



GREATER
MARCO
FAMILY YMCA

2018-2019



Early Learning Program

GREATER MARCO FAMILY YMCA, INC.
Contact Information: 239-394-YMCA (9622), ext. 104;
youthdev@marcoy.org
www.marcoymca.org

Greater Marco Family YMCA

Early Learning Education Program

Program Philosophy

At the Marco Island YMCA, we believe that children are our most valuable treasures and that family is the core of our society. Our goal is to support local families by providing safe, stimulating, and nurturing environments where our children will grow and thrive. We strive to provide our children with the opportunity to develop to their fullest potential in mind, body, and spirit. All of our programs are designed with this goal in mind. We emphasize values through our Character Development Program, which teaches the importance of respect, honesty, responsibility, and caring. At the YMCA, we build strong kids, strong families, and strong communities.

Mission Statement

To put Judeo-Christian principles into practice through programs that build a healthy Spirit, Mind, and Body for all.

Licensing/ Program Evaluations

This program is licensed by the Florida Department of Children and Families. All related records including compliance forms and evaluations from other state agencies are available upon request.

Enrollment

YMCA child care programs are open to all depending on space availability. The YMCA does not discriminate based on race, ethnicity, religion, or sex. Continued enrollment is conditional on parents and children complying with YMCA and state policies and procedures.

Confidentiality

It is our intent to keep all files and individual information confidential. Any information regarding child registration, child or family needs, incidents, and behavior issues will be kept confidential.

Hours of Operation

The YMCA Early Learning Program is open from 7:00am-6:30pm; Monday-Friday. Please take note that to avoid class interruptions we prefer that our participants arrive no later than 9:00am. We understand that this is not always possible, but we do appreciate it when families try to take this request into consideration. If you will be later than usual or will not be attending please contact us.

Children must be picked up by 6:30pm. Late pick-up fees will apply.

Tuition Requirements

Registrations fees and tuition payments are due in advance of receiving the services. Payments may be paid by automatic draft system or monthly by check or credit card. These payments are due by the 1st of every month.

If payments are not paid by the 1st, a late fee of \$25 will be charged. If a check is insufficient an additional \$45 will be charged from the YMCA. Additional charges may be incurred by your financial institute.

If you are receiving financial aid from the YMCA and payments are not made on time you may lose the financial assistance and will be responsible for the full tuition payment.

Continuous payments made late will result in termination of services.

Attendance Policy including Vacations, and Holidays

Attendance in our early learning education program is important. Taking time off will reflect on educational successes as well as transitioning into the program easily.

- Please communicate to your child's teacher or the Director if you will be later than usual or absent on any given day.
- Please alert your child's teacher or Director of any vacations, medical appointments etc.. in advance.
- Our program is open year-round and only closes for major holidays, one maintenance day during the year, and may be closed due to classroom or facility repairs. Any school closings will be posted in advance as a reminder.
- Tuition will not be adjusted for time off.
- Students receiving ELC or YMCA Financial Assistance will need to provide documentation from a doctor (excused absence) if more than 3 days absent in one month. Otherwise full tuition will be due for additional days off over 3 days.

Weather Conditions or Emergency Situations

If we experience extreme weather conditions or an unforeseen facility emergency occurs the Early Learning program may close for your child's safety. In the event that this happens, you will be asked to pick your child up as soon as possible.

*It is our policy that when Collier County Public Schools close due to weather, the YMCA Child Care Programs may also close.

Sick Policy

The YMCA does not have the capacity to care for sick children. If your child has any of the following symptoms within a 24hour period please do not bring them to school: severe coughing, difficulty breathing, suspected conjunctivitis (pink eye), lice, vomiting, thick yellow or green mucus, diarrhea, fever, or suspected ringworm. If your child becomes ill during the day, the YMCA will call for immediate pick-up. It is important that pick-up arrangements are made as soon as possible. If your child is sent home ill, they may not return to school the following day without a doctor's release.

Medications

The YMCA will not dispense medications other than prescriptions except if accompanied by a doctor's note. Prescribed medications will be dispensed with a signed parent medical authorization form. This form can be obtained from your child's teacher.

Accidents and Incidents

Despite the care taken by our staff, we know that accidents will sometimes occur. Our response is based on the degree of the injury. In the case of minor cuts or scrapes, the staff will provide necessary first-aid and notify the parents or guardian at pick-up. If the injury is potentially more serious, (sprain, possible fracture, or a break), we will provide necessary first-aid and then call parents or guardian for further instruction. If the incident is life-threatening, we will call emergency services first, and then we will call to notify parents or guardian.

There is someone with certification in First-aid and CPR on site at all times.

Discipline Policy

"Dont worry that children never listen to you; worry that they are always watching you"
By Robert Fulghum, American Author (b. 1937)

Guiding children towards positive behavior is a strategy implemented throughout the day, not just when a child displays negative or aggressive behaviors. In our classrooms children are constantly supervised and taught age appropriate rules and routines to keep them safe and help them to maintain acceptable behavior. We guide positive behavior by establishing predictable routines, setting clear rules, modeling respect and values and being consistent with expectations. Teachers are attentive and always aware of what is happening in the environment. The Teachers actively plan for strategic guidance, which keeps a positive climate in every classroom.

