



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# CONFIDENCE GROWS HERE

Manzanita YMCA  
Collaborative Preschool  
2019-2020



Manzanita Preschool  
2019-2020  
Parent Handbook

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# About Our Program

Dear Parents,

Welcome to the Shasta Family YMCA Preschool Program! We are pleased you have selected our program for your educational and child care needs. We believe the values and skills learned early on are vital building blocks for quality of life. Because of the Y community, kids in neighborhoods around the nation are taking more interest in learning and making smarter life choices. At Y preschool, children learn kindergarten readiness and social skills to better prepare them for school success, and they have opportunities to participate in enriching activities designed to enhance the creative mind. That makes for confident kids today and contributing and engaged adults tomorrow. On behalf of the Shasta Family YMCA preschool staff, we look forward to meeting and getting to know you.



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We are open from 7 a.m. to 5:30 p.m., Monday-Friday. All children 3 years through 5 years are welcome. Must be potty-trained.

## **Manzanita Preschool**

Manzanita YMCA Collaborative Preschool is offered year-round to your child and family with a consistent schedule. Our preschool is open non-school days and school Holiday breaks (see page 10 for details).

## **Program Goals**

### **I. To help children develop to their fullest potential while following and teaching the Y's four core values:**

CARING: To put the needs of others above myself.

HONESTY: To have integrity by being truthful and trustworthy in every part of my life.

RESPECT: To value others, treating them as I want to be treated.

RESPONSIBILITY: To be accountable for my attitudes and actions.

### **II. To help children develop to their fullest potential including:**

- How to accept responsibility for one's actions by understanding and accepting the consequences for negative behavior.
- Increasing self-awareness, confidence, and feeling of self-worth.
- Showing how to respect the rights of self and others by learning to protect their own rights without violence, and to realize that others have this same right.
- Developing an acceptance of limits and routines by increasing children's awareness of what is and what is not acceptable behavior.
- Showing and helping develop successful interpersonal relationships.
- Helping children reach their academic goals while instilling a sense of responsibility.
- Giving opportunity for and encouraging participation in physical activities to improve physical skills and abilities.
- Offering opportunities to learn and practice positive health and nutrition

### **III. To deliver the program in a positive, safe, supportive and caring environment focusing on:**

- Providing a safe and happy place for everyone.
- Providing our families with a better understanding of our community, country, and the world around us.
- Offering experiences that foster exposure to ethnic and cultural diversity.
- Conducting the program in accordance with Y's operating principles and philosophy.

## Program Highlights

We believe the values and skills learned early on are vital building blocks for life. At Shasta Family YMCA Preschool, children learn values and positive behaviors, and can explore their unique talents and interests, helping them realize their potential. That makes for confident kids today and contributing and engaged adults tomorrow.

- **Supporting Healthy Choices for a Healthy Future:** Ys across the nation are committed to supporting healthy living by adopting a set of Healthy Eating and Physical Activity (HEPA) standards that will build a healthier future for our nation's children by creating environments rich in opportunities for healthy eating and physical activity. Shasta Family's child care programs have implemented these standards. Examples:
  - **More Physical Activity:** Full-day programs include at least 60 minutes of physical activity per day promoting play to enhance large motor skills, physical fitness and coordination.
  - **Eating Right:** Y preschoolers learn about proper nutrition through the Y Food and Fun Preschool Curriculum. Meals are served family style and fruits or vegetables are offered at every meal.
- **Research-based Learning:** Children benefit from themed curriculum, posted within the classroom, which include Circle Time to enhance name, calendar, color, shape, and letter and number recognition. Preschoolers will enjoy open-ended art and craft time that encourages creativity. And, our indoor manipulatives including games, puzzles and building materials increase cognitive learning, small motor and social skills.
- **Promoting Early Literacy:** Children and parents will value our ongoing Raising-A-Reader weekly book bag exchange designed to encourage regular reading at home.
- **Community Service Projects:** Children learn and grow with our regular outside agency collaboration.
- **Education-based Field Trips:** Preschoolers will enjoy occasional age-appropriate field trips to widen their experiences and help them explore the world around them. Parents will be notified in advance and will be required to sign a permission slip.
- **Promoting Compassion and Respect:** Children will learn social-emotional skills through our Second Step curriculum. Our Steps to Respect, bullying prevention program helps children feel safe by teaching them to recognize, refuse, and report bullying, now to be assertive, and build friendships.
- **The Y Preschool Staff:** Our staff is carefully selected and gets hours of training on childhood development, classroom management, innovative curriculum activities, the 40 Developmental Assets and how to live the Y values of caring, honesty, respect and responsibility.
- **Partner with Schools:** We work with the schools to provide care on school grounds with support and help from the school district. Our curriculum is coordinated with teachers to prepare them for kindergarten and the school environment.
- **Safe Places, Caring Adults, and Productive Activities:** We're committed to provide a safe, family environment defined by the Search Institute's Asset Development Framework, the nation's leader in child development research.
- **We Listen to our Parents:** We conduct yearly surveys to assess parent satisfaction.

