

STONESTOWN FAMILY YMCA
PRESCHOOLS
PARENT HANDBOOK



2019 - 2020

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PHILOSOPHY

YMCA Preschool offers a nurturing, well supervised environment with the focus on each child's social, emotional, cognitive and physical development. Our teachers are inspired by the Reggio Emilia Philosophy. This philosophy allows our teachers to develop an emergent curriculum that allow teachers to be co-explorers of our children's learning experiences. The Reggio Emilia philosophy also inspires us to provide a framework for conflict resolution that helps teachers involve children in the process of problem solving for individuality and empowerment. Each child in our Preschool Program is individually evaluated through a development assessment tool at least twice a year.

MISSION STATEMENT

The YMCA of San Francisco builds strong kids, strong families and strong communities by enriching the lives of all people in spirit, mind and body.

Staff:

Preschools are staffed with a caring and experienced workforce. The Child Development Program Director has a degree in Child & Adolescent Development and more than 17 years in childcare, teaching, supervision, and management. Each member of the teaching staff, along with the Director, holds a teaching permit from the California Commission on Teaching Credentialing. Our staff is selected based on their professionalism, skills, training, and ability to work with children. All personnel meet or exceed California's Community Care licensing educational and experience requirements. A background check and fingerprinting are completed before an individual is eligible to work at the center. We understand that a well-trained, stable staff that cares deeply about children is central to a quality program. The YMCA has a training series to advance the knowledge and development of staff members at all levels. Mandatory YMCA training for child care staff includes first aid, CPR, and Child Abuse Prevention.

Our Preschool sites are licensed by the State of California through the Department of Social Services. This handbook is designed to answer some commonly asked questions. Please read through it thoroughly and keep it for future reference. Should you think of any additional questions not covered here, please feel free to contact us any time.

Nondiscrimination:

Stonestown YMCA Preschools practices a policy of nondiscrimination and accords equal treatment and access to services without regard to race, creed, color, religion, national origin or ancestry, sex, marital status, domestic partner status, sexual orientation, veteran status, mental or physical disability, age or any other condition protected by law. We accept children with physical or emotional disabilities and make accommodations, whenever possible, to meet their individual needs. Stonestown YMCA Preschools do not practice any religious instruction or worship.

AGES

We serve children 2 years and 9 months old through 5 years old.

HOURS

Full Day 7:00AM-6:00PM

PRESCHOOL CONTACT INFORMATION

Amanda Lee
Alee@ymcasf.org
St. Francis Preschool
399 San Fernando Way
San Francisco, CA 94127
Phone: 415-452-9622

Shirley Li
Sli@ymcasf.org
LCOS Preschool
1011 Garfield St
San Francisco, CA 94132
Phone: 415-333-9622

IMPORTANT CONTACTS

Child Development Director:

Jenny Lam 415-333-9622
JLam@ymcasf.org

Associate Executive Director:

Theresa De Dios 415-242-7129
TDedios@ymcasf.org

Billing and Financial Assistance:

Jennifer Schreffler 415-242-7140
Jschreffler@ymcasf.org

Stonestown Family YMCA front desk:

415-242-7100/7103

St. Francis Licensing Number: 38400293
LCOS Licensing Number: 384002434

PAYMENT

Payment is due 10 days prior to the first of each month, whether or not you receive a bill. A late fee of \$15.00 will be charged if payment is not made on time.

If it appears that we are unable to collect fees, your child will be dropped from the program until payment is complete or until a payment plan can be arranged

- Fees are subject to change with approval of the Board of Managers of the YMCA and with one month prior notice.
- Program Fees are based on four weeks per month, July 2019 to July 2020.
- Please pay all fees at the Stonestown Family YMCA. The staff is not allowed to accept any money at the site.
- Please retain your receipt for tax purposes.
- Additional fees for late pick-ups, drop ins, and additional programming will be added to your fees for the month.

FINANCIAL ASSISTANCE STATEMENT

YMCA membership and programs are open to everyone. To the extent possible, financial assistance is made available to those in need, so they are not excluded from YMCA programs. For Questions regarding Financial Aid, please contact **Jennifer Schreffler @ 415-242-7140 or jschreffler@ymcasf.org**

If you need a payment plan set-up please contact **Jennifer Schreffler @ 415-242-7140 or jschreffler@ymcasf.org**, so that we can work with you.

Our tax identification number is: 94-0997140.

REFUND POLICY

We will gladly refund any prepayment made upon the receipt of a 30 day written notice of withdrawal from the Preschool Program. If we receive no written notice of withdrawal, the parent will be held financially responsible for a 30 day period following the date we are notified.

MISSED DAYS

WE CANNOT DEDUCT DAYS MISSED FROM YOUR FEE. Your fee pays only for the direct operating costs, such as staff, snacks, materials and transportation. When you enroll, you are reserving the time, space, staffing and provisions for your child whether the child attends or not. **We will not provide “make-up days”** by using days other than your schedule. This throws off the adult/child ratios required by licensing. If your family is planning an extended vacation we require full payment while you are away to maintain your space.

WITHDRAWAL FROM PROGRAM

A **30-day written notice** to the site coordinator is required to withdraw your child from the Preschool Program.

PFA

The Stonestown Family YMCA Preschool is part of the initiative directed by First 5 of San Francisco called 'Preschool For All' (PFA). PFA is focused on making high quality preschool available to all 4-year-old children in San Francisco. This initiative hopes to ensure that all children enter kindergarten with a strong foundation for learning and succeeding in school, and in life. As part of the initiative, First 5 (through the PFA program), will subsidize a portion of the preschool fees for 4-year-olds who participate 5 days a week in a PFA program.

