



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

PRESCHOOL CAMPS 2022

STUDENT-PARENT HANDBOOK

Shady Grove Family YMCA

Welcome to the Shady Grove Family YMCA Preschool!
We build strong kids, strong families and strong communities.

**SHADY GROVE FAMILY YMCA PRESCHOOL CAMP
STUDENT-PARENT HANDBOOK
2022**

We provide a loving environment where children can develop new skills while having fun and learning to socially interact with their teachers and other children.

Mission Statement

To put Christian Principles into practice through programs that build healthy spirit, mind and body for all.

Educational Philosophy

"Children do not need to be forced to learn;
they are motivated by their own desire to make sense of their world."
(National Association for the Education of Young Children)

Our job in teaching children is to facilitate or guide each child according to the child's individual learning style and development.

Dear Parents,

On behalf of the entire Preschool staff, I would like to express how excited we are that you have chosen the Shady Grove Family YMCA Preschool's Kinder or Tiny Two camp for your child. We look forward to getting to know each of you and your children. We attribute our success at Preschool to a close relationship between parents and teachers. We welcome your ideas, opinions and concerns. This summer will be a wonderful experience for your child. We realize that separating from parents for the first time can be difficult (especially for the parents). We are here to make the transition as smooth as possible. Please let me know if I can help in any way to make your Preschool experience a positive one.

Thanks for sharing your children with us.

**SHADY GROVE FAMILY YMCA PRESCHOOL CAMP
STUDENT-PARENT HANDBOOK
2022**

Margina Grow
Sr. Program Director
804-729-4787
growm@ymcarichmond.org

Your hand in your child's learning is the imprint that really lasts!

PAYMENT

Registration begins on January 1, 2022. A \$25 registration fee is required. In addition, a \$10 deposit is required for each week your child is registered. The cost is \$95 a week for members and \$155 for non-members. An

SHADY GROVE FAMILY YMCA PRESCHOOL CAMP

STUDENT-PARENT HANDBOOK

2022

automatic draft must be established and the weekly balanced paid one week before camp begins. Refunds require a doctor's note or two weeks advance notice. Weeks can be substituted for later weeks, if room is available.

ADMISSION

Kinder Camp and Tiny Two Camp are licensed programs and require certain documents to be in compliance with the state. After registering for camp, you will receive an email from Playerspace directing you to upload the following documents. The email will be sent to the primary member on the account.

- ❖ Birth Certificate or passport
- ❖ Copy of physical examination signed by a physician and dated within one year of attending camp.
- ❖ Copy of immunization records

Please note, the system will only allow you to upload one document. We recommend that you scan all the forms as one PDF or take one picture of all the forms (in a four-page block format).

You will also be asked to sign waivers online and submit documentation regarding allergies (if applicable). In addition, the Y requires a copy of any legal documentation that restricts another guardian's access to your child. We will restrict access as required by the legal documentation only.

HOURS

Kinder Camp and Tiny Two camp run for 11 consecutive weeks beginning on June 6, 2022. You may register for one or as many as 11 weeks. The camp hours are 9am-12pm. A late fee of \$1.00 per minute, per child, will be charged for any child not picked up by the scheduled end of day. It must be paid, by draft of account or by check, the Monday following the late occurrence. We also offer a separate program called Stay and Play that allows the children to bring their lunch and stay until 1:30pm. Camp is closed on the 4th of July.

Please call the Preschool office before 8:30AM if your child is not attending that day. You may call Margina Grow at 729-4787.

DROP-OFF AND PICK-UP SERVICES

Parents or guardians must walk children in on Monday mornings at the Preschool entrance. Parents/guardians will receive important information and car tags to use the rest of the week.

Curbside service will be offered at pickup on Monday and at drop-off/ pick-up the rest of the week. Please display your car tag from your rearview mirror for easy visibility. Parents must not leave the car to buckle up their child. Please pull up past the pick-up point to exit your car to safely buckle your child into their car-seat. All children must have a safety restraint seat or booster seat to use the service. Director can revoke curbside service privilege if policies are consistently broken or misused. Participants must enter from Twin Hickory Rd and turn right into the large YMCA parking lot next to the school-age playground. Please do not make a U-turn after you have dropped off your child. Proceed to the exit closest to the soccer fields.

Alternatively, parents/guardians may pick up at the Preschool door.

