

Miller Family YMCA

Preschool

Parent Handbook



**Miller Family YMCA
320 Via Las Brisas
Newbury Park, CA 91320
(805) 480-0309**

Dear Parents and Children,

Welcome to the Miller Family YMCA. We are proud to have the opportunity to have you as part of our family. Over the years we have been privileged to care of many children in our community. You have joined a program that has a history of over 150 years of working towards building strong kids, strong families, and strong communities. We hope that your relationship with the YMCA is a lasting and enriching experience from which your whole family will benefit.

When you enroll in our program you are not just enrolling in preschool or daycare. You are becoming part of an international movement to put the YMCA principles into practice through programs that develop healthy bodies, minds, and spirits. Our programs are planned with this mission in mind. Our goals are to:

- Build independence, self-esteem and confidence in social situations.
- Teach the process of problem solving and decision making.
- Provide and unbiased multi-cultural curriculum that allows children to respect themselves, their peers, adults, and others.
- Create a bond between children, parents and staff, which enables the preschool to enrich the lives of all involved.
- Teach the skills needed to be prepared for Kindergarten.

In order for us to accomplish these goals there must be certain policies and procedures in place to assure that the programs that we provide are appropriate and possible. This handbook is provided as a tool for you to use to help understand those policies and procedures. Please read it carefully and keep it for future reference. There is valuable information provided in this handbook that will answer questions you may have.

I hope to see all of you throughout the year. I look forward to working with your family and being a part of your child's growing years. I am available to speak with you if you need any assistance. Please don't hesitate to call if you have any questions or concerns.

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OVERVIEW

MISSION

The mission of the Miller Family YMCA Preschool is to create a supportive learning environment where all members of the school, including children, parents and staff can feel they are accepted, nurtured and growing. Staff will model the Miller Family YMCA core values of respect, honesty, responsibility and caring.

PHILOSOPHY

The Miller Family YMCA Preschool believes that children learn and develop best through a combination of child-directed and teacher-directed activities. Children need to have the opportunity to manipulate concrete materials with the teacher being an active facilitator to increase the child's learning experience. The program may build on children's interests, gathered from observation, while the teacher guides their experiences into social, emotional, cognitive, small and large motor growth.

Our goals include building each student's: competence – ability in language, numbers and interest in books; cooperation – enhanced self –concept and other concepts developed through group activities and sharing experiences; autonomy – the ability to initiate, ask questions and make appropriate choices; and creativity – the ability to construct products new to them, think of new ideas and find more than one solution to problems.

BUILDING INFORMATION

The building was constructed to meet the requirements of the State Architect and the State Fire Marshall. It has both an air conditioner and heater. Children, as well as adult restrooms are located inside the classroom. The fenced in playground, used for outdoor play and program learning activities, is adjacent to the preschool classroom. We are a State Licensed Child Care Program governed by Title 22.

NON-DISCRIMINATORY POLICY

The Miller Family YMCA Preschool admits students of any race, color and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to its students and does not discriminate on the basis of race in administration of its educational or admissions policies, scholarship programs or any other school administered programs.

RIGHTS OF THE LICENSING AGENCY

The Department of Licensing Agency shall have the authority to interview children or staff and to inspect and audit child facility records without prior consent. The licensee shall make provisions for private interview with any child or staff member for examination of all records relating to the operation of the child care center. The department has the authority to observe the physical condition of the children including conditions that could indicate abuse, neglect or inappropriate placement.

STAFFING

QUALIFICATIONS

The State Department of Social Services, Community Care Licensing Division, licenses our program at the Miller Family Preschool. The program positions and their requirements are listed below.

Preschool Director: Baccalaureate Degree in Child Development, including 3 units of child care administration and 2 years experience in the field.

Teacher: 12 units of post-secondary education in early childhood development and 1 year minimum experience.

Aides: An interest in early childhood development and at least one class in early childhood education. This position requires ongoing education and training.

RATIO

State law requires a ratio of no more than 12 children to 1 fully qualified staff member.

