



LEARNING TODAY CHANGING TOMORROW

Preschool Parent Handbook 2018-2019



Centennial Hills YMCA
6601 N. Buffalo Dr.
Las Vegas, NV 89131
702-478-9622

Durango Hills YMCA
3521 N. Durango
Las Vegas, NV 89129
702-839-4908

Sky View YMCA
3050 E. Centennial Pkwy
North Las Vegas, NV 89081
702-522-7500

WELCOME!

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 kids have potential and should have the opportunity to discover who they are, express themselves, and be nurtured in all their possibility.

Every day, the Y works to improve the educational readiness, engagement and outcomes of Las Vegas children, so that they can pursue the best possible future.

OUR PROGRAM GOALS

- To lay a foundation for future and ongoing achievement and success by addressing the holistic development of each child.
- To increase the self-confidence of each child through decision making and positive social interactions.
- To support and strengthen the family unit through opportunities for parent engagement in the classroom and at home.

OUR BELIEFS

1. Children are active learners – Active learners need opportunities to observe things, events and develop their own ideas through intentional play.
2. Development and learning are interrelated – Developing social skills and achieving motivation are components of intellectual development.
3. 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.
4. Each child is an individual learner – Each child grows, develops and learns differently.
5. 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.
6. 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.
7. 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, 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.

CURRICULUM CONTENT

1. **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.
2. **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."
3. **Social Learning 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.
4. **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.
5. **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.
6. **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

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>

ENROLLING FUTURE LEADERS

ADMISSION

Completing the registration packet along with submitting the documents listed below are the first steps toward 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 time of enrollment:

- Health Statement
- Birth Certificate
- Immunization Records (Must remain updated throughout enrollment)

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.

PAYMENT OPTIONS: PAY IN FULL

At time of registration pay enrollment fee and annual tuition

MONTHLY PAYMENTS

Automatic payments will be drafted on the 1st of each month.

FINANCIAL SCHOLARSHIPS:

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

2 DAY PRESCHOOL

TUESDAY/THURSDAY

9:00 AM – 12:00 PM

OR

1:00 PM – 4:00 PM

Monthly Payment: \$170.00

3 DAY PRESCHOOL

MONDAY/WEDNESDAY/FRIDAY

9:00 AM – 12:00 PM

OR

1:00 PM – 4:00 PM

Monthly Payment: \$220.00

5 DAY PRESCHOOL

MONDAY - FRIDAY

9:00 AM – 12:00 PM

OR

1:00 PM – 4:00 PM

Monthly Payment: \$380.00

OUR DAILY ROUTINE

- MEET & GREET
- LARGE GROUP ACTIVITY
- SMALL GROUP ACTIVITY
- PLANNING TIME
- WORK TIME
- CLEAN UP
- GYM ACTIVITY
- SNACK TIME
- LIBRARY TIME
- LARGE GROUP CLOSING

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, family style 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

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 uses 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. If you arrive to class 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.

SIGN IN AND SIGN OUT PROCEDURES

Parents sign in student each day before class and show photo I.D. when signing out at time of pick up. Only those authorized by the parent or guardian will be able to pick up students. All authorized persons must show photo identification at time of pick up. Be sure to keep your emergency contact and authorized pick up list updated to maintain a safe and smooth pick up.

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 dismissal, beginning 5 minutes after class concludes

ABSENCES

Please make an effort to contact your child's teacher to notify them if your child will be absent. Tuition is not altered due to attendance. Please contact the Senior Youth and Family Director regarding prolonged absences.

HOLIDAYS, VACATIONS & DAYS OUT

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

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.**

PARENT ENGAGEMENT

We encourage parents to be actively involved in our preschool. Parents are welcome to observe and volunteer by obtaining permission from staff. Please see staff for more information and opportunities to get involved.

COMMUNICATION

Communication in regards to Preschool updates and announcements occurs at the sign in and out table, as well as by email. 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.

STUDENT CARE

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. Snack time is generally 15-20 minutes in length. Due to potential allergies in children, we thank you for refraining from peanut products as snacks.

SAFETY

YMCA of Southern Nevada has taken several measures to provide the safest learning environment for your child. From screening and training staff to 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.

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 director's office first, then the welcome desk.

BEHAVIOR & GUIDANCE

Our goal is to guide children in becoming self-confident, responsible and cooperative participants. We use a positive approach to discipline when the rules are broken which includes redirection and 1-on-1 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

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 be reconsidered.

MEDICATION

If medication needs to be administered while your child is in our care, a parent or legal guardian must complete the Medication Release Form obtained from the Preschool Director. Medication must be provided in its original container, labeled with physician's name and phone number. Prescriptions must also include an expiration date, directions for use and the pharmacy contact. Please indicate any other important information on the release form.

ILLNESS & INJURIES

Please keep your little one at home if he/she has a fever, heavy nasal discharge, a persistent cough, vomiting or is contagious. Inform the Preschool Director immediately 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.

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 Ouch 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 insure immediate contact when necessary. Parents are responsible for costs incurred for transportation and the emergency medical treatment for their child.

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.

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. It is helpful to advise staff regarding accidental injuries that have occurred at home.

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.

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.

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.

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 care giver 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.