



FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# A GOOD PLACE FOR YOUR CHILD TO GROW

## Parent Manual

LA JOLLA YMCA PRESCHOOL PROGRAM

LIC # 376700777

**LA JOLLA YMCA**  
8355 Cliffridge Ave.  
La Jolla, CA 92037  
P 858.453.3483  
F 858.452.3761  
[lajolla.ymca.org](http://lajolla.ymca.org)



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# WELCOME

Dear YMCA Family,

Welcome to the La Jolla YMCA's Preschool program. Our focus is on whole child development through character building activities that focus on caring, responsibility, honesty and respect. With these core values in mind, your child will learn social skills, academic skills, engage in physical activities and strengthen their values through character development.

We are committed to providing a family friendly environment and encourage you to visit the program at any time to view the facility and your child's participation. Families are also encouraged to join our family events, on field trips, as volunteers and through our PAC program. Volunteers are needed for field trips, as well as for the YMCA's Annual Giving Campaign, an effort to support thousands of children, families and adults in our community. The Parent Advisory Committee (PAC) meets four times yearly to discuss program enhancement and improvement. Feel free to contact our Childcare Director with any questions about family involvement.

This publication is your guide to the YMCA Preschool program. It explains multiple topics, from operations, policies and procedures, safety precautions, activities, parent-staff communication and more. If a question or concern arises not covered in the information provided, please feel free to contact the Childcare Director.

We look forward to complementing your child's educational endeavors with our program. Our goal is to help your child reach their fullest potential and to build lasting relationships with children, families and the community at large.

Sincerely,  
The La Jolla YMCA Preschool Staff Team

## ABOUT THE YMCA

### MISSION

The La Jolla YMCA is dedicated to improving the quality of human life and to help all people realize their fullest potential as children of God through the development of spirit, mind and body.

In the Preschool programs, children experience the YMCA mission through participating in activities that:

- ...develop the SPIRIT by building self esteem, a willingness to help others and personal values
- ...develop the MIND by learning and applying new information.

...develop the BODY by participating in health and physical activities. Health, wellness and fitness activities include sports and games that encourage wellness, physical fitness and hands-on activity.

### PHILOSOPHY

We believe children are strong, capable learners who learn best through social and environmental interactions. Our preschool staff provides opportunities for children that stimulate each child's physical, social, intellectual and emotional development in our natural, home-like environment. Children are allowed to learn through play, both individual and in small and large groups.

Each preschool teacher strives to facilitate the development of a positive set of values each child will carry with them through life; relates to others in a way that is comfortable, respectful and reflects appreciation for individual differences and to develop positive self-image through a variety of experiences.. all in a fun, supportive and safe environment. We believe this approach is the most developmentally appropriate for children to grow, learn and thrive.

# OUR PROGRAMS

Our preschool program is located at the La Jolla YMCA: 8355 Cliffridge Ave., La Jolla, CA, 92037. The full day classrooms are located near the playground and the part day program is located in the multipurpose room near the entrance of the facility.

## The program at our Preschool includes the following:

Language Development

Sensory Play

Creative Experiences

Gross Motor Skills

Dramatic Play

Fine Motor Skills

Science Exploration

Music/Movement

Literacy Experience

Sensory Experience

Building Independence

# HOURS OF OPERATION

Our Full Day & Part Day Preschool programs are year round programs. The new school year begins in July. All children will be required to re-enroll every July.

The full day program hours are from 8:30am to 4:00pm. Extended care is available from 7:00am to 6:00pm.

The part day program hours are from 8:30am to 12:00pm.

## The Full Day Preschool is closed:

Martin Luther King Day

President's Day

Memorial Day

4<sup>th</sup> of July

Thanksgiving & the Friday after

Christmas Day (No PM extended on the 24<sup>th</sup> at 4:00pm)

New Years Day (No PM extended on the 31<sup>st</sup> at 4:00pm)

## The Part Day Preschool is closed:

Martin Luther King Day

President's Day (Friday & Monday)

Spring Break (Mar 30 – Apr 3)

Memorial Day

4<sup>th</sup> of July

Labor Day

Thanksgiving Week

Winter Vacation (Dec 22- Jan 5)

## LATE PICK-UP

We close promptly at 6:00pm for the full day program and 12:00pm for the part day program. There is a \$1 per minute charge for any child that is picked up past these times.