STAFF TRAINING

In addition to the education requirements of the State, each staff member attends a basic pre-employment training module and regular in-service training events, which cover the following topics:

Curriculum planning

Administrative procedures

New resources

First Aid and emergency procedures

Behavior management

LOCATION AND HOURS OF OPERATION

LOCATION

The Miller Family YMCA is located at 320 Via Las Brisas in Newbury Park, CA, 91320. Our facility is located between Sycamore Canyon School and Dos Vientos Community Center, in the Paraiso Shopping Center. Our phone number is (805) 480-0309, and our fax number is (805) 480-0319.

PROGRAM HOURS

The Miller Family YMCA Preschool is open at 7 AM and closes at 6 PM.

Full Day 5- Monday through Friday, 7:00AM – 6:00PM

Full Day 3- Mon., Wed. & Fri., 7:00AM – 6:00PM

Full Day 2- Tues. & Thu., 7:00AM – 6:00PM

Half Day 5- Monday through Friday, 7:00AM – 12:00PM

Half Day 3- Mon., Wed. & Fri., 7:00AM – 12:00PM

Half Day 2- Tues. & Thu., 7:00AM – 12:00PM

Half Day Lunch Bunch- \$50 – 12:00pm-1:00pm

WHEN IS SCHOOL CLOSED

The Miller Family Preschool operates year round, but closes for the observation of the holiday's listed below:

Labor Day (Sept. 6th, 2010)

Thanksgiving (Nov. 25th-26th, 2010)

Winter Break (December 23-24th, 2010)

Winter Break (December 31st & January 1st)

President's Day (Feb. 21st, 2010)

Spring Break (April 5th - 9th, 2011)

Memorial Day (May 30th, 2011)

EVERYTHING ENROLLMENT AND TUITION

ENROLLMENT REQUIREMENTS

The Miller Family YMCA will accept children from the ages of 2.5 through 5 years old...All children must be full toilet trained to attend preschool.

You must complete the registration packet which includes the following forms: Admission Agreements, Personal Rights, Consent for Medical Treatment, Identification and Emergency Information, Child's physician report, Preadmission Health History, Parent's Rights and Photograph Release. These are forms required by the State Department of Social Services, and Community Care Licensing Division. Additionally, *the registration fee and first month's tuition must be prepaid on the morning your child begins school.*

*Note: You do have to be a YMCA Program Member or a YMCA facility Member for your child to attend our preschool.

TUITION COSTS

The tuition payments are calculated based on the entire school year, not on how many days are in each month or how many days the children attend school.

Full Day 5 – \$720.00

Full Day 3 - \$550.00

Full Day 2 - \$480.00

Half Day 5 - \$500.00

Half Day 3 - \$300.00

Half Day 2 - \$200.00

Half Day Lunch Bunch- \$50 – 12:00pm-1:00pm

HOW AND WHEN IS TUITION DUE

Tuition must be paid on or before the 1st of each month. Withdrawals on a credit card or bank draft (ACH) on the 1st of each month are the two preferred forms of payment accepted. Your information will be stored in your account on the YMCA's data base and you will be asked to sign a form authorizing the monthly automatic payment.

FINANCIAL ASSISTANCE

The board of the YMCA has established a Financial Assistance Policy to assure that no one will be prevented from participating in any YMCA program only because they can't afford the tuition. A variety of funding is available upon demonstration of need. If you would like assistance, please contact the Preschool director for more information.

NON-SUFFICIENT FUNDS OR DECLINED CREDIT CARDS

Your credit card and bank drafts (ACH) are the accepted forms of payment for Preschool here at the YMCA. If your credit card or bank draft is returned NSF, it will be collected electronically and you will be charged an additional \$25 NSF fee. If the account has NSF a second time, or has been closed, the YMCA reserves the right to suspend your child's attendance until all fees have been reconciled.

