preschool director immediately if there is a change of address, telephone number, family physician, authorized pick-up, schedule change, etc. If you register as a priority member (April 1st-April 14th) you must hold your Y membership active as long as your child is enrolled in school. Cancelling your membership may result in losing your child's placement in the classroom.

## WITHDRAW/REFUND POLICY

All program refund/credit requests must be submitted through the YMCA's online form, which is accessible on the YMCA website and at the Member Services Desk. The requestor is responsible for retaining a copy of their request.

A refund will be provided for programs cancelled by the YMCA. Cancellation notices are sent in writing using the contact information shared by the participant upon enrollment.

When cancelled by the participant, a request properly submitted on or before the Wednesday prior to the start of the program session will receive a full refund. Preschool Program requests must be properly submitted 30 days in advance to receive a full refund.

A YMCA account credit will be issued if the participant was ill for more than two full program days and a doctor's note stating that attendance was not advised on the days in question accompanies a properly submitted credit request no later than seven calendar days after the end of the program session. Program deposits may not be refunded or credited, unless the program is cancelled by the YMCA. However, program deposits but may be transferable to a different session within the same program based on the terms described in the respective Program Guide or Parent Handbook.

The transaction receipt identifies the dates for purposes of determining the start and end of a program session.

Any balance owed to the YMCA will be deducted from any approved refund or credit.

Payments made by credit/debit card must be refunded back to the same credit/debit card or as a YMCA account credit, based on the requestor's preference. Payments made by cash or check will be refunded by check or as a YMCA account credit, based on the requestor's preference.

Credits must be fully utilized within one calendar year of issuance. A credit may not be reverted to a refund.

Refund requests take up to ten business days to process, not including the processing time for the individual's bank to release the funds in the case of approved requests.

Exceptions to this policy may be granted in the Program Director's sole and absolute discretion based on properly documented exigent circumstances. Otherwise, refunds/credits will not be issued outside of this policy, including but not limited to circumstances wherein (a) services have been rendered, whether partially or wholly; (b) the individual does not participate in the program for any reason not expressly described herein; (c) dissatisfaction with the program; or (d) the participant has been re-moved from the program due to a policy violation, as determined in the Program Director's sole and absolute discretion (e.g., Code of Conduct violation, behavioral issue, outstanding balance, or the like).

Refund/credit requests for amounts up to \$250.00 must be approved by the Program Director, except in cases wherein the request clearly falls within the Program Refund Policy. In any case, refund/credit requests for amounts exceeding \$250.00 must be approved by the Branch Executive; and refund/credit requests for amounts exceeding \$500.00 must be approved by the Chief Operating Officer.

If an individual's facility membership is downgraded or terminated prior to the completion of the program(s) they enrolled in while holding a facility membership, then they may be disenrolled from the program(s). In which case, the respective future auto-draft(s) will be suspended, and any deposits or registration fees paid will be non-refundable and non-transferable.

# INCLUSION POLICY

## Written Statement of Inclusion Policy

At the YMCA, we actively promote inclusive practice. The needs of our children, families, and staff are of the utmost importance to us. All children are welcome in our preschools regardless of ability, need, economic circumstance, background, culture, race, religion, or gender. Our inclusive practice is a reflection of the YMCA's foundation and values. Our curriculum, activities, materials, and environment are used to reflect diversity in families, children, and our community. When necessary, we can provide accommodations to help the success of all children in our program. We are happy to accommodate children who have individualized Education Plans (IEPs) and can assist families who need support in securing additional help and resources when there are mutual concerns about their child's development. Participation in our Brigance Screen III, our yearly ASQ assessment will help determine if there is a developmental concern. All concerns will be immediately and confidentially communicated to parents so we can create a plan of action to best assist the child.

## PRESCHOOL CONFIDENTIALITY STATEMENT

The YMCA Preschool provides confidentiality to your child's records. Registration and permanent files are kept in a secure location at the school. A formal assessment record is kept in the child's secure file with a copy to the child's portfolio in the classroom. The following persons and agencies may have access to your child's records while they are enrolled due to YMCA review, county or state review /inspection, safety, and accreditation review:

- >>> YMCA Preschool Administration Office and Lead Teaching Staff
- >>> Nevada Child Care Licensing
- >>> Nevada Quality Rating Improvement Systems (QRIS)
- >>> National Association for the Education of Young Children, NAEYC (at site inspection)
- >>> Southern Nevada Health District
- >>> Nevada Early Intervention Services (NEIS) (child with IFSP on site)
- >>> United Way of Southern Nevada

Please see the administration office for any further clarification.



# COLLABORATION POLICY

## Written Statement of Collaboration Policy

The YMCA of Southern Nevada partners with the City of Las Vegas, the City of North Las Vegas, United Way of Southern Nevada, and Urban League for subsidized childcare payments and payment assistance. We also partner with Child Find and FACES through the Clark County School District to assist families who need support in securing additional help and resources for their child.

