

# Lakeland Hills Family YMCA Early Childhood Learning Center Full Day Program



Parent Handbook 2012-2013

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## **The Marion Mann Roberts Early Childhood Learning Center**

Our state licensed center is a hands-on learning environment serving families with children from ages 2 ½ to 6. At the Lakeland Hills Early Childhood Learning Center we learn through play, socialization, and discovery.

Our weekly schedule consists of activities that teach children about reading readiness, math, science and social studies. Depending on the program you choose, your child's week could include: computers, language (Spanish/sign), gym class, swimming instruction, outside play, music, cooking, art, story time, age appropriate academic instruction, fine motor skills, gross motor skills and kindness goals. Children are encouraged to learn through discovery, experimentation and cooperation, with an emphasis on using their words to communicate their thoughts and feelings.

We believe that being responsive to the needs of the entire family is what makes our program so special. Parents can have peace of mind knowing that their children are being cared for in a safe and nurturing environment. Each teacher designs a classroom-learning atmosphere promoting age appropriate academics, friendship and fun. The office doors are always open for discussions about your child or the program.

We offer full day programming, Monday through Friday, from 7:30 a.m. - 6:00 p.m., with a school day running between the hours of 9:00 a.m. - 3:00 p.m.

### **Our Pledge**

The Early Childhood Learning Center's pledge is to offer high quality care, education, and programming, with lasting benefits to children, families and communities. The program has been researched, developed and evaluated by professionals with over thirty years of experience who have dedicated their careers to quality education for preschool through kindergarten age children.

Our staff of loving, caring and educated teachers will provide your child with stimulation of all of their senses, a love of learning and a positive self-image that will prepare them for a lifetime of experiences.

### **Our Philosophy**

We intend to create a warm and happy place for children to learn in our caring, non-competitive, and positive environment. To bridge the gap between home and school and to get the most out of the time your child spends with us, we ask for a ***parent partnership***. We will provide group-learning opportunities while parents agree to provide one-on-one learning time at home. We will guide the children toward developing a positive self-image while building social and academic skills in a school setting.

Our age appropriate curriculum is designed to develop the "**whole child**" - spirit, mind and body. Sensory, motor, perceptual, social, language, physical and academic skills will be introduced through a variety of activities and materials. We have discovered that children learn best by doing; "children's work is children's play"! When learning is fun and success is experienced, children become more self-assured and motivated toward a love of learning. When children are treated as individuals and given the opportunities to make choices, they become confident and eager to experience life with a positive can-do attitude. Based on this theory, classroom schedules will encourage active involvement, meaningful experimentation; teacher directed activities, reinforcement through repetition and creative play. Schedules are designed to balance structure and free choice, as well as active and quiet times.

As a state licensed center, our curriculum consists of mandated requirements, age appropriate academic/social/emotional recommendations from the NJ Core Curriculum, recommendations from the American Academy of Pediatrics for developmental milestones, The Creative Curriculum, and also takes the NAEYC criteria standards into consideration.

**Full Day Program:** Taking into account a child's alertness, awareness and eagerness to learn/absorb information after a good night's sleep and a healthy breakfast, our full day program takes advantage of exposing children to a variety of academic, social, and enrichment activities in the morning hours under the guidance and expertise of their Head Teacher and Assistant Teacher. Outdoor time, lunch and rest follow. After waking from rest time, the Head Teacher and Assistant Teacher conduct follow up activities to the morning curriculum and wrap up the days events/activities/lessons. They prepare the children for the exciting transition to afternoon recreation time. Beginning at 3pm our talented, enthusiastic and excited Teacher's Aides arrive. Keeping in mind that most children have put in a full day's work by 3pm, staff provide the children with creative outlets, physical outlets, and many opportunities to choose what they would like to do. While based in classrooms with children of similar age in the mornings, PM activities are structured to give children the opportunity to play with and learn from children of various ages. We take full advantage of all the YMCA facility has to offer: gym space, multi-purpose room space, program room, outdoor playground during the PM hours. In summary, our AM hours are devoted to curriculum learning while our PM hours are packed with good old fashioned children's play, noise and laughter after a day of 'school'.



## **Our Staff**

Our diverse staff consists of teachers, men, women, volunteers, students, moms, dads, etc., all with a great love of children. In teaching tolerance and kindness, it is important that our staff reflect the world around us. Having such a wonderful mix of people from different backgrounds, races, colors and religions opens a child's eyes and hearts to all the terrific things that make people different and the same.

**Marianne Lomauro, Associate Executive Director**  
**Dawn VanDooijeweert, Early Childhood Learning Center Full Day Director**  
**April Ryder, Early Childhood Learning Center Partial Day Director**  
**Head Teachers**  
**Teacher's Assistants**  
**Teacher Aides**

- Full Day Director:*** Planning, programming, staff training, administrative and overall running of full day programs.
- Partial Day Director:*** Planning, programming, staff training, administrative and overall running of partial day programs
- FT Head Teachers:*** Planning and programming for the individual needs of his/her class.
- Teacher Assistants:*** To assist teachers in planning and implementing the daily schedule and to act as Head Teacher in case of his/her absence.
- Teacher's Aide:*** To implement lessons and activities during afternoon hours.

Our head teachers are selected for their creativity, enthusiasm, experience and education. You will find their dedication to their profession the best in our service area. Teacher assistants and aides have also been chosen for their creativity, love of children and experience. All of our staff participate in staff orientation and attend ongoing training workshops and seminars.



# PROGRAM OPTIONS

## Full Day Program

The full day program will start on Wednesday, September 5, 2012.

- \*Kindergarten: 5-6 years of age (must be 5 by Oct. 1<sup>st</sup>)
- \*Pre-Kindergarten: 4-5 years of age (4 by Oct. 1<sup>st</sup>)
- \*Preschool: 2 ½ -4 years of age

Our full day program is offered Monday-Friday from September through August. Hours are from 7:30 a.m.-6:00 p.m.

Age restrictions apply. Preschool children **MUST** be 2 ½ years of age by September in order to be eligible for enrollment. Pre-Kindergarten and Kindergarten **MUST** meet age requirements **BY OCTOBER 1<sup>st</sup>** of the current school year.

Directors and Head Teachers also work with parents to discuss the best placement for their child each season looking not only at age, but at readiness skills too.



SCHOOL YEAR 2012-2013				
			Monthly	
Full Day Childcare	Partial Deposit	1-Aug-'12 Balance of deposit	Sept '12 - August '13	Lunch/mo.
Member	\$200	\$840	\$1040	\$60
Non-Member	\$200	\$865	\$1065	\$60

\*All account questions should be directed to the Childcare Bookkeeper at ext. 13.

\*\$200.00 payment/partial deposit is due at the time of registration and is non-refundable and non-transferable.

\*A \$10.00 late fee will be added to payments received after the due date. Continuous late payments will result in denial of school privileges.

\*Cash payments can be brought to the front desk for an immediate receipt. Checks may be placed in the "payment box" located outside the childcare office. Credit cards can be used to pay balances on-line through our website at [www.lakelandhillsymca.com](http://www.lakelandhillsymca.com) or through monthly bank drafts.