## School Year Monthly Themes

January	Winter Wonderland	August	Back to School and Meeting New Friends
February	Transportation, Community & Careers	September	All about Me, Health and Safety
March	Dinosaurs and Dr. Seuss	October	Night Time animals and Space
April	Spring and Life Cycles	November	Giving Thanks, Harvest, Farms & Families
May	Ocean & Sea Adventures	December	Cultures and Holidays around the World



## Daily Schedule

7:00-8:00	Arrival /Independent Play
8:00-8:15	Classroom Transition
8:15-9:00	Good Morning Circle/Snack
9:00-9:30	Outside Play
9:30-10:00	Circle Time
10:00-10:30	Learning Centers
10:30-11:00	Independent Play
11:00-11:30	Lunch
11:30-12:00	SPARK Games/Outside Play
12:00-2:00	Rest Time
2:00-2:30	Independent Play
2:30-3:00	Story Time/Snack
3:00-3:15	Afternoon Circle Time
3:15-3:45	Learning Centers
3:45-4:15	Outside Play
4:15-4:30	Music/Movement/SPARK
4:30-5:00	Independent Play/Activities
5:00-5:30	Clean-up/Departure/Closed

## Planned Daily Components

- Well-designed and planned themes and curriculum which will be posted in the classroom.
- Circle Time to enhance name, calendar, color, shape, and letter and number recognition
- Raising-A-Reader weekly book bag exchange is designed to encourage regular reading at home and early literacy.
- Open-ended art & craft projects to encourage creativity.
- Second Step to Respect, a bullying prevention program helps children feel safe by teaching them to recognize, refuse, and report bullying, how to be assertive, and build friendships.
- Zoo-phonics combines an adorable cast of animal characters with sounds, songs, body movements and games putting kids on a fast-track to literacy.
- Snack times include lessons on good nutrition and teaching children how to prepare and clean-up after a meal or snack.
- Children sit down each day for a family-style meal where they learn manners, how to serve themselves and basic table and eating etiquette.
- Indoor games and manipulatives such as puzzles and building materials specifically chosen to increase cognitive learning, small motor and social skills.
- Outdoor play and sports to enhance large motor skills, physical fitness and coordination.
- A safe, family environment defined by the Search Institute's Asset Development Framework, the nation's leader in child development research. These 40 Developmental Assets are incorporated into our daily activities.
- Community service projects and collaborations with outside agencies are a part of regular programming.
- Fun and educational field trips are occasionally scheduled. Parents will be notified in advance and will be required to sign a permission slip.

## Why the Y?

We believe the values and skills learned early on are vital building blocks for life. Because of the Y, more young people are taking a greater interest in learning and making smarter life choices.

At the Y, children learn values and positive behaviors, and can explore their unique talents and interests, helping them realize their potential.

That makes for confident kids today and contributing and engaged adults tomorrow.

## Our Staff

Directors, teachers and support staff are an important part of the Y preschool experience. Teachers follow a prepared curriculum but we know that the individual personality and life experiences are an important part of each classroom. The Y hires passionate, teachers who use imagination and attentive observations to plan curriculum which strengthen children's emerging physical, social-emotional, cognitive, and language skills. The trained preschool staff strives to meet your child's developmental needs, as well as being organized, creative, energetic and able to manage children in group situations.

