

Mon Valley YMCA
Child Learning Center
Preschool (2 Day)
Handbook



101 Taylor Run Road • Monongahela, PA 15063
724-483-8077 • 724-483-6947 • www.monvalleyymca.org



MON VALLEY YMCA
CHILD LEARNING CENTER
HANDBOOK

Preschool 2-Day Program:

This program meets 2 days a week for 2 hours each day and is designed for children turning 3 on or before August 31st.

Class Day/Time/Teacher:

Mrs. Nonack's -Tuesday and Thursday - 9:30 A.M.- 11:30 A.M. & 12:30 P.M.- 2:30 P.M.

First Day - Tuesday, September 6, 2016

Mrs. Rodriguez's -Tuesday & Thursday - 9:30 A.M. - 11:30 A.M. & 12:30 P.M. - 2:30 P.M.

First Day - Tuesday, September 6, 2016

Ms. Jane's - Monday and Wednesday 12:30 P.M. - 2:30 P.M.

First Day - Wednesday, September 7, 2016

Philosophy:

The goal of our program is to create a safe, nurturing, learning environment where students will develop intellectually, socially, emotionally, and physically by becoming active participants in the learning process through exploration of hands-on materials, integrated learning experiences and developmentally age-appropriate activities and games.

Class Objectives:

Academically your child will:

- ❖ Learn letter identification and sound recognition skills using the "Let's Begin with the Letter People", "Zoo Phonics", and "Handwriting Without Tears" literacy programs. Students will participate in Circle Time where they will meet a Letter Person Puppet and Animal Puppet designed to help children remember the shapes and sounds of letters, listen to the letter songs, and participate in games and activities.
- ❖ Practice counting to 31, recognizing and writing numbers from 1 to 10.
- ❖ Learn to recite personal information (first/last name)
- ❖ Learn to print his/her first name.
- ❖ Engage in Circle Time where they will learn "The Pledge of Allegiance", weather and calendar activities, and seasonal songs.

- ❖ Participate in individual/small group interest centers (ABC, literacy, math, arts and crafts, dramatic play, block/toy, sand, rice, and play doh)
- ❖ Improve fine motor skills by learning to color, paint, glue, and cut various craft activities.
- ❖ Improve gross motor skills by participating in weekly gym class.
- ❖ Participate in various STEM (Science, Technology, Engineering, & Mathematics) activities.

Socially your child will learn:

- ❖ To share and respect others' feelings.
- ❖ Appropriate interaction with teachers and classmates during play, snack, circle, and center time.
- ❖ To use manners.
- ❖ Turn taking during communication exchanges, listening activities, and when playing a game or activity.
- ❖ To respect personal space of self and others.
- ❖ To wait in line as well as walking in line to other areas in the facility.
- ❖ Independence skills (putting toys and materials away)

Student Arrival - Please use the side doors to enter the facility and wait in the hallway until the double doors unlock automatically 5 minutes prior to the start of class (These doors will also unlock automatically 5 minutes prior to the end of class.). Once your child is in his/her classroom, please exit the hallway as day care children may be sleeping. We welcome the opportunity to speak to you about your child if you have any questions or comments; however, we need to start class promptly to help maintain students' attention, so please speak with us after class or feel free to call us at 724-483-8077.

Student Pick Up - If someone other than the child's parent will be picking them up from school, please let the teacher know. A written note with the person's name and phone number must be given to the teacher so that she may contact them in case of an emergency. A valid driver's license will have to be shown to properly identify the student's designated pick-up person.

Immunization Records and Physical Exam - Due to state licensing requirements, all children entering pre-school must show proof of up-to-date immunizations and have had a recent physical examination. (A form is provided in your packet.)

School Calendar - A school calendar is included in this packet. Highlighted areas indicate when school will not be in session, holiday parties, and special events.

Snow Day Policy - Should it be necessary to cancel a class due to inclement weather, cancellations will be posted on all local TV channels or at Facebook.com/Mon Valley YMCA. REMEMBER: WE DO NOT HAVE DELAYS; ONLY CANCELLATIONS. You may also call the YMCA at 724-483-8077.

Playground/Gym Class - On Thursdays, students will be taken to the playground (depending upon weather) or the gym. Tennis shoes or rubber soled shoes are suitable for active games and other activities. Children are not permitted to wear heels.

Snack Time - Due to increasing health issues with many of our students, the Mon Valley YMCA will be providing the daily snack and drink for each child.

IMPORTANT NOTE: PLEASE INFORM YOUR CHILD'S TEACHER OF ANY AND ALL KNOWN ALLERGIES.

Birthday Celebrations - During the school year, your child's birthday can be acknowledged. If you are interested in bringing a treat, please sign your child's name on the Birthday List posted in the hallway. If your child has a summer birthday, you may choose a day during the school year to celebrate. Each child will receive a special birthday hat.