How does this affect your fees? IF:

1. you live within the City of San Francisco
2. your child is 4 years old on or before 12/2/2019
3. your child attends our preschool 5 days a week

The rates will be reduced for the 2019-2020 school year as follows:

ATTENDANCE

It is OECE office (PFA) policy that you do not miss more than 10 school days throughout the year. These 10 days do not include absences due to illness, family emergencies or doctor appointments. Please let us know in advance any dates your child will miss due to vacation. Failure to report absences due to illness may result in an unexcused absence. **More than 10 missed school days or unexcused absences (including vacation days) may result in all or partial forfeit of PFA funds.**

***PRESCHOOL FOR ALL (PFA)** is a city-wide initiative that partially subsidizes childcare center tuition to make preschool affordable for children in San Francisco. In order to qualify, your child must be **a)** a SF resident, **b)** be 4 years old on or before 12/2/2019, and **c)** attend preschool 5 days/week. **Please Note: PFA subsidy depends on funding and is NOT guaranteed. PFA funding is only available for one year.**

Ages 2.9-3.5	Monthly Fee Community Participant	Monthly Fee Facility Membership
5 days/week FULL DAY	\$1,679	\$1,488
Ages 3.5-5	Monthly Fee Community Participant	Monthly Fee Facility Membership
5 days/week FULL DAY	\$1,679	\$1,488
PFA RATE* Ages 4-5.5	Monthly Fee Community Participant	Monthly Fee Facility Membership
5 days/week FULL DAY	\$1,311	\$1,120

Center Calendar:

Please refer to the calendar for special events and the following center schedule:

- 4:00pm Early Closures: There will be three (3) scheduled early closure days for an all staff meeting and/or center clean-up. On early closure days, a late fee will be assessed for children picked-up after 4:15 PM.
- Staff Development Training/Center Maintenance: Throughout the year, we will be closed on other days for staff development trainings and/or center maintenance.

These dates are scheduled on the Preschool calendar. If the schedule changes, parents will be given a 30-day advance notice. We will be closed for 1 week during the month of August and December. The center will be closed for the following holidays/ Staff development Days:

August-2019

12th-16th: Staff Development Day/ Mini summer Break

30th: Early closure at 4:00pm Staff Meeting

September:

2nd: Labor Day Holiday

October:

14th: Indigenous People's Day/ Staff Development Day

November:

11th: Veteran's Day / Staff Development Day

27th-29th Thanksgiving Break

December:

23rd-31st: Winter Break/ Staff Development Day/staff online training/recertification

January 2020:

1st: New Year's Day

17th: Early Closure at 4:00pm Staff Meeting

20th: Martin Luther King Day

February:

17th: President's Day/ Staff Development Day

March:

30th-31st: Staff Development Day/Mini Spring Break

May:

22nd: Early closure at 4:00pm

25th: Memorial Day

July:

3rd : Independence Day observed

August-2020:

10th-14th Staff Development Day/ Mini summer Break

ILLNESS/MEDICATION POLICY

ILLNESSES

If your child shows signs of any of the following at school, they will be immediately sent home.

(See following pages)

MEDICATION POLICY

Medication, which needs to be administered, should:

- a) Be given directly to the staff
- b) Contain written instructions as to quantity, time for it to be administered, name and number of doctor and any other directions.
- c) Be accompanied by a medical permission slip signed by the parent.
- d) Be brought in original bottle/containers with doctor's prescribed dosage labeled on the bottle

Our staff is not authorized to administer shots or use medical equipment.

No over-the-counter medication can be administered.

ILLNESS POLICY

San Francisco Department of Public Health
Child Care Health Program
30 Van Ness Avenue, Suite 260
San Francisco, CA 94102

POLICY: Children who are mildly ill, but do not qualify for exclusion, will be accepted for care in the regular program. Children who become ill with excludable symptoms while at the center, will be cared for away from the group until the child is picked up by an authorized adult. Specialized care plans will be followed.

PURPOSE: To insure every child a healthy, safe and supportive experience.
To protect the health of everyone in the group.
To assist program staff in meeting all children's needs.
To protect the rights of the family and child.

PROCEDURE:

1. Understand the reason for excluding a child.
 - a. The illness prevents the child from comfortably participating in daily activities.
 - b. The illness requires more care than the child care staff are able to provide without compromising the health and safety of the other children.
 - c. The symptoms or illness are any of those specified on the "Inclusion - Exclusion Guidelines"
2. Conditions for which you would not automatically exclude a child. *
 - a. Certain conditions, in the absence of symptoms listed on "Inclusion - Exclusion Guidelines," do not require exclusion unless recommended by a physician or symptoms appear.
 - b. CMV or HIV infection or Hepatitis B virus carrier state
 - c. Pink eye without yellow/green drainage
 - d. Rash without temperature or behavior changes
 - e. Non-contagious conditions, such as chronic medical conditions or disabilities
 - f. Runny nose if the child is feeling well

**The final decision to exclude a child from care is made by the staff
of the child care program.**

INCLUSION/EXCLUSION GUIDELINES

Signs and/or symptoms observed	What should staff do?	What needs to happen in order for the child to return?	Dr.'s note required?
1. Unable to take part comfortably in regular activities.	Exclude	Able to take part in activities.	Not needed
2. Level of care or attention needed jeopardizes health & safety of others.	Exclude	Able to be comfortable within ratio.	Not needed
3. Head lice	Exclude	Hair free of nits.	Not needed
4. Runny eyes Watery, red eyes Yellow/green discharge – once Yellow/green discharge reappears	Observe Observe Exclude	No action needed. Clean eyes (from outside corner toward the nose) and observe for more discharge. Treated for 24 hours.	Not needed Not needed Yes
5. Ear pain (tugging at ear) Ear drainage (with or without tubes)	Observe Exclude	Watch for fever or increase in pain. Medicine started.	Not needed Yes
6. Nose/Mouth Mucus Sores	Observe Exclude	Watch for other symptoms. See a doctor. *Fever and antibiotic guidelines apply.	Not needed Yes
7. Sore throat First complaint With fever*	Observe Exclude	Watch for other symptoms. See a doctor. *Fever and antibiotic guidelines apply.	Not needed Yes
8. Stiff neck Infant Child With fever and/or headache	Exclude Observe Exclude	See a doctor. Watch carefully for fever and headache. Cleared by MD, perhaps Health Dept.	Yes Not needed Yes