\*Parent referrals are the best form of praise and we really appreciate the positive comments. Parents who refer new families to our center will receive \$100 Y bucks to use as they wish- as long as new participants list

## **Parent Participation**

We value the active involvement of parents in our program. Parent involvement enables the children to see their parents as important and concerned members of the school environment. It also provides parents with opportunities to view their child interacting with teachers and peers. Ways to participate include:

- Becoming a parent committee volunteer
- Sending in fun and interesting recipes for cooking days
- Sharing cultural information or special talents
- Showing interest in the items your child brings home
- Maintaining good communication with the teachers and director daily by sharing what is going on in your child's life, so we may provide extra support and encouragement when needed.
- Working on numbers and letters at home for reinforcement and practice as well as the arts of kindness and manners.
- Completing and returning communication folders and homework (kindergarten)

## **Communication**

Our center attempts to be as 'paper free' as possible. Here are the items that you can find on the **parent pages** of our website ([www.lakelandhillsymca.com](http://www.lakelandhillsymca.com)):

- Monthly center memos and reminders
- Monthly classroom calendars
- Monthly photos and videos
- Yearly school calendar

In addition to our website parent pages, we also do the following:

- The illness board at the top of the childcare stairs will alert parents to any contagious illness going around the center.
- The Photo boards in the main hallway highlight us in action! Take a look at some of the fun things we do!
- Children's mailboxes will contain work, projects, and notes from the teacher

## Office Hours and Phones

The center is open from 7:30 a.m.-6:00 p.m. One administrator is in the office at 8:30 a.m. and the other is present until 6:00 p.m. Head Teachers are responsible for opening the center at 7:30 a.m. and remain in the center until 3:30 p.m.

The Full Day Director can be reached at ext. #39 and the Partial Day Director at ext. #14. If you'd like to speak to your Head Teacher or set up a time to speak with her, please leave a message at one of the above extensions. Email addresses to reach the Head Teachers and Program Administrators are: [dawnv@lhymca.com](mailto:dawnv@lhymca.com) and [aprilr@lhymca.com](mailto:aprilr@lhymca.com).

As a 'hands on' administrative staff, there is not always someone in the office to pick up the desk phones. If you need to speak with someone immediately and do not wish to leave a message, please use ext. 27- this is our center wireless phone. An administrator or Head Teacher always has this phone with him/her. In the event you cannot reach staff at these extensions, you can also ask the front desk to have the childcare staff paged.

## Parking

Please respect all parking lot signs and practice safety while in the lot. Parents are to park in legally designated spaces. If there are no available spaces on the side of the facility, closest to our doorway, feel free to drive around to the back of the YMCA. Your swipe access card will work in the back door also!

## Snow Days

In the event of severe weather, the Early Childhood Learning Center may experience a delayed opening or a closing. You can check the YMCA website at [www.lakelandhillsymca.com](http://www.lakelandhillsymca.com), call the hotline at (973) 334-0091, follow us on Twitter, and/or 'friend' us on Facebook. **DO NOT CALL THE FRONT DESK** as they may not have the most updated closing information.

## Emergency Cards

In case of an emergency, it is very important that we be able to reach each child's parents or an emergency contact. Emergency cards are filled out with 3 local emergency contacts and returned to school. The cards are kept in each classroom's first aid kit. They are checked and initialed monthly to make sure all phone numbers are current and up to date. Monthly drills will be conducted to confirm that numbers are accurate and emergency contacts are within an hour's reach of the YMCA. Please check with individuals before listing them as emergency contacts. Individual should know how to get to the YMCA.

## Emergency Procedures

Depending on the type of emergency, the Early Childhood Learning Center will follow either emergency evacuation or lock down procedures.

## Emergency Evacuation Plan

State requirements mandate that the center practice evacuation drills monthly to make sure that all staff and children are prepared for an emergency. In addition, the YMCA holds 2 practice evacuations a year to evaluate the safety and awareness of its members.

Should we need to evacuate the building, we will follow emergency evacuation procedures and meet outside in the area between the playground and the field. If further evacuation is needed, the Mountain Lakes Police Department will aid us in relocating the children and staff to the *primary site, Mountain Lakes High School or the secondary site, Briarcliff School.*

When we are safely in place, we will contact parents. We will also post our location on the LHYMCA's website in addition to using Twitter and Facebook communication. Further information will be given to the media such as local TV and radio stations.

## **Lockdown Plan**

If weather conditions become too dangerous for travel or the outdoor environment becomes hazardous, we will follow lockdown procedures. The children and staff will stay inside the building until it is deemed safe for travel by emergency personnel.

Should an intruder enter the building, a Code Red will be announced over the PA system. Staff is trained in providing a calm, safe environment as we make the classrooms look empty. We will remain in this mode until we are instructed that the environment is safe and secure. Parent cooperation is necessary during lock down. Please do not attempt to enter the center until instructed by emergency personnel, the media, the website, or a Y representative.

## **Center Security**

Early Childhood Learning Center entrance doors are equipped with a security system to allow access to the center. We ask parents not to hold the security door for any other person. If one is meant to be in the center, he/she will have access to open the door. A camera monitors both entrances and is checked frequently by administration. One family entrance is allowed at a time.

If your access is denied by the security system, or, you forget to bring your swipe access card, you may check in at the Main Entrance. The front desk attendant will announce you to the center office.

There is an in intercom system in the Early Learning Center entranceway for brand new participants awaiting swipe cards, or, an approved person from your authorized list is arriving at the center to pick up your child. Please be diligent in following our procedures, the intercom system is not to be used as a doorbell.

The swipe access card is a step in our security policy- it prevents unauthorized persons from easily entering the Early Learning Center. All families are issued 2 cards upon registering for the program. Additional cards can be ordered at no charge. In the event a participant loses or misplaces his/her active card, orders will be made to immediately cancel the card so it is not picked up and used by someone else. New swipe cards will be ordered at a fee of \$5 each (to cover the processing fees for cancelling lost cards and issuing new bar codes). New card fees will be added directly to participant accounts and can be paid at the same time as the next payment.

## **Arrival & Departure from the Center**

The Early Childhood Learning Center is state licensed between 7:30 a.m. and 6:00 p.m. Dropping off earlier or picking up later than the stated hours is not permitted.

