



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

# **WHERE LEARNING MEETS FUN**

**WELCOME PACKET 2011-2012  
Discovery Kids Preschool Program**

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## WELCOME TO PRESCHOOL!

Thank you for choosing Discovery Kids Preschool! What sets our school apart from others? YMCA teachers approach each day with imagination, innovation and best of all, fun! It is our mission to educate children in a hands-on, curriculum rich, safe learning environment.

To our returning families, thank you for trusting us again with your most prized possession! We are so glad that you've chosen to allow us to impact your child's life again this year. I would also like to welcome our new families to what I hope will be a great year filled with new friendships, fun activities and lots of learning.

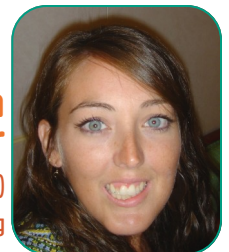
Please know that my door is always open and that I encourage and welcome your feedback. We strive to make the preschool experience a wonderful one for each child in our program and appreciate you being willing to share with us to help us improve. The teachers and myself are very excited to share in this journey with you and your family. Welcome!

In His Service,

**Lindsay Shannon**  
**Family Programs Director**

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## DAILY LOGISTICS

### PICK UP CARDS

All parents/guardians will be issued a pick-up card either at orientation or on the first day your child attends a YMCA program. This card acts like a photo ID; cards will only be issued to those on the authorize pick-up list. You must present a picture ID in order to receive your pick-up card. All returning campers will be issued new cards as the cards change colors each year. Please make sure you have your pick up card or ID when picking up.

### LATE FEES

Parents who arrive late to pick up their children will be charged a late fee of \$5 for the first 10 minutes and an additional \$1 for every minute there after. Late fees are to be paid at the time of pick-up. Cash or checks made payable to the YMCA are acceptable forms of payment.

### ABSENCES

If your child is sick or unable to attend the program, please contact your program's office prior to the start of the program on that day. We call all parents of absent children. If you receive a phone call, it is a courtesy to you and a safeguard for your child. If you are able, please call us to let us know ahead of time if your child will be absent or late at 815-5976.

### PARENT VISITS

Please feel free to stop by any time during the school day. Parents and other visitors are always welcome at any of our YMCA programs. For the safety of our students, a visitor's pass must be obtained from the program's office before being allowed to tour the program.

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## MEDICAL INFORMATION

**Our staff cannot administer medicine during the school day to any student without the following:**

- A completed and signed Medication Form.
- A written and dated note from your physician for any over the counter medicine.
- All prescription medication must be kept in the original pharmacy container in which it was received. The container should include the doctor's name, name of medication, procedures for use, and the child's name.
- Any medication must be checked in at the program office by the parent/guardian.

**Please note:** If your child has an Epi-pen or an inhaler, these items must also be accompanied with a completed medication form and checked in at the program office.

Also note that if your child attends multiple YMCA programs (i.e. preschool, SOS, summer camp), we ask that you please provide a signed medication form and an original container of your child's medicine to each program that your child attends. We are not able to move medications between programs/sites nor are we able to allow campers to transport medications between programs/sites.

## ILLNESS & EMERGENCY PROCEDURES

If a student becomes ill during the school day and is unable to participate in activities, the parent/guardian will be notified. If a student is hurt, a member of the staff or an authorized person will administer immediate first aid.

If the situation should require immediate medical attention, the program director or a member of the staff will attempt to contact and inform the parent/guardian as soon as possible. In the event that the parent/guardian cannot be reached, the emergency contact person will be called. The program director or another staff member will call the designated physician and/ or local emergency unit for treatment and/ or transportation to a hospital. A staff member will accompany the camper to the hospital and stay until the parent/ guardian arrives and signs the camper into his/her custody.

Children should be kept at home if they show any of the following symptoms and should not return to school until they have been symptom free for a full 24 hours:

- temperature over 100 degrees
- any undiagnosed rash
- sore or discharging eyes or ears
- thick, yellow nasal discharge
- diarrhea or vomiting

## DROP OFF AND PICK UP

At the Y, we call drop off "Rides-in" and pick up "Rides-out". We run a carpool line in front of the church for Rides-in and Rides-out.