Inclusion/Exclusion Guidelines, continued

Signs and/or symptoms observed	What should staff do?	What needs to happen in order for the child to return?	Dr.'s note required?
9. Rashes First noticed Rash (with fever or behavior change) Skin sores (weepy/scaly) Diaper rash (simple) Diaper rash (with bumps or sores)	Observe Exclude Exclude Observe Exclude	Observe for change and other symptoms. See a doctor. Medicine and covering for sore. Document appearance/air dry. Medication and rash clearing.	Not needed Yes Yes Not needed Yes
10. Fever (axillary temp.– under arm) Under 4 months old with 100°Ax. Over 4 months with temp over 100° Ax. With other symptoms	Exclude Observe Exclude	Temperature normal 24 hrs. For other symptoms. Temperature normal 24 hrs.	Yes Not needed Yes
11. Respiratory Uncontrolled coughing or sneezing Difficulty breathing Wheezing	Exclude Exclude Exclude	Return when controlled. Breathing easily with or without medication. Breathing easily with or without medication.	Not needed Yes Yes
12. Abdominal pain First complaint Continues for 2 hours, or increases in severity.	Observe Exclude	Watch for other symptoms. Pain gone, no diarrhea.	Not needed Not needed
13. Vomiting One small amount, no fever. Two or more episodes in 24 hours.	Observe Exclude	Child may rest in class. Return 12 hours after last vomiting.	Not needed Not needed
14. Loose or watery BM Cannot be contained in diaper. Three or more episodes in 24 hours.	Exclude Exclude	When symptoms gone. When symptoms gone.	Not needed Not needed
15. Antibiotic therapy	Exclude	After 24 hours.	Yes

Inclusion/Exclusion Guidelines, continued

Illnesses which have been diagnosed	What should staff do?	What needs to happen in order for the child to return?	Dr.'s note required?
1.. Chickenpox	Exclude	Until 6 days after the first pox starts.	Yes
2. Hand-Foot-and –Mouth Disease	Exclude ONLY if child has drooling with mouth sores or has other exclusion criteria	When exclusion criteria are resolved.	No
3. Hepatitis A	Exclude	Until 7 days after illness starts and fever is gone. Or as directed by a local health department officer when immunoglobulin (IG) is given.	Yes
4. Impetigo	Exclude	24 hours after treatment has begun.	Yes
5. Measles	Exclude	Until 6 days after onset of rash.	Yes
6. Meningitis	Exclude	Bacterial: After treatment Viral: when child can participate in activities.	Yes
7. Mumps	Exclude	Until 9 days after onset of swelling.	Yes
8. Pertussis (whooping cough)	Exclude	Until 5 days after antibiotic begins.	Yes
9. Ringworm	Exclude at end of school day	Once treatment is started	No
10. Rubella (German measles)	Exclude	Until 6 days after onset of rash.	Yes
11. Salmonella	Exclude	After 3 negative stool cultures	Yes
12. Scabies and other parasites	Exclude	24 hours after treatment.	Not needed
13. Shingles	Exclude	Until sores are crusted over	Yes
14. Shigella	Exclude	After treatment and 2 negative stool cultures	Yes

Inclusion/Exclusion Guidelines, continued

Illnesses which have been diagnosed	What should staff do?	What needs to happen in order for the child to return?	Dr.'s note required?
15. Strep Throat or other streptococcal infection	Exclude	Until 24 hours after antibiotic treatment has started.	Yes
16.. Tuberculosis (TB)	Exclude	Until treatment has begun, fever is gone, and cleared by a public health officer.	Yes

Note: Illnesses listed in bold are reportable to the Health Department.

DROP OFF AND PICK UP GUIDELINES

SIGN IN/OUTS

When you drop off or pick up your child, **PLEASE ENTER THE CLASSROOM** to sign the Ipad/attendance sheet. A full signature and exact time must be provided. The staff use the attendance sheets each day to determine which children are on site at any given time. No one under the age of sixteen years may sign in/out a child. There are no in/out privileges. Once your child is signed out, s/he is signed out for the day unless prior arrangement has been made with the site director.

**During pickups and drop offs, please check your child's cubby for any paperwork including "ouch reports," reminders, school letters, etc.*

DROP-OFFS

Drop-off is between 7:00-8:45 AM for our school year. Please have your child at Preschool **by 9:00 AM**. Classroom activities begin promptly at **9:00 AM** and late entrances are disruptive to the program. Please call if your child will be late on any given day. Calling will not always allow entrance of your child to the program **after 9:00 AM**. Only valid documented reasons will be accepted at the discretion of the site supervisor. **11:00 a.m. is the cut-off for late arrivals with documented reasons.**

**For the courtesy of other families and our neighbors, please allow no longer than a ten minute drop off/pick up period.*

PICK-UPS

Early Pick-up is between 12:30-12:45PM and after 3:30-5:50PM due to un-interrupted nap schedule. **A late pick up notice will be issued after 6:00pm.** A late fee of \$1.00 a minute past your designated pick up time will be charged. Frequent late pick-ups may cause termination of child care services. The following procedures will be taken in the event that you, or an individual listed on your release form does not pick up your child.

- 1) Anytime you will be late, it is important to call the center to inform staff. We are more than willing to do all that is necessary to assist families in an emergency situation. The call allows us to reassure the child that someone is on the way; we will call all the individuals listed on the release form until we reach one who can come for a child.
- 2) Child Protective Services or 911 will be notified if your child is not picked up by 6:30pm and that no one can be reached to pick up the child. The child may be picked up at the local police precinct. A late fee of \$1.00 per minute also applies in this situation

RELEASING CHILDREN

For your family's protection, we must have current release information on file at the site. Without prior written permission, we will not under any circumstance release your child to any person other than an individual listed on the registration form which must be written in your handwriting. Keep in mind, any individual on this form is authorized to pick up or drop off your child at any time without prior notice. At initial pick up these individuals are required to show a form of identification.

PRESCHOOL CURRICULUM GUIDELINES

21st Century Learning Objectives

- Collaborating
- Creating
- Critically thinking
- Contributing
- Conversing
- Connecting
- Communicating
- Innovating
- Problem solving
- Globally aware

Social & Emotional Learning

Social & Emotional Learning Core Competencies



REGGIO EMILIA INSPIRED GUIDING PRINCIPLES

The Image of the Child: All children have preparedness, potential, curiosity and interest in constructing their learning, in engaging in social interaction and in negotiating with everything that their environment brings to them.

The Role of the Teacher: Teachers listen to and observe children closely in order to plan and proceed with their work with the children. They use the understanding they gain to act as a resource for the children. Teachers ask questions, discover the children's ideas, hypotheses, and theories, stimulate thinking and provide occasions for discovery and learning. The role of the teacher is to be a learner along with the children as they co-construct the learning experience and explore with the children. Teachers consider themselves researchers and partners in learning and enjoy discovering with the children.

Relationships: Learning is based on relationships between teachers, parents and children in their environment. Together; children, teachers, and parents co-construct knowledge in the context of the school.