## CONNECT WITH US

### BILLING, REGISTRATION & GENERAL INQUIRIES

Contact our business office:

[www.lasvegasyymca.org/contact-us](http://www.lasvegasyymca.org/contact-us)

### SCHOOL DAY RELATED QUESTIONS

#### Bill & Lillie Heinrich YMCA

Preschool Director: Danielle Donoho

702.522.7365 | [ddonoho@lasvegasyymca.org](mailto:ddonoho@lasvegasyymca.org)

#### Durango Hills YMCA

Preschool Director: Renata Couette

702.839.4907 | [rcouette@lasvegasyymca.org](mailto:rcouette@lasvegasyymca.org)

#### Centennial Hills YMCA

Preschool Director: Danielle Donoho

702.522.7474 | [ddonoho@lasvegasyymca.org](mailto:ddonoho@lasvegasyymca.org)

#### SkyView YMCA

Preschool Director: Miesha Triplett

702.998.9103 | [mtriplett@lasvegasyymca.org](mailto:mtriplett@lasvegasyymca.org)



# PROGRAM OFFERINGS



## Enrollment Fee | \$250

Enrollment Fees are due at the time of registration and are not prorated based on date of enrollment. Fees are non-refundable and non-transferable.

Students who leave Y Preschool then return later in the year pay the enrollment fee again.\*

\*Nevada Ready students do not receive enrollment fee.

## Tuition Options

### PAY IN FULL

At time of registration pay enrollment fee and annual tuition.

### MONTHLY INSTALLMENTS

Half-Day Preschool – 1st of every month

Full Day Preschool – The Friday prior to the start of the respective week.

## Available Subsidies

All kids deserve the opportunity to discover who they are and what they can achieve. Stop by the Welcome Desk to learn more about our scholarship opportunities.

- ▼ YMCA Financial Assistance
- ▼ Urban League
- ▼ Child Care Aware

### 2 DAY HALF DAY

**TUE & THUR**

9 AM – 12 PM  
OR  
1 PM – 4 PM

Monthly Payment:  
\$180

Yearly Cost: \$1,615

Offered at  
Centennial Hills Only

### 3 DAY HALF DAY

**MON, WED & FRI**

9 AM – 12 PM  
OR  
1 PM – 4 PM

Monthly Payment:  
\$230

Yearly Cost: \$2,090

Offered at  
Centennial Hills Only

### 5 DAY FULL DAY

**MON – FRI**  
8 AM – 3 PM

Weekly Payment:  
\$175

Wrap-Around Care:  
7 AM – 8 AM: \$20  
3 PM – 6 PM: \$40  
(Prices are weekly)

Offered at Durango Hills,  
Centennial Hills & SkyView

### NEVADA READY! FULL DAY

**MON – FRI**  
8 AM – 3 PM

Fully subsidized for  
children 4 yrs old by  
Sep 30, 2021.

Families must  
financially qualify.

Wrap-Around Care:  
7 AM – 8 AM: \$20  
3 PM – 6 PM: \$40  
(Prices are weekly)

Offered at Heinrich  
& Durango Hills



## Pay it Forward

As a community-centered nonprofit organization, we encourage children and adults of every age to give back. Ask about how to volunteer, “pay it forward” by making a donation to the Y’s Annual Campaign, or leave a family legacy by joining our Heritage Club. Every contribution, no matter how small, has the power to strengthen the community we all share.

### OUR DAILY ROUTINE

#### Half Day

**MEET & GREET**  
**LARGE GROUP ACTIVITY**  
**SMALL GROUP ACTIVITY**  
**PLANNING TIME**  
**WORK TIME**  
**RECALL**  
**OUTSIDE ACTIVITY**  
**SNACK TIME**  
**LIBRARY TIME**  
**LARGE GROUP CLOSING**

#### Full Day

**MEET & GREET**  
**LARGE GROUP ACTIVITY**  
**OUTSIDE ACTIVITY**  
**SMALL GROUP ACTIVITY**  
**PLANNING TIME**  
**WORK TIME**  
**RECALL**  
**LUNCH**  
**QUIET TIME**  
**SNACK TIME**  
**PLANNING TIME**  
**WORK TIME**  
**RECALL**

The daily routine is an important component of our curriculum providing a consistent outline to the day and assuring a balance of activities. It allows us to focus on the whole child through incorporating both individual and social play, small and large group activities, opportunity to learn clean-up and personal care, socialization during snack and fulfills the important need to work both small and large muscle groups. The most important part of the daily routine is the plan-do-review sequence. This component allows children to make choices, carry out their decisions and reflect upon their work with both peers and adults.

The daily routine offers consistency and builds confidence early on in our children’s school experience.