Preschool staff provide an atmosphere of trust and security by helping the children to build self-esteem and to solve problems. We will act as facilitators by actively listening, offering praise and by being consistent in a nurturing and positive manner. The staff recognizes children as individuals who are respected and taken seriously. Our teachers think about the children's cultures and communities as they plan rich programs and activities that celebrate each and every child. Children are encouraged to verbalize their feelings. All staff is cleared through the Criminal History and Child Abuse Index. In addition, most staff members have college degrees and are certified teachers.

The Y Preschool staff consistently strives for and maintains these standards to provide excellent care by focusing on the Y's four core values: **CARING**, **HONESTY**, **RESPECT**, and **RESPONSIBILITY**.

## Reinforcing Positive Values

The Y believes that character development is an essential element of all of its programs. By reinforcing good character values, the YMCA is shaping, instilling and reinforcing constructive principles that schools, churches, and communities can build on. These include:

**CARING:** to demonstrate a sincere concern for others, for their needs and well-being.

**HONESTY:** to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs.

**RESPECT:** to treat others as I would want them to treat me, to value the worth of every person, including myself.

**RESPONSIBILITY:** to do what is right, to be accountable for my choices of behavior and actions and my promises.





## **Holidays, Summer and Teacher Works Days**

Manzanita Preschool is open most days during Fall Break, Winter Break, Spring Break, and some school holidays. Manzanita Preschool is closed on major holidays. These include: Labor Day, Thanksgiving Day and the following Friday, the week of Christmas, New Year's Eve and New Year's Day, Martin Luther King Day, Veterans Day, Presidents Day, Memorial Day and Independence Day. Manzanita Preschool is closed Friday, June 7, 2019, August 12 & 13, 2020 for Teacher Work Days.

## **Meals and Snacks**

Morning and Afternoon nutritious snacks are provided daily and are served "family style" that means children serve themselves the food and beverages from common containers and staff sit with the children to engage in conversation.

Children must bring a lunch from home. Lunches from home should be nutritious including fruits, vegetables, whole grains and avoid items that contain trans-fat or that are high in sugar.

## **Nap Time**

Children will need to bring a crib sheet and small blanket for their naptime mat/cot. Pre-K students will be able to choose between "rest" or "nap" time. Naptime will be between 12:00pm-2:00pm on mats/cots. Children who choose "rest" time will have the opportunity to look at books quietly as other children sleep.

## **Clothing**

The class goes outside everyday as required by quality child care standards except for days of extreme weather. Clothing should be practical and comfortable to encourage maximum participation in all activities. Please do not send your child in clothes that don't want to get dirty. Open-toed shoes are not allowed, we require enclosed shoes for safe play. For safety and modesty, please have girls wear shorts or tights under dresses. An extra change of "weather appropriate" clothing must be in your child's cubby at all times. All children must also follow the school dress code found on the school website.

# Enrollment and General Policies

## Enrollment Policies

1. Meet with Y Preschool staff for enrollment and pre-admission information. The YMCA cannot enroll your child the same day your registration packet is received. The YMCA requires that a child register at least 7 days in advance.
2. To confirm registration, please return the enrollment forms to the YMCA office. Indicate your child's starting date and days of contracted attendance. Your first monthly fee and the registration fee will be drafted on the date listed in your paperwork. We will not contact you after this point; however feel free to contact us with any questions.
3. All children must be 3 years of age and fully potty-trained.
4. In addition to all state and school district required enrollment forms, original documentation (yellow card) of age-appropriate immunizations are required for each child prior to attending school. A physical examination, signed by your physician, must be provided within 30 days of entering the program.
5. YMCA Financial Assistance is available for families who qualify. We also accept most alternative payment programs.
6. Third Party payment arrangements must be made and confirmed prior to attending the program. If the third party agency does not agree to full payment as set by the YMCA the parent/guardian is responsible for the remaining fee and the primary card on file will be drafted on the 25th of the month.
7. A 30-day written notification of withdrawal, on a child care adjustment/cancellation form, along with payment for that month, is required.
8. When you withdraw your child, another child will fill your vacancy. A vacancy cannot be promised upon your return.
9. Parents of children with special needs must call the YMCA to see if the program is an appropriate placement for their child
10. Children on the waiting list for vacancies will follow chronological order.