Environment: The environment is warm and welcoming and fosters children's ability to make choices, problem solve, master skills and develop relationships. The environment is used as a third teacher and makes the children's learning process visible.

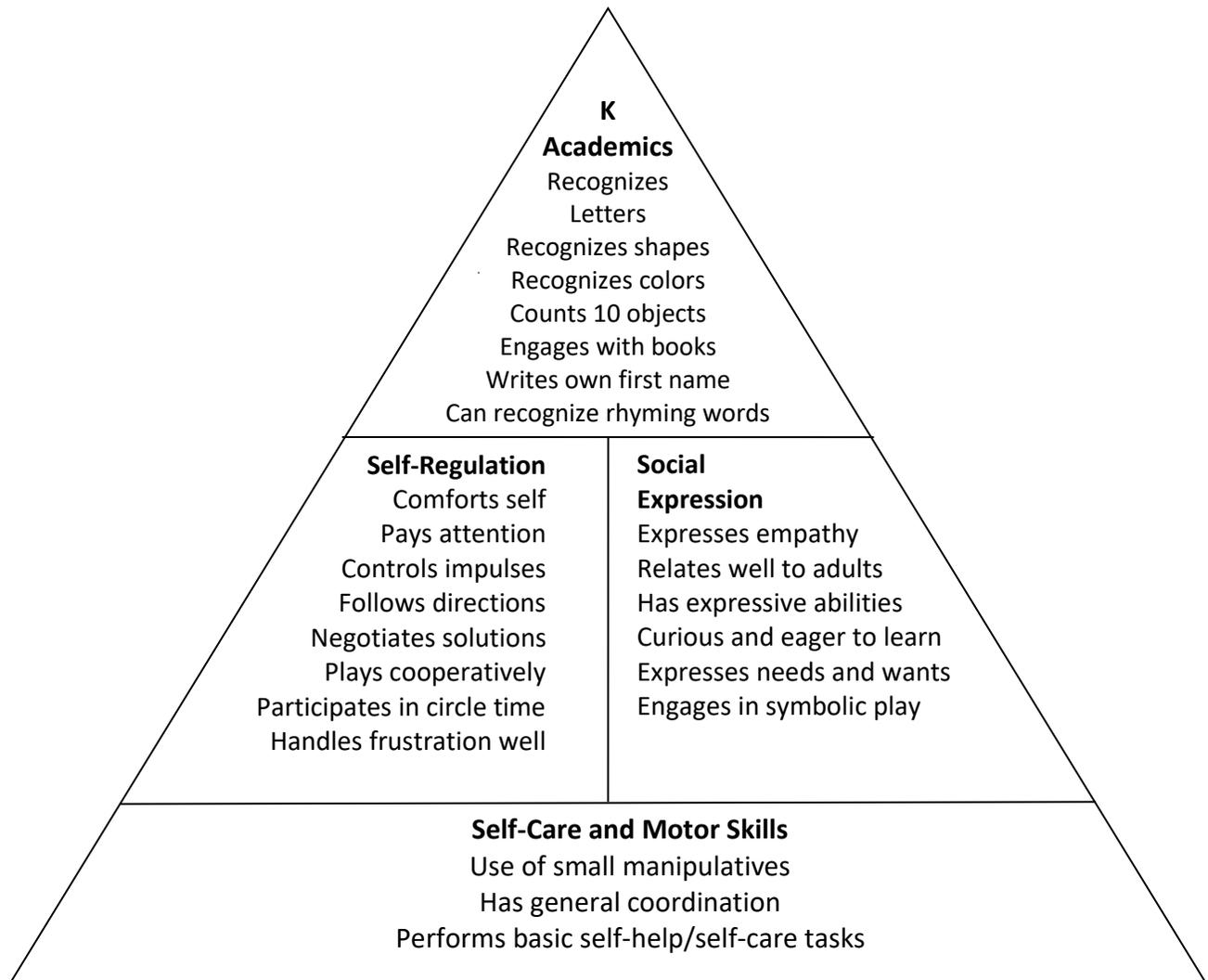
Parent Involvement: Parents are considered to be an essential component of the program as part of the advisory councils of each school and supporting classroom activities, celebrations, and school events. They are a competent and active part of the community of learners that includes children, teachers and other adults.

Collaboration: Based on mutual respect, collaboration among teachers, children and parents is a key element. Children, teachers and parents collaborate as equal partners in joyful experiences that encourage the development of knowledge, self-esteem and a deep commitment to the community. Working together at every level enhances and enriches the opportunities for learning and discovery.

Documentation: Observing children in action and documenting what they are learning, is an important component used to create ideas for projects as well as to make learning visible. Documentation provides opportunities for the teachers, children, and parents to revisit their ideas, activities and projects, and to reflect on their experiences.

Projects: Short and long-term projects are in-depth studies of concepts ideas, and interests, which arise within the group. Project ideas originate as the children and teachers construct knowledge together. Projects can last a few days to several months.

GUIDELINES FOR BASIC KINDERGARTEN READINESS



The following learning areas are offered to the children and are an essential component to our daily curriculum (see following page)

(Learning Area)	(Activities)	(They are learning)
Art	Drawing, coloring, Painting, using scissors and glue	<ul style="list-style-type: none"> • Hand-eye coordination, Fine motor skills, using symbols to represent their thoughts, Exploring new and different mediums Creativity
Manipulative	Working on puzzles, Lego, games, play dough	<ul style="list-style-type: none"> • Pre-math skills-grouping, ordering, matching, sequencing, and fine motor skills
Science	Water table, observing the weather, experiments and plants	<ul style="list-style-type: none"> • Problem solving skills, observations and drawing conclusion
Music and Movement	Singing, dancing and playing various instruments	<ul style="list-style-type: none"> • Expressing oneself and emotions, Learning different languages and cultures, Gross and fine motor skills, Recognizing rhymes, Participating cooperatively in a group
Physical Development	Jumping, running, ball playing, riding the tricycles and exploring the play structure	<ul style="list-style-type: none"> • Motor skill, Social skills , Developing self-confidence
Dramatic Play	Dress up clothing and acting out roles	<ul style="list-style-type: none"> • Socializing, Pretending with objects, Practicing basic life skills
Blocks Building	various structures and pretending	<ul style="list-style-type: none"> • Understanding weight, size and shape, Language skills by discussing with other children what they are building, Cooperation and planning

MEALS AND SNACKS

BREAKFAST

Please give your child a nutritional breakfast at home **before** coming to school.