# ATTENDANCE & INVOLVEMENT

## ARRIVAL AND DEPARTURE

All students must be signed in for school daily using the YMCA Sign In/Out Form. We encourage you to make every effort to bring your child to school on time. Late arrivals disrupt the class and the child may miss out on having a job or other planned activities. Parents or caregivers are expected to pick up their child on time at the end of the school day. Staff use the time before and after class to prepare. Our classroom doors are locked promptly at the start of class. If you arrive after the start of class, you must check in at the Welcome Desk and your child will be marked tardy. If you arrive 15 minutes after the start of class, you will be turned away from class for the day. Refunds will not be issued due to late arrivals. Please note, the YMCA Nevada Ready! Pre-K has a strict attendance policy. Excessive tardiness is subject to dismissal of the program. Please refer to the Nevada Ready! Pre-K attendance policy signed upon enrollment.

## HOLIDAYS, VACATIONS & DAYS OUT

Please refer to the Preschool Calendar for holidays, staff development days, and preschool closures.

## SIGN IN AND SIGN OUT PROCEDURES

Parents must sign students in and out, daily. Due to current COVID-19 restrictions, student sign in and out will be conducted curb-side at all YMCA locations. Please expect delays when dropping off and picking up your student while our Y-Teachers are busy engaging with their students. For the safety of all students, an authorized adult must sign in and out their student. Students will not be released until they are signed out by an authorized adult listed on file at the time of registration and verified by a valid, government-issued photo ID. Please bring a valid, government-issued photo ID with you every day for sign-out. Whether this is your first or tenth week with us, we require our Y-Teachers to verify your identity and authorization to sign-out the student every time. This is to maintain a uniform policy designed to protect the safety of all students. It is the registering parent's responsibility to notify the Preschool Director or in-person of any changes to the list of adults authorized to sign-out the student. We cannot accept email or phone authorizations, so please plan ahead.

## LATE PICK-UP

If you find that you will be unavoidably late to pick up your child, please call the Y immediately. The Y does enforce our late fee policy of \$1.00 per minute after school closure. If your child is enrolled in Full Day Preschool or Nevada Ready! Pre-K, your child will be placed in emergency after care at 3:05, following dismissal of school at 3:00 pm. A fee is associated with emergency after care.

## CHILDREN AT RISK

Y-Teachers will notify Child Protective Services regarding children who have not been picked up by 6:45 PM. Furthermore, parents who arrive at the YMCA and appear to be intoxicated (i.e., under the influence of alcohol, drugs, etc...) present a risk to their child. Y-Teachers will provide the following options:

- Call another authorized adult to sign-out the child
- Call a taxi or ride-share service
- Call a nearby neighbor/friend

If a reasonable resolution cannot be reached, the police and Child Protective Services will be contacted.

## PARKING

Please remember to drive slowly and carefully in the YMCA parking lot as families are present. Park in the spaces provided for the public. Please do not park in areas designated as fire lanes. The YMCA of Southern Nevada is not responsible for tickets issued for unlawful parking.

## ABSENCES

Please make an effort to contact your child's teacher if your child will be absent. Contact the Preschool Director regarding prolonged absences. Please note the YMCA Nevada Ready! Pre-K has a strict attendance policy which states "sixteen absences will result in dismissal from the program." Let's work together to provide your child with an outstanding learning experience!

## PARENT ENGAGEMENT

We encourage parents to be actively involved in their child's learning experience. Parent involvement is a requirement of your child's participation in Nevada Ready! Pre-K. Have fun by volunteering in our program to share your special talent, your interesting occupation, or assist with cleaning, activity/project preparation, etc. Volunteer parents are required to sign in at the Welcome Desk and wear a designated "Volunteer," name tag. Cell phone use and picture taking is not permitted while volunteering. Please connect with your preschool staff to learn more about opportunities to get involved.

## PARENT OBSERVATIONS AND FEEDBACK\*

Parents are welcome to observe at any time. If you have questions concerning your child or the program, please schedule a time to discuss them with the director and/or your child's teacher. If you would like to observe the classroom, you must notify the Director at least 24 hours in advance. Observation times will vary and are limited to three hours within the classroom. A recommendation box is available at the sign in area. Please share your thoughts and ideas about the program. At least twice a year, families are asked to evaluate how well the program is meeting their child's needs. The preschool encourages family participation, and leadership roles for activities, events, etc. \*Due to current COVID-19 restrictions, the YMCA is not allowing parent observations within the classroom. We encourage parents to communicate daily with our Y-Teachers and the Preschool Director at your child's school.

## COMMUNICATION

Communication in regards to Preschool updates and announcements occurs at the sign in and out table, as well as by email and our Bloomz app. Please make sure we have your most current email so we can keep you connected. Don't forget to check out the sign in/out area for relevant communications, as well.

