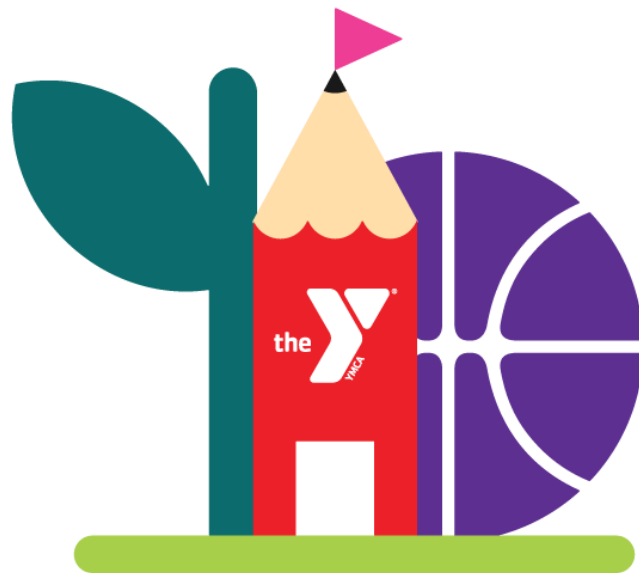


PRESCHOOL PARENT HANDBOOK 2023 – 2024



LEARN. GROW. THRIVE

The Wilton Family YMCA Preschool
404 Danbury Road • Wilton, CT 06897

&
The Little Riverbrook 3's Class

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Dear Preschool Families,

We would like to welcome you and your child to the Wilton Family Y's Preschool Program for the 2023-2024 school year. We are grateful that you have made the choice to join us this year. Our teachers are excited to continue fostering your young child's whole development this year.

It is our mission to provide a safe environment as well as a wonderful early learning experience for your child. We hope your child enjoys these crucial years of learning that will prepare them for future school successes and the world around them.

The information in the Parent Handbook is designed to help you. Please take the time to carefully read all the sections. We hope this will answer any questions you may have and provide you with a clearer understanding of our program.

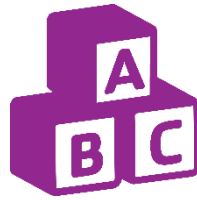
If you do have any questions or would like to discuss any of the procedures or policies in this handbook, please feel free to contact myself by phone 203.762.8384 or by email.

We are looking forward to another great year at our Y!

All the Best,

Kimberly Fejes
Early Childhood &
School Age Development Director
203-762-8384 ext. 293
kfejes@riverbrookymca.org

Section 1: General Philosophy & Goals



Philosophy of Education

The Wilton Family Y Preschool School believes in educating the whole child and providing developmentally appropriate activities which promote the physical, emotional, social, cognitive and creative growth of the child. We provide learning through a wide range of play situations in a safe environment maintaining a ratio of 2 teachers to 16 children for the 4's and PreK and 2 teachers to 12 children for the 3's.

We are unique in that we offer physical education activities complimentary to basic learning and social experiences. Introductory swimming lessons, music and movement, and physical activity are incorporated into our program at no additional cost. In addition to these wonderful activities, we have also taken on the YMCA's Core Character Values (Caring, Honesty, Respect, and Responsibility) which has been introduced to us by the YMCA of the USA and added them to the curriculum. The Wilton Family Y's Preschool has also signed on to follow all of the HEPA Standards (Healthy Eating & Physical Activity) brought to us from the YMCA of the USA. These standards are listed in the HEPA Section of this handbook.

Goals

Our main goal is to allow the children to learn through discovery and exploration while mastering skills in his/her own way and time. This is accomplished by:

1. Maintaining a safe and secure child-oriented environment at all times.
2. Promoting positive self-esteem and confidence in each child, enabling them to grow and trust in themselves and others.
3. Opening channels of communication between school and home to create the most productive learning environment and meet the needs of individual children.
4. Providing children with hands-on activities to encourage concrete types of learning.
5. Providing physical activities to promote the development of both gross and fine motor skills.
6. Encouraging children to develop their expansion of ideas and knowledge beginning with the child's interest level and then leading the children to begin to develop their own problem-solving skills.

7. Providing ample opportunities for the development of social skills through interaction with other children and adults.

Section 2: Preschool Program

Preschool Programs Groups & Times



3's CLASS

Monday, Wednesday, Friday, 9:00 a.m. – 12:30 p.m.

Yearly tuition \$4,608.45

Must be three by 12/31/23

4 YEAR-OLD PROGRAM:

Monday through Friday, 9:00 a.m. – 1:30 p.m.

Yearly tuition \$7,663.66. Must be four by 12/31/23.

PreK CLASS

Monday through Friday, 9:00 a.m. – 1:30 p.m.

Yearly tuition \$7,663.66

Expected to enroll in Kindergarten for the 2024-2025 school year

Must be four by 6/30/23

EXTENDED DAY OPTION*

Monday through Friday until 3 p.m. Prices vary based on length of day.

Drop-In registration is required at least 24 hours in advance and subject to availability.

Child must be enrolled in the Preschool Program to be eligible for extended day.

Registration will begin later in the year and offered session by session. Enrollment is encouraged by teacher recommendation.

Extended day ends promptly at 3pm.

See Preschool Director for details & registration details.



Enrolling for Y Classes while in Extended Day

One of the unique features of the Wilton Family Y's Preschool is that it allows children to enroll in swimming lessons, dance or sports classes, etc. during the week as a part of their afternoon activities. This is especially beneficial for working parents who cannot leave work early enough to bring or pick-up their child for classes.

Children may enroll in classes running from the start of extended day to 2:30pm, Monday through Friday. Children will be dropped off and picked up from their classroom by one of our staff. If you require your child NOT attend a scheduled class on any particular day, a written note/email to a Director must be provided.

