



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Glastonbury Family YMCA

2019-20

Preschool At A Glance





FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Glastonbury Family YMCA Programs & Locations

Preschool Information:

Address:
95 Oakwood Dr. Glastonbury, CT 06033
*Parents enter in back door using code

Hours:
6:30 AM to 6:30 PM

Part Time Hours:
9:00 AM to 12:30 PM

Contact Information

Main Office Phone #: (860)633-6548
Fax #: (860)659-3301

Ryan Orsini
Preschool Site Coordinator/Head Teacher
(860)633-6548 ext. 19
Ryan.Orsini@ghymca.org

Sarah Ralston
Regional Child Development Director
(860)633-6548 ext. 17
Sarah.Ralston@ghymca.org

Juanita Dutton
Office Manager
(860)633-6548 ext. 12
Juanita.Dutton@ghymca.org

Main Office Information:

Address:
95 Oakwood Dr. Glastonbury, CT 06033

Hours:
7:30 AM to 5:00 PM

2018-2019 Monthly Fees:

			Rate Per Month
Full Time	5 Days Per Week		\$1,020.00
Full Time	3 Days Per Week		\$745.00
Part Time	5 Days Per Week	9a-12:30p	\$360.00
Part Time	3 Days Per Week	9a-12:30p (MWF Only)	\$250.00

TAX ID #: 06-0881325

Welcome to YMCA Preschool!

We are very excited to welcome your family to the Glastonbury Family YMCA preschool! We hope to be a great setting and community for them to learn, grow & have fun with their teachers and peers. Our program utilizes the CT Early Learning Development Standards which is the foundation for supporting all young children in their development. Each week we will have a topic of study and plan exciting activities around the topic to grab your child's attention. We will focus on three standards per week in preparation for your child's transition to kindergarten. If you have any questions about the Early Learning Standards, we are more than happy to discuss them with you. Lesson plans are posted each week on the Parent Board so please check for details. Our lead teaching staff has been trained in the CT Early Learning Standards to make observations and use them to assess your child's growth and development academically, socially, and emotionally. Twice a year, we will invite you to sit down with us to go over your child's progress.

Just a few reminders:

- Please remember to put an ice pack in your child's lunch every day.
- Foods **not permitted** at the center due to choking hazards: whole or circular sliced hot dogs, whole grapes and cherries, peanuts, peanut butter, whole nuts, popcorn, raw peas, large hard pretzels, whole chips, hard candy, and large chunks of raw carrots.
- Please remember to bring a sheet for your child's cot. A crib sheet fits best. This should be brought home weekly to be washed and returned!
- Please have your child wash their hands upon entering the classroom/facility each day.
- Please remember to call if your child will not be attending preschool for the day. The phone number is 860-633-6548. *You can also notify us via Class Dojo.
- Please have your child at preschool by 9:00 AM. If your child is going to be late, please call and let the teachers know so we can plan accordingly.
- If your child is enrolled in our half-day program, please pick up your child promptly by 12:30pm. A late fee of \$1 per minute late fee will be assessed if you are late.

We will be communicating via email, the Parent Board, and our classroom app "Class DOJO". We will put other important notices such as the monthly newsletter, closing updates, events and changes in your child's mailbox. If you have any questions or concerns, feel free to call the preschool at 860-633-6548 or email Ryan.Orsini@ghymca.org or Sarah.Ralston@ghymca.org. We look forward to welcoming you into our YMCA family!



Sarah Ralston
Regional Child Development Director



Ryan Orsini
Preschool Site Director

Glastonbury Family YMCA Preschool

Our Vision:

The YMCA of Greater Hartford builds strong communities by helping individuals reach their fullest potential through transformative programs that promote Youth Development, Healthy Living and Social Responsibility.

We do this by:

1. Putting a 'caring adult' in the presence of every child;
2. Being 'good steward' of the resources entrusted to us; and
3. Working, 'in partnership' with others, to eliminate the disparities in health & education

Our Mission:

The YMCA of Greater Hartford is a charitable association open to all and committed to helping people develop their fullest potential in spirit, mind and body. This commitment is reinforced by our belief in living out universal values of caring, honesty, respect and responsibility.