## Parents who have not notified the childcare site that they will be late can expect the following to occur:

1. For the child's safety we will attempt to make contact with all authorized guardians and pick up persons on the child's medical release form.
2. In the event that no authorized guardians or pick-up persons can be reached within 30 minutes, the local police department will be notified. Your child will be taken into their custody.
3. If a child is continually picked up late from our program, actions such as dismissal from our program, may be necessary.

# ENROLLMENT POLICIES AND GUIDELINES

## REGISTRATION

Registration is required for your child to begin in one of our child care programs. You can register by coming into the La Jolla YMCA anytime during regular business hours. Children must be 3 to 5 years old and completely potty trained. If your child has two of more accidents in one week , he/she will be asked to rejoin the program once he/she is completely potty trained.

Please note that after registering it will take at least 48 hours before your child can start in one of our programs. This is to allow time to review the paperwork submitted and information is transferred to the teacher.

In the event your registration is not complete your child will not be able to start in our program.

## PAPERWORK AND FORMS

All child care participants are required to have a completed registration packet on file for licensing purposes. All forms and documents must be updated yearly. Students will need to re-register for ever school year.

Please note that all paperwork and forms may be required for you to fill out if the information has changed. Parents must keep the YMCA informed of all changes to their information including address changes, phone number changes for work, home and emergency contact persons and authorized pick up people.

## FEES AND PAYMENT

Fees are collected on a monthly basis from an automatic transfer system (ATS) from either a checking account or credit card. Payments made by checking account are drafted on the 10th of each month. Payments made by credit card are drafted on the 15th of each month. If payments are not received by their due date, or are returned unpaid by the bank, a \$15 late fee or Non-Sufficient Funds (NSF) fee will be assessed accordingly. Please submit all changes to bank draft information in writing by the 1st of the month to avoid service fees and returned payments. Fees must be paid by ATS. No cash payments are accepted.

As an enrolling parent, you are responsible for all fees related to your child's participation (co-pays, family fees, registrations fees, late pick up fees). This includes families who receive assistance financially from third party agencies (CDA, CRS and YMCA). These also include all gaps in financial coverage by these agencies and the costs of our program. You are responsible for payments of all fees due.

In order to be fair to all before and after school childcare participants, those who do not pay program fees, have recurring Non-Sufficient Funds (NSF), and/or returned payments will be suspended or terminated from the program.

## CREDIT AND REFUNDS

There are no adjustments in the monthly fees for absence or non-participation. When you enroll your child, you are reserving space, time, staffing and provisions whether or not they attend.

For the Part Day Program, fees will be prorated to reflect three weeks in April & November, two weeks in December.

## EXIT POLICY

Participants looking to leave the Preschool program are required to notify the YMCA in writing at least 30 days prior to your child's last date of attendance in the program. When 30 days written notification is not received you will be financially responsible for those 30 days, regardless of your child's participation.

## CHANGES IN SCHEDULE

Changes in schedules or days of attendance also require 30 days notification to make the changes to your accounts. When 30 days written notification is not received you will be financially responsible for those 30 days, regardless of your child's participation. Schedule changes will be approved depending on spaces being available.

## AMERICANS WITH DISABILITIES ACT:

"The YMCA of San Diego County serves all people regardless of age, gender, race, color, national origin, religion, ethnicity or disability." Questions regarding this policy may be directed to the YMCA of San Diego Team Headquarters at 858.292.9622.

## **FINANCIAL ASSISTANCE**

Financial Assistance is available for those families who qualify. It is made available through generous donations from participants, members, community residents.

Confidential applications are available at the front desk, or online at [www.lajolla.ymca.org](http://www.lajolla.ymca.org).

The La Jolla YMCA also accepts payment made from third party agencies such as Child Development Associates and Childcare Resources Services. Please visit the Childcare Resources website at [www.ymcacrs.org](http://www.ymcacrs.org)

# **ATTENDANCE POLICIES**

## **SIGN IN AND OUT PROCEDURES**

- It is a requirement to sign the child(ren) in at dropoff and out at pickup daily.
- Drop-off and pick-up persons will need to legibly sign their full name and note the exact time on the sign in and out sheets (this is a licensing requirement). Failure to do so can result in your child's termination from the program.
- Please keep authorized or unauthorized pick-up persons current with the teacher and Childcare Director. All authorized pick up persons must be at least 16 years old.
- Pick-up and drop-off persons are required to escort their child(ren) to and from the YMCA childcare program center.
- Once you have signed out your child, you are responsible for your child's supervision.