Notice: *If you register your child for classes you are responsible for informing the Director of each class enrollment. If your child is taking a make-up class, you must also notify the director. **Our staff is not responsible for any missed classes, practices or make-ups that we have not been informed about.***

SPECIAL NEEDS



The Wilton Family Y will provide participants with special needs an equal opportunity to participate in programs and services pursuant to the Americans with Disabilities Act of 1990. Families will work closely with the Special Needs Coordinator to make sure your child's needs are met in our program. Paraprofessionals from local schools and organizations are permitted to attend our program after they comply with Wilton Y staffing guidelines and trainings. Communication is the key element to a healthy relationship between families and our program. If it is determined that a child may require some extra help or accommodations during the day as the school year progresses, the Special Needs director will work with the family to develop a support plan. Any questions regarding children with special needs or needing support staff, please contact Christina Foley, Director of Special Needs Programming, at cfoley@riverbrookymca.org. cfoley@riverbrookymca.org or 762-8384 x207 for more information.



Section 3: Participant Rights & Responsibilities

Behavior Management Plan

The Wilton Family Y and its staff are dedicated to the development of capable and caring young people. Preschool discipline is based upon the Positive Discipline model created by Jane Nelson, Ed. D., Lynn Lott, M.A., and H. Stephen Glenn, Ph.D. This model teaches us that through daily meetings the students will learn oral language skills, attentiveness, critical-thinking skills, decision-making skills, problem solving, and democratic procedures. Additionally, Positive Discipline methods provide a safe climate in which students can examine their behavior, discover how it affects others, and engage in effective problem solving to create change.

The Wilton Family YMCA is a place where every child is promised safety, opportunity, respect, comfort, dignity, and acceptance. With children, though, it is expected that mistakes of judgment will occur occasionally. When mistakes are repeated, and/or when SAFETY or THE RIGHTS OF OTHERS ARE AFFECTED, consequences will occur.

Code of Conduct

Our code of conduct explains every child's rights, responsibilities and opportunities at the Wilton Family Y, while at the same time explaining the consequences which may occur if children choose to repeatedly disturb others or behave inappropriately at the Wilton Family Y.

We have found that children respect and appreciate limits when they are reasonable and explained clearly to them in advance. Please take a few minutes with your son or daughter to sit down and review the RIGHTS AND RESPONSIBILITIES OF OUR PARTICIPANTS.

Rights and Responsibilities of Our Participants

Children's Rights:

As student and participant in our Preschool Program, you have the RIGHT to:

1. Be free from cruel teasing and put-downs.
2. Have a safe, calm, clean, and orderly learning and playing environment.
3. Be free from fear of physical harm.
4. Have a fair turn in any group activity.
5. Make mistakes without being ridiculed by others.
6. Seek help from adults who are here to help you.
7. Be treated with dignity and respect from everyone.

Children's Responsibilities:

As student and participant in our Preschool Program, you are expected to:

1. Avoid fights or verbal abuse of other children.
2. Be fair and accepting of others eager to join any activities.
3. Work and play safely.
4. Use appropriate, acceptable language.
5. Be kind, considerate, helpful, and respectful toward others.
6. Share equipment and materials fairly and use them properly.
7. Respect property, especially things that do not belong to you.
8. Cooperate with others, and with the adults who are here to help you.
9. Speak out when you witness unfairness or the offensive language or behavior of others.
10. Be a good sport whether you win or lose.
11. Be truthful.

For our Preschool Children, we understand that they are learning how to socialize and express their feelings, needs and wants appropriately. However, excessive hitting or other displays of physical conflict will not be tolerated nor will biting. For these behaviors, the child will be removed from the classroom and a pick-up from school will follow. We will work with the teachers and family for a plan to correct the behavior.

Consequences:

Our Preschool Program believes that encouragement is a stepping stone to positive behavioral changes. Here your child will not be made to feel uncomfortable, but rather will be given the opportunity to learn from their mistakes in a safe and supportive environment.

The children will play a large role in “enforcing” the code of conduct and classroom guidelines through discussion and class meetings. If a behavior continues and is not corrected the following steps may be taken:

1. Conversation with Teacher(s) and/or Director.
2. Lose privileges and/or write apologies, if appropriate.
3. Receive creative and appropriate consequences (i.e., helping with classroom chores, temporary separation from the group, etc).
4. Parents contacted by phone or spoken with at pick-up time.
5. Placed on a Behavior Plan
6. Suspension from School
7. Expulsion from School

FIGHTING or other forms of physical aggression and REMOVAL FROM THE GROUP FOR REPEATED MISBEHAVIOR are considered very serious events and will involve the parents immediately. PARENTS MAY BE ASKED TO REMOVE THEIR CHILD FROM THE PROGRAM FOR THE REMAINDER OF THAT DAY AND/OR THE NEXT SCHEDULED DAY. SEVERE REPEAT MISBEHAVIOR MAY ALSO RESULT IN SUSPENSION OR POSSIBLE EXPULSION FROM THE PROGRAM AT THE DIRECTORS’ DISCRETION.

The CODE OF CONDUCT applies to all activities in the YMCA building and on the YMCA grounds.

Throughout these interactions the parents will be kept informed about the challenges and progress made or plans set in place. If a child’s behavior determines that they must be picked up from school early on the day of the incident, if a timely pick-up does not happen or depending on the time of day of the incident, it may be determined that they must be out of school for the following day.

No refunds or credits will be given.

Section 4: Enrollment Information

Registration

To enroll your child in one of our Preschool programs:

- Request an Application Form & Contract

Submit the completed form along with the **\$125 non-refundable registration fee and \$200 security deposit**. Your security deposit will be used towards your first month's payment. The child must have a FULL Child Membership in order to enroll.