CHANGING ENROLLMENT PROGRAMS

In the event that you need to change your child's preschool enrollment, we ask that you advise the Preschool Director at least 2 weeks prior to the change you'd like to take place (or in as far as advance as possible). If you are increasing your child's days of attendance the Preschool Director must confirm that there is available space for your child on those days. If the change will not occur until the following month and we have at least two week's notice, there will be no additional service charge. If the change will occur in the current month, or there is less than a two week's notice, a \$25.00 fee will be charged to your account to cover the cost of processing the change.

DAY – TO – DAY

SIGNING IN AND OUT

In the morning and at the end of each day your child needs to be signed in and out in the Sign in/out Binder located near the cubbies.

Please keep the following in mind:

- Per YMCA policy, **the person dropping off or picking up the child must be over 18 years of age**, no exceptions.
- per CA licensing **every person dropping or picking up a child is required by law to sign the child in and out with a full, legible signature, as well as the time of day that the child was dropped off or picked up**

The Miller Family YMCA Preschool reserves the right to call a parent back to school if they failed to sign their child in or out.

WHEN AND HOW SHOULD I DROP MY CHILD OFF?

When dropping off your child, please walk them directly into the classroom area, making sure that the teachers see them arrive. Do not ever leave a child unattended.

SEPARATION ANXIETY

Some children may experience separation anxiety when they are dropped off at school. Please take some time to discuss the idea of going to school, getting picked up later in the day, to your child prior to them attending. Allow for extra time in the morning for the first few days so you can introduce your child to their new school and teachers. If your child seems upset that you are leaving him/her, we offer the following recommendations which most child-related research has shown to be effective:

1. When you are ready to leave, explain to your child that you must leave to go to work, and let them know that you will be back to pick them up later
2. **Be sure that when you say you are leaving, you will actually leave right away. Children become even more anxious when their parents are hesitating about leaving.**
3. Never sneak out of the classroom.
4. Leave a family picture in your child's cubby so that they may look at it during the day.

WHAT DOES MY CHILD NEED TO BRING TO SCHOOL?

All clothing should be labeled with the child's name or initials. The Miller Family YMCA is not responsible for any lost or damaged clothing. On a daily basis, your child should have the following items at school:

- At least one complete change of clothing (underpants, socks, shirt, and bottoms) must remain at school in the cubby drawer labeled with their picture, in a 1-gallon Ziploc bag labeled with their name. Remember to change the long sleeves and pants in the fall and winter into shorter sleeves and shorts/skirts in the spring and summer. Also, replenish extra clothing when it has been used.
- A jacket or light sweater as California weather can be unpredictable.
- A new set of **clean** sheets/blanket for naptime, for full day students, every week. This is a strict licensing requirement.

CLOTHING

How you dress your child can have a big impact on how his or her day might unfold. Here are some recommendations on appropriate clothing:

- Students should wear comfortable clothing and shoes. **No open toes shoes or shoes with slippery soles allowed.**
- Clothes with elasticized waistbands rather than overalls or pants that zip or button are preferred, as many children need assistance with zippers and buttons. We want to teach

children autonomy, and providing opportunities for children to dress themselves is important!

Keep in mind that children's play and learning often involves materials such as paint, glue, sand, water, markers, and many other messy tools. Often these items will come out after a rinse through the washing machine. **However, to be safe, please do not dress your child in clothing that you would not like to see stained or damaged.** Dress them in clothes that are comfortable so that they may learn and play freely. (Also for our Full Day Students, these clothes should be comfortable enough to sleep in during nap time).

