



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Discovery Kids Preschool Parent Handbook & Registration Form

2020-2021 School Year



Dear Families,

For generations, the YMCA has been known for its commitment to family life. YMCA programs and services have grown and adapted to the changing needs of families; today, more and more families are looking for quality child care that they can depend on. This handbook gives information about our licensed program.

Discovery Kids Preschool

We understand that today's working families need help in managing the demands of working and raising a family. Nothing can be more important than children's services you feel good about.

The Discovery Kids Preschool program at the YMCA is committed to providing the best. A comprehensive children's program based on the fundamental factors of child development in physical, social and emotional, cognitive and language growth is provided.

We continually serve as an advocate for each child's rights to a healthy and happy childhood.

Please read this parent handbook carefully. The information contained in this handbook will hopefully, answer many of your questions; if you have any additional questions, please call or come by to see us.

Sincerely,
Jannie Cuevas
Early Childhood Director
Discovery Kids Preschool
(843) 522-9622 ext. 234
j.cuevas@wardlefamilyymca.org

WELCOME TO THE WARDLE FAMILY YMCA

EVERY CHILD DESERVES:

A SAFE PLACE TO GO.....

SOMEONE WHO CARES.....

SOMETHING TO ENJOY.....

The Wardle Family Y recognizes the need for quality and accessible child care services for families. With this in mind, Discovery Kids Preschool enables families of children 3-4-years old to place children in an environment where they can participate in a variety of physical, cultural, intellectual and social activities. The program is designed to support, motivate and nurture each child to reach his or her fullest potential. Another priority of the program is to help build a healthy spirit, mind, and body for all.

Teachers and teacher's assistants are carefully selected for their experience, training, and personal commitment to the needs of young children. All references are checked thoroughly and each staff member has a SLED and FBI background check.

The YMCA Discovery Kids Preschool Program has a comprehensive developmental program licensed with the Department of Social Services and maintains all standards for the safety and well-being of the children enrolled.

One of the goals of the YMCA is to not turn anyone down due to lack of funds. Therefore, financial assistance is also available through the YMCA.

INFORMATION AT A GLANCE

THIS INFORMATION PERTAINS TO THE LICENSED PROGRAMS FOR DISCOVERY KIDS PRESCHOOL FOR 3-4-YEAR-OLD CHILDREN.

DISCOVERY KIDS PRESCHOOL HOURS:

7:30 AM – 6:00 PM

- A. During the first hour of the day, 7:30 am – 8:30 am, children can choose from table activities, including, puzzles, books, lacing, patterns and other educational manipulatives. The school day will not actually begin until 8:30 am with morning circle time. As a preschool, **not a daycare**, we ask that you please have your child present **NO LATER** than 8:30 am. Our morning circle time sets the tone for the school day and is the time when we talk about the unit that we will be studying as a whole class. Continuous tardiness in dropping the child off will necessitate our requesting that the child be withdrawn from the program.

Discovery Kids Preschool will follow the same schedule as the Beaufort County School District. During school closings, YMCA Day Camp is available on some days for an additional fee.

Full time classrooms weekly fees are as follows:

Members: \$125.00

Non Members: \$140.00

Families are only charged for the days that the preschool is open. Fees for the school year can be found on the next page.

- A \$75.00 registration fee and 1st month of fee is due upon enrollment in the program. This is non-refundable and non-transferable.
- All monthly payments are due on the 1st of each month. Semi-monthly payments are due on the 1st and the 15th of each month. If payment for the upcoming month has not been paid by 6:00 PM on the 5th day from the payment due date, a late fee of \$25.00 will automatically be added. If the payment is not received in full by the 10th of the month, the child will not be able to attend preschool until payment is received.

- There are two payment options that you may choose from, a one time monthly payment, or two payments semi-monthly with the exception of the month of August.

MONTHLY PAYMENT FEES
Discovery Kids Preschool 2020-2021

Dates	7:30 am-6:00pm Member 7:30 am-6:00pm Non Member Monthly Fees
September 1-30	\$424/ \$476
October 1-31	\$550/ \$616
November 2-24/ 30	\$425/ \$476
December 1-22	\$400/ \$448
January 4-15, 19-29	\$450/ \$504
February 1-12, 16-26	\$500/ \$560
March 1-31	\$575/ \$644
April (Spring Break / Good Friday)	\$425/ \$476
May 1-28	\$500/ \$560

Discovery Kids Preschool follows the Beaufort County School District Academic School Calendar, with the exception of some days.