LUNCH

The Stonestown Family YMCA is committed to ending childhood obesity through our Healthy Eating Physical Activity initiative (HEPA). Our lunches and snacks are catered by a company called Chefables. They provide us with a healthy lunch that is dropped off fresh each morning. Lunch is served to the children family style where children may serve themselves. Teachers sit with children to facilitate healthy and fun conversation over lunch. No child is ever forced to eat something they don't want to eat. However, we do encourage each child to place at least a small amount of each item of food on their plate.

SNACK

Morning and afternoon snack is provided for full day students. Snacks are catered by Chefables.

SAMPLE MENU

Monday	Tuesday	Wednesday	Thursday	Friday
<p>2</p> <p><u>AM Snack</u> Barbara's Breakfast Cereal Whole Fresh Fruit</p> <p><u>Lunch</u> Natural Chicken Tenders Fuji Applesauce Steamed Vegetables</p> <p><u>PM Snack</u> Yogurt Yummy Granola</p> <p><i>(V) Cheesiest Pizza</i></p>	<p>3</p> <p><u>AM Snack</u> Home Baked Bagel Whole Fresh Fruit</p> <p><u>Lunch</u> Moroccan Garbanzo Beans served with W.W. Pita Fresh Fruit Steamed Vegetables</p> <p><u>PM Snack</u> String Cheese Whole Grain Crackers</p> <p><i>(V) Same</i></p>	<p>4</p> <p><u>AM Snack</u> Whole Grain Pancakes Strawberry Compote</p> <p><u>Lunch</u> Chicken & Veg Stir Fry served with Brown Rice Fresh Fruit</p> <p><u>PM Snack</u> Corn & Carrot Salad W.W. Tortilla</p> <p><i>(V) Veg & Bean Stir Fry</i></p>	<p>5</p> <p><u>AM Snack</u> Home Baked English Muffin Whole Fresh Fruit</p> <p><u>Lunch</u> Grilled Chicken Chili Con Carne with W.W. tortilla Fresh Fruit Steamed Vegetables</p> <p><u>PM Snack</u> Home Baked WG Graham Crackers Whole Fresh Fruit</p> <p><i>(V) Bean Chili</i></p>	<p>6</p> <p><u>AM Snack</u> Home Baked Blueberry filled "Rolls" Rounds Whole Fresh Fruit</p> <p><u>Lunch</u> Egg Bagel Sandwich Fresh Fruit Steamed Vegetables</p> <p><u>PM Snack</u> Homemade Apple Coleslaw Home Baked Roll</p> <p><i>(V) Same</i></p>
<p>9</p> <p><u>AM Snack</u> Barbara's Breakfast Cereal Whole Fresh Fruit</p> <p><u>Lunch</u> Egg Fried Rice Fuji Applesauce Steamed Vegetables</p> <p><u>PM Snack</u> Yogurt Yummy Granola</p> <p><i>(V) Same</i></p>	<p>10</p> <p><u>AM Snack</u> Home Baked Healthy Moring Muffin Whole Fresh Fruit</p> <p><u>Lunch</u> Cold Chicken Salad Sandwich served on a W.W. Bun Fresh Fruit Broccoli Salad</p> <p><u>PM Snack</u> Home-Baked WG Graham Crackers Whole Fresh Fruit</p> <p><i>(V) Toasted Cheese Sandwich</i></p>	<p>11</p> <p><u>AM Snack</u> Cinnamon Raisin Oatmeal Whole Fresh Fruit</p> <p><u>Lunch</u> Cheesy Sticks served with Mannara Dipping Sauce Fresh Fruit Steamed Vegetables</p> <p><u>PM Snack</u> Broccoli & Pasta Salad</p> <p><i>(V) Same</i></p>	<p>12</p> <p><u>AM Snack</u> Home Baked Fresh Buttermilk Biscuit Whole Fresh Fruit</p> <p><u>Lunch</u> Roasted Chicken Soft Taco Fresh Fruit Salsa Salad</p> <p><u>PM Snack</u> "POP" Rice Whole Fresh Fruit</p> <p><i>(V) Black Bean Taco</i></p>	<p>13</p> <p><u>AM Snack</u> Home Baked Breakfast Bar Whole Fresh Fruit</p> <p><u>Lunch</u> Sweet Potato Turkey Meatloaf served with a W.W. Roll Fresh Fruit Steamed Vegetables</p> <p><u>PM Snack</u> Chicken Salad Home Baked Rye Roll</p> <p><i>(V) Brown Rice & Beans</i></p>

ALLERGIES

If your child has a food allergy alternative snack and lunch which are labeled and packaged separately will be provided by Chefables. We are also a **NUT FREE** program.

HEALTHY EATING PHYSICAL ACTIVITY (HEPA) GUIDELINES

The **YMCA of San Francisco, Stonestown Family** has committed to the Y of the USA's Healthy Eating and Physical Activity (HEPA) Standards. Based, in part, on years of research with key partners, the HEPA standards are focused on building a healthier future for children by creating environments rich in opportunities for healthy eating and physical activity.

The HEPA Standards focus on 5 key areas of commitment : (1) Beverages, (2) Food, (3) Physical Activity, (4) Screen Time, and (5) Family Engagement. A brief outline of the HEPA standards are provided below:

Healthy Eating and Physical Activity Commitments	
Beverages	<ul style="list-style-type: none">• Water will be accessible and available to children at all times• Provide only water and unflavored low-fat (1%) or nonfat milk (for children 2 or older)
Food	<ul style="list-style-type: none">• Fruits or vegetables (fresh, frozen, dried or canned in their own juice) are provided at every meal and snack• Offer only whole grains• Provide foods that do not list sugar as one of the first three ingredients – or – that contain more than 8 grams of added sugar per serving.• Do not provide fried foods. Fried foods include items like potato and corn chips, French fries, chicken patties or tenders, fish sticks, tater tots, etc.• Do not provide foods that contain trans fats (listed as partially hydrogenated oils in ingredients)• Serve meals/snacks “family style” whenever possible
Physical Activity	<ul style="list-style-type: none">• Children will have opportunities for moderate to vigorous physical activity for at least 60 minutes per day during a half-day program and up to 120 minutes during a full-day program
Screen Time	<ul style="list-style-type: none">• Limit screen time to less than 30 minutes per day for children in half-day programs and less than 1 hour per day for those in full-day programs
Family Engagement	<ul style="list-style-type: none">• Offer engaging information and activities for parents and caregivers focused on healthy eating and physical activity for children a minimum of 4 times annually

Staff Role Modeling

Role-modeling is at the foundation of HEPA. When healthy habits are role-modeled, children begin to develop tastes and preferences for a healthy diet and lifestyle. Because of this, we encourage our staff to sit and eat with the children during snacks and meals and model active living by participating in physical activities with children, as physically able.

