

Mon Valley YMCA
Child Learning Center
Pre-Kindergarten (3 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

Pre-Kindergarten Readiness Program:

This program meets three days a week for 2 $\frac{1}{2}$ hours and is designed for children who will be turning 4 on or before August 31st.

Class Day/Time/Teacher:

Mrs. Nonack's - Monday, Wednesday and Friday

9:30 a.m. - 12:00 p.m. & 12:30 p.m. - 3:00 p.m.

First Day - Wednesday, September 7, 2016

Mrs. Scheponik's - Monday, Wednesday and Friday

9:30 a.m. - 12:00 p.m. & 12:30 p.m. - 3:00 p.m.

First Day - Wednesday, September 7, 2016

Ms. Jane's - Monday, Wednesday, and Friday

9:30 a.m. - 12:00 p.m.

First Day - Wednesday, September 7, 2016

Philosophy:

The goal of our program is to provide a safe, nurturing, center-based environment in which to encourage children to become 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:

- ❖ Be introduced to a blended multi-sensory literacy program consisting of Zoo Phonics and Handwriting Without Tears. These programs fully involve your child's eyes, ears, mouth, and body as he/she learns phonemic awareness skills, the alphabet, and how to decode (read) the encode (spell/write). The Essences of Zoo Phonics include: 1. The animal alphabet and animal puppets help children remember the shapes and sounds of the letters. 2. The body movement for each letter helps cement the phonemic information into memory. 3. The alphabet is taught sequentially, "a-z". 4. Children learn through physical games and activities.

- ❖ Practice counting to 100, recognize and write numbers from 1 to 31.
- ❖ Learn to recite personal information. (first/last name, address, phone number.)
- ❖ Learn to print their first and last names using upper and lower case letters.
- ❖ Participate in circle time to learn "The Pledge of Allegiance", weather and calendar activities, seasonal songs, and poems.
- ❖ Participate in the Meeting Circle. Your child will meet an animal and letter person puppet, share a "me" bag, and participate in physical games and activities.
- ❖ Participate in individual/small group interest centers. Your child will engage in different centers each class period. They include: ABC, literacy, listening, math, arts and crafts, dramatic play, block/toy, sand, rice, play doh, and computer.
- ❖ Improve fine motor skills by learning to print, color, paint, glue, and cut.
- ❖ Improve gross motor skills by participating in weekly gym class on Fridays and music and movement activities on Mondays and Wednesdays.
- ❖ Participate in a classroom "Speech/Language" program. The teachers are assisted by Mrs. Linda Wiltz, a retired volunteer Speech/Language Clinician. These lessons are designed to provide strategies for better listening and communication skills and to help increase phonological awareness skills.
- ❖ Discuss and complete activities in a Scholastic Magazine provided by the YMCA called "Let's Find Out."
- ❖ Participate in various STEM (Science, Technology, Engineering, & Mathematics) activities.
- ❖ Science activities and experiments such as making play dough, volcanoes, mixing colors.
- ❖ Go on fieldtrips. The children are well-supervised by the Child Learning teaching and support staff while on the bus and during the field trip. Due to limited space on the bus and the places we are visiting, parents are not permitted to attend the field trips. Transportation is provided by Hill Top Bus Lines. Some of our previous trips included: Triple B Farm and The Critter Farm.
- ❖ Learn to attend to and interact with guest speakers. (i.e. police officer, fire fighters, vision screening nurse Hazel, dentist, dance instructors for Zumba, children's librarian, guest readers, and Mrs. Kim Adley as Mrs. Straw and The Queen of Hearts.

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)
- ❖ Appropriate behavior during field trips and guest speakers.

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.)

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.

School Calendar - A school calendar is included in this packet. Highlighted each month will be every day 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.

Special Weekly Activities -

- ❖ Monday (Speech/Language Program) - Your child will participate in Mrs. Linda Wiltz's Speech and Language program. This class is designed to supplement listening, letter/sound awareness and phonological awareness skills being taught in your child's classroom. Your child may be asked to complete practice pages at home and I am asking for your assistance in helping them/her. Please remember to place the completed papers in your child's folder so that she can place a sticker on your child's paper rewarding his/her hard work and effort. If you have any questions or concerns, please place a note in your child's folder and she will call or see you before or after class.
- ❖ Friday (Playground/Gym) - Depending on the weather, your child will either be taken to the playground or gym. Tennis shoes or rubber soled shoes are suitable for active games and other activities. Children are not permitted to wear heels to school.

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 - Your child's birthday can be acknowledged during snack time. 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 - These 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, & Graduation.)

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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 10:15 and conducts the party until 11:30

At 11:30 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 1:15 and conducts the party until 2:30.

At 2:30 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 his/her 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.

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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 - If a parent or designee is going to be late, 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 an 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, covering 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.

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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 Pre-Kindergarten teachers and classroom assistants:

Mrs. Diane Nonack, Mrs. Leigh-Ann Scheponik, Mrs. Jane Zelinsky,
Mrs. Kylie Kritikos, Mrs. Nancy Snyder, & Mrs. Jeri DeLattre

Contact Information:

Mrs. Jane Zelinsky - jane@monvalleymca.org

Mrs. Leigh-Ann Scheponik - leighann@monvalleymca.org

Mrs. Diane Nonack - nonackd@monvalleymca.org