### Our Impact is Felt Every Day

With a mission to put Christian principles into practice through programs that build a HEALTHY SPIRIT, MIND and BODY for every child, the YMCA makes a healthy choice, when a mentor inspires a child and when a child makes a common good.

## Positive Experiences

As documented by the Search Institute's research and their 40-Asset Development Framework for healthy child development, to succeed and to become CARING, RESPONSIBLE and SUCCESSFUL adults, kids need:

- productive activities
- positive relationships
- safe places

Each planned activity at the Y incorporates the intentional building of these 40 common sense, positive experiences and qualities that help influence choices young people make.

### Preschool Policies

1. The enrolling parent is responsible for informing the Director and Y office of any change in the child's attendance schedule, address, phone, work, or emergency telephone numbers, etc.
2. Parents are to walk their children into the classroom and sign them in upon arrival and out upon leaving. Be prepared to show identification. Must be 18 years of age to pick up a preschool student and be on the pick-up list.
3. A 30-day written withdrawal notice, along with payment for those weeks is required.
4. The center will close promptly at 5:30pm. In the event we cannot reach you or an authorized person by 6:30pm, the Shasta County Child Protection Services will be called. There is a late pick up fee of \$1.00 for every 1 minute you are late picking up your child.
5. In the event the preschool site must be closed due to inclement weather or emergency, you will be notified. The preschool is closed if the school is closed. No refunds are given for closures.
6. The YMCA is not responsible for items brought from home. Please label everything with your child's name. All items must fit in the child's cubby.
7. Children may bring security items such as blankets, a stuffed toy, etc. to school for use during nap time only. No pacifiers are permitted
8. Sunscreen: Because our program regularly goes outdoors for recreational and physical activities, we strongly encourage parents to help us protect their children from the dangers of sun exposure by following this policy:
  - a.) Each child will use the sunscreen provided by the Shasta Family YMCA or bring their own sunscreen product from home with their full name written on the original container in permanent ink and turn it in to staff for safe keeping. Children will not be allowed to use any other product or share their product with other children, including siblings.
  - b.) Children need to be instructed by the parent on how and where to apply the sunscreen.
  - c.) Child care staff will routinely remind the children to apply their sunscreen and make it available for use. In accordance with YMCA Child Abuse Prevention policies, YMCA Child Care Staff may assist with the sunscreen product on the face and upper back areas only.

# Respectful Behavior and Rights

## Personal Rights

Each child shall have personal rights, including:

- Dignity in personal relationships with staff.
- A safe, healthy comfortable environment.
- To be free from corporal punishment.
- To be informed (or have parents informed) of the mechanism for complaints.

## Behavior Management Procedures

It is our goal to provide a healthy, safe, and secure environment for all Preschool Y participants. The YMCA teaches the core values of caring, honesty, respect, and responsibility. Children attending the program are expected to follow the behavior guidelines and interact appropriately in a group setting. Failure to do so may result in a child needing to be picked up from school for the remainder of the day.

## Program Behavior Guidelines

We will **CARE** for ourselves and those around us.

**HONESTY** is the basis for all relationships and interactions.

**RESPECT** each other and the environment.

People are **RESPONSIBLE** for their actions.

We take great pride in joining you in guiding your children to become successful and happy individuals who are learning to independently get along with others. We work towards this goal through the following:

- **Role Modeling:** Effectively exemplifying good qualities needed for acceptance in a group.
- **Positive Reinforcement:** To encourage repetition of good behavior.
- **Redirection:** Removing the child from a negative situation and involving the child in a more acceptable positive activity. If deemed necessary for the safety of your child and others, the YMCA staff has permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurs.
- **Reinforcing Problem Solving Skills:** Such as predicting consequences, settling disagreements without aggressiveness, and thinking about the feelings of others.
- **Logical Consequences:** The removal of privileges when appropriate. No corporal punishment is allowed.

When and if these procedures do not result in a positive change of behavior, suspension of the child may occur. With these positive working strategies, the child is hopefully able to realize that negative behavior is ultimately non-productive.

The safety of all enrolled children is our primary goal. Extreme behavior problems may require individualized behavior contracts, meetings with parents, suspension and/or alternative placement. Disciplinary incidents are documented and dismissal from the program may be necessary for continual extreme aggressive behavior.