Walk your child into the center and to the appropriate classroom. **Make certain to sign your child in and out as you enter and exit with the time and your initials. This is a state**

**requirement.** *Parents can use their swipe cards for access at the Early Learning Center entrance, the back door of the YMCA, and the front door of the YMCA facility.*

### **Policy on the Release of Children**

- 1) Children will only be released to parents/guardians and those authorized by the child's legal guardian. Authorized adults are to be listed on your registration packet under "Emergency Pick-Up/Authorization" and on classroom emergency cards. Please let your head teacher and the office know about any changes in your authorized pick-up list. If someone not on your authorized list is picking up, a note must be written to your head teacher giving your permission. A clear signature to be compared with the signature on your registration paperwork must accompany the note. Verbal notification is discouraged for safety and security reasons.
- 2) Any adult who is not recognized by center staff will be asked to show a form of government identification.
- 3) Staff evaluate all those who enter the center to pick up a child. If a staff member feels that a child's safety may be compromised if released to any individual, that staff member has the authorization to refuse release of the child. An emergency contact will be called and the situation documented. DYFS will be notified.
- 4) Your child must be picked up by dismissal/closing time. After dismissal/closing, there will be a late pick-up fee of \$1.00 per minute will be charges. A Late Fee Form will be filled out by a staff member and will require the pick-up person's signature. Late Fees must be paid with the next month's tuition. More than 3 late pick-ups will result in termination from the program for the remainder of the school year.
- 5) If a child is still present at 6pm, parents will be telephoned. If staff cannot reach the parents, they will try to contact those on the emergency pick-up list until someone is found to pick up the child. After an hour, if no contacts have been reached, DYFS will be notified. This is a state licensing policy and will be strictly enforced.
- 6) The Early Childhood Learning Center cannot legally deny access or release of a child to either parent/guardian unless there is an active restraining order on file or specific schedule of court ordered visitation rights. If the situation is unclear, we request that the family obtain the proper court documents.
- 7) Monitoring your child at drop off and pick-up time is vital for your child's safety. Parents should keep their children within their view **at all times**. Please do not allow your child to run through the center unattended, touch the computers/equipment in the center, or run through the parking lot.

## Health Procedures

If your child is sick and will be staying home, please call to inform the office. Keeping the Center informed of illness allows us to inform other parents. You will be notified if your child is exposed to any communicable diseases at school.

The staff is responsible for observing each child daily for signs and symptoms of illness. If your child develops any of the symptoms or illnesses listed below, you will be called to take him/her home. If a child does not have a specific illness but is not able to participate as he/she usually does, you will also be called for pick up. Please make arrangements to have someone available to pick up your child within one hour for the safety of other children and staff, and for the comfort of your own child.

In case of illness, accident, or injury, we will make an immediate attempt to contact the child's parent. Current work, home and emergency phone numbers must be updated and available to center staff at all times.

### **YOUR CHILD IS NOT ABLE TO ATTEND CLASS IN THE CENTER WITH ANY SYMPTOMS OR ILLNESSES LISTED BELOW:**

Diarrhea	Chicken Pox/Shingles	Yellowish Skin or Eyes
Mumps	Strep Throat	Difficulty or Rapid Breathing
Head Lice **	Vomiting	Unusual Spots and Rashes
Impetigo	Tooth Ache	Severe Headache/Stiff Neck
Ear Ache	Bacterial Meningitis	Unusual Behavior/Less Active
Rubella	Grey or White Stool	Unusual Dark or Tea Colored Urine
Pertussis	Sore Throat or Trouble Swallowing	Severe Coughing (Croup/Whooping)
Pink Eye	Discharge from Eyes or Nose	100 Degree Fever or Higher
Measles	Severe Stomach Cramps	Ringworm
Lethargy	Severe Pain or Discomfort	Bronchitis

Your child must remain symptom free for 24 hours, or be on an antibiotic for 24 hours before they may return to school. If a child contracts any of the illnesses listed above, please report to us immediately. The Director may request a doctor's note stating that the child presents no risk to himself/herself or others before returning to school.

**Children up to 59 months of age are required by the State of New Jersey to have an annual flu vaccine between September-December 31<sup>st</sup>. If a child is exempt from the flu vaccine due to medical or religious reasons, please forward documentation to the office.**

**\*\*Lice/Nit policy:** The Early Childhood Learning Center has a no-nit policy. After a child is initially identified with a case of lice, he/she will be dismissed from the center so treatment can be administered. The child will be readmitted to the center the next school day only after a re-check by a center staff shows that there are no nits. Head checks will continue for the 21 day incubation period.

If, after the 21 day incubation period, the same child is identified with lice/nits again, he/she will not be readmitted to the center for 14 days. This time frame will allow for a treatment, and then a follow up treatment. A credit/refund of tuition will be given for the time the child remains out of the center in order to be nit and lice free

## Medication

Please notify your head teacher if medication was given to your child before school. For any medication to be given, either orally or topically, a medication consent form must be filled out completely by the parent or legal guardian.

## Over the Counter Medication

Over the counter medication such as Tylenol, cough syrup, Calamine Lotion, etc., will be given to a child on the following conditions:

- The parent fills out a medication consent form.
- The medication is brought into school in its original manufacturer's container.
- The expiration date on the container is current.
- Parent requested dosage does not exceed the recommended dosage for the child's age or weight as indicated on the label of the medication. This can only be done with a signed note from your doctor.
- Medication is to be brought home when the treatment is complete. Medication not taken home will be discarded.

## Prescription Medication

Doctor prescribed medication will be given to your child on the following conditions:

- A medication consent form is filled out by the parents.
- The medication is brought in its original container with a pharmacist's label containing the following information:
  1. Child's Name
  2. Physician's Name
  3. Directions for Dosage
  5. Filled date
  6. Name of Medication
  7. Expiration Date
- Prescribed medication will sent taken home at the end of each day.



## **MEDICATION CONSENT FORM**

CHILD'S NAME: \_\_\_\_\_

CHILD'S CONDITION FOR ADMINISTERING MEDICATION:

Cold       Rash       Ear Infection       Teething  
 Injury       Sore Throat       Other:

NAME OF MEDICATION: \_\_\_\_\_

Prescription       Non-Prescription       Doctor's Approval Required

NAME OF DOCTOR WHO PRESCRIBED: \_\_\_\_\_

AMOUNT TO BE ADMINISTERED: \_\_\_\_\_

TIME (S) MEDICATION TO BE ADMINISTERED: \_\_\_\_\_

DATES MEDICATION TO BE GIVEN \_\_\_\_\_ THRU \_\_\_\_\_

REFRIGERATION NECESSARY?       YES       NO

POSSIBLE ADVERSE REACTIONS: \_\_\_\_\_

DATE (S) ADMINISTERED	TIME (S) ADMINISTERED	ADVERSE REACTIONS OBSERVED	STAFF MEMBER'S INITIALS

- Is all of the above information complete?
- Is medicine in the original container with the prescription label on it?
- Is the child's name on the container?
- Is the date of the prescription current?
- Is the name of the drug, dose, and administration schedule given on the label the same as the instructions given by the parent?
- Has the medication been placed out of reach of the children?
- This form is only good for two weeks and must then be re-signed by the parent.

**Parent Signature** \_\_\_\_\_ **date** \_\_\_\_\_

## **First Aid**

Occasionally accidents occur. We will remedy minor injuries with an ice pack, or appropriate cleaning procedures and a band-aid. When first aid is needed, you will find a "boo-boo report" in your child's mailbox. The boo-boo report will give you the specifics of what happened, and what first aid was given.

If an emergency occurs, we will contact you as soon as possible and take measures needed to secure the safety of your child. For this reason, it is important that you leave us up to date phone numbers for work, home and cellular phones.

Any injury to the head or face requires the center to contact the parent (even slight/minor injuries).

All full time staff is CPR, AED and First Aid Certified.

## **Allergies - EPI Pens**

For your child's safety please inform the office and head teachers of any severe allergies or special instructions.