Each child entering the Wilton Family YMCA Preschool will have a provisional enrollment period lasting sixty days from the starting date. At the end of this period, if the Wilton Family YMCA Preschool feels that the needs of the child are not being met, a request for withdrawal may be made.

Section 5: Payments, Changes & Attendance Information

Payment

Payments will automatically be drafted on the 1st of every month, September – June. Parents can access payment information, tax receipts and more their Child Care Profiles on our website.

Tuition Payment Information

9/5/2023-5/31/2024*

Full year tuition:

\$7,663.66* 5 Days: 4's & PreK Classroom, includes Child Membership (\$350

value)

Monthly draft amount:

September \$875.76

(\$200 deposit applied to this month)

October \$875.76

November \$875.76

December \$656.94

January \$1094.90

February \$656.94

March \$875.76

April \$656.94

May \$1094.90

Full year tuition:

\$4,608.45* **3 Day 3's Classroom, includes Child Membership** (\$350 value)

Monthly draft amount:

September \$526.68

(\$200 deposit applied to this month)

October \$526.68

November \$526.68

December \$395.01

January \$658.35

February \$395.01

March \$526.68

April \$395.01

May \$658.35

*This is based on 35 weeks of total school.

**The Wilton Y Preschool will follow the Wilton Public School Calendar *generally* with some adjustments including our first and last days of school and scheduling connected to the Wilton District's half days and school holiday. The Preschool Program will not be open when school is closed due to weather. The Preschool Program reserves the right to cancel Preschool or request early pick-up or delayed opening due to weather as well as for issues that are specific to the Wilton Family YMCA facility. The Preschool Program will alter its schedule for days with delayed openings due to weather or dismissed early due to weather.

***The start of school will be gradual; a schedule of your child's first day(s) will be emailed prior to the start of school. This may also include a shortened day for a period of time to help the child adjust to longer days. I.E. The 3's class will end at 11am for a few days and then the children will stay until 11:30am and then 12pm. Half the class will come on Tuesday, followed by the other half on Wednesday.

Late Fees & Policies

If your payments are over 10 days late, an additional fee of \$50.00 will be added to your bill for each month it is late until it is paid. If payment is not received within 90 days of the due date, your child will be suspended from the program unless an agreement has been made with the Preschool Office.

Child's tuition must be in current standing in order to register for the next year of Preschool.

If payment is returned from the bank then the participant will be responsible for the \$25 return fee.

Late Pick-Up Fee:

1-15 Minutes Late: \$15

\$1 for every additional minute

Late Pick-Up Policy: The daily pick time for the Preschool Program is 1:30. All children must be picked up no later than that time. If a child is still at the Wilton Family Y past 1:45 p.m., our late-fee policy will go into effect. This fee will automatically be charged to your credit card via the terms of our credit card agreement.

In the event that you are going to be late, you must call and Speak with the Preschool Director directly.

In the event that late fees occur more than 3 times in a 30 day period, the late fee will increase and/or the child may not be permitted to continue in the program at the Director's discretion.

Financial Assistance

If you require financial assistance, forms are available at the Front Desk and on our website www.wiltonymca.org and should be accompanied by your most recent 1040 Form.** They should be returned to Molly Blosser, Assistant Director of IT & Member Finances, via email at finaid@riverbrookymca.org or phone at (203) 762-8384 ext. 283.

Withdrawal Policy

If you decide to withdraw your child from the program a written request must be received one month prior to withdrawal. In addition, tuition payments must be current at the time of withdrawal. No refunds will be made unless the class you are withdrawing from is full & your child's place is filled by newly enrolled student. The calculation for refunds is: tuition paid for month – weeks not attending that the tuition paid covers. The registration fee of \$125 is non-refundable. *

Days Off from School Calendar

The Preschool/ Extended Day Program will be closed on the following days:

❖ Yom Kippur	September 25
❖ Professional Development	October 6
❖ Columbus Day &	October 9-10
❖ Election Day	November 7
❖ Thanksgiving Break (including day of and after)	November 20-24
❖ Christmas Break	December 21- January 1
❖ Martin Luther King Day	January 15
❖ Winter Recess	February 19-23
❖ Professional Development	March 6
❖ Good Friday	March 29
❖ Spring Recess	April 15-19
❖ Memorial Day	May 27

Extended day will not run on the following Wilton Public School ½ days November 16th & 17th

Last day of extended day May 24th

Last Day of School for is May 31st (weather permitting)

Address/ Phone/ Email/ Name Changes

If you have an address, email, phone or name change after the Preschool Application has been received by the Wilton Family Y, the change needs to be reported to the Preschool immediately. Any changes that are not communicated may result in a delay of Preschool information being received by you.

Section 6: Program Information

Staff

We have a wonderful staff who have been teaching in our Preschool Program for well over a decade. All staff are required to go through a background check and are trained in Connecticut State licensing policies, mandated reporting, Redwoods Abuse Prevention, HEPA (Healthy Eating and Physical Activity) and other continuing education courses. All directors and staff are trained in CPR, First Aid, and administration of medication. We maintain a strict 1:8 ratio in each classroom.

HIPAA

As a HIPAA-The Health Portability and Accountability Act of 1996- Compliant Organization, our staff complete HIPAA privacy training and maintain HIPAA compliance at all times.

HEALTH RECORDS*

In order to meet state requirements, we must have a current medical form and emergency contact in the child's file with the classroom teacher as well as the Directors office. The medical form should list any medical conditions, special diets and all allergies. If your child requires medication during school hours, the Medical Administration form must be filled out & signed by your physician. Below is a chart showing age appropriate immunization requirements.



As of November 2008, the state requires that each child provide proof of tuberculosis screening. If they have tested positive, proof that they have been treated must be provided.