Philosophy:

The philosophy of the YMCA's Child Development Program is to develop the whole child—spirit, mind, and body—by fostering the social, emotional, cognitive, physical, and creative needs of all children, regardless of race, creed, color, religion, national origin, disability, and/or ability to pay. We recognize that each child has unique needs, abilities and experiences, thus all activities and materials are geared to each child's developmental level. This will enhance a child's self-esteem and desire to learn, while providing a positive, happy and nurturing environment.

Program Goals and Objectives:

Our goal is to offer quality child care and educational services, with age appropriate activities. Our staff commits to recognize and meet the learning and developmental needs of the children we serve in a caring nurturing environment. All programs are licensed by the CT Office of Early Childhood.

Our staff strives to continually develop professionally in order to:

- Provide a safe, supervised, structured environment in which a child may choose from a variety of activities that help them develop socially, intellectually, physically and emotionally in a developmentally appropriate manner.
- Develop a child's gross and fine motor skills.
- Develop and foster a child's language skills and literacy.
- Promote a positive value system by encouraging a child's self-worth and emotional development that will enhance self-esteem.
- Develop a child's healthy habits such as nutrition, dental care, cleanliness, hygiene and physical fitness.
- Create a partnership with parents that offer the opportunity for parental support, engagement in all facets of their child's experience, and educational training and workshops.

Enrollment Policy:

To enroll in a YMCA of Greater Hartford's Child Development program, the following is required:

- All previous YMCA accounts must be in good standing.
- Registration forms must be completed in their entirety.
- A Health Assessment form signed and dated by a physician, which includes up-to-date immunization information.
- Receipt of the family's first payment for services.
- Updated paperwork annually to remain up to date.
- A separate enrollment form must be completed for each child in a given family.
- There is a minimum of a two day administrative processing time for paperwork before your child may start a program.

Inclusion Policy:

The YMCA welcomes children with special needs. Parents and family are asked to identify any health concerns or special needs their child may have. Together, we will then be able to determine what accommodations the child may need to be successful in

our program. We will do our best to accommodate these needs; however, if we are unable to meet said needs, we will work with each family to an attempt to find a solution.

Financial Assistance Policy:

Financial assistance is made possible through donations to the YMCA’s Annual Campaign. For more information, please contact the YMCA of Greater Hartford’s office. In addition, we encourage all participants who apply for Financial Assistance to also apply for Care 4Kids. **Please inquire at branch office.*

Payment Policy:

Payments are to be made monthly no later than the first of each month of service. Accounts must be kept current. Accounts delinquent by more than 2 weeks may require dismissal of the child from the program.

Our Staff:

The YMCA child development staff is a group of dedicated professionals who are committed to providing a warm, caring and stimulating environment for your child. Staff is hired based on their education, experience and desire to work with children. Each Preschool program has a Head Teacher. We maintain a 1:10 staff to child ratio. All staff is required to attend ongoing training in areas such as recognizing child abuse, positive discipline, child development and more. A reference check, drug screen, criminal background check, finger printing, and Department of Children and Family review are completed on each employee.

Pre-School Child Development Activities:

Our Preschool program is designed to provide children with a safe and enriching environment, where they can develop to their fullest potential. Along with the YMCA’s four core values (Caring, Honesty, Respect, and Responsibility), the YMCA of the USA has developed 4 goals for all YMCA Pre-School Programs:

1. Encouraging children to take an active role in the day-to-day operation of the program & gain responsibility.
2. Offering activities that extend and enrich children’s experience.
3. Providing choices every day for how children will spend time at the program.
4. Encouraging children to make decisions that affect the program.

A variety of activities are offered daily, both staff facilitated and child driven. All Pre-School programs incorporate the following activity themes into their program schedule: Arts & Humanities, Character Development, Health, Fitness & Wellness, Homework Help/Quiet Time, Literacy, Science & Technology, Multi-Cultural Learning, and Service Learning. Children may choose to participate in a skill building activity. This activity is planned by one of our staff members. It is chosen based on the interest and developmental level of the children. We incorporate the CTEDS and CT state Benchmarks in the Lesson plans.