Each child in the YMCA also has an assigned cubby and communication folder with his/her name on it. Please check your child's cubby and folder daily for About My Day Reports, art project, newsletters, notes from the teacher, notices regarding special events such as field trips, program visits, etc.

## HOME CONCERNS

If something out of the ordinary is happening at home, please let us know. Children react to even minor changes, and we may be able to help your child through times that may be difficult with knowledge of the situation and gathering information to support.



# STUDENT CARE

## IMMUNIZATIONS

For children entering the Preschool, immunizations are required pursuant to NRS 432A.230 (record must be on file with the Director's office on or before the 1st day of preschool). Please check with your pediatrician or

Southern Nevada Health District (SNHD) for updated requirements for children ages three to five years. Please make sure that your child's immunization record is up to date. We are required by law to have a copy of the immunization record, a health statement signed by a doctor or nurse, and a copy of the child's birth certificate before we can allow your child to attend the Preschool.

If an exemption is sought on the basis of a religious belief, a written statement of this fact signed by the parents or guardian and notarized shall be provided upon registration.

In an event any vaccine-preventable disease occurs for which the child is exempted, the child for whom this exemption is claimed is to be excluded from the school for the duration of the disease event and/or threat of exposure. The child will be allowed back only when a health department representative is satisfied that there is no longer a risk of contracting or transmitting a vaccine-preventable disease.

## MEDICATION

The State of Nevada, pursuant to NAC 432A.376, authorizes licensed preschools to administer medications to its students under controlled conditions and that this authorization is in the best interests of the operation of the preschool. The following medication policy for the YMCA preschool is approved.

1. The medications administered by the YMCA must be plainly labeled (with pharmacy label) in its original container and contain the names of the child to whom it is to be administered, instructions from a physician regarding administration, dosages to be given, and an expiration date.

2. The medication shall be stored in locked cabinets inaccessible to students or children. Upon the discontinuance of use of a prescribed medication, the YMCA preschool shall destroy or return to the child's parent all unused medication.

3. The Director of the YMCA Preschool or the child's lead teacher shall be charged with administering the medications pursuant to the orders written by the physician.

4. A Medication Authorization Form must be filled out by the parent or guardian of the child prior to the YMCA administering any medications to any child under their supervision.

5. The YMCA Preschool shall keep all logs and records required under NAC 432A.376.

6. Copies of medication records shall be stored in both the Director's office as well as in the child's file to which the medication was administered.

The YMCA does not make any exceptions to the medication policy.

## ILLNESS

Please keep your little one at home if he/she has a fever (100 degrees or above), heavy nasal discharge, a persistent cough, vomiting, or is contagious. Immediately inform the Preschool Director if your child's pediatrician diagnoses him/her with a contagious illness.

In the event your child feels ill while in school, a director will monitor your child's condition until you or a guardian arrives. If parents cannot be reached, the emergency contacts listed on the enrollment form will be contacted. Please understand that we are not equipped to care for ill children. Parents must make arrangements for their child to be picked up within one hour of our call. There will be a \$1 per minute late fee applied thereafter.

A family will be asked to pick up a child when the following conditions occur: rash, multiple diarrhea (2x), vomiting due to possible illness, temperature 100 degrees or above, child complaint of aches or soreness.

Sick children may return to school when the following conditions have been met:

1. Child is fever-free for 24 hours without fever reducing drugs. A fever is 100 degrees or above.

2. 24 hours on antibiotics when ordered by a physician.

3. Doctors note to return to school accompanies any child sent home for possible contagious illness. (face or body rash, blisters, sore throat.)

PLEASE NOTE: Child illness is a confidential matter and should not be discussed with other families. As required by our regulatory agencies, we will post a contagious illness notification on the door for families in order to communicate the information in an appropriate manner. Exclusion policies are followed as 14 noted by SNHD regulations.



# STUDENT CARE CONTINUED

## INJURIES

Although we do everything within our power to prevent accidents and injuries, bumps and bruises may occur. You will be notified of these types of minor injuries by way of an "About My Day Report." Staff will use standard First Aid and universal precautions when treating scrapes or falls.

Should a serious accident or injury occur, the Director will attempt to notify parent and emergency contacts as soon as possible. If needed, 911 will be called and emergency personnel will make the judgment call to transport your student to the nearest medical facility. A YMCA staff person will follow the ambulance and stay with your child until a parent or designated adult arrives. All emergency numbers must be kept current to ensure immediate contact when necessary. Parents are responsible for costs incurred for transportation and the emergency medical treatment for their child.

## SAFETY

YMCA of Southern Nevada has taken several measures to provide the safest learning environment for your child. From screening, training staff, routine audits, safety drills, and facility inspections, we are always looking out for more ways to reduce risk of injury and abuse.