- The first day of school will be August 17, 2020.
- The last day of school will be May 28, 2021.

YMCA Day Camp is available the days the preschool is closed for an additional fee. You ARE NOT CHARGED for days the preschool is closed

PROGRAM INFORMATION

DISCOVERY KIDS PRESCHOOL PROGRAM

This program is designed for children 3 and 4-years-old. The program is structured using *The Creative Curriculum for Preschool* and taught by teachers with four –year degrees. Teacher’s assistants are well-qualified with experience and training. This research based, nationally utilized curriculum is also used in pre-kindergarten classrooms in the Beaufort County School District. In addition to being well prepared to enter kindergarten, children will be encouraged to become enthusiastic, confident, independent learners. The Discovery Kids Preschool is a comprehensive children’s program based on the fundamental factors of child development in social/emotional, physical, cognitive, and language growth. The children will participate in activities that enhance the development of their gross and fine motor skills and social skills. Throughout the program the children will have adequate opportunities for wholesome indoor/outdoor play. Physical health is encouraged through the YMCA approach to exercise.

OUR PRESCHOOL PROGRAM IS KNOWN FOR:

Low teacher/child ratio
Age appropriate manipulatives and toys
Developmental interest centers
Caring, qualified teachers

FAMILIES

Family support and involvement are recognized as important aspects of each child’s development and are essential for the successful operation of our preschool.

We want to work closely with families to make sure we understand the children’s needs and what we can do together to provide an enriching environment. We encourage all families to be a part of the child development activities. You can be involved by:

- Volunteering in the classrooms
- Sharing a talent with the children
- Becoming a resource for classroom supplies (example: egg cartons, shoe boxes, cotton balls, dramatic play kits, clothes for “dress up”, etc.)
- Making suggestions for enrichment ideas

Please notify the early childhood director of any change in enrollment application information – especially any change in **current telephone numbers** or persons to call in an emergency. Write down any daily instructions you need to convey to the teacher.

Confidentiality- All records of children including name, address, and other information about the child or family and information that may identify a child will be kept in a locked filing cabinet in the early childhood director’s office.

ENROLLMENT PROCEDURE

Enrollment is open to all children 3-and 4-years-old without regard to sex, race, creed, religion, or nationality. All children **must** be potty trained.

PRIOR TO CHILD’S START DATE:

1. Families are required to make a pre-application visit to review the Parent Handbook, tour facility, evaluate the environment, and staff/child relationship. Although drop-ins are welcome, making an appointment with the Early Childhood Director is recommended.
2. Obtain and complete the enrollment application, health forms, parent agreement and permission forms.
3. Pay the registration fee upon enrollment and first month’s tuition fee before the child begins. (The registration fee is non-refundable & non-transferrable)
4. We encourage you to make informal visits to the YMCA with your child. This will help your child explore our environment while having the security of your presence

ARRIVAL/DEPARTURE

- A. HOURS: The Discovery Kids Preschool hours are 7:30 AM to 6:00 PM.
- B. SNOW DAYS & SEVERE WEATHER: The program will close only under extremely hazardous weather conditions. In the event of a closing, an announcement will be made on local TV and radio.
- C. CLOSING TIME: The program closes at 6:00 pm. We ask families to cooperate in picking up their children before 6:00 pm. If by some emergency a parent should be delayed, please call the YMCA. A late charge of \$5.00 is due at 6:05 pm (hallway clock) and an additional \$1.00 per minute thereafter. Late fees are payable immediately by the family member to the YMCA. Continuous tardiness in picking up a child will necessitate our requesting that the child be withdrawn from the program.

