



Preschool, 4K, & Child Care



Family Handbook 2009-2010



Welcome to YMCA Camp Minikani where we've built strong kids, strong families, and strong communities since 1919. Please review our program policies. If you have questions or concerns, please speak with the Director.

| | |
|---|-----------|
| GENERAL PROGRAM INFORMATION..... | 3 |
| PHILOSOPHY AND GOALS..... | 3 |
| COMMUNICATION..... | 3 |
| <i>Contacts</i> | 3 |
| CURRICULUM..... | 3 |
| STAFF..... | 3 |
| STAFF TO STUDENT RATIOS..... | 4 |
| DISCIPLINE..... | 4 |
| HOLIDAYS..... | 4 |
| CLASS PETS..... | 4 |
| ADMISSION AND FEES..... | 5 |
| REGISTRATION..... | 5 |
| HOURS..... | 5 |
| DROP-IN CARE..... | 5 |
| SCHOOL CLOSING..... | 6 |
| ABSENCES..... | 6 |
| FEES..... | 6 |
| CANCELLATIONS/REFUNDS..... | 6 |
| WITHDRAWAL FROM THE PROGRAM..... | 6 |
| HEALTH AND SAFETY..... | 7 |
| CONFIDENTIALITY..... | 7 |
| ATTENDANCE..... | 7 |
| ILLNESS..... | 7 |
| MEDICATION..... | 7 |
| INJURY..... | 8 |
| MEDICAL EMERGENCY..... | 8 |
| SAFE ARRIVALS AND DEPARTURES..... | 8 |
| CAR POOLS..... | 8 |
| TRANSPORTATION POLICY..... | 8 |
| FIELD TRIPS..... | 9 |
| ITEMS TO BRING TO SCHOOL..... | 9 |
| DRESS FOR SUCCESS!..... | 9 |
| EXTRA CLOTHES..... | 9 |
| SNACKS..... | 9 |
| LUNCHES (FOR YOUNG EXPLORERS AND ADVENTURE CLUB STUDENTS)..... | 10 |
| SLEEPING BAG (YOUNG EXPLORERS ONLY)..... | 10 |
| TOYS FROM HOME..... | 10 |
| LOST AND FOUND..... | 10 |
| FAMILY PARTICIPATION..... | 10 |
| SPECIAL KID..... | 11 |
| PARENT CONFERENCES..... | 11 |
| PARENT ACTION COMMITTEE (PAC)..... | 11 |
| CONCERNS, COMPLAINTS, AND QUESTIONS..... | 11 |

Revised August 2009

General Program Information

YMCA Camp Minikani's Early Childhood Program is licensed by the State of Wisconsin and proud to be Accredited by the National Accreditation Commission for Early Care and Education Programs.

PHILOSOPHY AND GOALS

Our Mission as part of the YMCA is to put Christian principles into practice through programs that build healthy spirit, mind, and body for all. Our programs strive to provide both social and academic preparation through a variety of learning experiences both indoors and outdoors. Our goal is to inspire a hunger for learning, heightened awareness of our environment, autonomy and self-confidence, and to foster growth in our Four Core Values—honesty, caring, responsibility, and respect.

COMMUNICATION

Communication is critical. We utilize the following to keep families informed on programming, your child's progress, and opportunities to participate:

- Daily, informal verbal communication from teachers
- Classroom postings on bulletin boards and dry erase boards
- Newsletters, calendars, and notes put in your child's cubby
- Email messages (will be printed out and posted for families without email)
- Family Conferences held twice a year
- Monthly Parent Action Committee Meetings

If you have questions or concerns please contact your child's teachers before or after school hours using the method they have provided. If you are unsuccessful in connecting with them, contact the Director for assistance.

Contacts

| | |
|--|---|
| Main Office | 262-251-9080 |
| Business Operations Director | 262-251-9080 x6403 |
| Early Childhood Education (ECE) Director | 262-251-9080 x6413 ---- cell-262-498-2625 |
| Wright Lodge (3.5-5 PS, Adventure Club) | 262-251-9080 x6424 |
| Robertson Lodge (2.5-3.5 PS, Child Care) | 262-385-9305 |
| Coffman Lodge (4K—am & pm) | 262-408-3970 |

CURRICULUM

Our curriculum is guided by the Wisconsin Model Early Learning Standards, Creative Curriculum, and Developmentally Appropriate Practices and organized into theme based units. Teachers will post daily lesson plans to inform you of each day's activities as well as a schedule of the daily routine that will offer insight into the program's organization. Newsletters and articles will be sent home to supplement curriculum and inform families. Please feel free to ask your teachers for more information.