TYPICAL DAILY SCHEDULE*

7:00-8:00am-----Quiet Activities & Open Centers
7:00-8:55am-----Outdoor Play
8:45-9:00am-----Clean-up & Wash Hands
9:00-9:15am-----Morning Snack
9:15-9:30am-----Large Group Activity
9:30-10:30am-----Small Group Activity & Open Centers
10:30-10:40am-----Clean-up
10:40-10:50am-----Music and Movement
10:50-11:30am-----Outside Play
11:30-11:40-----Clean-up & Wash Hands
11:40-12:00pm-----Story time
12:00pm-----Half Day Students go home or stay for lunch bunch
12:45-1:00pm-----Lunch
1:00-2:15pm-----Naptime
2:15-2:45pm-----Snack & Quiet Activities
2:45-3:00pm-----Large Group Activity
3:00-4:00pm-----Small Group Activity & Open Centers
4:00-5:00pm-----Outdoor Play
5:00-6:00pm-----Open Centers

*This is a tentative schedule as children do require some flexibility.

LUNCH, SNACKS AND DRINKS

The Miller Family YMCA Preschool provides two healthy snacks everyday, one in the morning and one after nap time. At the beginning of each month, we will send home a calendar listing the snacks your child will be offered.

We **do not provide hot lunches** at the Miller Family YMCA Preschool.

Home lunch boxes will be kept in the child's cubby until lunch time. Please label your child's lunch box. We do have a microwave in the classroom so that we may warm any food that the child prefers to be served warm (i.e. soup, grill cheese sandwich, pizza). Also, we **do not** refrigerate lunches, so please use an ice-pack in your child's lunch if you feel that the contents may be perishable.

Please include any food allergy information on your child's registration packet forms. We do serve snacks on occasion that contain peanuts or other nut products, so please clearly define any food allergies your child might have in advance.

SHARE DAYS AND TOYS AT SCHOOL

Please help your child refrain from bringing toys to school other than on Friday Share Days. (Don't forget to label the toys on Share Days! And please, no weapon-related toys!) We carefully select the learning equipment we provide and often find that outside toys distract from the goals we have for the children. Also, it is difficult to find lost toys at closing time, and no one wants a child to leave sad. Miller Family YMCA Preschool is not responsible for any items lost or damaged at the school.

NAP PROCEDURE

Children are encouraged to rest on their cots during naptime. The teachers try to make the time pleasant and restful by dimming the room lights and playing soft music. If children would like to have their backs rubbed during naptime, teachers may do so. Children who are not sleeping after half an hour will be given a quiet activity.

Each child will be provided with a cot with their name on it. Please send a sheet, (crib size works well), and a small blanket for your child in a 2.5-gallon Ziploc bag labeled with your child's name. Pillows are optional, as well as stuffed animals. Please take your child's bedding home once a week to be washed.

AUTHORIZED RELEASE OF CHILDREN TO NON-GUARDIANS

Upon registering with the Miller Family YMCA Preschool you will be required to fill out a Release Form specifying which person(s) over the age of 18 are allowed to pick up your child. Please, **list at least one other adult** that may pick up your child in case you and/or your spouse are unable to do so.

If we are not familiar with the adult picking up your child, we will refer to the Release Form and check to see if their name is listed. We will require photo identification with a name that matches the guardian authorization on the Release Form. (Don't forget to mention the necessary identification to the person that is picking up your child). We might also call to double check if unsure, so please let us know if you expect someone out of the ordinary to pick up your child.

LATE PICK-UP

Full Day Students – After 6:00pm, if your child has not been picked up, we will charge a late pick-up fee of \$1 for each minute past 6pm. After 7:00pm, if we haven't heard from you, we will ask the Newbury Park Police Department to watch your child.

Half Day Students – After 12:00pm, if your child has not been picked up, we will charge a late pick-up fee of \$1 for each minute past or fraction thereof past 12pm. Please, keep in mind that

our full day students are beginning to settle down for naptime, and children who are picked up late distract away from the naptime process.

VACATION AND ABSENCE

The school budget is created at the beginning of the school year and is based on all families paying their full monthly tuition. No reimbursement is available for absences or vacation.

BIRTHDAYS

Birthday celebrations at the school are welcome with advanced notice as to the day, time, food or refreshments being served. Celebrations can be as minimal or elaborate as the parent would like them to be. Please make any necessary arrangements with your child's teacher.

HOW DO I KNOW WHAT IS GOING ON AT SCHOOL?