## PERSONAL PROPERTY

Children are advised not to bring unnecessary items to the program such as electronics, toys, trading cards, animals, sports equipment, etc. The YMCA is not responsible for lost, damaged, or stolen items. All items will be confiscated by the teacher and returned to the parent at pick up.

## LOST AND FOUND

At the end of each day, Y-Teachers will bring all lost and found items to the sign out table. The YMCA will not keep the lost and found items following the closure of school due to safety restrictions. Please ensure that your child has all of their belongings when you pick them up from school. All items must be labeled with your child's first and last name to assist Y-Teachers.

## WELLNESS CHECKS

- Teachers will wear masks and gloves at all times in their interactions with parents.
- Teachers will sanitize tablets with an alcohol-based wipe containing 70% alcohol, after use by each parent.
- Teachers will sanitize hard surfaces and other shared sign-in/out materials in accordance with the sanitizing guidelines identified.
- Preliminary Wellness Check: Staff, volunteers, guests, and children will receive the Preliminary Wellness Check at sign-in to assess risk of any communicable disease. Children may not exhibit any of the following signs/symptoms – regardless of the reason.
- Exclusionary Symptoms (may not be admitted into the program)
  - Temperature above 100 degrees Fahrenheit
  - Staff will verify each child's temperature using a provided thermometer.
  - Once the child's temperature has been verified to be under 100 degrees Fahrenheit, the child will be instructed to enter the building for the completion of the Preliminary Wellness Check.
  - Abnormal breathing (repeated dry coughing, congestion, or shortness of breath)
  - Shaking with chills
- Discretionary Signs/Symptoms (require further assessment and judgement from Program Director/Coordinator).
  - Visible rashes
  - Red or watery eyes
  - Fatigue
  - Repeated sneezing
  - Running nose
  - Flushed cheeks





# STUDENT CARE CONTINUED

## HEALTH & SAFETY ENHANCEMENT

- Curbside-only drop-off and pick-up prior to the start of class
  - Parents and students should remain in their vehicles during this time, until instructed otherwise by staff.
- Enhanced Health & Safety Guidelines that meet or exceed federal, state, and local recommendations.
  - Frequent hand washing/sanitizing
  - Frequent sanitizing of classrooms and supplies
  - Daily washing of all materials (i.e., sheets, dress up clothes)
  - Daily deep clean of classrooms including daily carpet cleaning
  - Removal of all shared activity areas (i.e., sensory tables)
  - All students will have separate supply boxes with needed materials (i.e., scissors, glue, markers)
  - Enhanced staff training on promoting positive behavior and mental health during this time
  - Promotion of healthy hygiene, including personal bubbles, elbow bumps instead of high-fives, covering mouths for coughs/sneezes, not sharing items, and not touching faces
  - Encouraging students to wear a pair of "school only" shoes
  - Encouraging parents to report any illness within the household to the Director immediately for assessment and prompt response
  - Thorough wellness checks at sign-in and throughout the day for staff, volunteers, and students
    - Please prepare for sign-in to take longer as we prioritize safety over speed
  - Students, staff, and volunteers must stay home if they feel ill or exhibit signs/symptoms of any communicable illness during wellness checks. While these signs/symptoms may be experienced by individuals with conditions that are not communicable (e.g., allergies), government guidelines dictate that childcare centers should not admit an individual displaying these signs/symptoms nonetheless.

## PHYSICAL ACTIVITY

Physical activity is important to children's health and development. At the Y, we encourage all children to participate in a variety of physical activity opportunities that are age-appropriate and fun.

- Our preschoolers are given at least 60 minutes of structured physical activity a day (Half Day students receive 30 minutes). Structured activity is organized and planned by staff members during a time devoted to physical activity.
  1. Staff will never restrict physical activity as a consequence for misbehavior, nor use physical activity as a punishment.
  2. Structured physical activity does not need to be provided all at once, children may accumulate shorter periods throughout the day to the recommended amount.
- Children have at least 60 minutes up to several hours of unstructured physical play, which is natural and of the children's choice. Children are not sedentary for more than 60 minutes, unless sleeping.
- Children are provided one hour of outside time a day, weather and air quality permitting. Children can go outside with temperatures above 35°F and below 100°F.

# MEALS & SNACKS

## NUTRITION

The Y is a national front runner in the promotion of healthy lifestyles, and it is our intention to continue paving the way...the Preschool Way! Our Preschool programs promote an understanding and appreciation for nutrition education through healthy habits, balanced portions, and packing snacks with the rainbow of fruits and vegetables.

Healthful food choices plus regular activity equals growth and long term health. Malnutrition is common in young children, so the Y works to introduce new, healthy foods into their diet. Food intolerances and food allergies need to be specifically identified so nutrient deficiencies do not occur. Children's behaviors are shaped both at home and at school. Incorporating balanced meals at home are important to ensure your child develops healthy eating habits at a young age. Use the Food Guide at [www.http://fnic.nal.usda.gov/dietary-guidance/myplatefood-pyramid-resources/usda-myplatefood-pyramid-resources](http://fnic.nal.usda.gov/dietary-guidance/myplatefood-pyramid-resources/usda-myplatefood-pyramid-resources).