The following procedure outlines the steps that will be used to ensure we have up to date health records:

- A new medical form will be emailed to you at least one month prior to the expiration of the old form.

- Schedule an appointment with your child's physician as soon as possible to ensure the form is returned before the expiration date.
- If the appointment you get is after the expiration date of the medical, you must submit an appointment card from the doctor's office.
- If a new medical or appointment card is not submitted by the expiration date, your child may be suspended from school until an updated health record is submitted.

Please make sure your child's immunizations are up-to date. [Check out the CDC's recommendation schedule here.](#)

Please provide the influenza vaccine by 12/21/23. Children will not be able to return from Holiday recess without documentation.

Sick Children

Upon arrival, staff will conduct a wellness check of each child. When it is determined that a child is sick, the child will not be permitted to attend school or participate in school activities.

The child must be **fever/symptom free for 24 hours** without the use of fever reducing medication; no longer contagious and healthy enough to participate in all school activities before returning to school*. If it is deemed that a child cannot participate in that school day, then we will re-evaluate whether or not a child is able to remain in school. (This includes swimming and outdoor play). If your child shows any of these signs, they will not be able to remain in school that day:

- Runny nose (due to allergies or a cold) that produces thick, green or yellow discharge, indicating infection. If your child's runny nose is due to an allergy, you must have a doctor's note indicating the child may be permitted to return to class. In the case of a cold, keep your child at home until the discharge is clear
- Deep congestion in the chest, labored breathing or cough.
- Loose bowels that are noticeably more odorous, indicating internal disorder. Also some medications may result in non-contagious diarrhea. Check with the physician.
- Temperature above 99.9 degrees oral or temporal.
- Eyes that are pink, watery, and possibly oozy, as with conjunctivitis.
- Suspicious rash.
- Vomiting.
- Head Lice.

If any of these conditions become apparent during the daily session, the parent, or authorized alternate adult, will be contacted to pick up the child immediately. The child will then remain out of the school for the next school day, including afterschool activities, and may return on the following day. (Example: If the child is sent home Tuesday, they can return to school on

Thursday). If a child is sent home from school, they may not return for classes later in the day or the next day they are required to remain home.

If your child is diagnosed with an illness by a pediatrician (i.e. Covid, Pink eye, strep throat, coxsackie etc.) the parent must notify the Preschool Directors within 24 hours so that the rest of the parents can be informed of this illness.

Toilet Training

All children attending the Preschool must be completely toilet trained and able to wipe themselves as staff members are not permitted to do so. If a child soils their underwear, you or your emergency contact (in the event we cannot reach you) will be called to come to school to pick up your child. If a child has three or more such accidents, the WFY reserves the right to refuse to allow the child to attend school until such time as WFY is reasonably certain that a further accident is unlikely.

If this occurs on a swimming day, then the child will need to shower prior to entering the pool. If accidents are occurring, a swim diaper must be worn during lessons. Should a bowel movement occur during swimming and found after, during changing, the parent or guardian will be contacted to change the child.

Weather & Emergency Closing, Delayed & Early Dismissals*

Please check your email/ClassTag app by 7:30 am and or visit the Wilton Public School website each morning for school delays/closings. The Wilton Family Y Preschool Program automatically closes when the Wilton Public Schools are closed for any weather-related reason. After the 3rd school closing, a Y credit or make up days will be added on for for the 4th and subsequent days, either at the end of the year or during school vacations.

Delayed Openings

When there is a delayed opening for inclement weather, for the Wilton Public Schools or other delayed reasons, the Wilton Family Y Preschool Program opens based on the following delay times:

1-Hour Delay Start	10:30am start time
2-Hour Delay Start	10:30am start time
3 Hour Delay Start	11am start time

There will be **NO** swimming on delayed days. The closing time for all classes remains the same.

Early Dismissal

In the case of an early closing, parents will be notified via email and ClassTag. We ask that you pick up your child at 11:00am following our regular pick-up procedure.



Section 7: Curriculum

Curriculum Overview

Our curriculum will be based on our philosophy and follow all licensing and YMCA standards. We will also include activities based on the following: literacy, math, gross motor, fine motor, music, and YMCA of the USA's HEPA Standards (healthy eating and physical activity standards).

SNACKS & LUNCH

All snacks and lunches will be provided by the parents. We ask that you try to provide healthy and nutritious items. Please be sure all items are Peanut & Tree- Nut Free. Label Sunbutter or Soybutter sandwiches.

*With the growing number of children with severe peanut/tree nut allergies, we ask all families to refrain from bringing **peanut/tree nut** products to school, including Extended Day. Children with peanut/tree nut allergies range in severity. Some react with mild skin hives while others experience life-threatening symptoms when they touch or even smell peanut/tree nuts.*

Although the Wilton Family Y is not a peanut/tree nut free facility, together we can reduce the risk of exposing a child with these allergies to a potentially dangerous situation.



FIELD TRIPS

Field Trip Permission Forms (for both in-house and off-site) are distributed by the classroom teacher prior to each field trip both as copies and electronically. The forms must be signed and returned before a student is permitted to go on a field trip.

In addition, a general facility permission slip is signed at the beginning of the school year which gives permission for the child to use other areas of the Wilton Family Y other than the classroom, i.e., Locker Rooms or Universal Locker Room for toileting, swimming pool, playground, walking around the property for a nature walk, etc.

Due to allergies, if a field trip contains food items, the teachers will contact

parents to discuss options.

Field Trips/ Visits maybe an additional cost not included in tuition and must be paid in full in advance of the trips.



Special Activities

Activities including, but not limited to swimming lessons, Cardio with Coach, Cooking Class, music & movement and Zumba are included in our Preschool curriculum.

SWIMMING

Children will be evaluated on their swimming level at the start of the swim program and all throughout the year. Any questions regarding swimming throughout the course of the year should be directed to the Aquatics Director, Samantha Lusher at slusher@riverbrookymca.org.