Allergies

We understand that allergies can be scary, life-threatening conditions for many. Please remember to update our staff of all new (and existing) food allergies so we can protect your child. An updated allergy list is kept in each classroom.

GENERAL SCHOOL GUIDELINES

NO CELL PHONE POLICY

We want children to have a positive drop off experience at school during their morning transition. Please refrain from being on your phone during drop off and pick up. The use of cell phones may be disruptive to the program and take away important conversation/check-in time between teachers and families.

POTTY TRAINED POLICY

All children must be fully potty trained to enter the program. Child must be able to communicate toileting needs and independently help him/herself in the bathroom. Our facility is not licensed to accommodate diapers or pull-ups. This includes nap time. If children who have 3 consecutive potty accidents in one week, teachers will implement a plan with parents to help the child to be successful.

CLOTHING

Your child should wear durable play clothes that you don't mind getting dirty. A jacket or sweater should be provided, as the weather is always unpredictable in San Francisco. For your child's safety, **open toed shoes are not permitted.**

Spare clothing will be kept in your child's cubby and should include:

- 2 shirts
- 2 sets of pants
- 2 pairs of underwear
- 1 pair of socks

Wet clothes will be sent home on the day of an accident. Please return or replace them on your next day of school. **PLEASE MARK YOUR CHILD'S NAME CLEARLY ON ALL ARTICLES OF CLOTHING;** this will help us locate lost items faster.

NAP

If your child will be napping, please furnish a small child-sized blanket and crib sheet. Nap materials **must be taken home** for weekly washing on your child's last weekday. It is easiest to carry and store bedding in a labeled pillow case or backpack. Please be mindful of your child's cubby size and choose bedding items of the appropriate size. Please do not provide sleeping bags.

BACKPACKS

Please send your child to school with an appropriate size backpack that can hold belongings such as nap supplies, water bottles, artwork, and any other items that may be transported to and from school on a regular basis.

FIELD TRIPS

The preschoolers are taken to places of interest throughout San Francisco. Transportation will be by MUNI, Bart, YMCA vehicles, and walking. Parents are invited to volunteer for field trips. **We cannot transport parents in the YMCA vehicles** due to our insurance regulations and space limitations. Parents who volunteer are expected to follow the leadership of the site coordinator or teacher in charge and sign off on a chaperone agreement form.

**Field trips may be cancelled due to inclement weather or any other unforeseen circumstances.*

BIRTHDAYS

A special day for a child deserves special recognition. You are welcome to bring in appropriate refreshments to be served at our regular lunchtime or afternoon snack time. We encourage parents to be creative in celebrating birthdays. Some ideas if you are interested in bringing a birthday snack are: fruit salad, sugar-free pudding, Jell-O. We ask that parents refrain from bringing in full cakes or full-sized cupcakes. **Mini-cupcakes are preferred.** Please inform the teachers or site coordinator **48 hours in advance** so that they may prepare.

SHARE DAY/SHARING ITEMS FROM HOME

The objective of Share Day is for our children to have the opportunity to build self-esteem among the group and for children to acquire language. Dates and times that children should bring in items to share from home will be designated by Lead Teachers. *We prefer that children keep all toys and other valuable items home **at all times**. We ask that children do not bring in any licensed characters, action figures, or replicated guns, knives, or swords.*

BABYSITTING

YMCA employees who are responsible for the care, supervision or instruction of children are not allowed to baby-sit outside the YMCA for children in YMCA programs. We ask that you please follow these guidelines and recommendations set forth by the YMCA of San Francisco Association Office and not ask staff to baby-sit.

TRANSPORTATION

YMCA staff is not permitted to transport program participants in their private vehicles unless it is an emergency. Staff is not permitted to provide rides to families.

GRADUATION

We want our preschoolers to have the best possible experience in the program and to celebrate their accomplishments with their fellow classmates at the end of the school year. Children in their pre-k year may participate in the commencement ceremony upon **completion** of the program.

**Families taking vacation time during the summer must continue to pay the monthly tuition in order to secure their child's placement in the program.*

PARENT INVOLVEMENT

Stonestown YMCA Preschools are a family-centered program. We believe in parent and program team collaboration. We encourage and welcome parent participation in the program by visiting the center and becoming involved through family programs, volunteering, and participating in our semi-annual program evaluations and special events.

Parents may volunteer for the following:

- Fieldtrips/Special Events: Assist in ratio for fieldtrips, special events, picture day, etc.

CELEBRITY DAYS

• Special classroom/center guest: (the following activities must be discussed, approved and/or scheduled with staff ahead of time):

- Read to the children
- Lead a special project or activity (i.e. cooking, music, art, science, etc.)
- Share cultural events, stories, etc.
- Perform, teach dance, play musical instruments, etc.

Parent Classroom Representative/Parent Advisory Committee:

As a member of the Parent Advisory Committee (PAC), also known as the Steering Committee. The PAC is one of the best ways to involve parents in the program because parents are not only helping to strengthen the program quality; they are also learning and benefitting themselves through the experience. The steering committee is made up of parent volunteers. The committee meets on a monthly basis and as needed. This volunteer group provides support to Preschools by giving feedback and recommendations for improvement(s), finding resources, and fundraising. Meetings are generally held on the 3rd Wednesday of every month from 4:30pm-5:30pm (LCOS) and 4th Wednesday of every month from 5:00-6:00pm (St. Francis).

• **Special Events Committee:** Parents may volunteer to assist staff in planning and organizing special events like the Halloween Parade and Fall Festival, Winter Holiday Party, Annual Giving Campaign, Open-House and various other center-wide celebrations. One of the main goals of this committee is to encourage other parents to participate and ultimately, to help strengthen the Preschool community.