Eating behaviors at home and at school should have adequate time, be a pleasant experience, and be devoid of conflict. Honoring children's preferences is important.

## HALF DAY

### 1 Snack Needed

Snack time is generally 15-20 minutes in length. All snacks and breakfast should include a fruit or vegetable. Do not include pre-fried or foods with artificial trans fats. We ask that all food items do not contain added sugars among the first three ingredients in the ingredient list. The YMCA will provide water during breakfast and snack time. Due to potential allergies, we thank you for refraining from nut products as snacks.

## FULL DAY

### 1 Lunch Needed

### 2 Snacks Needed

Lunch time is generally 20-30 minutes in length (may vary slightly, check classroom schedule with teacher). Lunch is prepared from home, including a drink in the lunch box with your child's name/date on the outside. We encourage following the healthy food plate guidelines for childhood nutrition. Children are encouraged to eat growing foods first. Unopened food is returned to the lunch boxes, if possible, so that families can monitor the child's appetite and food preferences. Open containers must be disposed of once out in the open. When finished eating, all lunch boxes will be returned to their cubby or backpack and the children will clean their area with a wet towel before leaving their space.

All lunches should include a fruit or vegetable. Do not include pre-fried or foods with artificial trans fats. We ask that all food items do not contain added sugars among the first three ingredients in the ingredient list. The YMCA will provide water during breakfast and snack time. Due to potential allergies, we thank you for refraining from peanut products as snacks. Check the following link for guidelines: [www.http://fnic.nal.usda.gov/dietary-guidance/myplatefood-pyramid-resources/usda-myplatefood-pyramid-resources](http://fnic.nal.usda.gov/dietary-guidance/myplatefood-pyramid-resources/usda-myplatefood-pyramid-resources)

## NEVADA READY!

### Breakfast, Lunch & Snack Provided

All Nevada Ready! Classrooms provide breakfast, lunch and a snack at no charge. All Nevada Ready! meals follow USDA guidelines for complete and healthy meals.

# BEHAVIOR & GUIDANCE

Our goal is to guide children in becoming self-confident, responsible, and cooperative participants. We use a positive approach to behavior modification; when the rules are broken, we use redirection and one-on-one talks with your little one. We encourage children to be responsible for their own behavior. In the event unfavorable behavior persists, teachers may:

- Develop a behavior plan for corrective action
- Engage parents in the process to solve challenges as a team
- Schedule a parent/teacher conference as needed
- Provide resources for behavioral modification

Staff will have continuing education in developmentally and culturally appropriate training in social-emotional training (pyramid model), positive behavior guidance, and early childhood mental health. Each topic will be covered yearly but trainings will be done quarterly.

Our preschool program regularly screens children for social emotional risk factors on an annual basis and/or as need arises. We share our findings during parent/teacher conferences.

When behavior challenges occur, we assess our classrooms to see if it is environmental (room arrangement and/or routine). Next, we talk to the family to see if there are any challenges going on in the home environment. We then create a plan to help the child and the family (if needed). Resources in the community will be connected and provided to the family such as The Children's Cabinet, early intervention resources, and Early Childhood Community Health worker program.

The YMCA of Southern Nevada partners with families to support them and help connect them to services within the community to prevent expulsion and suspension of children in our care. Every effort will be made to resolve behavior challenges while reinforcing your child's positive self-image, building self-confidence, and teaching self-control. When our combined efforts fail to enact change, the enrollment of your preschooler may result in suspension, expulsion or other exclusionary measures.

We will create a transition plan as needed for the child and family to include referrals and review of any IEP/IFSP and 504 plans.

## CELL PHONES

Participants in YMCA preschool programs are not permitted to use cell phones. If you need to contact your child, teacher or director, please call the director's office first, then the Welcome Desk.

## SOILED LAUNDRY

Due to the risk of spreading disease through exposure to body secretions, we cannot wash soiled clothes. All soiled clothing will be sealed in plastic bags and sent home. This procedure will protect your child and has been recommended by the Southern Nevada Health District. If you have any questions regarding this matter, please call the Health District.

## TOILETING PROCEDURES

Please ensure your child is using the restroom prior to entering the classroom. This will help eliminate disruption to Greeting Time on the carpet. Y staff are required to maintain a hands-off policy while children are using the restroom. The Y requires visual and physical presence of a second adult anytime a child requires support for changing.

## DRESS CODE

Children should dress for comfort and play for school. Shoes must have a closed toe/heel for safety reasons; sandals are not appropriate for school. In the winter, please provide a jacket, hat, and gloves/mittens for your child. In the summer, please apply sunscreen before your child arrives at school. Clothing should be washable and appropriate for the day's weather.