Rides-in runs from 8:45-9:00am. If you arrive late to school, you will need to walk your child into the school. You will need to stop at the office to sign your child in before walking them to their classroom.

Rides-out runs from 12:30-12:45pm. If you arrive early to pick your child up, you will need to come to the office to sign your child out before walking to their classroom to pick them up. **Please pull out of the carpool lane to buckle your child into their car seat.**

**Please note** that after Rides-in and before Rides-out, we utilize the side entrance of the church, closest to the large playground. We lock this entrance each morning at 9:30am and you will need to call the office at **815-5976** to gain entry.

If you choose to walk your child in or out of school during Rides-in or Rides-out, please use the front doors of the church building and be careful crossing the carpool lane as well.

## INCLEMENT WEATHER POLICY

If schools are *closed*, because of inclement weather, all off-site YMCA youth programs are closed.

If schools are *delayed*, all morning off-site YMCA programs are delayed by the same amount of time UNLESS we are able to safely open the YMCA facility earlier than the school delay. If schools are *delayed*, Preschool will run for an additional 30 minutes to allow adequate instruction time. (EX: If Rides-in normally begins at 8:45am and schools are delayed by two hours, then Rides-in would begin at 10:45am and Rides would begin at 1:00pm and end at 1:15pm.)

If schools *release early*, we will notify parents as quickly as possible to come and pick their children up.

In the event of lightening during Rides-out, we will put out a sign asking that you come to your child's classroom to pick up.

Visit our website, [www.ymcatriangle.org](http://www.ymcatriangle.org), for the most recent updates.

**OUR MISSION: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.**

# BEHAVIORAL GUIDELINES

## CLASSROOM RULES

Each teacher will have a set of classroom rules posted in the classroom that they will review with children on a consistent basis. Rules may include things such as “inside voices”, “gentle hands” or “walking feet”. All rules are positively worded and are simple for children to understand.

## EMPHASIS ON THE POSITIVE

We realize that the single most effective behavior management tool at our disposal is an emphasis on positive behavior. Our teachers are trained to be constantly on the look out for opportunities to praise or otherwise reinforce positive behavior. Common reinforcers include (but are not limited to): verbal praise, a high-five or hug, and/ or classroom wide recognition (for example, being named “a classroom helper”) As often as possible teachers will share incidents of positive behavior with parents.

## YMCA & HOME PARTNERSHIP

Sometimes families have specific concerns regarding their child’s behavior or are working in the home to modify certain behaviors. Our staff welcomes the opportunity to support these efforts. Please do not hesitate to speak with the Program Director if you have concerns or if you would like for us to support any work that you are doing at home with your child. We will be happy to include your child’s teacher(s) in a discussion regarding specific approaches or concerns.

## SUSPENSION & EXPLUSION

While it is our hope that these procedures and a strong YMCA & home partnership will promote positive behavior (and minimize behavioral problems), serious and/or chronic disciplinary problems can occur. In these cases, suspension or expulsion may be necessary. For a full description of our behavior policy, please see registration forms available online. However, the Y encourages appropriate language, cooperation, respect to staff and facilities, positive attitudes, staying in program areas, and participation in all activities. Please take time to review these with your children as necessary.

The YMCA maintains a zero-tolerance policy with respect to sexual misconduct, alcohol/ tobacco/drug use, and weapons possession. Students found in violation of this rule will be sent home immediately.

If your child is suspended from one YMCA program, he/she will not be allowed to attend any YMCA program for the duration of the suspension.

# THE PRESCHOOL EXPERIENCE

## SCHOOL CALENDAR

Discovery Kids Preschool operates on the same calendar as Wake County Public Traditional Schools. We have the same teacher workdays and vacation days.

Teacher workdays will be utilized to conduct staff meetings and training, parent/teacher conferences or classroom work/planning time for teachers. These days may also be utilized as make up days as needed for school days canceled due to inclement weather.