## **AUTHORIZED PERSONS FOR PICK UP**

For your protection, only authorized persons may pick up your child(ren).

To add persons to your child's authorized pick up list, please include the following information: the person's full legal name, their phone number and their relationship to the child and submit to the Childcare Director.

All staff members are required to ask for photo identification of all persons picking up your child(ren) that they do not recognize. Always be prepared to show your picture identification when picking up child(ren) from our programs and alert any persons authorized to pick up your child of our policy.

## **UNAUTHORIZED PERSONS FOR PICK UP**

Any unauthorized persons must have a restraining order/court order on file at the site. In addition all child custody papers and visitation schedules must be on file at the site. Without a court order stating otherwise we are legally required to allow children to go with either parent.

## **REST TIME POLICY**

California State Licensing requires a quiet rest time for a full day program. All children will have a quiet rest time during the afternoon. The children are not required to sleep, just rest quietly. We provide cots for the children. Please send a naptime blanket, crib sheet, and travel pillow that can be stored in the preschool during the week and taken home to be washed on the weekend.

# PARENT AND PROGRAM COMMUNICATION

## PARENT BOARD

When signing your children in and out of the program daily please check the parent's board for all up to date program information, licensing information and daily schedules. We will frequently post new information on this board.

## NEWSLETTERS

Monthly newsletters will be sent out electronically via email. Newsletters will highlight themes of the weeks, important activities, and student achievements. Please review the newsletter carefully as it will include information on upcoming field trips and events. Please make sure that the Registration Desk has a current email address for your family.

## ORIENTATION

All families are strongly encouraged to attend the beginning of the year orientation. During orientation you will get to meet and greet the staff that will be working with your children and we will review the policies and procedures of the program.

## PARENT ADVISORY COMMITTEE

Get involved in your child's program by joining the Parent Advisory Committee (PAC). The PAC meets four times throughout the year (September, December, March and May) for an evening meeting that lasts no longer than one (1) hour. Dinner and free childcare are provided. Parents and staff members come together to share ideas and suggestions regarding program content and quality, family activities, enrichment programs, fundraising and other items of interest. The purpose of the PAC is to encourage program enhancement and parent involvement.

## PARENT CONCERNS

The La Jolla YMCA is dedicated to developing and maintaining high levels of member service. We want to hear from you if we have not accomplished this goal. The preschool teachers are available to assist you with your concerns or questions and will work with you to find a resolution. In the event that a concern is not resolved to your satisfaction you may contact the Childcare Director or the Department Head of Programs at the branch.

# NUTRITION: DAILY SNACKS AND LUNCH

**Snack:** Two snacks are served daily in the full day classes; mid-morning and mid-afternoon. One snack is served daily in the part day program. Our snacks are lessons in tasting, measuring, sharing, and good nutrition. We will serve two healthy food groups for snack. This is a good time to learn to try many different kinds of food. Please notify your child's teacher of any food allergies or restrictions.

**Lunch:** Please provide your child with a packed nutritious lunch daily. We do not warm food up so please use a thermos for warm food items. We make every effort to be a NUT FREE program. We will not serve children any food items containing nuts and we can not allow children to bring any items containing nuts to school. Any item with any type of nut will be sent home. Additionally, please keep all unhealthy snacks at home. Any chips, cookies, or candies will be sent home.

**Birthday Celebrations:** Birthdays are a special day for all children, at our school we like to celebrate each child in a special way within his/her classroom. Please contact your child's teacher for further details on classroom birthday celebrations. If you would like to bring a special snack for birthdays, please bring a healthy one such as cheese & crackers, fruit, bagels, etc.

# RULES AND EXPECTATIONS OF PARTICIPANTS IN THE PROGRAM

We are here to provide a safe environment and nurture your child while in our care. Our policies are based on safety for the children and the teachers. Every situation is different and the teachers are encouraged to keep the needs of all the children in mind as problems arise. To achieve this we use positive redirection and conflict resolution techniques. This means we encourage and acknowledge children when they are having a difficult time making appropriate choices; they are redirected to a different activity. When necessary, we teach conflict resolution between preschoolers.

## Teachers will teach this by taking the following steps:

- Stop any hurtful actions of all children involved
- Acknowledge feelings of all children involved
- Hear and gather information of all children involved
- Re-State the problem
- Ask for ideas for solutions and choose one
- Give follow-up support

If a child's inappropriate behavior requires further intervention (behaviors include biting, hitting, kicking, or continually disrupting the program), the following steps will take place:

- We will remove him/her from the area where the inappropriate choices are being made, giving him/her time to calm down. A formal behavior report may be written and given to the parent.
- If the child causes continual injury to another child or staff member, **the parent will need to immediately pick up their child from preschool within a half hour.**
- If continuous discipline problems do arise however, parents will be contacted so that we can work together. Parents will meet with the director and if there is no improvement a behavior contract will be put in place.
- If the steps listed above have been utilized and a successful resolution to behavior concerns have not been met we reserve the right to discontinue childcare services.

For the safety of all the children and staff, the La Jolla YMCA does reserve the right to immediately terminate a child's enrollment.

# HEALTH & SAFETY

## CHILD ABUSE PREVENTION

Section 11166 of the California Penal Code requires any Child Care Custodian (includes teachers, licensed day care workers, administrators, foster parents and group home personnel), medical practitioner, or employee of a child protection agency who has knowledge of or observes a child or suspects the child has been a victim of child abuse, to report the known or suspected instance of abuse to a protective agency immediately. A phone call and written report will be filed within 36 hours of receiving the information concerning the incident. If you suspect abuse, call Child Protective Services (CPS) at (800) 344-6000.

## MEDICATIONS

Any medication which needs to be administered during program hours must:

1. Be accompanied by a "Permission to Administer Medications Form" (available from the Teacher).
2. Be brought to the Teacher in its original container with the child's name, physicians name and drug name clearly labeled on the container.
3. Must have specific dosage amounts and times. YMCA staff members are not allowed to administer any over the counter medication such as aspirin, and cough medicine without having written instructions and dosage provided by the child's physician. The YMCA will not administer insulin shots.

## CHRONIC HEALTH ISSUES

The YMCA will administer medications to children who have asthma, experience allergic reactions or require blood glucose tests. The YMCA will not administer insulin shots. Any other substitute foods for raising blood sugar such as honey, orange juice will be maintained at the parents request if we are reasonably able to do so. Parents of children with potential life threatening illnesses must be reachable the entire time your child is in our care.



## **SICK POLICY**

When your child arrives at preschool the teachers will assess your child's health. Out of compassion for not only your child, but also the other children as well as the staff, please do not send your child to school if he/she is not well. If he/she has a fever, vomiting, diarrhea, excessive coughing, mucous that is yellow-green in color, a skin rash, eye infection, sore throat, or generally seems ill and unlike themselves, he/she should remain at home. If your child seems ill, feverish or is vomiting at school, you will be contacted to take him/her home. You, or someone on your authorized pick up list, must pick up your sick child within 30 minutes of our call. Your child is not to return until they have been without fever, vomiting or diarrhea for 24 hours without medication (if your child is sent home from school they may not return the following day).

In the event that a child should have an illness/infection/health concern, parents must notify the preschool immediately.

## **ILLNESS DURING PROGRAM HOURS**

If your child becomes ill during program hours, they will be isolated from the other participants and you will be contacted to pick them up with in one (1) hour. The YMCA is not equipped to handle ill children beyond securing their immediate comfort. Please be sure to keep the YMCA informed of any changes in your work or emergency phone numbers. If you can not be reached, we will contact someone you have authorized.

## **LICE POLICY**

The YMCA has a no nit policy, as required under the Title 22 regulations. We have this policy as a health standard intended to keep children lice free and nit free. Head lice are the most common communicable childhood disease. Parents can help by conducting routine screenings to check for lice or nits. Should your child contract lice or nits, please inform the YMCA staff and school. Parents may be asked to provide a physician's note that their child is free of lice and nits before returning to the program.

Should there be an outbreak of lice; parents will be notified in writing. The center will be properly treated. Our priority is the safety and well-being of all participants in our program.

## **INJURIES DURING PROGRAM HOURS**

If your child is injured during program hours, the staff member in charge will take whatever steps may be necessary to obtain emergency medical care as warranted. These steps may include but are not limited to:

- 1) Provide immediate First Aid.
- 2) Attempt to contact a parent or guardian.
- 3) If a parent or guardian can not be reached we will attempt to contact others listed on your registration forms.
- 4) In the case of serious injury, appropriate emergency medical assistance will be contacted (911 will be called). A YMCA staff member will remain with the child until the parents or another authorized adult arrives. YMCA staff may not transport program participants.

Anytime a participant hits his/her head, a parent or guardian will be contacted immediately. Head injuries are very serious and you have our guarantee they will not be taken lightly.

## **EMERGENCY PROCEDURES**

Fire and emergency disaster drills are scheduled regularly to ensure the staff and program participants are prepared in the event of an emergency. In the case of an actual emergency parents will be notified of their child's well being as soon as possible. If your child's site must evacuate due to an emergency, they will go to the site listed on the "Emergency Care and Disaster Plan" located on the Parent Board at each site.

There will be no refunds or credit given for closures due to natural disasters.

## **SUN PROTECTION AND SUNSCREEN**

Please apply sunscreen to your children every morning and pack a bottle for additional application throughout the day. We highly encourage children to:

- Wear hats while they are outdoors.
- Bring bottled water or a refillable container to keep throughout the day.
- Bring sunscreen and reapply it frequently.

Sunscreen is kept in each classroom and per your request can be given to children in our program. You must notify the teacher of any sunscreen necessities. Please note that the staff can assist with the application of sunscreen to your children.

# PROGRAM POLICIES AND INFORMATION

**TOYS AND GAMES** – Toys and games are provided by the YMCA. Toys brought from home often cause problems with other participants. These items often end up lost or broken. We ask that children leave personal items at home.

**LOST AND FOUND** – If your child loses an item in child care please ask a YMCA child care staff to direct you to the lost and found bin located inside the child care room.

**BABYSITTING** – It is the policy of the YMCA that our staff do not accept babysitting assignments from families involved in YMCA programs.

**DRESS CODE** – We get messy at preschool, so please dress your child accordingly. When choosing your child's clothes remember these suggestions:

- Avoid accidents caused by inappropriate clothing; such as long dresses and slip-on sandals. It is required that your child wear shoes which enclose the entire foot.
- Preschool activities are often hard on clothes. Dress your child in casual clothing that can come home covered in the art or activity of the day.
- Independence is all part of a child's development, which includes taking care of their own toileting. Overalls and pants with snaps, zippers, buttons, suspenders or belts should only be worn when a child is self-sufficient.

**SPARE CLOTHES** – We ask parents to bring an extra set of clothes to leave in your child's classroom in case of extra messy days or potty accidents. Please give these to the teacher in a Ziploc bag on the first day of school.

**TERMINATION** – The YMCA does not make it a practice to suspend or remove children from our programs. However, the YMCA reserves the right to do so if the behavior is not conducive to the safety and well being of other children enrolled in the program or your child's own personal safety. The YMCA also reserves the right to terminate services for inappropriate behavior of parents or guardians.

## WHAT TO BRING ON THE FIRST DAY OF PRESCHOOL

- **Naptime Belongings** – Fitted crib sheet, small blanket, and travel size pillow. These will stay at school during the week and sent home on Friday.
- **Lunch** – Preschoolers work up quite an appetite here! Please send a lunch full of healthy choices for your child. Please remember we can not have any food that has any type of nut in it and will send it home. It is best to check the label for nut allergy warnings. We will also send home any types of chips, cookies or candies.
- **Spare Clothes** – We ask that you send a full set of extra clothes in a ziplock bag to be kept at the school for any necessary outfit changes.

## COMMUNITY CARE LICENSING CONTACT INFORMATION

**State of California**  
**Department of Social Services**  
**Community Care Licensing – Mission Valley**  
7575 Metropolitan Drive, Suite 110  
San Diego, CA 92108  
619-767-2200

## CONTACT INFORMATION

**La Jolla YMCA**  
8355 Cliffridge Ave.  
La Jolla, CA 92037  
858-453-3483  
[www.lajolla.ymca.org](http://www.lajolla.ymca.org)

**Childcare Director**  
Elizabeth J. Armstrong  
858-453-3483 ext 12857  
[EArmstrong@ymca.org](mailto:EArmstrong@ymca.org)

**Childcare Coordinator**  
Jamie Wurtzbacher  
858-453-3483 ext 12821  
[JAWurtzbacher@ymca.org](mailto:JAWurtzbacher@ymca.org)

**Associate Executive Director**  
Brian Sense  
858-453-3483 ext 12819  
[BSense@ymca.org](mailto:BSense@ymca.org)