General Daily Schedule

A Typical Day...

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ 6:30 – 8:30 <li style="padding-left: 20px;">8:30-9:00 ▪ 8:55 ▪ 9:00-9:15 ▪ 9:15 – 9:20 ▪ 9:20 – 9:45 ▪ 9:45 – 10:00 ▪ 10:00-10:45 ▪ 10:45-11:00 ▪ 11:00 – 11:45 ▪ 11:45-12:00 ▪ 12:00 – 12:30 | <p>Arrival & Center Play</p> <p style="text-align: center;">½ day Drop Off</p> <p>Clean up</p> <p>Morning Circle</p> <p>Bathroom & Hand Washing</p> <p>AM Snack/ Clean Up</p> <p>Group Story/Lesson/Discussion regarding theme</p> <p>Center Play</p> <p>Bathroom/Clean Up</p> <p>Large Motor/Outdoor Activities</p> <p>Clean Up/ Bathroom & Hand Washing</p> <p>Lunch</p> |
| <p>12:15 –12:30</p> | <p style="text-align: center;">½ Day departure</p> |

Enrichment/Specials

Tuesday: Music @ 10:15

Wednesday: Spanish @ 10:30

Friday: Science/STEM @ 10:00

**Does change at times*

- 12:30 – 1:00 Clean-Up/ Quiet Time/ Bathroom
- 1:00-2:30 Quiet Reflection Time/ Nap
- 2:30-2:45 Clean Up/ Bathroom
- 2:45 –3:00 PM Snack/ Clean Up/ Centers
- 3:00- 3:30 Story/ Lesson & Morning Recap
- 3:30-4:15 PM Centers
- 4:15- 6:30 Large Motor/ Teacher Led Activities/ Center Play

*See detailed Lesson Plan weekly for Activities

September: <ul style="list-style-type: none"> • All About the Classroom • All About Me • Family 	October <ul style="list-style-type: none"> • Apples & Pumpkins • Fire Safety • Fall Harvest • Monsters & Make-Believe 	November <ul style="list-style-type: none"> • Rainbow/Colors • Construction • Healthy Eating • Health & Hygiene 	December <ul style="list-style-type: none"> • Literacy • Celebrations Around the World • Emotions
January <ul style="list-style-type: none"> • Winter • Winter Animals • Bears • Pets 	February <ul style="list-style-type: none"> • Dental Hygiene • Friendship • Community Helpers • Dinosaurs 	March <ul style="list-style-type: none"> • Dr. Seuss • Art Appreciation • Rhyming Words 	April <ul style="list-style-type: none"> • Signs of Spring • Bugs • Caterpillars & Butterflies • Plants & Flowers
May <ul style="list-style-type: none"> • Weather • Zoo Animals • Jungle Animals • Sea Life 	June <ul style="list-style-type: none"> • Farm Animals • Frogs, Crocs & Alligators • Outer Space • Summertime • Beach 	July <ul style="list-style-type: none"> • Camping • Vacation • Pirates • Circus 	August <ul style="list-style-type: none"> • Recycling • Swirl & Twirl • Sports • Literacy

Snack Time:

Children will serve themselves (family style) all food and beverages from common bowls and pitchers with limited help. Staff will sit with the children during snacks. Fruits or vegetables will be provided at every snack/meal. The YMCA will not provide any fried foods or any foods that have trans-fats. The YMCA will only offer whole grains. The YMCA will not offer snacks that list sugar as one of the first three ingredients or that contain no more than 8 grams of sugar per serving. Servings of fruits and vegetables will be ½ cup or more. Water will be accessible and available to children at all times, including at the table during snacks. Only water and unflavored low-fat (1%) or non-fat milk will be provided, family style.

Lunchtime:

The following food items may not be allowed at the center:

- **uncut hotdogs** (hotdogs must be cut length wise not in circles)
- **uncut cherry's or cherry tomatoes** (can be cut in half)
- **whole grapes** (can be cut in half)
- **peanut butter or peanuts**
- **whole nuts** (soft nuts need to be in halves or pieces)
- **popcorn,**
- **raw peas,**
- **large hard pretzels** (unless broken into smaller pieces)
- **chips** (unless broken into smaller pieces)
- **large chunks of raw carrots** (carrots must be cut length wise),

- **Hard candy**

All are choking hazards. Please check with the head teacher if you have any specific questions.

