

Mon Valley YMCA Child Learning Center

Learning Journeys
Handbook



101 Taylor Run Road
Monongahela, PA 15063
(724) 483 - 8077

www.monvalleyymca.org

Mon Valley YMCA

Learning Journeys Handbook

Learning Journeys Program:

This program will meet every Tuesday & Thursday for 1.5 hours and is designed as an introduction class to preschool.

Class Day/Time:

Tuesday & Thursday

First Day – Tuesday, September 6th

9:00a.m. – 10:30a.m. & 11:00a.m. – 12:30p.m.

A Spring opening will start in January 2022 for students who were not 2 ½ by August 31, 2022.

This packet will serve as a guide for our classroom, the procedures, and the policies. Please read thoroughly and keep for your records. Should you have any questions, please call (724) 483 - 8077.

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:

- to provide a safe and nurturing environment which will encourage learning through teacher instruction and social interaction.
- to provide children with their first classroom experience which will enhance preschool readiness and develop independence.

The classroom objectives will be met in the following ways:

- Learning to listen to stories in a group setting
- Learning to communicate thoughts, ideas and feelings in various classroom settings
- Learning to follow simple one and two step directions
- Learning to color, paint, paste and more 😊
- Participating in games, activities and songs to exercise literacy skills, cognitive skills and fine/gross motor skills.
- Participating in activities that teach size, shape, color and category
- Interacting with teacher and peers in situations that will promote empathy, sharing, problem solving, manners, taking turns, respecting personal space and working together.

Class Schedule:

30 minutes of Free play/Interactive time

(ex: gym, playground or our classroom)

15 minutes of Circle Time

30 minutes of Table/Craft Time

10 minutes of Snack Time / Bathroom Time

5 minutes for dismissal preparation and goodbye song

The first day of school is Tuesday, September 6th, 2022. Please encourage restroom use before leaving the home (if potty training). **This is especially important for the first month of school until a routine is established.**

It is not uncommon for your child to experience some anxiety during his/her first few weeks of school. Overcoming tears and fears is an important aspect of your child's growth and development. Although it may be hard as a parent to experience this, your child will be in a safe and caring environment, at all times!

Student Arrival:

Students will enter through the main entrance of the facility. Parents and students are asked to wait in their cars until the teacher opens the doors. Parents are not permitted to enter the building. Please use caution when dropping off. When it is your turn to enter, please allow your child to enter alone. Hugs and kisses are welcome outside of the doors. This helps with separation and our class schedule. I 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 me after class or feel free to call me 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 me know. A written note with the person's name and phone number must be given to me so that I may contact them in case of an emergency. A valid driver's license will have to be shown to properly identify the child's designated pick-up person. I ask that if a parent/designee is going to be late for pick-up to please notify me ASAP by calling the YMCA. Class time ends at 10:30a.m. & 12:30p.m. Please use caution in the parking lot when picking up.

Late Pick-Up Policy:

We ask that if a parent or designee is going to be late to please call the Mon Valley YMCA to notify us. If a child has not been picked up by the end of the class dismissal 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 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 main entrance. Please, do not enter through the front doors.

****Immunization Records and Physical Exams****

Due to state licensing requirements, all children entering a preschool program must have up to date immunizations and also have a recent physical examination. (A form is included in your child's folder). **This needs to be turned in by September 30th, 2022.**

School Calendar:

A school calendar is included in your child's folder in the back sleeve. Highlighted each month will be holiday parties and/or special events along with days school will not be in session.

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/MonValleyYMCA.

Please remember, we do **NOT have delays; only cancellations. We do **NOT** follow local school district decisions. You may call the YMCA at (724) 483 – 8077, if you have any questions.

Appropriate attire for your child:

Appropriate shoes and comfortable clothing should be worn. A closed tennis shoe is recommended for the types of activities we will complete. Flip flops or open toed shoes are not recommended due to the increased risk for injury. Children will be participating in activities frequently in which they will get "messy". I will notify parents on the trackers or Class Dojo before we plan a painting activity, but keep in mind, snack could get messy too 😊.

Snack Time:

Due to increasing health issues and allergy concerns, 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. ****Please inform me of any and all known allergies prior to the first day of school.**

Birthday Celebrations:

Your child's birthday can be acknowledged during the snack time of our class. If you are interested in bringing a treat, please sign your child's name on the Birthday List. If your child has a summer birthday, you may choose a day during the school year to celebrate.

****In your child's folder is an approved birthday treat list which I will ask you and your child to select from when considering a birthday treat. You may also consider non-food items, if you wish.**

****All birthday treats must be store bought, unopened and with the ingredients listed to prevent any allergic reactions. Homemade snacks will **NOT** be given to students for birthday treats.**

Special Parties:

These are planned around select major holidays. 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, Christmas, Valentine's Day, Easter and End of Year)

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 you can volunteer. We will not be able to return your clearances or a copy to you 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

Home to School Connection:

Your child will receive a folder that he/she will use for the entire school year. The purpose of this folder is to strengthen the home to school connection. This folder will be a means of communicating important classroom information. Please check your child's folder daily for special activities, crafts or notices. Your child's teacher will also be using Class Dojo as a means of communication.

Student Trackers:

Your child will receive a "tracker" in his/her folder each class day. This tracker informs you of important information, learning skills that were taught and how your child behaved. Also included is a section for "potty breaks". I will only utilize this section if your child is being potty trained or is potty trained to keep you up-to-date. **If your child requires a diaper change during class, I will call to make the parent/designee aware ASAP. A parent will need to return to the Mon Valley YMCA and a staff member will escort the child to the doors. Once changed, the child will be permitted to return back to class.

Changes in address/phone number:

Please report any address change or phone number change that may occur during the school year to me and the Business Office.

Cold/Flu Season:

Sick children should not be sent to school in order to cut down on the spread of germs. If a child appears to be ill in the classroom, the parent/designee will be notified. A child with a fever or vomiting should not be sent to school until 24 hours after being symptom free. The YMCA will do their part in keeping the classroom clean and sanitized before/after each class. Hand Sanitizer and liquid soap is available to all children. We will review proper handwashing techniques. Donations of hand sanitizer and tissues are greatly appreciated 😊.

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 me regarding ideas or suggestions to help ease your child's fears.

Thank you for enrolling your child in the Mon Valley YMCA Learning Center. I understand that your child is an individual with his/her own talents, interests and abilities. I ask for your support and cooperation in helping me make this school year a wonderful experience for all!

Sincerely,

Miss Katie Irwin & Miss Danielle Daube

Contact Information:

Miss Katie Irwin

irwink@monvalleymca.org

(724) 483 - 8077

Revised: 8/22