It is our belief that if a child is well enough to be at school, he/she is well enough to go outside and should come dressed appropriately - there are no exceptions. Children will go outside at least once a day for a day for 20 minutes or more as long as there is no extreme heat, cold, or high winds. Some activities are messy and every effort will be made to protect children's clothing; however, children may come home with dirt, sand, paint, glue, or other materials on their clothing. Hands-on learning can be messy; we appreciate your understanding.

All outer garments, such as sweaters and coats should be clearly marked with the child's name. Every child needs a complete change of clothing to be kept at the Y in case of spillage or toileting accidents. Please check this regularly and update clothing for the season and to accommodate the child's growth. Children are not permitted to wear hats and headbands in the school building.

## ASSESSMENT TRAINING & TOOLS

The YMCA Preschool teachers receive professional development prior to administering screening/assessment tools at the preschool. Certificates are available for viewing/validation in the Director's office. The preschool implements the Y assessment tool for ongoing individual growth and development and program curriculum planning. The assessment is based on the Nevada Standards for Kindergarten Readiness. The Ages and Stages Questionnaire (ASQ) is given to families once enrolled. Additionally, the Brigance Screening Assessment III is administered to all preschool children annually. Each child has an individual portfolio of assessment and designed instruction reviewed by teacher and family at conferences and available for family viewing at all times. See copy of Preschool Assessment Policy from the administration. Parent/teacher conferences are conducted twice annually and are mandatory for parents to attend. Conferences will be conducted virtually in 2020.

- Data collected on your child's readiness for school may be used as part of a longitudinal study to report the success of children enrolled in the Nevada Ready! PreK Programs.
- All assessments and screenings be stored and kept confidential.

# SPECIAL EVENTS

## SHARING

Children may bring personal items to share when coordinated with the teacher. These days vary from classroom to classroom. If there is an especially unique item that your child would like to share, such as an animal, special visitor, etc. please notify the teacher first. Items will be kept in your child's cubbies/backpack before and after showing.

## BIRTHDAYS

Birthdays are very important to children and are celebrated at school. Parents are invited to bring a birthday "treat" to share with their child's class. At the Y, we strive to teach children healthy lifestyle choices and offer nutritious food at meals and snacks. We encourage families to bring in healthy birthday treats such as fruit, vegetables, or yogurt. In addition, we teach children to celebrate each family's unique diversity and encourage you to share your family's birthday traditions or treats. All treats must be store bought and in original sealed containers. No treats with any form of nuts is permitted in any classroom.

Please notify your child's teacher at least one week before about your specific plans. This assists us in providing alternative snacks or activities for those children who are not able to participate in certain celebrations.

## OFFSITE EXPLORATION & EVENTS

While the majority of our preschool programming is held on-site, we may, on occasion, plan a special event or a field trip off-site as a parent engagement activity. Parents must transport the child to the field trip and remain with their child throughout the field trip. Field trips are an excellent enrichment opportunity for our children. All YMCA policies and procedures will be followed as usual.

Additional fees may apply for entrance.

## SEASONAL ACTIVITIES

Seasonal events are celebrated with special activities, visitors, family involvement, songs and games, and with discussion and exploration of their cultural origins. We do not exchange gifts on any of these occasions. Special days are presented in a child-centered manner, and the teacher can provide the guidelines for classroom activities. It is important that all activities remain age and culturally appropriate. Families are encouraged to participate and support the uniqueness of their culture.





# OUR STAFF

## STAFF QUALIFICATIONS

YMCA of Southern Nevada staff are thoroughly screened through an application, personal interview and reference checks, and drug testing. Each employee is also fingerprinted by the Las Vegas Metro Police Department and has a thorough background check. Prints are run through the FBI and state repository. Employees are required to obtain CPR and First Aid as well as undergo training on safety and risk, child abuse prevention along with several hours of continuous education courses approved by the NV State Registry.

## SMOKING POLICY

YMCA of Southern Nevada is proud to provide smoke-free facilities. Smoking is not permitted inside the facilities or within 500 feet of the building.

## RELIGION

We embrace and value the role faith plays in the lives of many individuals we serve. The Y continues to seek opportunities to enrich the experiences, interactions, and lives of those we serve while being inclusive of diverse faiths and beliefs. We know holidays are important gathering times for many faith and belief traditions. Our YMCA seeks to adapt or expand our celebration of holidays to include the diversity of faiths and belief traditions present in our community. Please share your holiday traditions with your child's teacher so we can be sure that all faiths and beliefs are represented in our Pre-K.