PARENTAL ROLE

Involvement of the parents in the program is essential. Cooperation with all the policies and procedures is expected. Please take every opportunity to talk to the YMCA staff about your child. Ask your child about the program each day.

DONATIONS

We appreciate all donations made to the school. We ask that you please stick to the wish list provided by teachers. Donated items should be free of all licensed characters. If you have items that you think our children can benefit from, please check with the site coordinator.

STONESTOWN FAMILY YMCA ANNUAL GIVING CAMPAIGN

Every year, the YMCA of San Francisco hosts an Annual Giving Campaign where families, staff and other members of the community are encouraged to actively participate in giving back to the organization. The Stonestown Family YMCA uses its funds raised from this campaign to provide an array of services to our community including hot lunches for seniors, preschool financial aid and extracurricular activities and afterschool scholarships. There are many ways for your family to be involved in annual giving campaign. You may volunteer as a campaign manager or campaigner, helping to raise funds through telethons or web pages or you may choose to give monetarily. Lots of information and opportunities to help with Annual Giving Campaign will be available.

EXTRACURRICULAR ACTIVITIES

SWIM

The Pre-K classes are eligible to participate in swim lessons held at the main facility.

On swim days your preschooler *must* have the following to participate in swim

1. A swimsuit on underneath their regular preschool clothing
2. A name-labeled gallon-sized Ziploc bag with underwear and any other clothing necessary to change into after swim

Failure to provide these items will result in your preschooler missing their swim lesson for that day.

Students will travel by YMCA bus to the main facility to participate in swim lessons coached by Stonestown YMCA aquatics staff. Aquatics staff is required to maintain a 1:4 ratio with a lifeguard stationed at poolside during lessons. Parents are welcome and encouraged to observe their child during swim lessons.

Swim is a completely optional program that is at no additional cost to our families. If for any reason you feel that you do not want your child swimming, please let your site coordinator know and your child will “opt out” for the rest of the school year.

At the discretion of the teachers and site coordinator, students that are not thriving or being safe at swim will be “opted out” of swim for the remainder of the school year.

BALLET

Students may participate in ballet class offered at the Stonestown Family YMCA Annex and hosted by a certified dance instructor. Due to limited spots in the class, sign-ups are arranged individually with the Site Director for interested families. A separate fee aside from monthly preschool tuition is required for students to participate in ballet.

PEE-WEE SPORTS

Students will participate in soccer, t-ball, and basketball lessons over the course of the school year facilitated by a Stonestown Family YMCA sports coach. Students will be transported by the YMCA school bus to and from Junipero Serra Playground, 300 Stonecrest Dr, San Francisco, CA 94132. Please send your child to school in comfortable clothing on sports days.

DISCIPLINE AND BEHAVIOR EXPECTATIONS

DISCIPLINE POLICY

The Stonestown Family YMCA Preschool strives to create an environment of acceptance, understanding, learning and safety in all of its programs. The preschool program focuses on providing social, emotional and educational learning opportunities for all students.

In order to achieve these goals, the school has basic guidelines which must be met by all students:

- Students shall treat one another and their teachers with **RESPECT**. Students are taught respectful language and behavior towards each other, adults, and the preschool property. Disrespectful language, hitting, kicking, or other hostile actions are unacceptable.
- Students shall be **CARING** to one another and their teachers. Students, who intentionally hit, kick, bite or injure another student or adult will be sent home.
- Students shall act in a **RESPONSIBLE** manner. Students will take care of their bodies, the preschool property, and their things.
- Students shall act with **HONESTY**. Students will be truthful and use their words.

When we have a child who is not responding to our usual requests to change negative behavior, we give the child the opportunity to “calm their body” or “take some quiet time”. This is used as a cooling and thinking period for the child in which:

- a) The child is asked to sit out of the activity.
- b) During the time the child is calming down, the child is asked to consider the behavior and why it is not acceptable.
- c) When the child has calmed down, the teacher and child discuss the child’s behavior, the consequences of that behavior, and an alternative; more positive behavior.

Please note that time away from the large group is used to try and redirect negative behavior with positive behavior. They are allowed to return to the group as soon as they feel ready. We do not use corporal punishment. In the event that a child’s negative behavior cannot be improved through discussion between teacher and child, the following steps will be taken:

SUSPENSION

Throughout the time you attend the YMCA, your child may be put on suspension for any of (but not limited to) the following reasons:

- Violation or any behavior agreements and/or expectations
- Severe disciplinary problems
- Delinquent fee payments
- A child poses a threat to the safety of other participants, staff, or his/herself (in severe cases a probationary period will not be provided, your child will be terminated).
- We reserve the right to dismiss any child from the program should the probationary period not alleviate the issues.

BITING POLICY

We will do everything we can to prevent biting. However, in the event that it occurs, we will take the following steps:

We will wash the affected area with soap and water, and apply a cold compress.

An incident report will be written for both children involved, and both parents will be notified about the biting incident. We will keep the identity of the biting child confidential. If the biting behavior persists, the parent of the biting child will be asked to schedule a meeting with us regarding the biting and a behavior plan will be created to help the child. If the behavior continues, the parent will be called to pick up the child and child care services will be terminated.

BEHAVIOR EXPECTATIONS AND ACTION PLAN

This action plan was discussed and agreed between all YMCA Preschool Staff for all preschool children. This Action Plan will be implemented for the entire school year and it may be changed depending on individual needs.

Target Behaviors	Goals	Teachers' Action	Consequences
Aggressive Physical Behaviors (i.e. kicking, hitting, punching, pinching, scratching, etc.)	All children are respectful to others.	1 st - Reminder	1 st - Parents will be called if teachers' actions are not successful with the child
Teasing and/or Inappropriate Language	All children are physically safe. All children are emotionally safe.	2 nd - Redirection/ Conflict Resolution 3 rd -Take time to calm the body/take time away from the group	2 nd - Parents may be asked to pick the child up for the day 3 rd - The child may be asked not to return to preschool for one day or up to 2 weeks maximum
Spitting on Others	All children are respectful to others.		4 th -The child may be dropped from the program

If any child's target behaviors become out of control, extreme, and/or a danger to other children and staff, parents will be notified immediately. If the behavior persists, a meeting will be scheduled with the ECMH Consultant, the Site Coordinator, to discuss behavior and possible solutions. Consistent behaviors that are out of control and/or a danger to others may cause a child to be dropped from the program.