# Visitation and Pick-up Safety

## Visitation Policies

All YMCA preschool programs have an OPEN DOOR parent visitation policy; parents may visit at any time. However, care must be taken so that the parent doesn't interfere with implementation of the program. Parents must remember that when at the YMCA preschool site, our program is governed by the State Department of Education and the following behaviors will not be tolerated:

- Inappropriate behavior or language.
- Use or evidence of use of Drugs, Alcohol, or Tobacco products.
- Display of rude or disrespectful conduct directed to staff or children.
- Use or threat of corporal punishment towards children.

Parents wishing to volunteer in the classroom must meet state health requirement of having a current immunization record on file with the preschool.

## Pick-up Policy

Always have **photo identification** with you. Be prepared to show your ID at any time. For your child's safety, it is required that each person authorized to pick up your child from preschool must be 18 years or older and be listed on the emergency contact form. We do NOT release your child into the care of anyone, who is not authorized, without contacting you first. We will ask for identification of all newly authorized persons and any authorized person who is unfamiliar to the staff on duty. Parents are to walk their children into the classroom and sign them in upon arrival and out upon leaving.

## Children must be picked up by The Program's 5:30PM Closing Time

Pick up time is strictly enforced. Parents are strongly encouraged to arrange their schedules so that their children will leave the program by 5:30pm. Failure to adhere to this request will result in a \$1 per minute late pick-up fee.

## Court Orders and Custody Issues

State law mandates that a child must be released to either parent regardless of custody arrangements. The ONLY exception is when a current court order stating a parent may not have custody at all is in our possession. If there are no court papers stating otherwise, either parent may send a representative to pick up the child.

## Concerns for Safety

The Y, above all, is concerned for the safety of every child in the program. If the YMCA staff has reason for concern regarding the safety of a child's release to a parent or other adult, the staff may call the police. Cause for this course of action includes:

1. Parent/Adult suspected "under the influence" of drugs or alcohol.
2. Parent/Adult is abusive or threatening to child or staff.

If deemed necessary for the safety of your child and others, the Y staff has permission to restrain and/or physically remove a child from an unsafe situation. Parents will be notified if this circumstance occurs.

# Medical and Health Procedures

## Medical and Emergency Procedure

Minor Injuries:

- Staff will administer necessary first aid and notify parents when they pick up the child from preschool.
- If the staff member is in doubt of the seriousness of the injury, the parents will be notified for further instructions.

Serious Injuries:

- One staff member will call for an ambulance and then make contact with parents or other authorized person.
- A second staff member will administer first aid possible until the ambulance arrives.

## Health, Medication and Accident Policies

It is our intention to prevent the spread of infections and illness to other children. If the staff becomes aware of a condition involving a child who may be contagious or unhealthy to any of the other participants, it will be brought to the parent's attention and the child must be taken home and may not return to the program until symptom free for at least 24 hours. Children cannot attend if they are ill; you must make alternate arrangements for care.

### Medicine Policy

Medicine may be given if needed for ambulatory illnesses only. **Please DO NOT send any medication, which is not absolutely necessary.** Medicine must be accompanied by a signed Request For Medication Form filled out by a licensed physician and signed by the parent containing the following: : **Date, Name of child, Name of medicine, Amount to be given, Time of day to be given, and how often and number of days to be given.**

All Medication is stored and administered by a staff person, witnessed by another staff person, and documented. Medication must arrive in the original container from the pharmacy and the information should agree with that given by the doctor as stated on the Medication Release form. All medications can only be administered with specific written instructions from the physician and signed written permission from the parent/guardian. This is in compliance with California Education Code #49423.

### Incidental Medical Services

If staff have been trained on specific medical procedures, a Plan of Operation will be written in conjunction with the staff and parent to provide limited medical services appropriate for a classroom setting. (Examples: Inhalers, Nebulizers, Epi Pens, Blood Glucose testing)

### Mandated Reporters

If staff suspects that a child is being abused in any way (physically, sexually, emotionally), we are required by the state of California, Education Code #11166, to file a report with Child Protective Services. We are not required to notify the parent or guardian prior to, or after, the report has been made.