If your child has an EPI Pen, the following procedures are required:

- Prescriptions are labeled with named, physician and instructions. Parent completes and signs the allergy Action Plan, complete with a doctor's signature. The allergy action plan will be displayed in the classroom for staff reference with the child's photo for easy recognition.
- We are a 'peanut friendly' center. Because peanuts and peanut products can cause life-threatening symptoms for those with severe allergies, the Lakeland Hills Family YMCA has taken steps to try and prevent any allergic reactions by choosing not to serve peanut butter or peanut products for snack or in cooking projects. While we will not knowingly serve peanuts or peanut products for snack or in cooking products, children are able to bring these items from home for their own consumption. Classrooms with food allergies will be asked for parent's cooperation in helping us to manage them.



## **Immunization Records**

State law requires a complete physical examination record be on file prior to your child starting his/her first day of school. Immunization records and physical exams must be **UPDATED YEARLY AND SIGNED BY YOUR CHILD'S DOCTOR. There is no reduction in program fees for days missed due to incomplete records.** State law requires that each child enrolled at the Early Childhood Learning Center:

- Be fully immunized (including HIB vaccine)
- Be in the process of being fully immunized or
- Have a physician's statement that immunization is contraindicated for medical reasons, or
- Have the parent or guardian's statement that the child has not been immunized due to religious beliefs.
- Provide documentation of a flu vaccine given between September 1- December 31 each year until the age of 59 months.

## **Quick Tips**

1. The administrative staff keeps varied office hours. Head Teachers open the center and take care of morning business until administration arrives.
2. The Full Day Program begins promptly at 9:00 a.m. If you drop off your child after the beginning of class, please do so quickly and quietly so as not to disturb the teacher's activity.
3. If you need to speak with your Head Teacher about specific questions and concerns, please schedule a time. Drop off/pick up can be a busy time and, scheduling a time will ensure her undivided attention to you and your concerns and it allows her to keep the class on schedule.
4. Class parties are held in celebration of major holidays at certain times during the course of the year. Special decorations, treats, and activities are part of the party. Sign-up sheets are posted in each classroom for parents to volunteer to bring something to each party.
5. If you'd like to send a special treat in to school for your child's birthday, please notify your Head Teacher in advance in case of allergies or scheduling conflicts. Though diligent in our effort to offer children healthy snacks, we do acknowledge the excitement that treats create. While we welcome treats, please keep in mind the age of the children and send appropriate sized portions.
6. Toys from home are limited to Show & Tell days.
7. Please dress your child for comfort and for the day's weather as we go outdoors for play unless it is raining. Secure footwear is needed to prevent injury.

8. Please bring a complete change of clothes including shirt, pants, socks and underwear packed in a Ziploc baggie with your child's name on it. Please keep it in your child's backpack or teacher-designated area. Label all of your child's belongings.
9. Evaluations are distributed in February and June (November also for Kindergarten). This gives us suitable time to get to know your child and his/her capabilities. The evaluation will measure your child's performance throughout his/her school experience.
10. Check your child's mailbox every day. It will contain art projects, schoolwork, and important notices from your teacher.
11. The **hot lunch program** is available to all full day classes and 9-2 classes. You can send a drink and a little snack if you would like or water will be provided by the center. . Lunch money is added to your monthly payment. Registration for lunch program is based on a school year- not month to month. ***Changes, additions, or deletions to the lunch program are made by the 15<sup>th</sup> of the month and will go into effect the next immediate month.*** If you do not wish to participate in the hot lunch program, please pack a nutritious lunch for your child. Candy should be left at home. **Please refer to our Nutrition and Physical Activity Policy.** Microwaves and refrigerators are available in each room.
12. Snack is given to children in the morning and in the afternoon. While meeting the children's varied preferences and tastes, the center makes every effort to offer healthy snack options. There are occasional treats mixed in. Water is the drink offered with milk and 100% juice served moderately. The weekly snack calendar is posted in your classroom, on the information board outside of the office, and by the illness board. Copies are available upon request
13. Breakfast is not served in the center. We ask that all parents ensure that children have a healthy breakfast at home. Children that arrive at the center with appropriate breakfast foods are welcome to eat until clean up time at 8:45am.
14. A small blanket and fitted crib sheets are ideal for rest time. Storage space is limited, avoid large/bulky items. Items must be taken home every Friday for washing. All personal items should be marked with your child's name and placed in his or her cubby.
15. Please let teachers know about any important or unusual family situations or changes that may affect your child. This enables us to provide the proper support and encouragement during difficult times.

### **Nutrition and Physical Activity Policy**

In order to provide the best care for your child, we use the following guidelines for all children enrolled in our program and ask for parent participation in implementing healthy habits at home as well. Our goal is to prevent childhood obesity and to foster good nutrition habits with plenty of opportunities to be physically active in order to grow, learn, and thrive. Obesity rates have doubled in children and tripled in adolescents over the last two decades with physical

inactivity and excessive calorie intake as the predominant causes. The YMCA encourages families to eat smart and move more to maintain healthy bodies.

At the Early Childhood Learning Center, we provide an environment that promotes and protects children's health, well being, and ability to learn by supporting the areas of healthy eating and physical activity. We will engage parents, guardians, health professionals, staff, and the children themselves, into such policies.

All children in our center will have the opportunity, support, and encouragement to be physically active on a regular basis. Music, movement, sports, games, stretching, etc. are incorporated into a large portion of our daily events. Children will also participate in outdoor play at least 2 times daily. Most weather conditions are safe for children to be outside so, please send the appropriate 'weather' clothing to school each day. If your child cannot participate in physical activities you must bring a note stating limitations so that we can make reasonable accommodations.

The Early Childhood Learning Center, with the help of the Color Me Healthy program initiative, will provide nutrition information and physical education classes to foster lifelong habits of healthy eating and physical activity.

We ask parents who provide their own lunches to send items that are appealing to their child. Become familiar with the nutrition requirements established by local, state, and federal regulations- meet at least the minimum. Offer a variety of fruits and vegetables and serve them regularly. Did you know that children need to be exposed to foods many times before they will accept them? Ensure that half of the grains served are whole grain. Please keep in mind the size of a child's tummy. Keep this in mind when sending in birthday treats also. Our staff will encourage children to eat their food each day- but will not force a child to eat. Uneaten lunch items (if sent from home) will be sent back home.

**Early Learning Center Staff will not serve candy to the children. If a child brings it to school with their lunch, it will be returned home.**

## **Babysitting Policy**

Staff is not permitted to baby-sit for any child enrolled in the center. Please refrain from placing staff in an uncomfortable position by honoring this policy. Staff is aware of the risk of termination if they are involved in babysitting for center children.

## **Discipline Policy**

The Lakeland Hills Early Childhood Learning Center has devised policies for behavioral limits and discipline to promote consistency throughout all of our classrooms. The goal of our program is to emphasize respect for self, and a respect for others.

The purpose of discipline is to teach self-control with an emphasis on encouraging good choices. Talking about feelings, empathy and what kind of behaviors are acceptable, helps children to understand how their behavior can effect themselves as well as others around them.

It is important for children to realize that there may be consequences that are directly related to their misbehavior. When children are held responsible for their actions, they learn to become more independent and self-sufficient.