- D. **AM ARRIVAL:** Please accompany your child into the YMCA, **sign your child in** and then deliver the child directly to the teachers in the preschool classroom. Please contact the YMCA if your child will be absent or will be arriving past class time. Staff will always directly supervise by the means of being physically near, readily accessible, aware and responsible for the ongoing activity of each child and able to intervene when needed. The **classroom is closed** to students and parents until 7:30 am.
- E. **SEPARATION TIPS:** Take your child to teachers, explain that this teacher will care for him/her until you return, then say “good-bye” and leave. Please try to make this separation process as simple as possible without prolonging it. The longer it takes the more upsetting and confusing it is for the child. Our responsibility once you are gone is to put the child’s fears at ease, comfort him/her and gain their trust. If you are still concerned after leaving your child, please don’t hesitate to call us.
- F. **PM DEPARTURES:** When picking up your child from the classroom, please remember to:
1. Sign your child out
 2. Check your child’s cubby space for personal belongings.
- G. **RELEASE PROCEDURES:** If another person other than the families or authorized persons listed in your child’s file is to pick up your child, you are required to notify us by **WRITTEN NOTICE**. We will check IDs to verify that a child is not released to an unauthorized person. No child will be released to anyone whose name is not on file in the child’s record. In addition, anyone picking up a child from our preschool must be 18 years or older.
- H. Throughout the day, children will be tracked on their location. This means we will be documenting anytime they leave the room for an activity. This is for the safety of the child.
- I.

NUTRITION

The YMCA does not provide lunch. Please pack a morning snack and a cold lunch each day as microwaves will not be available to heat any lunches. The YMCA will provide afternoon snacks which comply with USDA guidelines. A healthy lunch would include a whole grain, fruit, veggies, and a snack.

SNACK TIME

Children serve themselves (“family style”) all food and beverages from common bowls and pitchers with limited help. Staff sits with the children during snack and meal time.

Water is accessible and available to children at all times, including at the table during snack and meal times.

Food and Nutrition—We will commit to serving fruits and vegetables with water being the primary beverage during snack time. We will serve beverages that do not have added sugar. The YMCA will not provide any fried foods or foods which contain trans-fat or sweets with large amounts of sugar like candy or deserts. In addition to fruits and vegetables, only whole grains will be served. If students bring their own food for snacks during afterschool, the food must meet our recommended nutritional standards. We ask that students not bring food or sweetened beverages are not allowed to be brought from home, including for parties and holidays, bakery or candy items as they are not allowed in our program.

PHYSICAL ACTIVITY

Each day we will provide opportunities for moderate and vigorous physical activity for at least 60 minutes per day. This time may be broken down into smaller increments.

HEALTH AND MEDICATION

The required medical forms must be submitted prior to enrollment and annually thereafter.

Use fair judgment in bringing your child to the program if he/she appears unhealthy or has uncommon symptoms. Be courteous and considerate of the health of other children and staff.

Children with the following symptoms will be excluded from group care and the parent contacted. The child must also be free from the following for 24 hours before returning to preschool:

1. Inflammation of the eyes and sinuses
2. Fever (100 +)
3. Rash
4. Diarrhea
5. Vomiting

If the child has a confirmed case of a contagious disease, he/she must be kept at home and the fact of this condition reported to the YMCA so that a notice can be posted within the program (strep throat, head lice, pin worms, viral infection, infections of any kind that can be contracted, measles, mumps, chicken pox, scarlet fever, diarrhea and impetigo are among those conditions categorized as “highly contagious). If the child becomes ill while in our care, he/she will be isolated, cared for, and the parent will be called to pick up the child from the YMCA.

In the event of a medical emergency or accident requiring a doctor’s treatment, we shall make contact with the family immediately. If we cannot make contact with the family, the emergency person and child’s physician will be contacted. The child will be taken or transported by EMS to your designated Hospital Emergency Room.

All staff at the Discovery Kids Preschool Program has completed the FIRST AID and CPR CERTIFICATIONS.

Discovery Kids Preschool Staff DOES **NOT** administer medication of any kind.

Any staff member, including the director, emergency person(s), and volunteer(s) who upon examination or as a result of tests, shows a condition that could be detrimental to the children or staff, shall not continue work at the YMCA until the healthcare provider indicates that the condition no longer presents a threat to children or staff.

IMMUNIZATIONS

All parents must provide an updated copy of the child's SC Immunization form upon enrollment **and as the child receives updated shots**. This is the parent's responsibility.

