



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TINY TOT NURSERY SCHOOL OVERVIEW

At the Fairfield YMCA Tiny Tot Nursery School, we:

- Make sure staff members are qualified.
- Emphasize low child-staff ratios, small group size and frequent interactions between caregivers and children.
- Create a staff salary and development plan that cuts turnover, rewards education and emphasizes professionalism.
- Involve and serve parents and families in significant ways that build upon their strengths.
- Make sure materials, equipment and facilities are age appropriate and developmentally stimulating.
- Use a curriculum that supports child-centered and child-directed activities.
- Stress positive reinforcement of children – no name calling or putdowns.
- Value diversity of children and families.
- Provide for a safe, clean and attractive environment.

FAIRFIELD YMCA

841 Old Post Road, Fairfield CT 06824

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Tiny Tot Nursery School PARENT HANDBOOK

The Tiny Tot Nursery School program is child-oriented and play is the center of our curriculum. It is through play that children begin to learn to develop skills, solve problems and to express their ideas.

STAFF

The staff consists of the Director (who is also a head teacher), Head Teachers and Assistant Teachers, all of whom are qualified to work with young children.

Background Checks

A thorough background check by Choice Point is run on all employees and volunteers who work at the Central Connecticut Coast YMCA. Choice Point is a national background checking service. It checks criminal records, motor vehicle violations and the National Sex Offender List. In addition, all child care staff is fingerprinted and their fingerprints are kept on file by the State.

Emergency Training Certification

All full time employees in child care and the Head Teacher at each site are trained in Connecticut Child Care, a combination course developed by the American Red Cross for the Connecticut Department of Public Health which certifies the participant in Infant and Child CPR and Pediatric First Aid. While all staff members are not required to have this certification, they are strongly encouraged to take this course.

Child Abuse Prevention Education

The Child Abuse Prevention course developed by the YMCA of the USA is mandatory for all staff and volunteers of the Fairfield YMCA regardless of the department in which they work. All child care staff is mandated by the State of Connecticut to report signs of child abuse. Making intentional false reports is a punishable offense.

PROGRAM SCHEDULE

The Nursery School program begins at 9:00 a.m. Please wait to enter the classroom until then as our teachers need time to set up for the day.

The school year starts in September after Labor Day and ends in early June. The rest of the year the Fairfield Public Schools calendar is followed for all holidays and vacations, except Christmas vacation. Nursery school breaks a week before the public schools.

PAYMENT POLICY

Payments for the Nursery School Program are made in 10 monthly installments and are due on the 20th day of each month, beginning August 20th and ending on May 20th. A late payment fee of \$20.00 will be charged for payments not received by the 1st of the next month.

Payment contracts are enclosed with the Nursery School Packet and must be signed and returned with the first payment by August 20th. **Participants will not be billed for monthly payments. Only overdue payments will receive a bill.** Therefore, automatic payments from either a credit card or checking account draft are strongly encouraged.

YMCA POLICY

Each parent of a child who attends our school must "swipe" in his/her membership card daily per YMCA policy.

FIRST DAYS SCHEDULE

A child's first days in school are very important ones. Our first days are shortened to facilitate each child's adjustment. The child's first days schedule is in the Parent Packet. The parent should assure his/her child that he/she will have a great day and then say "goodbye" quickly and cheerfully. During the first days, parents should plan to stay outside the classroom and get to know the parents of your child's future friends. If a child becomes upset, the teacher will come and find the parent. Sometimes a hug is all that is needed, other times the parent may need to stay in the classroom a while.

LATE PICK-UP POLICY

If a parent/guardian is running late picking up his/her child, he/she should contact the YMCA. If a child has not been picked up 15 minutes after Nursery School has ended, an attempt to contact the parent/guardian or emergency contact will be made. At this time, the Late Fee policy will go into effect.

A late fee of \$15.00 for each 15-minute period after dismissal time will be added to the parent's account. In the event that late pick-ups frequently occur, a meeting will be set up to discuss alternate arrangements.

DISCIPLINARY PROCEDURE

Since the child will be engaged in age appropriate activities and the atmosphere in the room will be happy and relaxed, discipline problems should be minimal. The children will be praised for their positive behavior. Misbehavior will be redirected to more appropriate activities.

Children will be treated with respect at all times. Use of positive and encouraging language is stressed. If a child is misbehaving he/she will take a "time out" to discuss more appropriate behavior. A child may be restrained as gently as possible if he/she may be at risk of harming himself/herself or others.

DISMISSAL FROM THE PROGRAM

Dismissal from the program is a rare event. The staff will make every effort to work with the parents to provide a successful preschool experience for their child.

A child may be dismissed for any of the following reasons:

- Non-payment of program fees.
- Continued behavioral problems with a child
- Parent is consistently late picking up child
- Program is unable to meet the child's and/or parents' needs
- Excessive verbal or physical abuse from a parent or child.

FIELD TRIPS

Field trips are taken with 4 year olds only.

A field trip permission slip which covers all trips during the school year is included in the Parent Packet. Parents will be notified in advance of each planned field trip. Parents/guardians may be asked to chaperone. Some trips are within walking distance and for those that are farther away, the YMCA buses will be used. On beautiful weather days and/or when the playground is muddy, the teachers may take the children for a walk in the neighborhood.