## EMERGENCY PREPARATION

Emergency and evacuation plans are located in the classroom and throughout our YMCA facilities. Emergency drills are held on a regular basis and may include fire, earthquake, power failure, lock down, and severe storm drills. The decision to evacuate may be made by the Executive Director of the facility. All staff members are trained in emergency response and drills and receive continuous training throughout the year.

## MANDATED REPORTS

The State of Nevada considers all YMCA staff as mandated reporters of child abuse and neglect. This requires the staff to report any, and all, cases of suspected child abuse. If abuse is suspected, the proper authorities will be contacted and a written report will also be filed. All staff members are trained in child abuse prevention and reporting. It is helpful to advise staff regarding accidental injuries that have occurred at home.

- NRS 432B.220: Persons required to make report; when and to whom reports are required; any person may make report; report and written findings if reasonable cause to believe death of child caused by abuse or neglect; certain persons and entities required to inform reporters of duty to report. (<https://www.leg.state.nv.us/nrs/nrs-432b.html#:~:text=PRENATAL%20SUBSTANCE%20ABUSE-,NRS%20432B.,reporters%20of%20duty%20to%20report.>)

## CHILDREN'S RIGHTS

Each child receiving services from the YMCA of Southern Nevada is entitled to the following rights and/or privileges:

- To be handled with dignity in his/her personal relationship with staff and/or other persons
- To be offered a safe and healthy environment
- To be furnished with an environment free from corporal punishment, humiliation, intimidation, ridicule, threats, restraint or mental abuse
- To be granted with an environment that includes all of the necessities of care

In order to protect the rights of all children, infringement upon these rights may result in the suspension or termination of the child or family.

## STAFF RIGHTS

Each staff member employed by the YMCA of Southern Nevada is entitled to the following rights and/or privileges:

- To be treated as a professional caregiver by parents, students, school staff, and visitors
- To be offered a safe and healthy environment
- To be furnished with an environment free from corporal punishment, humiliation, intimidation, ridicule, threats, physical restraint or mental abuse

In order to protect the rights of staff members, infringement upon these may result in the suspension or termination of the child or family.

The YMCA of Southern Nevada serves all people regardless of age, gender, race, color, national origin, religion, ethnicity, or disability. If parents have a concern regarding discrimination against a child in a YMCA program, you may contact the YMCA regarding information about filing a complaint. The YMCA of Southern Nevada Child Care Program neither refrains from religious instruction nor allows worship during program hours. The City of Las Vegas Community Centers at Centennial Hills and Durango Hills and the City of North Las Vegas Community Centers at Sky View are managed and provided to the citizens of Las Vegas and North Las Vegas for no other purpose than providing educational and recreational activities. The YMCA does not and will not promote or advertise any religion at these three leisure centers.

# PARENT HANDBOOK ACKNOWLEDGEMENT

I have received and reviewed the YMCA of Southern Nevada Preschool Parent Handbook, and I am fully aware of the policies and procedures contained therein. I understand that, however thorough this document may seem, it cannot contain every minute detail, expectation, responsibility, policy, and procedure. Updates to preschool policies and procedures will be communicated to you in a timely manner via written documentation. I agree to adhere to all policies and procedures contained therein.

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

Parent's Name (printed): \_\_\_\_\_

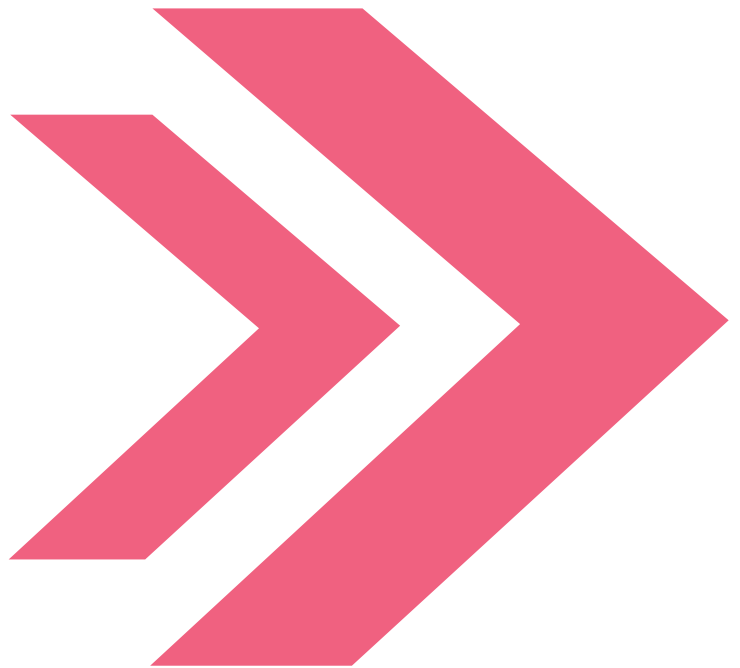
Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LASVEGASYMCA.ORG**



# YMCA PRESCHOOL



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