The Lakeland Hills Early Childhood Learning Center operates under the following policies:

- No punishment, including spanking, will ever be used.
- No child shall be subjected to cruel or severe punishment, or verbal abuse, including shaming, frightening or humiliating.
- No child shall be denied food, toileting or rest privileges as punishments.
- No child shall be punished for soiling, wetting or not using the toilet.
- We have implemented a “kindness” curriculum into our center to help children learn and encourage appropriate social behavior
- The YMCA has a “Bullying Task Force” that meets periodically to keep informed of programs, trainings, and procedures that emphasize a cooperative environment.



### **Positive Discipline**

- We believe a child develops with love. It is important to build a relationship of caring, trust and mutual respect so a child feels comfortable in his environment.
- It is our intention to give each child a sense of responsibility for his actions, an understanding of expected behavior, and positive reinforcement to increase self-esteem and give him success.
- We will recognize and praise appropriate and positive behaviors.
- Children will be encouraged to practice self-control by teachers setting clear, consistent and realistic limits.
- Staff will model and encourage children to respect the feelings and rights of others.
- We will redirect negative behavior by discussing our expectations and by offering choices to achieve positive behavior.
- We will treat each child as a unique individual.
- We practice the S.T.A.R. program using thoughtful responses to negative behavior rather than emotional reactions.
- We will use the following methods toward positive behavior:

**Explaining & Redirection:** This is the technique we use most in disciplining. We explain why a behavior is not acceptable and what our expectations are, then redirect the child to behave in a positive manner.

**Natural Consequences:** Children need to understand that there are consequences to their behavior and the staff makes every effort to match those consequences to the behavior. For example, if a child continues to throw his/her snack on the floor (after being spoken with and modeled a positive alternative), the staff member and the child will, together clean up the snack on the floor.

**Praising Positive Behavior:** We always compliment a child when he/she displays acts of kindness or behaves within the class rules. Positive reinforcement is a key element toward positive behavior.

**Ignoring:** Sometimes a child acts out simply to gain attention. Some behavior can be ignored if it is not overly disruptive or does not threaten the safety of another child or themselves.

**Reflection Time:** When the child's behavior is too disruptive to the other children, or the child needs a quiet place away from the group, the child is removed from the setting to regroup and calm down. Staff will speak with the child explaining expectations and why the behavior is not allowed, and how we can work together to make better choices.

The center stresses the importance of the parent partnership when trying to assist children with behavioral struggles. While we practice the steps listed above, every child is different...what works for one, many not work for another. Staff rely on parents to be the experts in dealing with their child and are kept in close communication for suggestions and ideas. Consistency in expectations between home/school makes correcting behaviors easier for the child to handle.

## **Expulsion Policy**

As a state licensed center in the state of New Jersey, we have been asked to include the following expulsion policy in our parent information handbook and to enforce it according to code. (Code 10:122-6.8)

### **IMMEDIATE CAUSES FOR EXPULSION**

The child is at risk of causing serious injury to other children or himself/herself.  
Parent threatens physical or intimidating actions toward staff members.  
Parent exhibits verbal abuse to staff in front of enrolled children.

### **PARENTAL ACTIONS FOR CHILD'S EXPULSION**

Failure to pay/habitual lateness in payments.  
Failure to complete required forms including the child's immunization records.  
Habitual tardiness when picking up your child.  
Verbal abuse to staff.  
Other- at the discretion of the Director

### **CHILD'S ACTIONS FOR EXPULSION**

Failure of child to adjust after a reasonable amount of time.  
Uncontrollable tantrums/angry outbursts.  
Ongoing physical or verbal abuse to staff or other children.  
Excessive biting.  
Other- at the discretion of the Director.

### **SCHEDULE OF EXPULSION**

If the remedial actions have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

The parent/guardian will be informed regarding the length of the expulsion period.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

### **A CHILD WILL NOT BE EXPELLED**

If a child's parent (s):

- Make a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

### **PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION**

Staff will try to redirect child from negative behavior.

Staff will reassess classroom environment, appropriate of activities, supervision.

Staff will always use positive methods and language while disciplining children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The director, classroom staff and parent/guardian will have a conference (s) to discuss how to promote positive behaviors.

The parent will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation on premises.

Recommendation of evaluation by local school district child study team.

- **The Director reserves the right to alter this policy as deemed necessary to ensure the health and safety of all children and staff members.**

### **Special Concerns Policy**

At the Early Childhood Learning Center, our focus is always in the best interest of each child in all stages of development. Throughout the year, our experienced teachers monitor and evaluate each child's academic, physical, social, emotional and behavioral development. Teachers are well trained in spotting warning signs in children who may have difficulties that block the learning process. When such signs appear, our first step is documentation. We will monitor and evaluate to gain insight and determine developmental and behavioral patterns. A conference will be held with the parents, teacher and director. Resources will be shared and

recommendations made. In keeping with our Parent Partnership, we are hoping for full parent cooperation. Early intervention is the best way to aid a struggling child and get him/her on the proper track for continued education.

The director reserves the right to determine if this is the correct environment for the child.

## **Toilet Training Policy**

We believe that toilet training must be worked on at home as well as at school. Consistency is key when potty training.

When a child shows signs that he or she is ready to train, we will begin working on sitting on the toilet. Signs of readiness include telling the parent or caregiver that they are wet or dirty, pulling up and down on their own pants, or any kind of interest in visiting or sitting on the toilet.

The children will be taken to the bathroom on a consistent schedule throughout the day. They will be encouraged to try the potty and pull their own pants up and down. Children will be rewarded for trying as well as succeeding.

Dressing your child in "potty-friendly" clothing is an important part of training. Clothing such as sweat pants, leggings, dresses, or any other kind of pant with an elastic waist is easy for the children to do themselves. Belts, suspenders and onesies are too hard for the children to manipulate, and slow the child down when in a rush to get on the potty. If the child is left frustrated because of difficulty in dressing and undressing, it could delay the training process.

Parents are encouraged to teach children to dress themselves, and follow the same routine as we do at school. When the child sees that there is a consistent schedule to follow, he or she will be more likely to train quickly and with little apprehension.

## **Childcare Swim Policies**

The goal of the Aquatics Department is to teach children the basics of swimming while providing a safe, fun environment. We will work with the children at their own pace and introduce skills when the child is ready to understand the given concepts. All instructors are well trained and under the constant watch of a certified lifeguard.

Requirements for participation are:

\*\*Children must be 3 years of age

\*\*Children must be fully potty trained

\*Please note that if they turn 3 and potty trained in the middle of the month, he/she may be eligible to begin the Aquatic program the beginning of the next month. A child is to be 'accident free' for at least 2 weeks before beginning the aquatics program. If a child has accidents after being potty trained, he/she will begin the '2 weeks accident free' time frame again. (It is okay to wear a diaper/pull up during rest time. Child is to be accident free during waking hours). This policy is enforced for hygienic reasons.

At the beginning of swimming, each child will be evaluated and put into a group that is working on comparable skills. The group will work as a whole on skills. Adjustments of the group will be made as necessary.

We realize how important continuity is for children and we strive to keep changes to a minimum. In the event of staff illness, we will change an instructor or have a substitute. The class structure remains the same as the Deck Supervisor is responsible for forwarding information to the substitute instructor. Your support at these times is appreciated.

We utilize several swimming aids to help the children progress. A bubble is put on to help give the swimmers a little lift in the water. They are not flotation devices. We will change the size of the bubble when the child is ready. Our main concern is the safety and comfort of the child.

