

## PERSONAL BELONGINGS

All children's belongings should be labeled with their first and last names. Because activities include sports and arts/crafts, children should wear clothing that is appropriate for movement and messy work. Staff is not responsible for lost, stained or soiled clothing or any other personal belongings that are lost or damaged.

## TUITION POLICY

It is your responsibility to pay the tuition each month by the due date. We will send an invoice if not paid on due date. Failure to pay the tuition on time may lead to dismissal from the program. Your child cannot attend if payment is not received. We do not issue credits for missed days.

## INCLEMENT WEATHER POLICY

If OES is closed, because of inclement weather, our YMCA preschool is closed.

## NO SCHOOL DAYS

We are closed on certain OES no school days please check calendars.

## ATTENDANCE

Attendance will be taken daily, if your child is going to be absent please let your teacher know by phone.

## FIRST DAY OF SCHOOL

Monday/Wednesday/Friday Preschool Class  
Wednesday, September 6, 2017, 8:45am-12:00pm

## ADDITIONAL INFORMATION

- Preschool registration for returning preschoolers begins on Monday, March 6, 2017.
- Preschool registration for new preschoolers begins on Monday, March 13, 2017 for members.

## CHARACTER COUNTS

At the YMCA, we believe that character counts in everything we say and do. We emphasize four core values through our program.

The four core values are:

- Honesty: Being honest, dependable and loyal
- Respect: Showing courtesy and manners
- Caring: Being kind, compassionate and understating, showing love and charity to others
- Responsibility: Being accountable, doing your best

Ottawa YMCA  
201 East Jackson St.  
Ottawa Il, 61350  
815-433-2395 [www.ottawaymca.org](http://www.ottawaymca.org)



FOR YOUTH DEVELOPMENT<sup>®</sup>  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# BUILDING BRIGHTER FUTURES

The Ottawa YMCA  
DISCOVERY PRESCHOOL

**IMPORTANT REMINDER**  
OPEN HOUSE NIGHT  
MEET THE TEACHER NIGHT!  
Wednesday, August 30, 2017  
6:00pm



Our Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

The YMCA method of teaching encourages children to learn through “doing”; it requires active thinking and experimenting to make discoveries about the world around us. Instruction is based on utilizing all of a child’s senses to learn. Another major focus of this curriculum is to help children become enthusiastic learners and to foster a lifetime love for learning.

### CIRCLE TIME

Circle time is a fun way for kids to start or end each day. It provides consistency to each day, encouraging independence in children. Some circle time activities may include exposure to calendar counting, days of the week, seasons, singing songs, talking about the day’s weather or theme related books and stories, as well as introducing alphabet, numbers, colors and shapes.

### CENTERS

Centers are a wonderful learning opportunity where children are given the option to visit a particular station. Some of the daily center choices may include;

- Discovery Center; science and exploration
- Dramatic Play; dress up play, pretend kitchen/house play, manipulatives such as dinosaurs
- Creative Art; sometimes directed, sometimes free activity (skills used may include cutting, coloring, painting, gluing or stamping)
- Language/Writing; weekly letter focus, also utilizes games and books
- Blocks/Legos®; encourages fine motor skill development and creativity

### MUSIC & MOVEMENT

Children participate in singing songs, moving creatively along to music and making music with instruments.

### CRAFT & CREATE

Children will learn through themed arts and craft projects. Some activities are more children directed while others are more teacher directed.

### CLASSROOM RULES

We will have a set of classroom rules posted in the classroom that the class will review on a consistent basis. Rules may include things such as “inside voices”, “gentle hands” or “walking feet”. All rules are positively worded and are simple for children to understand.

### SAMPLE SCHEDULE

Time	Monday	Wednesday	Friday
8:45-9:40	Swim	Swim	Interactive Group Learning
9:40-10:00	Attendance/Flag/Snack		
10:00-10:15	Circle Time (Calendar, Weather, Review)		
10:15-10:45	Art	Art	Science/Cooking
10:45-11:15	Writing	Math	Skills Worksheet
11:15-11:45	PE	PE	PE
11:45-12:00	Story Time (Dismissal)		

### DISCIPLINE

As a parent you can expect the following;

- Developmentally appropriate expectations for children
- Positive redirection
- Logical and appropriate consequences
- Consistent expectations
- Each child is treated as an individual, respecting his/her needs, desires, and feelings
- Teamwork and communication with parent
- Staff shall never make a child feel a lack of self-esteem or self-worth. Physical punishment is never appropriate!

### ILLNESS & EMERGENCY PROCEDURES

If a student becomes ill during preschool and is unable to participate in activities, the parent/guardian will be notified. If a student is hurt, a member of the staff will administer immediate first aid. If the situation should require immediate medical attention, a member of the staff will attempt to contact and inform the parent/guardian as soon as possible.

Children are not permitted to attend preschool if they show any of the following and should not return to school until they have been symptom free for full 24 hours; Temperature over 100 degrees, any undiagnosed rash, sore discharging eyes or ears, thick or yellow nasal discharge, diarrhea or vomiting.

### SIGN OUT POLICY

All children must be signed out by an adult who is on their authorized to pick up list. We will not release children to anyone who is not authorized, so please make sure this form is updated regularly. We will ID all adults we do not know.

### ALLERGIES

Please notify your classroom teacher if your child has any allergies or medical/special concerns we should know about.

### MEDICATION

Please notify your classroom teacher if your child requires medication while attending preschool. A separate form is required.

### SNACKS

We will offer a snack during our preschool programs. Snack will be provided by parents. A Snack Calendar will be sent home with your child’s name on the day they need to bring snacks. Water will be available at all times during preschool classes and extended day child care.

### SPECIAL EVENTS/BIRTHDAY TREATS

When the Preschool program celebrates special holidays, teachers may ask for treat donations to be eaten during the celebration. Please consider the nutritional value of any snacks which you bring.

### FIELD TRIPS

We will notify parents in advance when classroom trips are planned.

### POTTY TRAINED – REQUIRED

Children must be potty trained when entering the preschool program. We know accidents will happen and handle those incidents with care. Please provide a change of clothes in your child’s backpack. Diapers or pull ups are not allowed.

### SCHOOL SUPPLIES

A list of school supplies will be sent out at Open House

### PARENT VOLUNTEERS/VISITORS

We always welcome parent volunteers. Parent participation is key in a child’s education. All visits and volunteer opportunities must be arranged in advance with the classroom teacher.