Also, we are a peanut free facility

H.E.P.A:

As part of our **Healthy Eating and Physical Activity** we ask that at least one snack or lunch item brought from home follow food guidelines for healthy eating.

Physical Activity:

Children will be provided 30 minutes of moderate to vigorous physical activity for a ½ day program and 60 minutes for a full day program. Bone and muscle strengthening activities will be included as a part of this physical activity. Children will be taken outdoors as much as possible, weather permitting. (Above 32 degrees and below 90 degrees).

Arrival & Departure:

According to the CT Office of Early Childhood, daily attendance records for both children and staff must be recorded daily at the time of arrival and departure. Therefore, an authorized adult (YMCA staff or individual authorized by the parent/guardian on the enrollment form), must document the time of arrival and/or departure each day. Care giving adults who sign a child in or out of the program must be at least 18 years of age. This policy will be strictly enforced. A child will not be allowed to leave unless he/she is with an adult who has been specified on the registration form. Parents must notify the YMCA in writing in a person other than the ones specified on the registration form will be picked up the child. Please be prepared to show a photo ID when picking up. Please have your child at Pre-school by 9:00 am if your child is going to be late, please call the classroom at 860-633-6548 and let the teacher know.

Late Pick-Up:

All children must be picked up from the YMCA program by closing time. If an emergency necessitates that a child be picked up late, call the YMCA staff beforehand. A \$1.00 per minute late fee will be charged for each minute a child remains at the program past closing time, regardless of staff notification of the late arrival. Two staff over the age of 18 will remain at the program until all children are picked up. If a parent or guardian has not called and all emergency contacts listed on the child's Emergency Contact sheet cannot be reached, the CT State Department of Children and Families requires the child care and education program to regard this situation as child abandonment, which requires YMCA staff to notify the local Police Department or the CT State Department of Children and Families.

Absences, Cancellations & Changes in Schedule:

If a child is going to be absent from a YMCA program, parents are asked to notify the YMCA as far in advance as possible by phone, Class Dojo or in writing. If your child does not arrive to the program after school and we have not been informed that your child will be absent, we will begin calling appropriate phone numbers to locate your child and ensure his/her safety. Our policy insists that staff continue to search until your child is found.

The YMCA office must be notified, in writing, two weeks prior to the child's last day of the program or with any changes in schedule.

Medical & Medication Requirements:

The Office of Early Childhood requires that each child enrolled in a Child Care program have an up-to-date medical form signed and dated by physical or physician's assistant, with the date of the last exam specified. A new Health Assessment form will be required each year on the date of the last physical for children 5 years old and under, and then as required by the local Board of Education. The YMCA cannot accept a child without the proper medical forms. When a child is overdue for any routine health service, parents/guardians must provide evidence of an appointment for that service before the child's entry into the program and as a condition of remaining enrolled in the program.

Parents are required to notify the YMCA whenever a child has been exposed to a contagious disease or illness. If an outbreak occurs in the program, the YMCA staff will notify parents in a timely fashion. Any child contracting a contagious illness must submit a doctor's note stating when the child may return to the program. If a child is absent due to illness, they are not allowed to return until free from any symptoms or infections.

In compliance with Public Act 02-84, Child Care Program may not deny services to a child who has an allergy or a prescription for an automatic pre-filled cartridge injector (such as an epi-pen). The YMCA requests, however, that whenever possible, medication be administered to the child outside the program hours by the parent or guardian. Only those prescription medications that must be administered during the program day will be administered.

The YMCA Child Development Programs will provide staff trained in the administration of medications, including the use of automatic pre-filled cartridge injectors with a written order from a physician and signed by the parent or guardian. The YMCA requires that, at all times, at least one staff person in the YMCA program be certified in the Administration of Medication as mandated by the State of Connecticut Department of Public Health (Section 19a-79-9). A parent/guardian has the option, and is welcome, to come to the center to administer medication personally.