Qualified staff will be evaluating your child and will write progress reports in January and June. If you would like additional information on the progress of your child, please contact **Gwen McNamara, Aquatic Director at ext. 22.**

State Bather Code requires any child who shows evidence of any skin disease, cold, or recovering from gastrointestinal symptoms, shall be denied lessons and access to the pool.

Our goal is to make each child a stronger, safer swimmer with an understanding of fun and safety in the water.

### **Pre School PE classes**

Additional preschool class opportunities are available during rest time and after. They offer a chance for your child to enjoy more activities without an extra trip to the Y.

\*A YMCA membership is required for participation

Please follow all registration procedures as outlined in our current YMCA brochure. *Combo classes and swimming classes are not available to full day enrollees as the prep time and drop off/pick up procedures are more time consuming. Early Learning Center staff are happy to bring the children to classes with quick drop off/pick up procedures so they are not missing from their classrooms for long periods of time.*

## **Developmental Milestones and Goals for Preschool**

2 ½ - 3 ½ year olds

### **Language and Social Skills**

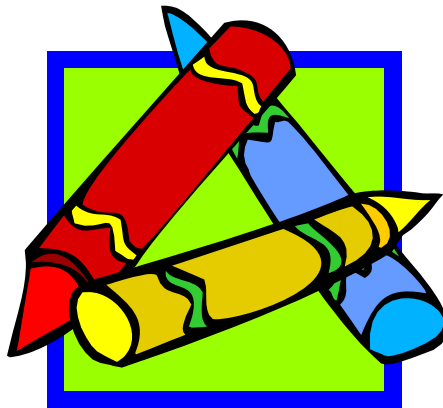
- Uses 3 to 5 word sentences
- Using words and language to communicate rather than noises, squeals or physical actions
- Using manners, "please" and "thank you" on a regular basis
- Ask short questions
- Use plurals ("dogs", "cars", "cats")
- Name 5-10 familiar objects
- Repeat simple rhymes
- Getting used to school routine and rules
- Imitate simple procedures or help with simple tasks
- Ask to use the toilet almost every time
- Enjoy being read to
- Beginning to talk about feelings and mental states (begins to recall and remember)
- Demonstrate some remorse when caught in not making a good choice
- Begin to realize they can make others laugh
- Begin to assign roles in play ("You be mommy", "You be daddy")
- Knows and tells first name
- Answer whether she is a boy or a girl
- Cleaning up after one's self, taking care of personal and school property
- Learning where things go and how to put things away
- Hallway etiquette and safe walking to and from classroom

### **Sensory and Cognitive Skills**

- Increased attention span during teacher directed lessons- about 3 minutes
- Making good choices and understanding consequences
- Working together in small groups and as one large group
- Recognize sounds in the environment
- Lining Up
- Know the difference between food and non food items
- Know some numbers (but not always in the correct order)
- Capital letter exposure
- Using different art mediums
- Recognize and name some colors
- Recognize and name some shapes
- Taking Turns
- If, then, because relationships
- Look through a book alone
- Match circles and squares
- Avoid dangers- hot items, moving cars, etc.
- Problem Solving
- Sharing
- Listening Skills
- Name recognition of familiar people
- Sorting by Shapes and Colors
- Imitates actions of others and make believe play
- Carrying out 2 component command

### Motor Skills

- Dressing one's self with assistance
- Eating independently- with some spilling
- Readying one's own sleep area and putting sleep items away
- Fine motor skill development: two finger pick up, muscle development- squeeze
- Scribbles
- Pouring and Spreading
- Making a habit of washing hands after toileting, eating, etc.
- Hold a cup in one hand
- Up and down stairs holding onto support
- Throwing a ball overhead
- Controlled Running
- Building towers with blocks
- Kicking a Ball
- Toileting with little assistance
- Coloring in the lines
- Fine motor stations: ripping, tearing, stringing
- Safety scissors and free form cutting
- Understanding size order - small, medium and large



## Developmental Milestones and Goals for Preschool

3 ½ - 4 ½ year olds

### Language and Social Skills

- Large vocabulary and uses good grammar often
- Uses action words in conversation
- Use “a”, “an”, “the” when speaking
- Ask direct questions
- Able to cooperate with others (though not all the time)
- Prefer playing with other children rather than alone
- Want explanations of “why” and “how”
- Understand “next to”
- Change the rules of a game as he goes along
- Like to do things “myself”
- Getting used to school routine and rules
- Uses pronouns (I, you, me, they) and plurals
- Recall and repeat simple rhymes and songs
- Play spontaneously with two or three children in a group
- Name at least 10 familiar objects
- Cleaning up after one's self
- Ask to use the toilet on one's own
- Making a habit of washing hands after toileting
- Lining Up
- Hallway etiquette and safe walking to and from classroom
- Using words and language to communicate feelings
- Using manners, please and thank you, on a regular basis
- Making good choices and understanding their consequences
- Taking Turns
- Can state own name, age and gender
- Accepting responsibilities
- Sharing
- Working together in small groups and as one large group
- Naming one's own last name, street, town and possible phone number

### Sensory and Cognitive Skills

- Increasing attention span- 4- 5 minutes
- Remember what happened yesterday
- Using different art medium
- Able to name numbers in order and represent some numbers with objects
- Know where things normally belong
- Learning time concepts like days, months and seasons
- Understand “now”, “soon”, and “later”
- Substitute one object for another in pretend play (as in pretending a block is a car)
- Laugh at silly ideas
- Match/group objects that have the same function
- Problem Solving
- Recognizes primary colors and complimentary colors
- Capital Letter Recognition and exposure to some lower case letters
- Understanding concepts of grouping - same and different
- Understanding size order - small, medium and large
- Understanding comparatives like *pretty*, *prettier*, *prettiest*
- Like to play dress up

- Carrying out 3 step directions
- Understand “big”, “little”, “tall”, “short”
- Sort items by similar characteristics (color or shape)
- Distinguishing front and back of clothing
- Dramatic play, acting out detailed scenes
- Understands physical relationships
- Identifying opposites
- Identifies complimentary colors
- Matching patterns
- Matching letter, shape and number cards

### **Motor Skills**

- Dressing one's self- with appropriate utensils
- Feed oneself completely, with no spilling
- Learning to unwrap one's own lunch
- Readying one's own sleep area and putting sleep items away
- Toileting independently
- Hold a crayon well
- Fold a paper, if shown how
- Throw and catch a ball
- Put on shoes but may not be able to tie laces
- Walk up and down steps, alternating feet
- Walk on tiptoes
- Draws simple shapes
- Tracing capital letters
- Tracing numbers
- Draw a face
- Coloring in the lines
- Cutting in a continuous line and around simple shapes