Notices and fliers will be sent home via the Parent's Mailboxes, located near the Sign In/Out Binder. This is a hanging file box with files labeled with the children's names. You may also use these files to deliver messages to other parents. Please remember to check them everyday!

Our teachers also post the daily curriculum plans on the curriculum board every week. You may also speak with the teachers if you would like more information about the daily happenings.

PARENT FEEDBACK

We strive to better our preschool program by requesting parent feedback. This feedback can be given at any time during the year, and can be submitted verbally or in writing. There is a feedback box located at the front desk of the YMCA, and also a form attached to the back of this handbook.

CURRICULUM DESIGN

The *Creative Curriculum* is consistent with the YMCA's philosophy, which is grounded in a child-centered and holistic approach to early childhood. The *Creative Curriculum* includes eight core content areas, two of which are unique to the YMCA's approach to learning. It is based on the specific needs and interests of the children, the unique needs of our community, resources within our YMCA and its surrounding community, and the latest research on how children learn best. Please see the YMCA Preschool Curriculum pamphlet for more information.

ENRICHMENT PROGRAMS

We supplement our curriculum with high quality enrichment programs, including Spanish, computer lessons, and swim lessons.

Swim Lessons

We offer free swim lessons to any child that is enrolled in our FULL DAY 5 program. These lessons take place for a 30 minute session once a week, and are guided by a certified swim instructor. A life guard and one preschool staff member is also present for these lessons.

BEHAVIORAL GUIDANCE

Values

The YMCA movement is deeply rooted in Judeo-Christian values. We do not teach or preach any specific religion, but we do emphasize the following values:

Everyone is worthy of respect

We should treat everyone as we would like to be treated ourselves

Just as you may frequently teach values at home spontaneously during times of discipline or conflict resolution, we also often find unique opportunities to individually discuss values with each child. We also plan regular value education through story time, games, and small group discussions.

Positive Guidance

All staff members are asked to interact with children respectfully, according to the YMCA core values of caring, honesty, respect, and responsibility. We encourage:

Mutual respect between the teacher and child

Cooperative effort to resolve conflicts

Development of a responsible child

Development of a child's self-confidence, independence and self-worth

In order to help the children achieve independence, which increases their self-confidence and the "I Can" attitude, we practice and recommend:

Asking the child open-ended questions instead of solving problems by dictating answers

Respecting children's rights to do it by himself/herself

Clearly defining boundaries of acceptable behavior

Redirecting children who are engaging in inappropriate behavior instead of using punishment when possible

Creating a structure of appropriate consequences, which help a child accept responsibility for his behavior, or misbehavior

Behavioral Rules

The following are the fundamental concepts we value and teach in our classroom:

1. **Respect for self** – you may not do things which might endanger your safety.

Each child needs to keep themselves safe while at school, both inside and outside. Safety includes using equipment as intended, following inside and outside playground rules, and listening to teachers' and other children's words.

2. **Respect for others** – you may not hurt another child; treat others with courtesy.

Teachers and adults will show respect for the children by coming down to their eye level when speaking to them and using "please," "thank you," and "excuse me." Teachers will use a calm voice and attempt to make eye contact instead of calling across the room to encourage non-disruptive behavior in the environment. They will also help two children in a disagreement to discuss the situation and to solve the problem.

3. **Respect for equipment** – you must use the equipment with care and when finished, return it to its place ready for someone else to use.

The teachers will show the child ways to use the equipment safely. They will use caution in carrying and moving equipment. This way the children will know how they may use the equipment properly and safely. (i.e., not carrying two trays at once, carrying chairs with legs pointed toward the floor, etc.)

We prohibit any form of corporal punishment, humiliating, frightening or threatening punishment.

MEDICAL AND EMERGENCY INFORMATION

MEDICAL ASSESSMENT

Each child must have a health screening by a licensed physician prior to admission. In addition, each parent must provide a health history. Medical history (titled Physician's Report) will need to be updated annually. Parents must provide proof that children have received all necessary immunizations prior to enrollment.