Parents will be invited during the year to come to the Y on a swim day to observe the children.

NOTE: There will be **NO** swimming on delayed days.

NOTE: If a child is too sick to swim then we will re-evaluate whether that child should be in school that day. Special circumstances may arise depending on the child's diagnosis.*



All swimmers will wear a colored swim band used in identifying our swimmers and a head band used in drown prevention.

GREEN BAND

A green band allows swimmers to use entire area of the pool.

To receive a green band, swimmers must demonstrate the following skills:

- Jump in deep water and return to the surface.
- Swim the length of the pool, turn around and swim back unassisted with either front crawl or breaststroke.

- Float on back for 30 seconds and regain vertical position on their own.
- Tread water for one minute with ears and face above water at all times.
- Exit the pool without assistance.
- Green banded swimmers under the age of 12 must have adult supervision in the pool or on the pool deck at all times.

YELLOW BAND

A yellow band determines that the swimmer is shallow water competent (no PFD) and allows swimmers to swim in the shallow areas up to arm pit deep or less.

To receive a Yellow Band, swimmers must demonstrate the following skills:

- Float on back for 30 seconds and regain vertical position on their own. Swim half the length of the pool, turn around and swim back on stomach unassisted.
- Yellow banded swimmers under the age of 12 must have adult supervision in the pool or on the pool deck at all times.

RED BAND

Children who can walk but cannot demonstrate the required skills or do not wish to participate in the assessment will be classified as inexperienced and will be given a red swim.

Swimmers that do not pass the yellow or green band testing or those that decline to take it will be considered Red Band or inexperienced swimmers.

Red Banded swimmers will:

- Only be allowed in the shallow area of the pool.
- Require active adult supervision within arm's length.
- **MUST** be in a Coast Guard Approved flotation device (PFD).



Section 7: Parent Involvement

Back to School Parent's Night

Join us for our "Back to School Night" to meet your child's teachers, learn about their upcoming school year and the ins and outs of your child's class. Invites to follow.

Meet the Teacher

Parents are invited to join their child at their "Meet the Teacher" Day at school. Help you child make friends and become familiar with the drop off procedures and classroom before the school year begins. Please look for our Welcome Letter from the teachers and you invite for your day and time to visit.

COMMUNICATIONS

Between Families & Teachers

Weekly emails, along with the curriculum will be sent by your child's teacher. This is the direct line of communication between you and your child's teachers. Please be sure to read these emails and curriculum in their entirety. The teachers put a lot of time and effort into planning and often many of the questions parents have are answered within this weekly communication system. Always address the teaching team first, when a question or issue should arise. This can be done either through the email system or in person. If a resolution is not agreed upon, the director is here for additional help.

Between Families & the Preschool

The Preschool Program will also use the texting/web app "ClassTag" to send quick reminders and updates (delayed openings, cancellations, etc). Teachers will also use this class app to share pictures, documents, schedule conferences and other features. You may also text the teachers via the app for pick-up changes or absences.

Between Families & Directors

The Director have an open-door policy and encourages you to stop in any time you have a question or concern regarding your child or the Preschool. Each month you will receive an electronic newsletter from the preschool directors as to the goings on of the whole Preschool Program. We will include monthly

information regarding upcoming events, school activities and programs to register for. Our Preschool has a partnership with Wilton Pre-school Services. If at any time, we need to refer your child, or you feel a need to contact them, their number is 203-762-3374.

Conferences

Parent teacher conferences will take place in the fall with goal conferences. Scheduling of conferences will occur through ClassTag. Written student evaluations will be provided at the end of school year. Students will be tested at the beginning of the school year to use as a benchmark for the year. They will then again be tested mid-year and at the end of the year to indicate the student's growth throughout the year. This will be recorded on their end of year evaluation. If the need for a conference should arise at any other point in time throughout the year, we do request that an appointment be made with your child's teacher(s).

Volunteering

Parents can be involved in the Preschool to help make it successful in a variety of ways. Below is a list of activities where parent can volunteer to help throughout the year:

- Assisting with fund-raising events
- Mystery Reader
- Holidays & Parties
- Book Fair

Fundraising

Throughout the course of the year, we will offer various fundraisers to our families. Participation is optional as not all fundraisers may appeal to you. There is no requirement in participating. By offering these fundraisers, it will allow us to purchase additional educational supplies for our classrooms outside of our normal classroom materials. Favorite Fundraising opportunities include Mabel's Labels. We are always open to exploring other fundraising ideas.

Each year, the Riverbrook Regional YMCA hosts a Fall or Spring Fundraiser event to help support Y Programs. If you are interested in supporting events like this please contact Jarred Barnes at jbarnes@riverbrookymca.org. Otherwise, look out for event information.



Section 8: A Day at Preschool

Attire

Your child should arrive to school dressed in practical play clothes, so they fully have freedom of movement to be able to explore their environment. For the children to go outside for large motor activities and explore our outdoor environment, outside temperature must be above 32 °F and all children **must** have the appropriate outerwear. Please send your child in appropriate clothing, for cold weather (heavy coats, hats, mittens or gloves, and boots, if necessary and when snow is on the ground, snow pants are also required- teachers will let you know when children will be playing outside). Children can only go outside when everyone in the class is dressed appropriately, if one child does not have proper dress, the entire class will remain indoors. If your child arrives in boots, please make sure to include a pair of sneakers in the backpack.