DISCIPLINE

Basic rules of safety and conduct are included in our policies. Parents will be informed by phone and through parent conferences if their child continually displays inappropriate behavior. General discipline techniques involve positive reinforcement of appropriate behavior and careful explanation of behavior that is inappropriate. Failure to stop unacceptable behavior, (hitting, kicking, biting, etc.), of other children or teachers may result in suspension or expulsion from Discovery Kids Preschool. Children will be taught social problem-solving skills. At no time will physical discipline or corporal punishment be used.

BIRTHDAYS AND SPECIAL CELEBRATIONS

We will happily help you celebrate your child's birthday with friends here at the YMCA. Please let your child's teacher know in advance that you will be bringing a treat. Because we follow healthy eating standards we ask that treats are healthy. Some examples include: yogurt parfaits, granola bars, and pizza with wheat crust.

CLOTHING AND PERSONAL BELONGINGS

- Please label everything with your child's name.
- A change of clothing should be left at the YMCA at all times.
- Children should wear closed-toed shoes with soles, Velcro closure preferred.

PROVISIONAL EMPLOYMENT

South Carolina Code of Laws Section 20-7-2725 was amended to allow childcare facilities to provisionally employ caregivers by obtaining from the South Carolina Law Enforcement Division (SLED) a favorable criminal background based upon the caregiver's name and date of birth. An individual may be provisionally employed until such time as the SLED and FBI fingerprint based background checks and the Central Registry check are completed.

LIABILITY INSURANCE- The Beaufort County YMCA carries liability insurance.

FREE AND FULL ACCESS- Free and full access is granted to parents of children enrolled unless court order stipulates otherwise. The visit must not disrupt instructional activities or classroom routines.

PROCEDURES THAT WILL HELP ALL FLOW MORE SMOOTHLY

Please do not call the YMCA to have a child waiting in advance of the parent's arrival. A note **must be sent** to the teacher on the day it is necessary for the child to be prepared to leave immediately upon his parent's arrival. Accommodations will be made for military personnel.

The child will be released **ONLY** to the person(s) who are listed on the registration information section. Should this information change, the staff must be notified in advance by written notice. A photo ID check will be requested before a child can leave.

In every case concerning a custody clause or dispute, written instructions **MUST BE GIVEN TO THE CHILD CARE ADMINISTRATIVE STAFF** for anyone other than those authorized to pick up this child. If there is a court order/restraint in place, please provide us with copy of the order.

A child's record, emergency information, photograph and other information about child and or his/her family will not be copied, posted on the website, or disclosed to unauthorized persons without written consent from the child's parent/guardian. Both children and staff records are safe guarded in a secured file cabinet.

We do practice emergency drills/preparedness on a monthly basis. Drills included are: fire drills, tornado drills, and hurricane drills. We do have emergency evacuations in place as to specific written instructions as to how staff should proceed in an event of a fire or other natural disaster. A copy of this is posted in our pre-school rooms. Should you have any questions please contact the Early Childhood Director.

The YMCA does not provide medical insurance relative to accidents or injuries sustained as a result of program-related activities. Parents are responsible for providing their own accident insurance.

ITEMS NEEDED FOR SCHOOL:

Mat for nap time (this can be purchased at Amazon, Wal-Mart or Big Lots)

Backpack

Lunch box

Complete change of clothing (including underwear, socks and shoes)

*Please put your child's name on all of these items

To complete your child's enrollment in the Discovery Kids Preschool Program, please make sure to submit the following:

- An updated shot record on a South Carolina form
- DSS form 2900 General Record And Statement Of Child's Health For Admission To Child Care Facility
- Completed Discovery Kids Preschool Registration Packet, Conduct Agreement, Media Release, Fee Agreement and Payment Schedule

DISCOVERY KIDS PRESCHOOL REGISTRATION

Ages 3 & 4

Child's Full Legal Name _____ Nickname _____

Birth Date ___/___/___ Start Date _____

Preschool entry: 3K- _____ 4K- _____ Male__ Female__

YMCA Member Rates__ Non Member Rates__ Military__

Mother's/Guardian's

Name _____ Address _____ Zip _____

Phone (H) _____ Cell Phone _____

Email _____

Where employed? _____ Work # _____ Ext. _____

Father's/Guardian's

Name _____ Address _____ Zip _____

Phone (H) _____ Cell Phone _____

Email _____

Where employed? _____ Work # _____ Ext. _____

In case of divorce, who has custody of the child?

