

the **Y** INFORMATION FOR PARENTS

1. The Waldo County YMCA has a philosophy of zero tolerance for abuse.
2. We welcome parents to observe the programs at any time without prior notice.
3. There are at least two staff with kids at all times. The Waldo County YMCA follows state guidelines for child-to-staff ratio.
4. Open communication is encouraged between parents, staff and volunteers.
5. Redirection is used with children who are struggling with conflicts with peers.
6. Appropriate language is expected at all times from children and staff. All comments made by the staff will be acceptable and appropriate.
7. The YMCA has a policy, which states staff will not provide childcare services outside of the YMCA if it is not directly related to a YMCA event.
8. The name and phone number of the Executive Director and Childcare Director will be provided for parents who have concerns, complaints or positive feedback. Prompt feedback and action will be taken to resolve issues.
9. All staff are provided with information regarding child abuse prevention and detection. All staff are considered mandated reporters.
10. Procedures for handling emergencies are reviewed and available to all staff in an Emergency Procedure Manual.

Waldo County YMCA

The YMCA wants all children to be safe. As a parent, you can help to insure the safety of your child by taking a few minutes every so often to ask your child some simple questions.

- Is anyone touching you in a way that you don't like?
- Has anyone said anything to you that made you feel badly?
- Is anyone asking you to keep secrets?
- Is anyone scaring or threatening you?

Waldo County YMCA

If you have any concern about how your child is being treated in any YMCA sponsored program, please call the number below and ask to speak to:

Dale Cross, Executive Director
or
Beth Corey, Childcare Director

338-4598

Waldo County YMCA

157 Lincolnville Avenue • Belfast, Maine 04915 • 207-338-4598

www.waldocountyyymca.org

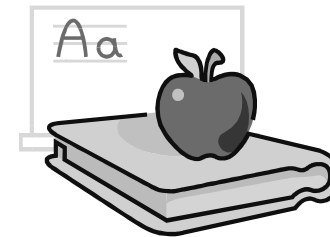


Waldo County YMCA

★ We build strong kids, strong families, strong communities. ★

Little Learners PRESCHOOL

Parent Handbook



We build strong kids, strong families,
strong communities.

It's a great place to belong!

www.waldocountyyymca.org



Mission Statement

It is the mission of the Waldo County YMCA to promote the physical, mental, social, and spiritual development of Waldo County children and families.

the **LITTLE LEARNERS PRESCHOOL**

Our preschool began in September of 2002 and is licensed by the State of Maine Department of Human Services and is therefore bound to comply with the licensing regulations of this agency. In this program we provide age appropriate activities within a structured and stimulating environment. Your child will be involved in a variety of activities such as discovery, gym time, art, science, writing, music and reading. We encourage self-reliance, self-respect, friendliness, cooperation, curiosity, and creativity. *Staff will assist with toilet training.* We will be introducing swim lessons for our preschoolers.

PARENT INVOLVEMENT: Please feel free to communicate any concerns you may have regarding program policies or staff to the Childcare Director so that the issue may be dealt with promptly. We love positive feedback as well!!

All parents are encouraged and welcomed to volunteer or observe at any time. If you would like to be a regular volunteer, please fill out the volunteer application at the front desk.

There may be on occasion, a field trip. These are considered an important part of the educational program as well. We will give advanced notice if we will be taking a field trip.

STAFF: Beth Corey, the Childcare Director, has been with the YMCA since 2001. She has several years of preschool teaching experience and is certified in CPR, First Aid, lifeguard and water safety. Beth has her Child Development Associate Certification.

Laurie Perkins has been working with childcare and preschool at the YMCA since September 2009. Laurie will be working towards her CDA.

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HOURS OF OPERATION: The Preschool is open Monday - Thursday 9:00 a.m. – 12:00 p.m. The Preschool will follow the RSU #20 school calendar schedule year, including holidays, snow days and vacations.

AGE REQUIREMENTS: 2-1/2 (by October 15th) to age 4.

FEES: Payments are expected on the first of the month unless prior written arrangements have been made with the Childcare Director. A \$25.00 non-refundable registration/activity fee is required upon enrollment. As a non-profit organization, we rely on prompt payments.

Monthly Session Fees: Classes available Monday – Thursday

(Choose your own schedule)

2-day Enrollment: \$ 95.00 Annual Member \$105.00 3-Month & Non-Member

3-day Enrollment: \$120.00 Annual Member \$135.00 3-Month & Non-Member

4-day Enrollment: \$135.00 Annual Member \$150.00 3-Month & Non-Member

We ask that you are prompt in picking up your child at the end of class. A late charge of \$.50 cents per minute, per child, will be applied to the next month's tuition bill. A \$5.00 late fee will be applied to your tuition bill if we do not receive payments prior to the 5th of the month. A two week written notice is required if you wish to withdraw your child from the program.

ARRIVAL AND DEPARTURE: We ask that you accompany your child inside the room each day. We cannot accept the responsibility for any child dropped off outside. Please sign your child in each morning and out at the end of class. If you are going to be out of town or have an appointment, please notify us in the morning. Please call if you are going to be late for pick up due to an emergency, or if a *pre-authorized* person is going to pick up your child. **WE WILL NOT ALLOW A CHILD TO LEAVE WITH ANYONE UNDER THE AGE OF 18.**

CLOTHING & PERSONAL BELONINGS: Durable, washable, comfortable clothes are recommended. Each child should have one **COMPLETE** change of clothing to keep in their cubby. Please label all of your child's clothing to help avoid confusion. We request that **ALL** personal items remain at home.

ILLNESS: Illness is always an issue in a group setting; however, under no circumstances should a child be brought to the program if he/she has a contagious illness. It is very difficult for staff to give a sick child the comfort and attention he/she will need when there is a class to run. Parents must also notify the Childcare Director immediately when the child contracts any communicable illness other than a cold.

DISCIPLINE POLICY: We try to help each child understand that we have rules that must be followed for safety and health. We stress the importance of caring, honesty, respect and responsibility. Staff will follow rules regarding acceptable behavior that reflect realistic expectations for the age and development of the children.