In addition, please send your child with a backpack large enough to hold their snack and lunch and school folder. On swimming days, include in the backpack your child's swim bag with **towel, goggles and water shoes** (if you'd like) in a separate reusable type bag. Swim bags will be provided by the teachers prior to the first swim day. Please dress your child with their swimsuit under their clothing for ease of changing before swim. Be sure that undergarments are packed in their swim bag to change into after lessons. Clothing in general should be easy for children to take on/off for toileting and changing, tights and buttons can be challenging. We are working on teaching independence and responsibility with these actions and currently. Please be sure to label everything with your child's name, towels, water shoes and goggles especially. On days that your child has a fitness, music or movement class, please be sure that they arrive for the day wearing **sneakers**.

What to Bring to School:

What to Wear to School

Please Label All Items

- ☐ Swimsuit under clothes or swim shirt & bottoms
- ☐ Tops & bottoms
- ☐ Close toed shoes (sneakers are preferred)

- ☐ Rain jacket/ sweatshirt/ winter coat

What to Pack for School

- ☐ Backpack (large enough to carry items listed below)
- ☐ Lunch bag with **ice packn (for 4's & PreK)**
 - (Peanut/Treenut free lunch, please label if using Sunbutter or Soybutter)
- ☐ Snack (Peanut/Treenut free)
- ☐ Water bottle (filled for the day)
- ☐ Change of clothes in case of accident (underwear, socks, tops & pants) These will be kept at school
- ☐ Swim Bag (on swim days)
 - ☐ Towel
 - ☐ Goggles
 - ☐ Underwear & clothes if needed

****Please leave toys, electronics, games, anything not needed for school at home****

Separation & Transition

Drop-off will take place at the front of the Wilton YMCA using our "drop-off" loop. Leaving is often harder for the parents than it is for the children, and it is a very important school experience. We understand that this may be the first time your child may be dropped off in another's care, not in your home. Please talk with your child about the morning drop off procedures so they know what to expect. Children will learn to transition easily if we teach them trusting and caring. If your child has a problem saying good-bye, it is very helpful to establish a "routine" before your child's first day, i.e., using the same good-bye words and gestures for all occasions and don't vary it for school or home. Establishing a goodbye procedure when they get into the car at home so a shorter goodbye can take place during the drop off time may be helpful. If your child is having separation anxiety, please speak with your child's teachers to discuss a plan. If your child does have an issue exiting the car, we will ask you to pull up to a parking spot near the front of the building where we can work together so your child can exit safely and comfortably.

We ask that you send in a family photo on the first day of school for the teachers to use in the classroom collage so the children can look at during the school day.

Drop-Off & Pick-Up Procedures

Curb-side Drop Off:

- Drop off time is 9:00am
- Have your child's car seat on the passenger side of the car.
- Pull up to the curb
- Please have your child remain buckled in their seats for their safety.
- Please unbuckle their car seat once you are next in line to be checked in by a Preschool Staff member.
- Please have your child's belongings ready for them to take out upon exiting the car.
- The teacher will open the passenger side door and have the child exit the car with their belongings. Please remain inside the car.
- To avoid congestion in the pick-up/drop-off line, if you need to speak to your child's teacher, please email them or use ClassTag.

When drop off concludes, late drop offs will need to park in a spot and walk inside to the Front Desk. A Membership Associate will call the Director and we will then come down to bring the child to their class.

Curb-side Pick-Up:

- Pick-up time is 1:30pm
 - Pull up to the curb
 - Please have your Child's car sign in the window so we can call them out.
 - Your child will enter on the passenger side of the car. Please remain inside your car.
 - Please pull over to buckle them up properly.
-
- ✓ Classrooms may have specific days where pick-up will be in the classroom. You will be notified in your weekly email when this will occur.
 - ✓ If you are running late or need to pick up your child earlier, please notify call the director. Multiple lateness may result in added fees.



Section 9: Emergency Procedures

Fire Emergency

The following procedures are in place in case of a fire emergency:

1. The head teacher will gather children and lead them outside the building. The class will be escorted via the exit door to the Little League field in the fenced-in area. One teacher will count the students to be sure all students are accounted for.
2. The other teacher's responsibility is to take the emergency files and immediately check the bathroom(s). He/she will join the class as soon as possible at the Little League field to assist the head teacher.
3. The children and teachers will remain in the Little League field area and maintain a safe distance from the building until an "all clear" is announced by the fire department or office personnel who have been in contact with authorities. No one will return to the classroom until the "all clear" is given.
4. If there is damage to the Y building, the children will remain outside the Y on the Little League field until full-time and part-time staff members can walk the children across the street to the Wilton High School Auditorium.
5. If the fire damages the entire Y building, a sign will be posted on the front door of the Y alerting parents that their children are at Wilton High School Auditorium.
6. Parents will be called and notified of any emergency once we have arrived at Wilton High School Auditorium.

Medical Emergency

In case of an emergency, the child's parent will be contacted and 911 will be called if necessary. If it is necessary to transport a child immediately to the hospital, one teacher or designate will accompany the child and the parent(s) will be instructed to meet the ambulance at the hospital. If neither parent can be contacted to meet the child at the emergency room, one of the two contact persons listed on the Emergency Information Form will be called. Children will be transported to Norwalk Hospital.

Late/ Emergency Pick-up Policy

Please be prompt when picking up your child at the end of the day's session. Your child becomes accustomed to being picked up at a regular time and becomes concerned if left too long after the other children have been picked up. We understand that on occasion circumstances may arise resulting in a late pick-up; however, consistent lateness will result in a late fee (\$15)

for every 15 minutes you are late.

If a child is not picked up within the pick-up time, 1:30pm, the following procedures will be followed:

1. A staff teacher will remain with the child for a brief amount of time after pick up time ends and will then be brought to the Directors Office.
2. The parents will be called at home or work.
3. An emergency contact will be called.

If all efforts to make contact fail, and the child is not picked up within two hours after the class closing time, we must assume that the child has been abandoned and the Department of Children and Family Services will be called at 1-800-842-2288 as well as the Wilton Police Department. The Department of Children and Family Services will assist the Wilton Y Preschool with the procedures for handling the abandoned child.