EMERGENCY PROCEDURES AND POLICIES

EMERGENCY PREPAREDNESS

In the unexpected event of an emergency e.g., earthquake, fire, inclement weather, etc., the needs of the children's physical safety and emotional well-being are met immediately.

Emergency kits are kept in each classroom.

Staff is required to carry emergency backpacks containing all vital information, supplies, and first aid when students are offsite.

EVACUATION SITE:

St. Francis:

COMMODORE SLOAT ELEMENTARY SCHOOL LOWER PLAYGROUND
50 Darien Street
San Francisco, CA 94127

LCOS:

MERCED HEIGHTS PLAYGROUND
801 Shields St, San Francisco, CA 94132

NATURAL DISASTERS

Earthquake and fire drills are practiced monthly.

In case of an earthquake, we will remain in the building and seek shelter under a strong desk or doorway. In case of fire or gas leak we will evacuate to the specified sites.

SEVERE INJURIES

If your child is severely injured, the site coordinator will take necessary steps to obtain emergency medical care. The Stonestown Family YMCA assumes no financial obligation for any such treatment. These steps may include, but are not limited to:

- A. Call 911
- B. Contact parent or guardian
- C. If parent or guardian cannot be reached, the next person listed as an emergency contact will be contacted

Admissions Agreement

Acknowledgement/Agreement:

As the parent or legal guardian of _____ (child's name), I understand, agree to and acknowledge the following:

- A. That I have received a copy of the Stonestown Family YMCA Preschool Handbook and will comply with the policies set forth. I further acknowledge that I have received copies of the following documents required by the State of California, Community Care Licensing:
1. Identification and Emergency Information Form (LIC 700)
 2. Child's Preadmissions Health History-Parents' Report (LIC 702)
 3. Physician's Report (LIC 701)
 4. Consent for Medical Treatment Form (LIC 627)
 5. Immunization Requirements
 6. Admissions Agreement
 7. Notification of Parents' Rights (LIC 995)
 8. Personal Rights (LIC 613A)
 9. Stonestown Family YMCA Preschool Parent Handbook
- B. That the Stonestown Family YMCA Preschool is a child development center for children 2.5 Years old 6 years, Monday through Friday from 7:00AM to 6:00PM. **My monthly tuition provides my child with 10 hours of child care services a day (example drop off at 7:00am, must be pick up at 5:00pm, or 7:30am-5:30pm)** Optional extended hours during normal operating hours may be arranged at \$10 an hour, providing that there is staff available. The ratio is 1:8, and could up to 1:12. Snacks will be provided twice a day. In addition, I am aware that I can obtain more information on the child care center by reviewing the Family Handbook or speaking with the administrators.

C. That the monthly tuition rate:

Ages 2.9-3.5	Monthly Fee Community Participant	Monthly Fee Facility Membership
5 days/week FULL DAY	\$1,679	\$1,488
Ages 3.5-5	Monthly Fee Community Participant	Monthly Fee Facility Membership
5 days/week FULL DAY	\$1,679	\$1,488
PFA RATE* Ages 3.5-5	Monthly Fee Community Participant	Monthly Fee Facility Membership
5 days/week FULL DAY	\$1,311	\$1,120

PRESCHOOL FOR ALL (PFA) is a city-wide initiative that partially subsidizes childcare center tuition to make preschool affordable for children in San Francisco. In order to qualify, your child must be **a)** a SF resident, **b)** be 4 years old on or before 12/2/2019, and **c)** attend preschool 5 days/week. **Please Note: PFA subsidy depends on funding and is NOT guaranteed. PFA funding is only available for one year.**

- D. Monthly tuition remains constant regardless of attendance due to illness, vacation, holidays or other.
- E. That field trips, either by walking or in YMCA vehicles or buses, are a part of child care program activities.
- F. Authorization for the YMCA to take photographs, videos, motion pictures and/or sound recordings of the child care participant or members of the participant’s family. I further grant the YMCA permission to use the photographs, video, motion pictures and/or sound recordings in its general publicity materials.
- G. That YMCA staff and volunteers are not allowed to baby-sit or transport children at any time outside of the YMCA program.
- H. That I will use a full legible signature to sign in and out each day and that I will escort my child to his/her classroom teacher.
- I. That a person arrives to pick up my child must be over 18 years of age.
- J. That should a person arrive to pick up my child who appears to be under the influence of drugs or alcohol, for the child’s safety, staff will contact an alternative person on my emergency contact list to pick up my child or staff will have no recourse but to contact the police.
- K. That the YMCA is mandated by state law to report any suspected child abuse or neglect to the appropriate authorities for investigation.
- L. I understand that Stonestown Family YMCA Preschools are licensed by the Department of Social Services, Community Care Licensing, and whose representatives have the right to interview children or staff, and to inspect and audit child or facility records without prior consent. The Department of Social Services shall have the authority to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a licensed medical professional physically examine the child(ren).
- M. I understand that it is my responsibility to update the staff on my child’s allergies and contact information.

- N. I understand that the staff may not dispense any over the counter medication to my child and that only prescription medication is allowed if following the policies on the family handbook.
- O. That the YMCA may terminate my child's enrollment for any of the following reasons:
- Emergency names and phone numbers are incorrect.
 - Parent is late picking up child after program center closes.
 - Non/late/Non-Sufficient Funds payment of fees.
 - Failure to adhere to the sign-in/sign-out policies.
 - Failure to notify the YMCA that the child will be absent.
 - Child behavior that is deemed by the YMCA Staff to be dangerous, harmful, or disruptive
 - Harassment, violent behavior or threat of such behavior against a staff person or other members by parent/guardian or persons associated to the child (family member, family friend, etc...).
- P. I understand there is an administrative processing fee for any payment returned by my bank or credit account.
- Q. I understand that I am required to give 30 days' written notice when terminating from the Stonestown Family YMCA Preschool program.
- R. I understand that payments are due 10 days before the first of each month for the next month tuition. A \$15 late charge will be charged if your bill is not paid by the 10th. If you have difficulties making the payment due date, payment arrangements can be made when possible.
- S. I understand that the Center will provide me with a 30 days' advance notice before any changes to the fees.

Parent/Guardian Print Name and Signature

Date

Child Care Representative Print Name and Signature

Date