In order to administer any medication, an Authorization for the Administration of Medication by Child Care Personnel for all types of medication (prescription and non-prescription) must be filled out and signed by the physician and by the parent. One form is required for each medication. This form must include the name of the medication, dose, method of administration, time of administration, reason for medication, dates of administration, expiration of medication, relevant side effects, potential allergies, prescriber's name and verification statement of prior use without adverse side effects.

Non-prescription medications include all types of over the counter medications (e.g. Tylenol, Advil, lozenges, cough drops, antibiotic creams, peroxide, etc.). These still require an authorization of medication form, signed by the doctor.

All medication must be in the original bottle or packaging and the prescription label must include:

- child's name
- dosage/route of administration (mouth, inhalation)
- specific time/intervals to be given
- current date of order
- physician's name and telephone number
- individual measuring spoon as may be required with medication
- medication expiration date

Prior to the administration of any medication, at least one dose (two doses if antibiotic) must have been administered outside the program, without adverse side effects, even if taken before for another illness. Trained staff will document the administration of medication on Medication Administration Record form maintained on site, upon completion of medication treatment order. Any unused medication will be promptly returned to parent after completion of treatment or will be destroyed within one week of termination of the order if not removed.

The YMCA reserves the right to exclude certain types of medical applications including, but not limited to, needle injections and rectal routes of administration, except for emergency situations such as an epi-pen. Parent will be required to seek alternate means of administration of medications if these forms are required during operating hours of the YMCA Child Care programs.

Child Guidance and Discipline:

The YMCA is committed to working with children and families to resolve challenging behavior issues. YMCA staff may work with supervisors, peers and outside consultants to find a solution that will help children develop positive behaviors. However, in extreme circumstances, YMCA administrators may ask a family to leave a child care program. In these cases, every effort will be made to provide families with advance notice and to help families identify community resources and alternate care arrangements.

For all age groups, if a behavior issue arises the staff will address the child or children directly following the YMCA policies of positive guidance and discipline techniques based on developmentally appropriate practice, including positive guidance, redirection and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem.

1. Staff will divert attention away from any activity that they disapprove of by substituting another play thing

or leading the child to another activity.

2. Staff will offer children choices of activities/games they can participate in
3. Staff will set limits for children that are consistently enforced and are based on reasons children can understand.
4. Children will be given warnings when they have done something wrong. Warnings are necessary to allow children to know in advance what to expect, reduce resistance and ease transitions.
5. Staff will structure the environment in such a way to help reduce misbehavior and accidents.
6. Staff will redirect behavior. It is necessary at times to move a child away from a behavior by suggesting an alternative acceptable behavior.
7. Staff will model appropriate behaviors for children.
8. Staff will be aware when a conflict between children arises. Staff will engage children in helping to solve the problem by analyzing the situation and all possible solutions, and working with the children to pick one they all agree as the best one.
9. Staff will separate children if they are having difficulty getting along.
10. Staff will remain objective when there is a problem with a child.
11. Staff will give children positive attention, and will engage children in behaving positively.
12. Staff will encourage children to behave positively and to continue to behave in appropriate ways.
13. Staff will explain the consequences of misbehavior to all children, and will continually remind students of the consequences.
14. No child will be physically restrained unless it is necessary to protect the health and safety of the child and others.
15. Site Directors and staff will discuss positive guidance techniques with parents, and will review these techniques as needed during the period of the child's enrollment.
16. The parent/guardian will be required to pick the child up from the child development program
17. When a child's behavior is deemed unacceptable and is a safety risk to self or others or, when the parent(s)/guardian(s) have been called more than two times during one week to pick up the child and there has not been an improvement in their behavior. Then a meeting between the parent(s)/guardian(s), staff, and Program Director will be held to develop a Behavior Management Action Plan.
18. If a child's behavior is determined by the Program Director and Executive Director to be a danger to the child, to other children or to the staff in a program, parent(s)/guardian(s) will be required to withdraw the child from the program.
19. Staff will report actual or suspected child abuse or neglect, or imminent risk of serious harm of any child to the Department of Children and Families as mandated by section 17a-101 to section 17a-101e inclusive, of the Connecticut General Statutes. Connecticut General Statutes identifies professionals who, because their work involves regular contact with children, are mandated by law to report suspected child abuse and neglect. All YMCA employees are considered Mandated Reporters by the State of CT. Mandated Reporters are required to report abuse or neglect based on a reasonable cause to suspect, such as what is observed, what is told or said.