A written note (emailed or messaged is fine) is needed each time before your child is permitted to go home with a friend from school or when being picked-up by someone other than yourself or those who are listed as an Emergency Contact/ Alternate Pick-Up. Make sure the note is dated, gives the full name of the designated pick-up person and is signed by you. If you're designated pick-up person is someone whom the Teacher has not met before, that person is required to provide picture ID before being permitted to pick-up your child. If you have the same person picking up your child on a regular basis, please indicate that in a letter to your child's teacher and we will place that in your child's file.

Lockdown Procedures

Our Staff are trained in Lockdown/ Active Shooter Procedures. We practice "Lockdown Drills" in each classroom throughout the year. Parents will be notified ahead of time.

Doors to our classrooms are locked at all times. All those entering the building must check in at the Front Desk before proceeding through our Y.

Section 10: Child Abuse & Neglect

As a licensed program, the Wilton Family Y Preschool staff are mandated reporters to the state. The Wilton Family Y Preschool Programs are required by Public Policy of the State of Connecticut (17-18a) to:

"Protect children whose health and welfare may be adversely affected through injury and neglect; to strengthen the family and to make the home safe for children by enhancing the parental capacity for good child care; to provide a temporary or

permanent nurturing and safe environment for children when necessary; for these purposes to require the reporting of suspected child abuse, investigation of such reports by a social agency, and provision of services, where needed, to such child and family."

There is a penalty for not reporting suspected child abuse is between \$500.00 and \$2500.00. The procedure followed by the Wilton Y employees is:

1. To file an oral report to the Department of Children and Families (DCF).
2. The report is then followed by a written report within 72 hours.
3. The reporter will notify the Chief Executive Officer of the Wilton Family Y or his/her designee that such a report has been made.
4. All known information will be reported.
5. All information will be kept confidential.

Upon receipt of such a report, the DCF will begin an investigation immediately. If the investigation produces evidence of child abuse or neglect, DCF will take such measures as it deems necessary to protect the child or any other children similarly situated, including, but not limited to, the removal of the child or children from his/her home with the consent of the parents or guardian or by order of the Juvenile Court.

In the event of serious danger or injury to the child, a child may be removed immediately without parental consent. If the child is returned to the parents, they shall be aided to give proper care under the Supervision of the Commissioner until the Commissioner finds that a safe environment has been provided. If a parent has further questions regarding the details of these procedures and other State mandates, this information is kept at the Wilton Family Y for your review.

Section 11: Child Abuse & Prevention

Parent Statement of Understanding

The following information is important for the safety and protection of your child. Please read the information, sign & return the form so a copy can be filed with your child's records.

1. I understand that YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside the YMCA program.
2. I understand that I am not to leave my young child or children* at the YMCA or program site unless a YMCA staff or volunteer is there to receive and supervise my child. *Note: Please check the policy that defines the specific age.
3. I understand children should not receive excessive gifts (e.g., TV, video games, jewelry) from YMCA staff or volunteers, and I should report this to a supervisor if they do.

4. I understand that my child will not be allowed to leave the program with an unauthorized person. Any person authorized to pick up my child including older siblings or other relatives must be listed with the YMCA and must be of the age required by this YMCA. Any other arrangements must be made by calling the YMCA office to inform them of a change.

I understand that should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child's safety, staff may have no recourse but to contact the police. Please do not put staff in a position where they have to make this judgment call.

5. I understand that I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I too will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.

I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

6. I understand that I can help ensure my child's safety by taking an active interest in his or her YMCA experience. I too will monitor volunteer and staff interactions with my child and ask my child specific questions about program activities and volunteer or staff relationships with my child.

7. I understand that the YMCA is mandated by state law to report any suspected cases of child abuse or neglect to the appropriate authorities for investigation.

I have received and read the Child Abuse Prevention Parent Statement of Understanding and will keep a copy for future reference.

____(SAMPLE)_____

Parent or guardian signature

Date

Section 12: Employee Code of Conduct

As an employee or volunteer of the Riverbrook Regional YMCA, whether you are on duty or off, your conduct reflects on the YMCA. Consequently, you are encouraged to observe the highest standards of professionalism at all times. The following Code of Conduct, although not inclusive, should be complied with at all times.

- Staff and volunteers respond to children with respect and consideration. All children are treated equally regardless of sex, race, religion, culture or disability.
- Staff and volunteers shall never leave a child unsupervised.
- Restroom supervision: Staff and volunteers will make sure suspicious or unknown individuals do not occupy the restroom before allowing children to use the facilities. Staff and volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff and volunteers are assisting younger children, doors to the facility must remain open. No child, regardless of age, should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff and/or volunteers.

- Staff and volunteers should conduct or supervise private activities in pairs ~ diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff and volunteers should be positioned so that they are visible to others.
- Staff and volunteers shall not abuse children including:
 - Physical abuse ~ strike, spank, shake, slap;
 - Verbal abuse ~ humiliate, degrade, threaten;
 - Sexual abuse ~ inappropriate touch or verbal exchange;
 - Mental abuse ~ shaming, withholding love, cruelty;
 - Neglect ~ withholding food, water, basic care, etc.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.

