

Mon Valley YMCA  
Child Learning Center  
Preschool  
2 Day Handbook



101 Taylor Run Road • Monongahela, PA 15063

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[www.monvalleyymca.org](http://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 31<sup>st</sup>.

Class Day/Time/Teacher:

Mrs. Janie Rodriguez	Tuesday & Thursday - 9:00 a.m. - 11:00 a.m. & 12:00p.m. - 2:00 p.m.	First Day - Tuesday, September 6 <sup>th</sup> , 2022
Ms. Jane Zelinsky	Tuesday & Thursday - 9:15 a.m. - 11:15 a.m. & 12:15 p.m. - 2:15 p.m.	First Day - Tuesday, September 6 <sup>th</sup> , 2022

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 "Zoo Phonics", and "Handwriting Without Tears" literacy programs. Students will participate in Circle Time by singing songs, participating in games and activities along with a person puppet and zoo animal as they are introduced to the letter and sound of the week.
- ❖ 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, such as: ABC, literacy, math, arts and crafts, dramatic play, block/toy, sand, rice, and play-doh, and I-pads.
- ❖ 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.
- ❖ Technology, such as the Smartboard and IPADs, are used to actively engage students while learning their preschool skills.

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** - Students will use the glass preschool doors to enter the facility and are asked to wait in their cars until the teacher opens the doors. Parents will not be permitted to enter the building. Please use caution when dropping off. 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.

Late Arrival Policy - If you arrive to school late, please call the Mon Valley YMCA and ask to be transferred to your child's classroom. A staff member will come to the doors to escort your child to their classroom. Please do not enter through the front main doors.

Student Pick Up - If someone other than the child's parent will be picking him/her 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. Please use caution when picking up your child after class.

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/her scheduled class ending time. Please call the Mon Valley YMCA when you arrive, and we will escort your child to the brown double doors near the front main entrance.

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.) It can be your child's current record. This needs to be turned in by September 30, 2022. You can turn in a new immunization form when you go to the doctor for your child's birthday.

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

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

Playground/Gym Class - The students will be taken to the playground (weather permitting) or the Main Hall regularly. If neither is available, a physical activity will be held in the classroom. 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 some of our students, the Mon Valley YMCA will be providing the daily snack and drink for each child. If your child does have an allergy, you are asked to provide his/her own snack for each class. 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 celebrated. If you are interested in bringing a treat, please sign up on your child's Birthday list. 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 crown. We will be sending home an approved birthday treat list which we ask you and your child to select from when considering a birthday treat.

ALL BIRTHDAY TREATS MUST BE STORE BOUGHT, UNOPENED, AND WITH THE INGREDIENTS LISTED TO PREVENT ALLERGIC REACTIONS. NO HOMEMADE TREATS WILL BE GIVEN TO THE STUDENTS FOR BIRTHDAYS.

Special Parties - Parties are planned around each major holiday. (Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, & End of the Year Party). The party committee, composed of 3-4 parents, will meet prior to each party to discuss the details.

Parent Volunteers - As of July 1, 2015, any parent having direct contact or interaction with children needs to obtain clearances. A COPY of these clearances will need to be submitted to your child's preschool teacher before volunteering. We will not be able to return your clearances or a copy once they have been submitted. Please keep a copy for your own records. All necessary information and links to apply for these clearances can be found at:

Child Abuse History Clearance - <https://www.compass.state.pa.us/CWIS>

PA State Police Criminal Record Check - [epatch.state.pa.us](http://epatch.state.pa.us)

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. This year we will be using Class Dojo as a communication tool. Important messages will be posted there on the Class Story. Instructions for how to download and create your account are in your child's folder. PLEASE REMEMBER TO CHECK THE TRACKER AND CLASS DOJO 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 in 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.

Cold/Flu Season - With cold and flu season approaching, 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.

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.

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 assistants:

Ms. Jane Zelinsky & Ms. Kylie Kritikos

Mrs. Janie Rodriguez & Mrs. Jeri DeLattre

### Contact Information:

Ms. Jane Zelinsky - [jane@monvalleyymca.org](mailto:jane@monvalleyymca.org)

Mrs. Janie Rodriguez - [rodriguezj@monvalleyymca.org](mailto:rodriguezj@monvalleyymca.org)

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