STAFF

All staff are trained in CPR, AED, First Aid, Child Abuse Prevention, Shaken Baby Syndrome training, emergency procedures, water safety, as well as continuing education trainings designed to enrich their classrooms. Within each classroom one teacher is working towards or has

attained the level of a two-year or four-year degree in Early Childhood Education. All teachers are certified through the State as Child Caregivers.

The ECE Director, Sarah, directly supervises the classroom staff and oversees all aspects of programming. Sarah is supervised by the Program Operations Director, Pat Piotrowski. All Early Childhood Programs are overseen by the Metropolitan Milwaukee YMCA Child Care Director of Child Development, Julie Lefler who works out of the John C. Cudahy YMCA.

STAFF TO STUDENT RATIOS

The following ratios are maintained within all of our programs. Parents, visitors, or volunteers are not counted as “staff” and therefore are not counted in our ratios.

2 ½ to 3 years old: One teacher for every 8 children—Maximum group size: 16

3 to 6 years old: One teacher for every 10 children-- Maximum group size: 20

4 years old: One teacher for every 13 children—Maximum group size: 24

DISCIPLINE

We focus on Conflict Resolution with all of our children as a way to embed a life-long skill very early on. This process includes the children in identifying the problem, discovering solutions, and working cooperatively to reach those ends.

Our goal is to guide children in becoming happy, responsible and cooperative participants through positive teaching techniques. In the event that behavior requires discipline:

- Teacher action will not damage the child’s self-image or embarrass the child.
- Teach action will help children learn self-control, choose alternatives, identify feelings and develop an understanding and respect of feelings for others.
- Teachers will communicate regularly with families regarding behavior concerns.
- Every effort will be made by staff to enlist the cooperation of the child and parents to solve problems.

We do not allow physical punishment of any kind, including spanking, on our premises by our staff, volunteers, or families. If you have concerns about this, please speak with the Early Childhood Director. All of our employees are mandatory child abuse/neglect reporters.

HOLIDAYS

We celebrate Halloween, Thanksgiving, Christmas, Valentine’s Day, St. Patrick’s Day, and Easter. If your family celebrates holidays besides those listed or is offended by celebration of any of the above, please speak with your child’s teachers or the ECE Director. We would love to bring other traditions and cultures to our classes!

CLASS PETS

None of our classrooms are home to any class pets at this point. If we do add any pets to the classroom, you will be informed in writing prior to the pet’s inclusion in the classroom to ensure we are accommodating any allergies or special concerns.

Admission and Fees

YMCA Camp Minikani Preschool along with all YMCA of Metropolitan Milwaukee Child Care programs will not discriminate by race, color, sex, national origin, sexual orientation, creed, or special needs. Children must be the proper age for the class as of the first day of school. Children in 4K and the 3.5-5 year old Preschool must be potty trained before beginning school.

REGISTRATION

All students must be pre-registered for Camp Minikani's early childhood education programs. To have your space in the program reserved, you must fill out a registration form completely and pay applicable fees.

Once your child is registered you will receive enrollment paperwork that includes the following:

| | |
|---------------------------------------|--------------------------------------|
| Child Enrollment Form (CFS-62) | Due prior to first day |
| Health History Form (CFS-2345) | Due prior to first day |
| Immunization Record (F-44192) | Due 30 calendar days after first day |
| Health Report (CFS-0060) | Due 30 calendar days after first day |

Failure to provide these forms is grounds for dismissal from the program. If any personal information changes during your time at Minikani such as address or phone, please ask for new forms as these are critical in reaching you in the event of an emergency.

HOURS

Child Care: Our Young Explorer program runs Monday through Friday from 7:00 am until 6:00 pm year round with the exception of Holidays noted on our Yearly Calendar. Our program does end at 6:00 pm; please plan to arrive no later than 5:50 so that you have time to communicate with the teachers before leaving. For questions concerning days off, please contact the ECE Director. Families that arrive late will be charged \$1 per minute they are tardy.

Preschool, 4K, Adventure Club: Please make note of the start and end time for your child's specific class. Contact our main office if you are running late so that the teachers know you are on your way. If your child is not picked up 10 minutes after class ends, we will bring them to the Young Explorer Program and charge the family for Emergency Drop-off care at \$10 per hour used unless previous arrangements have been made.