Authorized Pickup

Each teacher will have a list of individuals that are allowed to pick up your child. If your child is leaving with anyone that is not on the list, a written note needs to be given to your child's teacher. Your child's safety is our number one priority. Please be sure and use your car tag when using the curbside service or picking up your child inside the YMCA. When someone else is picking up your child that we do not know, we will ask for a picture ID. It is your responsibility to relay this information to the person transporting your child.

SHADY GROVE FAMILY YMCA PRESCHOOL CAMP

STUDENT-PARENT HANDBOOK

2022

POLICIES AND PROCEDURES

Clothing

We highly encourage sending children in comfortable clothing that is easy for them to maneuver when going to the bathroom. Also, please keep in mind when dressing your child that we frequently paint at Preschool. It is very important to send a seasonally appropriate change of clothes in your child's backpack each day. Please also send a change of shoes and socks. Bathroom accidents sometimes occur and we want to avoid calling parents to bring a change of shoes.

We go outside every day the weather permits. Your child should wear closed-toed shoes each day for the playground. The mulch can be hard on little toes when the children are wearing sandals.

Behavior Related Issues

Our philosophy is to guide the behavior of children by encouraging positive choices and re-directing from undesirable behavior. When unacceptable behavior is developing, we will use verbal reminders, redirection and positive reinforcement to guide behavior. Your child's teacher will provide written communication if your child demonstrates a pattern of disruptive behavior or injures himself or someone else in the classroom.

Inappropriate behavior will be documented in writing. This is to include behaviors that impact other children, staff members, or the group as a whole. If the child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the Camp Coordinator and Preschool Director. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home, or removed from the Camp program altogether. Removal from the program will be at the discretion of the Preschool Director and Shady Grove Family YMCA Executive Director. If a child is dismissed from the program for behavioral issues, the registration fee/tuition payment will not be refunded.

Lost and Found

Please make every effort to label your child's belongings when possible. Lost and found items will be kept in the Kinder Camp room. Please let your child's teacher know if your child is missing something.

Health and Safety

At the Y, we take the safety and well-being of our program participants seriously.

If your child needs to keep medication at Preschool such as the EpiPen or Benadryl, we must have written permission from your doctor in order for our staff to administer medicine. Parents must provide written information about any allergy your child has and a description of symptoms to watch for in the event of exposure. Reaction protocol in writing from the attending physician is required. Necessary medication will be kept in a locked cabinet in the Director's office.

The Camp staff are all trained and certified in First Aid and CPR. There is also a staff person available that has had Daily Health Observation training. Any staff which administers medications has received Medication Administration Training (MAT). We observe health screening for sick children. Hand washing is required by children and staff before snack and after bathroom breaks.

We are committed to providing camps again in 2022 should the current health data support safe operations. We continue to monitor this very fluid situation, consult CDC and state health department guidance, and make updates to our programs, policies and practices regularly.

As summer 2022 draws closer, we will publish updated information detailing our practices and the measures we will have in place to prevent the transmission of COVID-19. You can get an idea of what you might expect this coming summer by reviewing the steps we are taking now in our Preschool programs at ymcarichmond.org.

Please do not send a sick child to camp if any of the following apply:

- ❖ Contagious illness evidenced by sniffles, reddened eyes, sore throat, constant cough, heavy nasal discharge, headache, etc. (Child can return to the program when symptom free for 72 hours.)

SHADY GROVE FAMILY YMCA PRESCHOOL CAMP

STUDENT-PARENT HANDBOOK

2022

- ❖ Child's temperature is greater than 100 degrees. (Child can return to the program when symptom free for 72 hours.)
- ❖ Head lice (Child can return once they have been treated and are nit-free. Must be checked by a staff member prior to the student returning.)
- ❖ Ring Worm (Must be treated and area must be covered, if it cannot be covered, we will need a doctor's note for the student to return.)
- ❖ COVID-19 (positive, suspected to be positive, or exposed to a person that is positive with COVID-19).

Child Abuse Prevention

Throughout its history, the Y has been a strong advocate for the child and children's rights; as a result, mistreatment or neglect of children and the resulting severe effects are of primary concern to the YMCA.