# Fee and Billing Policies

- 1) Please address all child care account questions to the YMCA business office billing coordinator at 530-247-3651 or 530-246-9622. No payments will be accepted at the child care site and child care staff do not have account information.
- 2) Registration Fee: The non-refundable new enrollment registration fee for all new children and re-enrolling fee for continuing children is due each August 1st.
- 3) There is a 3-day minimum charge per week. You may choose a 3 or 5 day contracted schedule. A three-day schedule is open to available days, Monday through Friday. Fees apply regardless of absences, illness, vacation, etc.
- 4) There will be no refund of fees for non-attendance or cancellations. There is a minimum of 30-day written notice required for all cancellations and changes. (14-day notice for those using the weekly Summer Camp option.) All cancellations and changes are required to be submitted in writing on the YMCA's Child Care Adjustment Form.
- 5) The YMCA has the right to initiate legal action for collection of fees or outstanding balances, and the undersigned will be responsible for all cost of collection, including court expenses and attorney's fees.
- 6) Credit or Debit card automatic drafts are required. A second form of payment from either a bank account or another credit card is required. Payments not honored by the bank for any reason, (including NSF, closed accounts, invalid expiration date, referral) will incur a returned payment fee. This is in addition to any fees charged by the bank. In the event a payment is returned we will automatically redraft, using the second form of payment and will include a returned payment fee.
- 7) Monthly payments will be drafted on the 1st of each month. (For Summer Camp option, the weekly tuition payments will be drafted Monday prior to the week of care.) For those who use a Third Party Payer, the YMCA will automatically charge their primary form of payment on file for any balances left unpaid by the Third Party provider on the 25<sup>th</sup> of each month.
- 8) Two or more returned drafts in a year may result in termination from the program or require payment in full for the remainder of the year.
- 9) The YMCA reserves the right to adjust fees at any time with a 30 day advance notice to program participants.
- 10) The center will close promptly at 5:30pm. There is a late pick-up fee of \$1.00 for every 1 minute you are late picking up your child from any segment. In the event we cannot reach you or an authorized person by 6:30pm, the Shasta County Child Protection Agency will be called.

# Account History Reports

1. Tuition payments are the responsibility of the person listed on the account.
2. Account information can only be given to the person responsible for the account.
3. PLEASE notify the YMCA Child Care Business Office immediately of any address or phone number changes.
3. Year-end tax notices are available upon request. Our tax ID number is 94-1212141.
5. All accounting concerns must be directed to the YMCA Child Care Business Office. Preschool staff is not able to answer questions regarding your account nor may they receive payments. No Cash will be accepted at the site.

# Parent Rights

As a parent/authorized representative you have the right to:

1. Enter and inspect the child care center without advance notice whenever children are in care.
2. File a complaint against the licensee with the licensing office and review the licensee's public file kept by the licensing office.
3. Review, at the child care center, reports of licensing visits and substantiated complaints against the licensee made during the last three years.
4. Complain to the licensing office and inspect the child care center without discrimination or retaliation against you or your child.
5. Request in writing that a parent not be allowed to visit your child or take your child from the child care center, provided you have shown a certified copy of a court order.
6. Receive from the licensee the name, address and telephone number of the local licensing office.

<b>Licensing Office Name:</b>	<b>Department of Social Services</b>
<b>Licensing Office Address:</b>	<b>520 Cohasset Road, Suite 6, Chico, CA 95926</b>
<b>Licensing Office Phone:</b>	<b>530-895-5033</b>

Manzanita YMCA Collaborative	
Preschool's Licensing Number:	455406288



# Our Locations

## **YMCA COLLABORATIVE PRESCHOOL:**

**Manzanita Ele201mentary**  
1240 Manzanita Hills Ave.  
Redding, CA 96001  
License # 455406288

A collaborative program between the Shasta Family YMCA and the Redding School District to serve children 3 through 5 years.

## **YMCA AFTERSCHOOL:**

**Boulder Creek Elementary School**  
505 Springer Drive  
Redding, CA 96003  
License #455406440

A collaborative program between the Y and the Enterprise School District to serve children Kindergarten through Grade 8.

## **North Cottonwood Elementary**

19920 Gas Point Road  
Cottonwood, CA 96022

A grant-funded collaborative program between the Y and the Cottonwood Union School District to serve children Kindergarten through Grade 4.



For more information  
on these programs, call  
the Y at

(530) 246-9622