# **Developmental Milestones and Goals**

## **Pre-Kindergarten**

### **Language and Social Skills**

- Speaks in more than 5 word sentences
- Getting used to school routine and rules
- Enjoy rhyming and nonsense words
- Use regular past tenses of verbs (“pulled”)
- Act out elaborate events which tell a story
- Cooperate with other children- consistently
- Prefer playing with other children
- Can relate a simple experience
- Separate from a parent without crying
- Taking appropriate turns in conversation
- Tells a short story
- Completely uses the toilet and hand washes with no reminders or assistance
- Pretend to play with imaginary objects
- Act as though doll or stuffed animal thinks and feels
- Can state full name, address, phone number
- Try to bargain (“I’ll give you this toy if you’ll give me that one”)
- Enjoy tag, hide and seek, and other games with simple rules
- Caring for classroom equipment and using it purposefully
- Fully responsible for one's own need i.e. eating, dressing, etc.
- Hallway etiquette and safe walking to and from classroom
- Always using words and language to communicate feelings
- Consistently using manners, "please" and "thank you", on a regular basis
- Making good choices and understanding consequences
- Problem solving/taking turns/sharing
- Cleaning up after one's self
- Managing longer/increased attention span- 5 to 10 minutes
- Working independently and in various sized groups

### **Sensory and Cognitive Skills**

- Mastery of one's own last name, street, town, birthday and phone number
- Spelling one's own first name
- Right and left awareness
- Using different art mediums
- Recognizes all primary colors and complimentary colors- can mix primary to get complimentary
- Wants to know what happens next
- Consistently retains and recalls 3 step commands
- Identify situations that would lead to happiness, sadness, or anger
- Learning where things go and how to put things away
- Staying with a task from start to finish without losing focus
- Learning time concepts like days, months and seasons
- Recognizes all letters and recalls most letter sounds
- Counting/simple math concepts
- Sorting objects by size, shape and color
- Identifies and recalls rhyming words
- Sequencing
- Compare and Contrast
- Matching letter and number cards
- Learning through adult instruction and through exploration

- Likes to assist teacher in classroom tasks and chores
- Recalls parts of a story
- Engages in fantasy play and differentiates between fantasy and reality
- Recognizes simple sight words and can identify not only own name, but names of friends
- Small percentage of pre k students begin reading simple sentences and books

### Motor Skills

- Hold a pencil correctly
- Draw with the arm and not small hand movements
- Draw most shapes- including geometric ones
- Build a tower of at least 7-9 blocks
- Catch a bouncing ball
- Try to skip
- Unbuttons, buttons, buckles, and tries to tie own shoes
- Can completely dress and undress oneself without assistance
- Pour from a pitcher
- Put together simple puzzles
- Begin relating clock time to daily schedule
- Writing mastery of one's own first name
- Making a habit of washing hands after toileting
- Preparing one's own sleep area and putting sleep items away
- Cutting simple shapes
- Holding a pencil properly
- Coloring in the lines
- Able to write most capital letters and lower case letters
- Draws simple shapes
- Writing skill development of strokes - vertical/horizontal/magic strokes/big and little curves/diagonal strokes
- Writing skills - concepts of size control
- Draws people with bodies
- Uses fork, spoon and blunt table knife appropriately
- Count by memory and represent 0-10 with objects



# **Kindergarten Curriculum Goals and Developmental Milestones**

## **Personal and Social Growth:**

- Listens while others speak
- Plays and works cooperatively
- Expresses feelings in acceptable ways
- Follows school safety rules
- Takes turns and shares
- Takes care of materials he/she uses
- Respects authority
- Follows directions
- Shows independence

## **Reading and Communication Skills:**

- Expresses ideas orally
- Tells events of a story in sequence
- Interprets the main idea of a picture and predicts what will happen next
- Easily identifies upper case and lower case letters with their associating sounds
- Spells beginning and ending sounds and letter blends- consonants and vowels
- Tells words that rhyme
- Tells address, phone number, own full name, and names of parents
- Demonstrates comprehension after reading/listening to a story
- Uses future tenses of verbs
- Can sound out letters to put together unfamiliar words
- Identifies and masters sight words
- Can put sight words together to construct simple sentences
- Independent reading of 'easy reader' level books

## **Writing Skills:**

- Achieves various strokes- line, circle, hook, camel
- Successfully writes first and last name with capital and lower case combinations
- Creates journal entries
- Achieves size control of letters
- Forms numbers up to 20
- Copies and/or completes simple words and sentences
- Attempts to sound spell and write unfamiliar words

## **Motor Skill Development:**

- Knows right from left
- Ties shoes without assistance
- Zippers, buttons, and snaps without assistance
- Fully utilizes scissors without assistance
- Uses pencils/writing utensils with proper grip
- Fully copies/creates geometric shapes with writing utensils
- Draws and colors with more details
- Stands on one foot for 10 seconds or longer
- Hops
- Somersaults, swings, climbs

**Math:**

- Counts by 1's, 5's, 10's, (to 50 and 100)
- Recognizes number 1-20 (but can count much higher)
- Names geometric shapes
- Can identify and group objects with similar characteristics
- Identifies coins and their value
- Estimates and compares lengths
- Adds and subtracts from sets
- Matching numbers to sets (1-20)
- Identifies and completes patterns
- Can read a simple graph
- Understands ordinal numbers
- Utilizes weights and measures
- Understands capacity
- Recognizes and demonstrates position/location words: in, out, over, under, top/bottom, next to, behind, in front of, etc.

**Science:**

- Practices good choices in health and safety
- Recognizes and understands weather patterns
- Awareness of animals and simple terms (mammals, amphibians...)
- Uses and identifies senses
- Explains and understands parts/life cycle of plants
- Experiments with magnetism
- Appreciates Earth and our environment
- Identifies food groups
- Participates in cooking and measurements
- Awareness of our bodies
- Explores outer space
- Understands electricity

**Social Studies:**

- Demonstrates positive self awareness
- Understands map skills
- Aware of current events
- Identifies famous leaders
- Understands diversity of customs and cultures
- Identifies with friends and family
- Awareness of community and its helpers
- Understands and supports recycling
- Recognizes aspects of continents: land, sea, mountains, etc...



**FULL DAY SCHOOL CLOSING DATES  
2012/2013 SCHOOL YEAR**

\*Please note we are a September -August program.

\*\*There will be a Meet and Greet session scheduled within the first 2 weeks of August. All enrolled students will receive this information by July 15<sup>th</sup> \*\*

Full Day programs begin on Wednesday, September 5th

Thanksgiving	Thursday & Friday, November 22nd & 23rd
Holiday Break	Monday, December 24 <sup>th</sup> - Tuesday, December 25th
New Year's Day	Monday, December 31 <sup>st</sup> -Tuesday, January 1st
President's Day	Monday, February 18 <sup>th</sup>
Good Friday	Friday, March 29 <sup>th</sup>
Memorial Day	Monday, May 27 <sup>th</sup>
Pre K Moving Up Ceremony	*Wednesday, June 19 <sup>th</sup> at 5pm
Kindergarten Graduation	*Friday, June 21 <sup>st</sup> (Early Kindergarten Closing 3:00 P.M.)
Independence Day	Thursday, July 4 <sup>th</sup>
Shut Down Dates	*Monday, August 26 <sup>th</sup> - Labor Day

\*Dates subject to change with advanced notice

I acknowledge the receipt of this school-closing schedule.

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Parent's Signature

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Date

## INFORMED CONSENT

1. In case of a medical emergency, I will be called. If circumstances require, the Rescue Squad will be notified. The YMCA staff will respond as necessary until the squad arrives. In the event that hospitalization is required, I give my consent for treatment by a qualified physician. I agree to assume financial responsibility for such treatment.
  