Drop-in Care

We offer both daily care and flexible hourly drop-in care through the Young Explorer Program in Robertson Lodge from 7:00 am until 6:00pm. If you are interested in hourly care, you must have a credit card on file with us and fill out the necessary charge paperwork prior to dropping-off your child.

All requests for extra hours should be directed to the ECE Director at 262-251-9080 x6413. If you require assistance after hours or cannot reach the Director, call 262-498-2625.

SCHOOL CLOSING

Please refer to the School Year Calendar handed out to each family at orientation listing the dates that Preschool and 4K are closed. Tuition is not refunded for days off as they are factored into the total cost of the monthly fees prior to the start of the semester.

Camp Minikani weather related or emergency closings will be posted on **TMJ 4** and **FOX 6**, please consult the website for closings in Washington County for the most accurate information. Listen to WTMJ 620 AM for cancellations as well. There are no refunds for days off due to weather related or emergency closings.

ABSENCES

If your child will be late or absent for the day, please contact our main office (262-251-9080) with your child's full name and teachers names. If you are not at school within the first hour, we will be calling to find out where your child is, per State Licensing Regulations.

FEES

Fees may be paid via cash, credit card, check, or monthly bank draft.

Checks should be made payable to *YMCA Camp Minikani*.

We accept W-2 and offer scholarships to families in need, please speak with ECE Director for more information.

Preschool and 4K

Fees are due on the first of the month from September through May

Fees are charged in nine equal monthly payments with no credit for holiday breaks or absences that have already been factored in to the tuition rate

Young Explorers Child Care

Fees are due on the first of the month from September through April

Fees are charged in eight equal monthly payments with no credit for holiday breaks or absences that have already been factored in to the tuition rate

Adventure Club and Specialty Programing

All fees for these specialty classes must be paid in full before the start of each session. No refunds will be made for missed class time.

CANCELLATIONS/REFUNDS

NO REFUND OR CREDIT FOR MISSED DAYS WITHIN THE SEMESTER

*****This includes scheduled as well as weather related or emergency closings.**

WITHDRAWAL FROM THE PROGRAM

At the parent's request:

- Thirty days written notice to the Director is required.
- Your signature on the enrollment form verifies your agreement and understanding of this policy.

At YMCA's request:

- Notification period prior to withdrawal is not required if the withdrawal is requested by the YMCA program.
- The YMCA reserves the option to withdraw a child for any of the following reasons:

- Repeated failure of parents to pick up on time
- Failure to provide program with forms or current medical information as stipulated by State licensing
- Continuous disciplinary problems
- Hostility by parents toward YMCA staff or volunteers

Health and Safety

CONFIDENTIALITY

Any information you relay to us concerning your child, any conditions he/she may have, family situations, illnesses, special needs, or other personal issues will remain confidential. We will not release any information about your child to any other family that we serve. Necessary information may be discussed at staff meetings, but that information will be kept confidential by YMCA Staff.

If you would like your address, phone number, and/or email on a class contact list, please fill out the authorization form in your acceptance packet and bring it to orientation. You are under no obligation to share that information with other families but it is helpful in setting up playgroups, planning for class parties, and carpooling.

ATTENDANCE

If your child will be late or absent for the day, please contact the main office at 262-251-9080. If you are not at school within the first hour, we will be calling to find out where your child is, per State Licensing Regulations.

ILLNESS

Please be respectful of other school families, if your child contracts anything that is contagious please call and let us know. Your name will be kept confidential, but knowing of exposure to a specific illness may save valuable time for other families.

Your child's health status will be checked informally each day. If your child shows any signs of illness, rash, high temperature, diarrhea, infection, lice, or any contagious illness, the parent/guardian or authorized person will be called and required to pick up the child within one hour. The child will be isolated from the rest of the class until their parent/guardian picks them up. All parent/guardian phone numbers will be called until someone is reached. If the parent or guardian is unavailable, all emergency pick-up contacts will be called. Children who are sent home with an illness must remain at home for 24 hours or until symptoms are not present *without medication*.

MEDICATION

If your child requires medication that must be given during our program, you will need to fill out applicable paperwork before leaving that day. An example can be found in the appendix. All medications must be placed out of children's reach in a securely locked box for safety reasons. *Do not put medication in your child's backpack.* If your child requires frequent medication or emergency medication, please speak with the ECE Director to set up an Action Plan.