DAILY HEALTH CHECKS AND SENDING CHILDREN HOME

Upon arrival, your child's teacher will do a brief wellness check to ensure that he/she is well enough (i.e. not sick or contagious) to participate that day. This is in the best interest of the children, staff, families and community of parents. Remember, school is a place for our children to have fun and learn. It is hard to do either when a child is not feeling well. Also, colds brought to school are shared amongst children and usually return home to parents and siblings.

The Miller Family YMCA Preschool will request children be picked up (or kept home) for the following reasons:

- A fever over 100 degrees within the last 24 hours
- Unusual or undiagnosed spots on the skin, such as rashes, blemishes, or pimples
- Vomiting within the last 24 hours
- At least 2 incidents of diarrhea within the last 24 hours
- Green or yellow mucus coming out of the nose, coupled with difficulty breathing
- Contagious disease including Strep Throat, Chicken Pox, Measles, Hand, Foot & Mouth, Pink Eye, or Head Lice
- Unusually red eyes – mucus or green discharge in the eyes
- Any condition or injury where the Miller Preschool staff deems it necessary to get immediate medical attention

ADMINISTERING MEDICINE

If your child needs to take medication during a time when he or she is at school, please do the following:

1. Request the Medication Form from the director and return it completed and signed.
2. Bring the medication to the Miller Family Preschool and give it to a staff person. **DO NOT SEND MEDICATION WITH YOUR CHILD!**
3. Medication must be prescription only and must have the prescription label affixed.

Additionally, it would be helpful to know if your child has taken any medication prior to their arrival at school, so that teachers may be alert to any signs of allergic reaction or behavioral changes.

EMERGENCY INFORMATION

The YMCA participates in the City of Thousand Oaks Emergency Operations Plan. In the event of a major emergency such as an earthquake, chemical spill, or fire, the following will take place:

- Children will remain at school until directed to move or evacuate
- During, immediately before, and immediately after school hours when school is in session, the director of our school, under the direction of the Emergency Operations Coordinator, is in charge
- After school hours, and on holidays, the YMCA comes under the director of the Child Care Program Director who is aware of the location and enrollment of all of our sites at any time

If an evacuation of any site occurs, our facility becomes a Red Cross Shelter. The Red Cross would set up while YMCA staff on duty would assist at the shelter. You will be able to get information by turning your radio to 530 AM – the Emergency Information Station.

If we must evacuate the Miller Family YMCA premises, all children will be escorted to the Dos Vientos Community Center by staff members. Parents will be contacted in the case of any major emergency.

DRILLS

We conduct monthly fire and earthquake drills to practice the appropriate safety and evacuation procedures. Some children may be particularly sensitive to practicing these drills, so we strive to explain the reasoning behind these drills in a manner that is age appropriate and non-threatening.

MINOR ACCIDENTS OR INCIDENTS

In case of minor accidents such as scrapes or scratches, a staff member will administer first aid and TLC. They will also complete an "Ouch Report", which will be sent home via the Parent Mailboxes.

If an injury may require medical attention, including bee stings, moderate cuts, head injuries and sprains or possible fractures, we will contact you or your listed emergency contacts. You may then decide the next course of action.

In the event that you or your emergency contacts cannot be reached or the nature of the injury warrants prompt action, we will secure medical treatment immediately.

PARTING WAYS

WITHDRAWAL FROM SCHOOL

If you wish to withdraw your child from the Miller Family YMCA Preschool, we require a 2 weeks notice in writing. If you do not provide the two week notice, we will charge the last two weeks tuition starting from the day your notice was provided.