2. I hereby assign and grant to the Lakeland Hills Family YMCA (and/or its clients) all rights of every kind and character whatsoever to copyright and/or use, reuse, publish photographs or the name and/or likeness of me in which may be included, in whole or part, of composite or reproduction thereof in color or otherwise, still or moving, without restriction as to changes or alterations, for any commercial print or advertising purpose whatsoever, with no time restriction.
  
3. I give permission for the following information to be included in the Early Learning Center School Directory that will be distributed to families enrolled in the center for the 2012-13 school year. (registrations received after 9/1/12 will not be included). I understand that, should I choose not to check off any information, I will not be listed in the directory.

Check those that apply:

\_\_\_\_\_ Child's Name  
\_\_\_\_\_ Parent's Names  
\_\_\_\_\_ Home Address  
\_\_\_\_\_ Home Phone Number  
\_\_\_\_\_ Email address: \_\_\_\_\_

4. I understand that, in order to enter the Early Learning Center doors, I must use my swipe access card. To keep the children and staff safe, I will not hold the door open for anyone. If I forget my swipe card, I know to check in at the front desk to be announced into the center. If I lose the swipe I am given, the fee is \$5 to have the barcode cancelled and new cards made.

Please order me: \_\_\_\_\_ keytags      \_\_\_\_\_ card size

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LAKELAND HILLS EARLY CHILDHOOD LEARNING CENTER**  
**SWIMMING, GYM, OUTDOOR, NUTRITION, PHYSICAL,**  
**EVACUATION CONSENT FORM**

Child's Name: \_\_\_\_\_

Child's Birthday: \_\_\_\_\_

\_\_\_\_\_ I give permission for my child to attend gym classes at the YMCA

\_\_\_\_\_ I give permission for my child to attend swim classes at the YMCA

\_\_\_\_\_ I give permission for my child to utilize the outdoor playground and the outdoor grounds for curriculum development as the daily schedule allows.

\_\_\_\_\_ In the event of an emergency evacuation, my child will be removed From the YMCA grounds and I will be notified.

\_\_\_\_\_ I understand that my child's lunch is to refrain from containing candy.

\_\_\_\_\_ I do not want my child to participate in gym classes at the YMCA.

\_\_\_\_\_ I do not want my child to participate in swim classes at the YMCA

I understand that in order for my child to take swim classes, he/she must be fully toilet trained (accident free for 2 full weeks or, if an accident occurs, we begin the 2 week mark again) and at least 3 years old. There are no exceptions to this rule.

If your child does not begin swimming in September, proper notification must be given to the teacher when the child is ready to begin (either the child is turning 3 or the child has become potty trained). Please advise your child's teacher one month prior to him/her turning 3 and/or bring potty trained.

\_\_\_\_\_  
Parent's Signature \_\_\_\_\_  
Date

## PAYMENT AND ENROLLMENT POLICIES

1. **Full Day:** A non-refundable, non-transferable partial deposit of \$200.00 is due at the time of registration. Full Day programs require the balance of the deposit (\$840/\$865) to be paid by August 1st, 2012, and can be dropped off at the front desk or mailed to the Y, attention Childcare Bookkeeper. Payments are due the 1<sup>st</sup> of each month. **Deposits will not be returned should the child not begin our program. Please see item #10 for use of deposit.**
2. **Kindergarten students only:** a text book/workbook fee of \$50 is due at the time of registration. **This fee is not refundable.** For all students remaining enrolled and in attendance, this fee will be applied to the October tuition payment.
3. I understand that I will not be billed for tuition but, if an email address is provided, will receive a payment reminder email. A receipt will be given upon payment.
4. Payments can be made in the following ways: at the front desk, placed in the payment box in the Early Learning Center, on the website, or, by placing a credit card on file with the childcare bookkeeper for automatic debits. Please pay by the scheduled due dates to avoid a \$10 late fee..
5. A service charge of \$25.00 will be placed on any check that does not clear. If a second check does not clear, a \$50.00 service charge will be placed on your account. A third check not clearing may result in the termination of your child's enrollment.
6. There are no payment credits issued for sickness, vacation days, holidays, and inclement weather .
7. Please arrive by the established ending time of your program to avoid a late fee of \$1.00 per minute. This fee will be charged to your next scheduled payment for children picked up after closing. Your signature is required on the late fee form the day that you are late. Three late pick-ups may result in termination of service.
8. All necessary forms must be completed and returned to the Director before your child may attend school.
9. Please note that the Full Day Program runs from September through August. Proper notification (4 months) must be given if you intend to remove your child from programming for the summer - or you may lose your September enrollment. Partial Day is a September through June program.
10. If a child is not able to participate for the entire school year, notification is required before the 1<sup>st</sup> of the month in which your child is leaving. The security deposit will be applied to that final month.  
\*\*Credits/refunds are not issued if a child leaves a program prior to the end of the month. (Deposits will only be used if proper notification is given, as previously stated - it is non-refundable.)
12. All participating children are required to have a medical form signed/stamped by a doctor/nurse accompanied by updated immunization records. (The medical form expires 1 year from the date of the physical exam.) Annual flu shot documentation is needed by 12/31. It is the responsibility of the parent to have a new medical form signed, each year, at the child's physical exam and to forward the updated form to the Early Learning Center.

I have read and understand the Payment and Enrollment Policies.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**ACKNOWLEDGEMENT OF RECEIPT OF  
IMPORTANT DOCUMENTS**

I acknowledge the following: (please initial by each one):

\_\_\_\_\_ The Early Childhood Learning Center Parent Handbook which states goals, philosophy, curriculum, and policies is located on the parent pages of the YMCA website. I will read it fully and know I am responsible for following all procedures.

\_\_\_\_\_ A copy of The Information to Parent's Statement from the State Licensing Department of New Jersey is in the registration packet that I was given.

\_\_\_\_\_ I signed the Informed Consent Policy and know that a copy is available on the website.

\_\_\_\_\_ The Discipline Policy and State of New Jersey Expulsion Policy is included in the on line parent handbook. I will read it thoroughly.

\_\_\_\_\_ I am required to present an up to date copy of immunizations and Universal Health form signed by a physician before my child may begin attending the Early Learning Center. I will also submit updated forms every year thereafter.

\_\_\_\_\_ If my child is between 6 months and 59 months of age, he/she is required to have a flu shot between September 1<sup>st</sup> - December 31<sup>st</sup> each year. I will provide this documentation to the office.

\_\_\_\_\_ I have been given a copy of the Payment Schedule and Policies when I registered. A copy is in the on line handbook.

\_\_\_\_\_ I have been given a copy of the closing dates for the upcoming school year and a copy is also available in the on line handbook.

\_\_\_\_\_ If my child has an allergy, I will need to download an Allergy Action Plan and return it to the office so staff can appropriately care for my child.

\_\_\_\_\_ I have signed the Outdoor/Playground/Swim/Gym/Emergency Evacuation Permission Form and a copy is available in the on line handbook.

I understand that I am responsible for knowing the information contained in these documents and that I am responsible for upholding all policies, schedules and contracts.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director's Signature \_\_\_\_\_ Date \_\_\_\_\_