ALL BIRTHDAY TREATS MUST BE STORE BOUGHT, UNOPENED, AND WITH THE INGREDIENTS LISTED TO PREVENT ALLERGIC REACTIONS.

Special Parties - Parties are planned around each major holiday. Please volunteer to serve on at least one committee during the school year. The party committee will meet prior to each party to discuss the details. (Halloween, Thanksgiving, Christmas, & End of the Year)

Parent Volunteers - As of July 1, 2015, any parent having direct contact or interaction with children need to obtain clearances. These clearances will need to be submitted to your child's preschool teacher 10 days prior to volunteering with any party. A copy of these clearances will be kept on file at the YMCA.

All necessary information and links to apply for these clearances can be found at:

<http://www.dhs.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

If you have obtained your clearances after July 1, 2015, they are still valid and we request a copy of these clearances to volunteer on the party committees.

A.M. Class

The A.M. party committee arrives at 10:00 and conducts the party until 11:15.

At 11:15 all parents, siblings, grandparents, and guardians are invited to listen to seasonal songs and poems recited by the students.

P.M. Class

The P.M. party committee arrives at 1:00 and conducts the party until 2:15.

At 2:15 all parents, siblings, grandparents, and guardians are invited to listen to seasonal songs and poems recited by the students.

Please try to attend or send a representative. It is really important for each child to have a special someone in the audience to applaud their hard work and efforts.

Parent Communication - Your child will receive a "Tracker" in his/her folder each day. This Tracker informs you of important preschool information, learning skills that were taught, and how your child behaved. The bulletin boards located outside of each classroom will also have important messages posted. PLEASE REMEMBER TO CHECK THE TRACKER AND BULLETIN BOARD DAILY!

Student Folders - Please check your child's Take Home Folder daily for important notes, completed papers, crafts, and practice pages to help reinforce skills worked on in the classroom. Please remember to have your child remove all completed papers from the "Keep at Home" side of his/her folder. This helps keep your child organized and gives you the perfect opportunity to review all activities completed in class that day. It also allows you to praise your child's efforts and to help reinforce extra practice for any areas your child is having difficulty.

Changes in address/phone number - Please report any address or phone number changes that may occur during the school year to your child's classroom teacher and in the Business Office.

Payment - All payments are handled in the Business Office or through the on-line self-service portal. We accept cash, money order, check, Master Card, Visa, American Express, and Discover credit cards. Payments may be made over the phone with a credit card. If your child misses a class due to illness or personal reasons, your monthly tuition remains the same. Payment is due at the beginning of each month. School year tuition payments will be made in 8 monthly payments with no payment in May. A service charge of \$15 will be assessed if monthly payment is not received by the 15th of each month. All tuition fees must be paid in full by April 15, 2017. Registration will not be accepted for the following school year or for a sibling if there are any outstanding fees.

Late Pick-Up Policy - We ask if a parent or designee is going to be late to please call the YMCA to notify us. If a child has not been picked up by the end of class time and a parent/designee has not called, every reasonable effort will be made to contact the alternate person/s listed on the child's emergency contact form. A \$5.00 late fee will be assessed if a child is not picked up within 15 minutes of his scheduled class ending time.

Cold/Flu Season - With cold and flu season bearing down on us, it is imperative that children with a fever or vomiting not be sent to school until 24 hours after being fever or vomit free. The Mon Valley YMCA Staff will assist parents by providing as germ-free an environment as possible. Tables, chairs, sinks, and toilets will be sprayed and cleaned before and after each class. Teachers have available hand sanitizers and liquid hand soap; which the teacher/aides will be responsible for dispensing to the students. Students will be instructed on proper techniques for hand washing, using tissues and sleeves to catch a sneeze, cover their mouths when coughing, etc. Any donations of tissues and baby wipes would be greatly appreciated by your child's teacher.

First Day Tears - It is not uncommon that you or your child may experience some separation anxiety and shed some tears on the first few days of school. Your reassurance and support will help to make the transition easier for your child. If your child continues to have difficulty transitioning, please talk with your child's teacher regarding ideas or suggestions to help ease your child's fears.

Special Note - Thank you for enrolling your child in the Mon Valley YMCA Learning Center. We understand that your child is an individual with his or her own talents, interests, and abilities. We ask for your support and cooperation in helping us make this school year a wonderful experience.

Sincerely,

Certified Preschool teachers and classroom assistants:

Mrs. Jane Zelinsky, Mrs. Janie Rodriguez, & Mrs. Diane Nonack

Mrs. Kylie Kritikos, Mrs. Nancy Snyder, & Mrs. Jeri DeLattre

Contact Information:

Mrs. Jane Zelinsky - jane@monvalleymca.org

Mrs. Diane Nonack - nonackd@monvalleymca.org

Mrs. Janie Rodriguez - rodriguezj@monvalleymca.org