TERMINATION OF SERVICES

A child may be terminated by the Miller Family YMCA Preschool if it is determined that it is in the best interest of the child, or children at the school, or the facility as a whole. A child may be terminated for:

- Non-payment of tuition of fees
- School's inability to meet the child's, parent's or family's needs
- School's inability to keep the child safe or well cared for
- Dangerous, disruptive, or inappropriate behavior by the child, parent or family
- Continued violation of school policies by the child, parent or family
- Inability to effectively manage the school's operations due to child, parent of family

PARENTS' RIGHTS

ENTERING THE PRESCHOOL

Parents have the legal right to enter the preschool whenever they feel it necessary, and may drop off and pick up their child at any time during normal operating hours.

EQUAL OPPORTUNITY

The Miller Family YMCA Preschool is operated as an equal opportunity employer and provides childcare on a non-discriminatory basis.

DEPARTMENT OF SOCIAL SERVICES

Our licensing agency and Social Services has the legal right to interview children or staff as they may deem necessary, and to inspect and audit children or facility records without prior permission. The Department also has the right to observe the physical condition of the children and to have a licensed medical professional physically examine the child. Department of Social Services forms: "Notification of Parents' Rights" and "Personal Rights" are provided to each parent upon the enrollment process.

MANDATED REPORTERS

Miller Family YMCA Preschool Staff Members are Mandated Reporters, which means the law requires every staff member to report any reasonable suspicion of child abuse to Child Protective Services within 36 hours of learning about the incident. Miller Family YMCA Preschool is not required by law to notify parents if such a report is made.

The following numbers may be used if you or someone you know is in need:

Childhelp National Child Abuse Hotline

Phone: 1-800-4-A-CHILD (1-800-422-4453)

Who They Help: Child abuse victims, parents, concerned individuals

National Domestic Violence Hotline

Phone: 800-799-SAFE (800-799-7233)

Who They Help: Children, parents, friends, offenders

Stop It Now!

Phone: 888-PREVENT (888-773-8368)

Who They Help: Child sexual abuse victims, parents, offenders, concerned individuals

PHOTOGRAPH RELEASE

When you enroll your child and complete the registration packet, there is a Photo Release form. Signing this form allows the Miller Family YMCA Preschool to post pictures of your child around the classroom, in displays located in the lobby of the YMCA, and gives permission to use any pictures taken of your child participating in school activities in any advertisements marketing

the Miller Family YMCA Preschool. It also informs you that you will not be compensated if any or your child's pictures are chosen.

If you do not wish to give us permission, please indicate this on the Photo Release form and date it. All Photo Release forms need to be returned no matter what decision you have made.

You can also request that your child's picture only be used in classroom displays, and not for advertisements. If you wish to restrict the use of your child's picture to only the classroom, please write your stipulations on the photo release form.

TAXES

When you file your Federal and State Income Taxes, you are required to provide the Taxpayer ID Number of the child-care provider in order to get the child-care credit. Our Taxpayer ID Number is # 95-2305501. The legal name of our YMCA is: Southeast Ventura County YMCA, Inc., Miller Family YMCA Branch.

Please maintain your own records of amounts paid to us by keeping check registers and receipts. Printed records of childcare payments will not be available unless you submit a written request to the Preschool Director indicating your need for monthly receipts.

PUT IT IN WRITING

With how busy our teachers, children and parents can become, it is truly important that any issues, needs, day-to day requests, and suggestions are handled and not allowed to "fall through the cracks." Parents are therefore encouraged to put all requests/issues/questions in writing. Additionally, it is important for legal reasons that any issues or complaints always be put in writing. Any notes or formal letters can be handed to a staff member or placed on the Preschool Director's desk.

THE HANDBOOK

This Miller Family YMCA Preschool Handbook aims to serve as a reference and informal guide to parents and families of children enrolled at the Miller Family Preschool. The Handbook outlines all of the policies and procedures that the Miller Family Preschool will be adhering to. The policies in this Handbook replace all prior policies and procedures. Any significant changes to the school's policies and procedures will be given to parents in writing and immediately updated in the Handbook. Parents can read the most up-to-date Parent Handbook, which will be located in the Preschool Director's office. Additionally, parents are welcome to request the latest version of the Handbook at any time.