



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

BEGIN A LIFETIME OF LEARNING

2019-2020 WELCOME PACKET
Discovery Kids Preschool Program



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WELCOME TO DISCOVERY KIDS PRESCHOOL!

Thank you for choosing Discovery Kids Preschool with the A.E. Finley YMCA. 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 with a focus on healthy lifestyle choices.

To our returning families, we look forward to spending another great year with you and your family. We also are excited to welcome our newcomers and hope that you and your family enjoy becoming a part of our program.

Please feel free to contact us at anytime, for any reason, as our door is always open. We strive to make the preschool experience a wonderful one for each child in our program and appreciate you being willing to provide feedback with us to help us improve. Our teachers are very excited to share in this journey with you and your family. Welcome and here's to a great year!

Mary Ann Rose

Discovery Kids Preschool Site Coordinator

919-815-5976



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

DAILY LOGISTICS

LOCATION & CONTACT INFORMATION

Discovery Kids Preschool location: Imago Dei Church
9200 Strickland Road
Raleigh, NC

Phone Number: (919) 815-5976

YMCA Confidential Hotline: If you have serious questions or concerns about any YMCA youth program, please call our confidential hotline at **919-719-9690**.

PICK UP CARDS

All parents/guardians will be issued a pick-up card either at registration, open house 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 authorized pick-up list. You must present a picture ID in order to receive your pick-up card. All returning students will be issued new cards as the cards change colors each year.

LATE FEES

The YMCA has a late fee policy that is \$5 for the first 10 minutes and \$1 for every minute 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

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.

MEDICAL INFORMATION

In order for our staff to administer medication to a student, we need the following items:

- A completed and signed Medication Form.
- 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 and will be expected to remain on-site for the duration of the school year.

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 students 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 local emergency unit for treatment and/ or transportation to a hospital. A staff member will accompany the student to the hospital and stay until the parent/ guardian arrives and signs the student 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". Parents will come in for drop off and pick up. To gain entry into the building, you will use the side entrance that is clearly labeled with YMCA signage.

Rides-in runs from 8:45-9:00am. Rides-out, will run from 12:15-12:30,

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 9:00am and will unlock it at 12:15pm. You will need to call the office at **919-815-5976** to gain entry.



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 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 12:50pm and end at 1:00pm.)

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-in or Rides-Out, we will put out an inclement weather sign asking that you come to your child's classroom to pick up.

Visit our Preschool Facebook page, for the most recent updates. You may also visit A.E. Finley's website at www.ymcatriangle.org.

CLASSROOM 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 & YMCA/HOME PARTNERSHIP

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: verbal praise, a high-five or hug, and/ or classroom wide recognition. As often as possible teachers will share incidents of positive behavior with parents. Sometimes families are working in the home to modify certain behaviors. Our staff welcomes the opportunity to support these efforts, so please do not hesitate to share with your teachers if you have concerns or if you would like for us to support any work that you are doing at home with your child.

POTTY-TRAINING

Children in the Threes and Fours classes must be potty-trained. We understand that some children will need time to adjust to using the bathroom at school and we are able to be flexible at the start of school. Please share with your classroom teacher any concerns you may have about your child being able to use the bathroom at school, so we may create a plan to help your child transition quickly and easily.

SUSPENSION & EXCLUSION

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 the Youth Information Form available online. To summarize, 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 a 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 share most of 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

- Weather appropriate clothing
- Closed Toe Shoes (preferred)
- Underwear for sanitation reasons
- Please label all belongings

Backpack and Extra Change of Clothes

- Please use a backpack large enough for teachers to send crafts/activities home
- Extra set of clothes (provided by parents) will be stored in the classroom in case of an accident or spill. Please send in a labeled Ziploc bag.

Snack

Please send your child to school with a healthy snack and a drink each day. Please DO NOT send nut products, red or purple juice, candy, gum, soda, glass containers or items requiring microwaving.

LUNCH BUNCH

Twice a week we offer Lunch Bunch, a fun extension of your child's day at Preschool. Children stay until 1:15, eat their lunch sent from home and play games with their friends. Lunch Bunch is offered to all students. There is an additional charge for Lunch Bunch, due at the time of registration. You must register at the Finley Y Welcome Center. Lunch Bunch is offered every Tuesday and Wednesday. There may be some days that are adjusted due to holidays or teacher workdays.

SWIM OUTINGS

Students in our 3's and 4's classes will get to visit 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 & VISITING FIELD TRIPS

Your child will participate in a Specials at Discovery Kids Preschool. Specials are Kid Fitness, Gymnastics, Sports, Music and Movement, and Swim (3 and 4 year old classes only). We also believe that exposing your child to community helpers is an integral part of hands-on, discovery learning. It is for this reason that we arrange for a variety of special guests to visit throughout the year, including the police, fire department, trash/recycling trucks, the dentist and guest readers. All classes will participate in Specials and Visiting Field Trips once a month.

THE CREATIVE CURRICULUM® and LETTERLAND

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 lifetime love for learning. To introduce children to letters, sounds and words, we have adopted the Letterland Curriculum used in Wake County Public Schools.

Daily Activities

Circle Time

Circle time is a fun way for kids to start or end 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 may 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, moving creatively along to music and making music with instruments.

Craft and Create

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