- Staff and volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff and volunteers will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in predetermined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
- Staff and volunteers will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
- In order to protect YMCA staff, volunteers, and program participants ~ at no time during a YMCA program may a staff person or volunteer be alone with a single child where others cannot observe them. As staff and volunteers supervise children, they should arrange themselves in a way that other staff can see them at all times.
- 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. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
- Staff and volunteers will refrain from intimate displays of affection towards others in the presence of children, parents and staff.
- While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job and/or volunteer work they will abide by the standards of conduct set forth by the YMCA.
- Staff and volunteers must appear clean, neat and appropriately attired.
- Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited at all times.
- Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment is prohibited.
- Staff and volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

- Staff and volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
- Staff and volunteers may not be alone with children they meet in YMCA programs outside of the YMCA. Providing any form of child services outside of the work you perform at the YMCA, for children who are members or participants in any YMCA programs is prohibited. This includes babysitting, private lessons, lifeguarding, sleepovers, inviting children to your home etc.
- Staff and volunteers are not to transport children in their own vehicles.
- Staff and volunteers may not date program participants under the age of 18.
- Under no circumstances should staff and volunteers release children to anyone other than the authorized parent, guardian or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
- Staff and volunteers are required to read and sign all policies related to identifying, documenting and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
- Additional Code of Conduct items may be added to this policy at the discretion of the CEO at any time.

I understand that should my performance, work habits, overall attitude, conduct or demeanor become unsatisfactory in the judgment of the YMCA, for any reason, including but not limited to, violation of the Code of Conduct, I will be subject to disciplinary action, up to and including termination of my employment or volunteer responsibilities.

Section 13: Concussion Information

CONCUSSION FACT SHEET FOR PARENTS



WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury. Concussions are caused by a bump or blow to the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious.

You can’t see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If your child reports any symptoms of concussion, or if you notice the symptoms yourself, seek medical attention right away.

WHAT ARE THE SIGNS AND SYMPTOMS OF CONCUSSION?

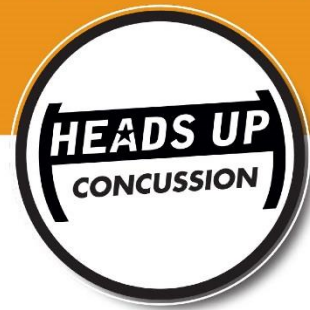
If your child has experienced a bump or blow to the head during a game or practice, look for any of the following signs of a concussion:

SYMPTOMS REPORTED BY ATHLETE:

- Headache or “pressure” in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not “feeling right” or is “feeling down”

SIGNS OBSERVED BY PARENTS/ GUARDIANS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes



DANGER SIGNS

Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:

- One pupil (the black part in the middle of the eye) larger than the other
- Drowsiness or cannot be awakened
- A headache that gets worse and does not go away
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Difficulty recognizing people or places
- Increasing confusion, restlessness, or agitation
- Unusual behavior
- Loss of consciousness (even a brief loss of consciousness should be taken seriously)

WHAT SHOULD YOU DO IF YOU THINK YOUR CHILD HAS A CONCUSSION?

1. **SEEK MEDICAL ATTENTION RIGHT AWAY**
A health care professional will be able to decide how serious the concussion is and when it is safe for your child to return to regular activities, including sports.
2. **KEEP YOUR CHILD OUT OF PLAY.**
Concussions take time to heal. Don't let your child return to play the day of the injury and until a health care professional says it's OK. Children who return to play too soon - while the brain is still healing - risk a greater chance of having a second concussion. Repeat or later concussions can be very serious. They can cause permanent brain damage, affecting your child for a lifetime.
3. **TELL YOUR CHILD'S COACH ABOUT ANY PREVIOUS CONCUSSION.**
Coaches should know if your child had a previous concussion. Your child's coach may not know about a concussion your child received in another sport or activity unless you tell the coach.

HOW CAN YOU HELP YOUR CHILD PREVENT A CONCUSSION OR OTHER SERIOUS BRAIN INJURY?

- Ensure that they follow their coach's rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.
- Make sure they wear the right protective equipment for their activity. Protective equipment should fit properly and be well maintained.
- Wearing a helmet is a must to reduce the risk of a serious brain injury or skull fracture.
 - However, helmets are not designed to prevent concussions. There is no "concussion-proof" helmet. So, even with a helmet, it is important for kids and teens to avoid hits to the head.

HOW CAN I HELP MY CHILD RETURN TO SCHOOL SAFELY AFTER A CONCUSSION?

Children and teens who return to school after a concussion may need to:

- Take rest breaks as needed
- Spend fewer hours at school
- Be given more time to take tests or complete assignments
- Receive help with schoolwork
- Reduce time spent reading, writing, or on the computer

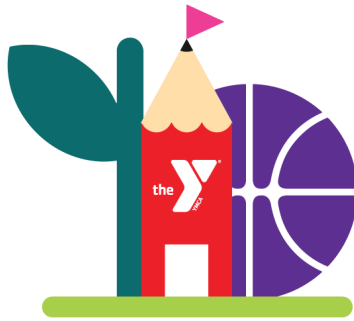
Talk with your child's teachers, school nurse, coach, speech-language pathologist, or counselor about your child's concussion and symptoms. As your child's symptoms decrease, the extra help or support can be removed gradually.



JOIN THE CONVERSATION ➡ www.facebook.com/CDCHeadsUp

TO LEARN MORE GO TO >> [WWW.CDC.GOV/CONCUSSION](https://www.cdc.gov/concussion)

Content Source: CDC's Heads Up Program. Created through a grant to the CDC Foundation from the National Operating Committee on Standards for Athletic Equipment (NOCSAE).



LEARN. GROW. THRIVE

The Wilton Family YMCA Preschool
404 Danbury Road • Wilton, CT 06897

Parent Handbook Preschool 2023 - 2024 Agreement and Consent Form

This is to certify that I have read and understood all of the policies/procedures inherent and implied in this Wilton Family Y Preschool Parent Handbook and I agree to follow and adhere to these guidelines.

This also certifies that the behavior management plan as written in this handbook has been discussed with me at parent orientation and as well as during my initial tour.

(SAMPLE) _____
Parental Signature(s) Date

Name of Child: _____