## MID-YEAR AND END OF YEAR EVALUATIONS

We will perform a mid year and an end of the year evaluation on your child. Our evaluations are aligned to our curriculum and are utilized by teachers to guide them in their lesson planning. We will share these evaluations with you so that you know how your child is performing in school. Teachers may contact you to set up a time to discuss your child's evaluation, giving you opportunities to ask questions and better understand your child's learning and growth.

## WHAT TO BRING

### What to Wear

Please make sure your child wears weather appropriate clothing, including a coat in winter months. Children should only wear closed toe shoes (preferably sneakers) to school, as they will be doing lots of physical activities. Mark all clothing, belongings, and backpack clearly with your child's name.

### Backpack and Extra Change of Clothes

Please send your child to school with a backpack large enough for their teacher to send craft items and other activities home in. Please make sure there is a clean set of extra clothes in their back each day in case of bathroom accidents.

If your child is in the Transitional Two's or Two's class, please make sure to send *at least* 2 extra diapers and wipes in their bag each day.

### Snack

Please send your child to school with a healthy snack and a drink each day. Please do not send candy, gum, soda, glass containers or items requiring refrigeration or microwaving.

## LUNCH BUNCH

Twice a month we offer Lunch Bunch, a fun addition to your child's day at Preschool. Children can stay for an additional hour (until 1:30pm) to eat their lunch sent from home and play games with their friends. Lunch Bunch is offered to students in the 3's, 4's or PreK class. There is an additional \$5 charge for Lunch Bunch, due at the time you sign up and can be paid by cash or check made out the YMCA. Lunch Bunch is offered the first Tuesday and third Wednesday of every month. There may be some days that are adjusted due to holidays or teacher workdays.

## SWIM OUTINGS

Students in our 3's, 4's and PreK classes will get to come to the Finley Y for a monthly swim outing. These outings are intended to be a fun time to play in the pool with their friends and teachers. Parents and siblings are invited to join their child's class in the pool. Please see the Preschool Calendar for your child's specific Swim Outing days and times!

# THE PRESCHOOL EXPERIENCE

## SPECIALS

Your child will participate in specials classes at Discovery Kids Preschool. The specials classes we are offering for the 2011-2012 school year are Sign Language, Spanish and Healthy Living. Our Transitional Two's and Two's Classes will only participate in Sign Language and Healthy Living class. Your child will learn simple, age appropriate signs and Spanish for things like colors, numbers, letters and more. They will also participate in a Healthy Living class which will focus on healthy life style choices including nutrition, physical activity and healthy cooking!

## THE CREATIVE CURRICULUM®

Discovery Kids Preschool derives instruction from The Creative Curriculum®. The Creative Curriculum® is a research-based method of teaching that encourages children to learn through "doing"; it requires active thinking and experimenting to make discoveries about the world around us. Instruction is based on utilizing all of a child's senses to learn. Manipulatives and creative play are utilized daily. Another major focus of this curriculum is to help children to become enthusiastic learners and to foster a love for learning.

### Daily Activities

#### Circle Time

Circle time is a fun way for kids to start each day. It provides consistency to each day, encouraging independence in children. Some circle time activities may include exposure to calendar counting, days of the week, seasons, singing songs, talking about the day's weather or theme related books and stories.

#### Centers

Centers are a wonderful learning opportunity where children are given the option to visit a particular station. Some of the daily center choices include:

- Discovery Center: science and exploration
- Dramatic Play: dress up play, pretend kitchen/house play, manipulatives such as dinosaurs
- Creative Art: sometimes directed, sometimes free activity (skills used may include cutting, coloring, painting, gluing or stamping)
- Language/Writing: weekly letter focus, also utilizes games and books
- Blocks/Legos®: encourages fine motor skill development and creativity

#### Music and Movement

Children participate in singing songs, dancing along to music and making their own music.

#### Craft and Create

Children will learn through themed arts and craft projects. Some activities are more child directed while others more teacher directed.