To prevent the abuse of children in our care, the YMCA requires the following conduct and prohibitions:

- ❖ Staff and volunteers shall not abuse or neglect children. The following may be examples of abuse and neglect:
 - Physical abuse: strike, spank, shake, slap.
 - Verbal abuse: humiliate, degrade, threaten, yell.
 - Sexual abuse: inappropriate touch or verbal exchange.
 - Mental abuse: shaming, withholding love, cruelty.
 - Neglect: withholding food, water, basic care, etc.
- ❖ Staff and volunteers are prohibited to have contact with children with whom their only relationship is through YMCA programs at any time outside of the YMCA facilities or program(s). This includes babysitting.
- ❖ Staff and volunteers are prohibited from transporting children in their personal vehicles.
- ❖ Staff and volunteers shall never leave a child unsupervised.
- ❖ At no time during a YMCA program may staff or volunteers be alone with a single child where others cannot observe him/her. As staff and volunteers supervise children, they should space themselves in a way that other staff can see them.
 - Staff and volunteers should conduct or supervise the following private activities in pairs, if at all possible: putting on bathing suits, changing clothes, etc.
 - When this is not feasible, staff and volunteers should be positioned so they are visible to others.
- ❖ Staff and volunteers will respect children's rights to not be touched in ways that make them feel uncomfortable and their right to say "no". Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult.
 - The rule of thumb for staff is to not touch any areas that a bathing suit would cover, including swim trunks.
 - Appropriate touch includes side hugs, pats on the back and high fives.
- ❖ Staff and volunteers will make sure that suspicious or unknown individuals are not occupying the restroom before allowing children to use the facilities.
- ❖ Children in YMCA programs must treat each other with Caring, Honesty, Respect and Responsibility. Child-to-child prohibited behaviors include, but are not limited to:
 - Bullying and
 - Sexual behaviors to include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.
- ❖ Staff and volunteers report any suspected cases of child abuse or neglect to the appropriate authorities for investigation. The YMCA is mandated by state law to report suspicions of abuse.

If you observe violations of these procedures or any other red flags, the YMCA asks that you bring your concern to the Site Supervisor/Director. If you feel your concerns are not addressed appropriately, some additional reporting options are as follows:

- ❖ Contact the YES Center at 804-649-9622 or ygradmin@ymcarichmond.org.

SHADY GROVE FAMILY YMCA PRESCHOOL CAMP

STUDENT-PARENT HANDBOOK

2022

- ❖ Call the YMCA Safety Line at 804.474.4345. (This is a voicemail; please leave a message and the Y will get back to you.)
- ❖ Email ethics@ymcarichmond.org

To prevent abuse of children in our communities, it is our job as a community organization to educate ourselves, our children and their parents and guardians about potential dangers in our community and to protect them from these dangers. At the Y, we ask our parents and guardians to be our partners in child abuse prevention. The Parent Education Guide seeks to equip you to be informed about child abuse and to protect your child from abuse. See attached Parent Education Guide.

Snacks

Please provide a snack for your child each day. We encourage healthy snacks such as fruit, vegetables, yogurt, or crackers. We also encourage water for the drink. Water will be readily available each day for your child.

We have several children with life threatening allergies. **Please do not send any snacks with peanuts/peanut butter or tree nuts. This policy includes lunch during Stay and Play classes.**

Communication

Communication between the preschool and our families is very important to us. We feel it is crucial to your child having a positive experience at preschool.

We are always interested in your thoughts and concerns. Please keep us informed of any concerns or issues that arise during the year. You may contact Margina Grow at growm@ymcarichmond.org or 729-4787.

Injuries

If your child has a serious injury that may require more than our First Aid skills allow, involves a bump to the head in any way, and/or meets the Department of Social Services' definition of serious injury, we will make an immediate attempt to contact you. If we are unable to reach you or the person you have designated in case of such emergencies, we will call the child's physician. If necessary, we will call an ambulance.

Please make every effort to keep the Y up to date on phone numbers, emergency numbers, and other pertinent information. This is of the utmost importance because the hospital will not treat your child without you being there.

Emergency Preparedness

The director and staff of each site are responsible for the safety of the children and have coordinated their facility emergency action plans with community public safety official and the landlord's security and facilities (when applicable). The intent of this plan is to assist the Preschool Director and staff in responding to emergency situations and provides a basis for the restoration of services. Parent(s)/guardian(s) are welcome to review this document at any site or branch location.