INJURY

Teachers are instructed to use soap and water to clean wounds and are also up to date on First Aid techniques and universal precautions. If your child sustains a minor injury at Camp, we will fill out a blue incident report and notify you at pick up time. These forms are signed and filed at Camp. Written requests for copies of your child's incident report will be granted. For injuries that may require medical attention, we will contact the guardians first and if unable to reach, will begin contacting the emergency contacts listed.

MEDICAL EMERGENCY

In case of a medical emergency, the teachers will respond using their first aid, CPR, and AED training. Additionally, a First Responder will be called in for assistance. We will immediately call the parent or guardian first and if unreachable, we will begin contacting the emergency contacts on the Enrollment Form provided by the parent.

If needed, a member of our staff will accompany the child while being transported to the hospital. The closest hospital to us is Community Memorial in Menomonee Falls. Maps are available in every building. They are located at W180 N8085 Town Hall Rd., Menomonee Falls, 53051 – (262) 251-1000.

SAFE ARRIVALS AND DEPARTURES

Please obey the 10 mph speed limit throughout our grounds for the safety of all of our children. We thank you for turning off your vehicle while dropping off your child as well as signing them in and out daily. These steps go a long way toward providing a safe environment for all children.

Be aware that anyone who picks up your child and is not familiar to staff will be asked for a picture ID to ensure they are listed on your child's Enrollment Form before releasing your child. If you need someone not on the Enrollment Form to pick up, you must send a signed, dated note stating the person's first and last name, a phone number to reach them at, and a phone number where you can be reached.

Do not hold the door open for other children as parents may not be aware that they are being let out and children may become confused and walk out with other families.

CAR POOLS

It is important that we know if your child is leaving with someone other than a parent. Please advise us in writing of car pool arrangements including your name, a phone number you can be reached at, the date, pick-up person's name and phone number, and the child's name. Unfamiliar adults will be asked for a picture ID prior to releasing your child so that we can verify that it is the correct individual.

TRANSPORTATION POLICY

Children will take daily hikes around Camp and occasionally be transported via walking from one building to another. Camp Minikani will not transport children via any other means but walking. If your child participates in multiple programs requiring them to walk from one building to another you will be asked to fill out a Walking Transportation Authorization Form allowing us to walk them from one program to the next.

FIELD TRIPS

Parents will be notified in advance of any field trips their child may participate in. To minimize confusion, we have moved to hosting guest speakers and special events at Camp in lieu of holding off-site field trips. Adults are invited to attend as well please check with your child's teachers before bringing siblings to attend to ensure there are enough materials available.

Items to Bring to School

Label your child's name on their clothing, backpacks, supplies and toys. We need your effort in keeping our school organized and request that you use only the assigned cubbies and basket provided for your child. Items left on top of cubbies tend to get misplaced. A Lost and Found basket will be provided for each class in case this happens. **The YMCA is not responsible for lost items.**

DRESS FOR SUCCESS!

We go outside each day, weather permitting. Children are encouraged to explore, create, and imagine both indoors and outdoors. Please dress children appropriately:

- Shoes should be tied and secure to allow the student the ability to run, hop, and climb without the fear of losing a shoe or slipping.
- Send appropriate clothing to accommodate the weather daily: (no umbrellas), boots, winter coats, hat, mittens, and warm socks.
- Clothing should be comfortable. Dress for fun and mess!

EXTRA CLOTHES

Please bring a labeled bag with at least one full set of extra clothes (pants/skirt/shorts, top, sweater, socks, underwear or diapers). You may either leave this at school or transport it daily in your child's backpack.

SNACKS

Snacks are a very important part of your young child's day! Light, healthy snacks will be provided in our Preschool and 4K classes by the weekly snack family. All families are asked to sign up to bring snack occasionally throughout the year including for their child's Special Kid Week. The weekly snack family should bring:

- A gallon of milk
- snack for the number of children in attendance to include two of the following food groups: grain, fruit, vegetable, and non-meat protein (ex. yogurt, cheese).
- Cups (bathroom sized or 5 ounce work best)
- Napkins or plates
- Utensils (if needed for the snack)

Also, due to allergies we ask that all snacks are free of nuts, peanut butter, and are not made in a factory that processes peanuts or other types of nuts—you can check the bold print in the ingredients section to ensure that there are no potential allergen issues with nuts. If your child has any food allergies or sensitivities, please let our staff know as soon as possible. For ideas on great snacks, see the appendix.