Staff will communicate any behavior issues to parents promptly and be available for discussion. Disrespect toward staff or property or repeatedly injuring other children or staff will not be tolerated.

If deemed unsafe behavior, a parent or guardian will be contacted in order to remove the child from the program. To ensure safety, the parents must remove the child from the program within one half hour of notification. The staff and parents together will develop a plan to prevent future inappropriate behavior. If the behavior continues, the child may be suspended from the program for a determined amount of time or expelled entirely from the program.

Program Closing Policy

The Glastonbury Family YMCA Preschool will be closed on the following days:

- **New Year's Day**
- **Memorial Day**
- **July 4th**
- **Labor Day**
- **Thanksgiving**
- **Christmas Day**

If needed, the YMCA also reserves the right to close Early Education programs for up to ten (10) calendar days for staff development and training. This is typically done towards the end of August.

The YMCA reserves the right to close any and all Child Development Center and Programs, due to inclement weather emergencies. If severe weather develops during the day, parents will be contacted and will be expected to pick up their children as soon as possible. If the parent or guardian cannot pick up the child, it is the responsibility of the parent or guardian to arrange for the child to be picked up by an authorized person as determined by the child's pick-up list. The YMCA staff will call only persons on the child's authorized pick-up list if unable to contact the parent or guardian.

In the event of extreme weather conditions, the YMCA reserves the right to delay opening, close early, or close for the day. An announcement will be made by 5:45 AM. Our first priority is to provide care for the families who need our services. We will follow the announcements for Glastonbury Public School Closings on local radio and television stations. We will also update families direct via Class DOJO.

The Glastonbury Family YMCA preschool reserves the right to close on holidays or vacation days due to lack of children attending. If there are 3 children or less signed up for that day the YMCA Preschool will close. There will be a sign-up sheet and at least 48 hours' notice will be given if we are closing for the day.

Snow/Vacation Day Policy:

If the Glastonbury Public schools are closed or delayed because of the weather Preschool will open as follows:

- **2 hour delay** we open 8:30 a.m.
- **Glastonbury public: closed/or no after school activities** due to extreme inclement weather that will impact later evening pick up. We will dismiss by 4 P.M.
- **Early dismissal or Glastonbury public school closure** due to inclement weather that **will severely impact afternoon and evening commute** we will close by **12:45 P.M. or 4 P.M.**(depending on when weather will begin and end)
- **Glastonbury public school closed:** we will open at 8:30 a.m. (unless there are not enough program participants for the day.)

We reserve the right to close early if there are not enough student participants staying for the full day due to impending weather. We must have at least 3 full day student participants to run a full day at preschool. If there are not enough participants we may need to close early and run on a half day schedule or close for the day. Parents will receive messaging via text or Class Dojo As soon as information is available to us about any changes or updates in daily schedule due to weather.*

*****We follow all state warnings on safety. If a travel ban is in effect preschool will be closed***

Our first priority is the safety of all students, parents, participants and staff.

Always check Class DOJO and EMAIL for updates on weather concerns!



YMCA Preschool Family Questionnaire

The more information you provide us, the more we can help your child feel comfortable during his/her transition into our program. Please be honest and feel free to elaborate as much as you would like!

Name: _____ Birthdate: _____

How would you describe your child?

What are some activities that you do with your child at home?

What are your child's likes or dislikes?

What do you hope your child will gain from their preschool experience with us?

Has your child been in a preschool before? If so, how was their experience?

How well does your child separate from you?

Does your child have any fears?

What discipline/quidance techniques do you use at home?

Are there any other language spoken in the home? If yes, which language?

Do you have any pets? If yes, what are they and their names?

What food does your child like and dislike?

Does your child nap? If so, for how long and what is the best way to help them fall asleep?

Is there anything that makes you, as the parent nervous about having your child in preschool?

Specify any special education, physical or emotional needs of your child:

Anything else you would like to share with us: