



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LEARN GROW THRIVE

SHASTA FAMILY YMCA
North Cottonwood
YMCA Collaborative Preschool

License # Pending



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Program Goals

To provide affordable, quality care for children regardless of socio-economic background.

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.

School Year Monthly Themes

January	Wonderful World of Animals	August	Back to School, All about me Health & Safety
February	Transportation, Community & Careers	September	Dinosaurs
March	Jungle	October	Space
April	Growing, Life Cycles, Insects & Spiders	November	Giving Thanks, Harvest, Farms & Families
May	Sea Life	December	Culture and Holidays of the World



Daily Schedule

7:00-8:00	Arrival (wash hands) Greetings, Jobs and Independent Play	1:30-2:00	Independent Play
8:00-8:30	Snack (Restrooms)	2:00-2:30	Story Time (Restrooms)
8:30-9:00	Outside Play (weather permitting)	2:30-2:45	Snack
9:00-9:30	Morning Circle Time	2:45-3:00	Afternoon Circle Time
9:30-10:30	Learning Centers (Restrooms)	3:00-3:30	Learning Centers
10:30-11:00	SPARK Games Outside Play	3:30-4:00	Outside Play (Restrooms)
11:00-11:45	Lunch (Restrooms)	4:00-4:30	Music and Movement (SPARK)
11:45-1:30	Rest Time	4:30-5:30	Independent Play/Table Activities
		5:30-6:00	Clean-up/Departure
		6:00	Closed

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 provides 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.



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 2 years of age and 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 when 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/drop 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 all, our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

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 may be shared with appropriate School District personnel depending on the severity of the incident.

Medical and Health Procedures

Medical and Emergency Procedure

You will be notified in writing of any injury through an accident report. Parents will be notified immediately for any and all head injuries.

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.

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.

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
- 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.

Account History Reports

1. Tuition payments are the responsibility of the person listed on the account.
2. 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.
4. All accounting concerns must be directed to the YMCA Child Care Business Office. Preschool staff is not able to answer questions regarding your account.

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.

Licensing Office Name:	Dept. of Social Services, Community Care Licensing
Licensing Office Address:	520 Cohasset Road, Suite 170, Chico, CA 95926
Licensing Office Phone:	530-895-5033

North Cottonwood YMCA Collaborative	
Preschool's Licensing Number:	PENDING

Our Locations

YMCA COLLABORATIVE PRESCHOOLS:

Manzanita Elementary School

1240 Manzanita Hills Avenue
Redding, CA 96001
License # 455406288

A collaborative program between the Shasta Family YMCA and the Redding School District to serve Children 2 through 5 years.

North Cottonwood Elementary School

19920 Gas Point Road
Cottonwood, CA 96022
License # Pending

A collaborative program between the Shasta Family YMCA and the Cottonwood Union School District to serve children 2 through 5 years.

North Cow Creek Elementary School

10619 Swede Creek Rd.
Palo Cedro, CA 96073
License # Pending

A collaborative program between the Shasta Family YMCA and the North Cow Creek School District to serve children 2 through 5 years.

YMCA AFTERSCHOOL PROGRAMS:

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 ASES 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