LUNCHES (for Young Explorers and Adventure Club students)

If your child will be here for lunchtime (noon daily), you must provide them a lunch that meets State Regulations. This means that you must provide the following:

- Milk
- Protein: meat, fish, poultry, eggs, yogurt
- Fruit and Vegetable:
 - Two servings of fruits
 - Two servings of vegetables
 - One serving of fruit and one serving of vegetable
 - Two servings sizes of one fruit or vegetable

Please see the appendix for exact serving sizes. **We do not allow nuts of any type including peanut butter, foods processed in a factory that processes peanuts or nuts, or foods that may contain traces of peanuts/nuts.** Please check the fine print under ingredients that states Allergy Information before you send items with your child.

SLEEPING BAG (Young Explorers Only)

Children will be provided daily rest time during the afternoon. All children under 5 years old will be provided an opportunity to lay down, for at least a 30 minute rest during the day. Each child must have a sleeping bag that can be enclosed on three sides according to state licensing regulation. We will send it home weekly to be laundered per State Licensing Regulations.

TOYS FROM HOME

Children often ask to bring toys to school to show their friends. Please encourage your child to keep their personal items at home so that they are not lost or broken. Be advised that if they do bring a toy to school they will be asked to keep it in their pocket or in their cubby while they are here. The YMCA is not responsible for any lost or stolen items, so please leave these items at home.

LOST AND FOUND

We will make every effort to keep your child's belongings with your child. However, a Lost and Found box will be available for all misplaced items found throughout each day.

- **PLEASE MARK YOUR CHILD'S FULL NAME CLEARLY ON EVERYTHING – WE ARE NOT RESPONSIBLE FOR LOST OR MISSING ITEMS.** You would be surprised what is found at the end of each day!
- All unclaimed / unlabeled items will be cleaned and donated to charity at the end of each semester.

Family Participation

Parents are the most important component in a child's life! As such, our teachers respect your role in your child's life and hope to work closely with you to achieve the best outcome for your child. We welcome parents coming in to view the program at any time. We also welcome volunteers. If you or a family member plans on volunteering please speak with your child's teachers so that they can prepare additional activities to best utilize extra hands. We look forward to working with you and your family during this wonderful stage in your child's development.

SPECIAL KID

Each child will have the opportunity to be the Special Kid for one week! Some examples of classroom activities include:

- Decorate at home and bring to school their special kid poster
- Provide the snack for the class for the week
- Wear the Special Kid vest at school
- Bring in a very special show-and-tell from home
- Invite a special visitor to come to school (please speak with your child's teachers first)
- Share a hobby or talent of theirs or someone they know

PARENT CONFERENCES

Personal concerns and questions about your child should be privately addressed outside of class time. Please make an appointment or request a phone call. We cannot discuss such issues during class time or in the presence of other families for confidentiality reasons. If you cannot reach us at school feel free to call any of the teachers after school hours or at their homes. They will do their best to get back to you in a timely fashion.

Additionally, each child in the Preschool and 4K classes will be assessed throughout the year. Opportunities for conferences will be provided twice each school year. Our intention is to provide families with an objective assessment that will provide insight into strengths and challenges for your child in an attempt to work together toward the full potential of every child. Please remember that all children learn and grow differently and will never be compared to one another. If you have concerns, please feel free to request a conference at any time.

PARENT ACTION COMMITTEE (PAC)

The purpose of this committee is for parents and teachers to work together on special projects, events, and fundraising activities throughout the school year. The committee is also responsible for helping develop the program as well as its promotion. The PAC will meet monthly – notices will be sent out via email and posted in the classroom.

CONCERNS, COMPLAINTS, AND QUESTIONS

We welcome your feedback at all times! Please take time to drop a note in any of the suggestion boxes located at the sign-in area or call your teacher. If you're uncomfortable with bringing something up to the teachers directly, please speak with the ECE Director (251-9080 x6413).

Family concerns, complaints, and questions are also solicited in our Family Surveys for Accreditation and for the YMCA. Both come out around the mid-year point. Please take time to critically evaluate our performance so that we may better serve you in the future! If you have a concern or something is just not feeling right, please let us know right away so we can address it.

Contacts

| | |
|--|---|
| Main Office | 262-251-9080 |
| Business Operations Director | 262-251-9080 x6403 |
| Early Childhood Education (ECE) Director | 262-251-9080 x6413 ---- cell-262-498-2625 |
| Wright Lodge (3.5-5 PS, Adventure Club) | 262-251-9080 x6424 |
| Robertson Lodge (2.5-3.5 PS, Child Care) | 262-385-9305 |
| Coffman Lodge (4K—am & pm) | 262-408-3970 |