Behavior Incident Policy: A behavior incident may be defined as any aggressive action such as punching, kicking, impulsive hitting, throwing objects, shoving, scratching, pinching, exhibiting meltdowns or fits of rage, showing a lack of bodily control, actions paired with anger, slapping, biting, and/or verbal defiance.

Behavior Incident Procedure:

- Each incident will be documented on the incident/discipline form.
- A parent or guardian is required to sign the incident/discipline report, which will be filed in child's file.
- The director will also sign each incident/discipline report.
- After two aggressive, unprovoked incidents, the parent will be called for a meeting with the director.
 - After three aggressive, unprovoked incidents, the child may be dismissed from the program.

The YMCA strives to provide a safe, loving, and healthy environment for all children, and parents are expected to partner with the program in this effort. When we work together as a team and early intervention takes place, children who exhibit aggressive behaviors can learn to develop healthy behaviors. If a child displays serious negative behaviors, the Director and teaching staff will work closely with the family to implement strategies at home and at school to help the child. Occasionally, a child's behavior is such that he/she is unable to function in a group setting and requires more specialization than our staff can provide. If a child exhibits a continuous pattern of behavior that is disruptive and injurious to peers, staff or himself/herself, the YMCA will dismiss the child from the program.

Dropping Enrollment

We understand that due to some circumstances it is necessary to leave the YMCA program. However, a 15-day written notice is required in advance. All drafts will be cancelled 15 days after the written notice is received. Any fees incurred during that 15 days will still be charged. Written notices must be emailed to preschool@marcoy.org.

Pick-up and Drop-off

Only those who are on the pick-up list are permitted to pick-up your child. Also the State of Florida requires that the pick-up person must be at least 18 years old. Please have photo identification available every day at pick-up. When dropping your child off at a YMCA program, please walk them in and verify their attendance with a counselor or teacher.

Late Pick-up

Late pick-up fees will be charged after 6:30pm. The YMCA will charge \$1.00 per minute for every minute past 6:30pm. If late pick-ups occur more than three times you will be asked to find alternative care.

Birthday Policy

We are a healthy living organization. Our staff works hard to teach healthy eating habits to the children. We are following the HEPA Standards-Healthy Eating Physical Activity-see attached. We can only serve fruits and vegetables for our birthday celebrations. Please note that we cannot serve cookies, cakes, cupcakes, popsicles etc.. If you bring these items, the teacher will not be able to accept them. Please feel free to discuss with your child's teacher healthy options and ideas.

Lunches/Snacks

The YMCA requires that families provide a healthy lunch each day for their child. Due to regulations set by the ITERS and ECKERS rating scale we are monitored regularly and graded upon what is packed for your child. Please assist us by providing the following in your child's lunch: Milk, 2 servings of a Fruit/Vegetable, 1 serving of Grain/Bread, and 1 serving of Meat/Meat alternative. Ideas can be provided upon request.

The YMCA provides a morning and afternoon snack daily.

**Please remember that we will not serve your child sugary treats even if they are packed as we are a healthy living organization. Please do not pack them in your child's lunch. Example: The cookies that are packaged in a lunchable.*

Nap-time

Each afternoon the children are required to take a break and rest. Although sleeping is not required, children must remain quiet on their mats. We think of rest-time as "growing" time for our participants. We can to assure a tranquil environment such as dimming the lights and playing soft music. Due to the regulations set by ITERS and ECKERS rating scales we must require each child to maintain two pieces of bedding. Crib-sheets and a small child's blanket are perfect. Children may bring travel size pillows as well; however, we ask that whatever is brought for rest time be able to fit inside your child's cubby.

**We will not be able to allow pacifiers or bottles due to licensing and sanitary standards.*

Daily Schedules and Lessons

Our goals are to maintain a fun learning and safe environment for your children by using creative curriculum methods. We work hard to provide hands-on activities, where your children learn through trial and error, allowing them to build self-confidence. It is important to us that we help your children develop the needed skills for Kindergarten. A schedule is posted in each classroom outlining the children's daily routine. The YMCA Early Learning focuses on social, emotional, and academic growth using an age-appropriate creative curriculum. They will also be learning about Character. We focus on the four YMCA Character Development Traits: Respect, Responsibility, Caring, and Honesty.

*We have also adopted the Florida Early Learning and Developmental Standards as a guide for planning. The standards and benchmarks reflect the knowledge and skills that a child on a developmental progression should know and be able to do at the end of an age-related timeframe.

Open Door Policy

We believe that our parents should be able to visit at any time. We have an "open door" policy. We do ask that if you choose to visit your child that you are respectful of the school day schedule and do not disrupt classroom teaching.

Resources:

YMCA Website

www.marcoymca.org

Early Learning Coalition of Southwest Florida

<https://elcofswfl.org/>

Healthy Food Ideas

<https://www.yummytoddlerfood.com/advice/lunchbox-ideas/toddler-lunch-ideas-for-daycare/>

Florida Diagnostic and Learning Resources (FDLRS)

(239) 337-8363

<http://www.fdlrs.org/>

*Assistance with enhancing student achievement through services/speech

To contact the Early Learning program directly please email:

preschool@marcoy.org

*please note that teachers are unable to take phone calls during the day