For the child's safety, list persons other than yourself to whom the child may be released:

1) _____ Phone _____

Relationship _____

2) _____ Phone _____

Relationship _____

3) _____ Phone _____

Relationship _____

4) _____ Phone _____

Relationship _____

Emergency information: Name 2 people authorized to act for parent in an emergency:

1) _____ Address _____ Contact #'s _____

2) _____ Address _____ Contact #'s _____

Child's physician _____ Phone _____

Any medical problems, allergies, or other restrictions:

List any person(s) who may NOT pick up this child

Relationship _____ Court Ordered? Yes _____ No _____

- (In case of emergency, YMCA staff attempts to contact to the parent/guardian immediately.) If I cannot be reached, I authorized the YMCA to provide emergency medical care for my child. I understand that if any finances are involved that I, the parent/guardian, will be responsible for all expenses.
- In case of emergency, please designate the hospital you use

- My child has permission to participate in swimming activities, in transportation provided by Y staff, and to go on field trips arranged by the YMCA staff.
- I understand the YMCA provides liability insurance for all programs, but I must provide my own accident insurance.
- My child is in good mental and physical health and able to participate in all YMCA programs.

For program funding purposes only, please answer the following questions:

1. Who provided services to your child prior to the YMCA?

2. Would the YMCA Preschool Program allow you to sustain employment?

CONDUCT AGREEMENT

Your signature bellows indicates your support for our behavior standards. Please understand that the YMCA is a Christian organization and therefore maintains certain standards and values. We provide a fun and safe place for children. It is understood that all program participants will display appropriate, acceptable behavior. If behavior becomes unacceptable, he/she will be subject to suspension from school. No corporal punishment will be used. Parent conferences may be requested if there is a need. It is our goal to work with all children but if inappropriate behavior persists, child care services can be terminated.

PARENT AGREEMENT

I agree with the procedures and standards set forth on this registration form.

Date _____ Parent/Guardian _____

If there is any additional information that would help us better serve you and your child, please tell us in the space below. If there is information regarding medical or emotional problems that would enlighten us and help, please let us know.

MEDIA RELEASE

I, _____ (Parent/Guardian) hereby give Discovery Kids Preschool, YMCA of Beaufort County the absolute and irrevocable right and permission, with my respect to the photograph and/or video that have been taken of my child, _____, or in which he/she may be included with others:

- a. To copyright the same in Discovery Kids Preschool, Beaufort County YMCA’s name or any other name that Beaufort County YMCA may choose.
- b. To use, re-use, publish, and re-publish the same, in whole or part, individually, or in conjunction with other photographs, in any medium and for any purpose whatsoever, including (but in no way limited to) illustration, promotion and advertising and trade, television and multimedia, and

- c. To use my child's name in conjunction therewith if Discovery Kids Preschool or the Beaufort County YMCA chooses.

I hereby release and discharge Discovery Kids Preschool, Beaufort County YMCA from any and all claims and demands arising out of or in connection with the use of the photographs, including all claims for libel. This authorization and release shall also ensure the benefit of the legal representative, licenses, and assigns of Discovery Kids Preschool, Beaufort County YMCA.

I hereby certify that I am the parent of guardian of the person named above. I do give consent according to the terms listed above without reservations to the foregoing on behalf of him, her, or them.

Printed Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Witnessed by: _____ Date: _____

FEE AGREEMENT

I, the Parent/Guardian:

- Received a handbook at the time of enrollment.
- Agree to update the emergency contact/parental consent form information whenever changes occur or every 6 months at minimum.
- Understand that registration fees are non-refundable and non-transferable.
- Understand that any refunds due to withdrawal from the program or overpayment to account must be requested within 30 days of the last day of attendance.

Date: _____

Printed Name: _____

Signature: _____

Witness Signature: _____