SNACKS

Children in the 3-year-old classes and 3-day 4-year-old class should bring in a small nutritious snack and beverage each day in a labeled bag or lunch box. Our snack suggestions include a piece of fruit, cheese and crackers, half a sandwich, yogurt, dry cereal or muffins. Please avoid snacks and beverages high in sugar content. For items that require refrigeration, an ice pack should be included in the lunch box. Small juice boxes or a partially filled thermos are best for beverages.

Children that are enrolled in our Pre-K will be given a small snack early in the morning. They should bring a nutritious lunch and beverage to school daily. Lunch is eaten around noon.

Please remember, the YMCA is a nut free environment. Snacks containing nuts are not allowed.

END OF DAY DISMISSAL

If a child is in a car pool or will be picked up by someone other than a parent/guardian, a written note from the parent is required to release the child. If no advanced written notice is given, the child will be kept at Nursery School until a parent/guardian is contacted.

BIRTHDAYS

A child's birthday is an important occasion. Many children enjoy celebrating their birthdays at school. A parent should give teachers advance notice if the parent wishes to celebrate the child's birthday at school. Please remember that some children have allergies and it is best to stay away from foods that contain chocolate, nuts and peanut butter.

Children with summer birthdays may celebrate a "half-birthday" so they can celebrate with their friends also.

CLOTHING

Children should wear comfortable clothes. Children should not wear "dressy" clothes (except on special days) which can not be cleaned easily. Sneakers or rubber-soled shoes are best for outdoor play. During inclement weather, the children should be sent in with appropriate clothing, such as boots, mittens, hats, etc.

Please label all clothing. An attempt will be made to connect lost items with their owners. Any unclaimed items will be placed in our Lost & Found box located near the snack machines.

All children must be toilet trained. Frequent bathroom breaks prevent most accidents but accidents do happen so children should bring a spare set of clothes including socks. Please make sure all items are labeled.

PARENT INVOLVEMENT

Parent involvement is encouraged. Parents/guardians are needed for various classroom activities, special events, parties, yearbook, taking photos and fundraisers. A Parent Night is held in October and a Father's Dessert Night later in the year.

PARENT-TEACHER COMMUNICATION:

Parent-teacher conferences are scheduled in January with all parent/guardians. There is no school on conference days. Teachers keep in touch with parents/guardians as much as possible during the school year, recording the child's progress. Progress reports on each

child are done twice a year and sent home for parents/guardians to review. Telephone calls are welcomed at any time for any questions or concerns.

ITEMS FROM HOME

For many children, bringing in a toy or a blanket from home represents a tie with home. The child will be encouraged to keep the blanket in his/her cubbie and to share his/her toy. Please do not send tiny, valuable or fragile items to school.

SNOW/WEATHER POLICY

When the Fairfield Public Schools have a delayed opening, all preschool classes will be cancelled. When the Fairfield Public Schools are closed, the preschool classes will also be cancelled.

Missed days due to snow days will not be made up nor will tuition be refunded.

Cancellations or delayed openings can be determined by calling the Fairfield Public Schools cancellation hotline at 255-TALK (8255) or by listening to your local radio or TV stations.

STAFF/STUDENT RELATIONSHIPS

Staff is not permitted to have contact with children or their families on any personal business while employed by the YMCA. This is done to keep the relationship of the staff and students as professional as possible and with the child's best interests in mind.

WITHDRAWAL AND REFUND POLICY

A 30-day written notice is required to withdraw from preschool. These forms are available at the front desk.

If withdrawal takes place between the 1st and the 15th of the month, the parent will be responsible for a half month's tuition. After the 15th, the parent will be responsible for the full month's tuition.

ABSENCES

Parents should call the school to report a child's absence (255-2834 ext. 2322.) The message should include your child's name, their teachers, and the reason for the absence.

ILLNESS IN SCHOOL

If a child should become ill in school, he/she will be isolated from the other students and supervised by a staff person. A parent will be notified immediately. If direct parent contact has not been made after attempts over a 20-minute time span, the staff will begin contacting the names designated by the parent to act on his/her behalf. On-going attempts will be made to notify a parent if an alternate has been contacted and arrangements for pick up have been made with the alternate.

The following are the most common answers to questions about the wellness policy at school:

- All children and staff must be fever free for 24 hours before returning to school.
- Conjunctivitis: Child may return to school after being seen by his/her physician and all symptoms are gone, including no discharge.
- Impetigo: Child may return to school after 24 hours of medication. All sores must be covered. He/she may not go into the pool until all sores are gone.
- Fifth disease: Child may attend school unless he/she has a fever.

- Ringworm: Child must be seen by a physician. The parent must present a physician's note stating the child may return to school. Sores must be covered to prevent spreading. The child may not go into the pool until all sores are gone.
- Strep Throat: Child may return to school after 24 hours of doctor prescribed medication.
- Scarlet Fever, scarlatina: Child may return to school after 24 hours of doctor prescribed medication.
- Colds: Child should be keep home the first few days of a cold. When the child returns, he/she should be able to care for nasal discharges (with reasonable help from the teachers.) Any nose discharge must be clear. If clear discharge is due to allergies, parents should advise teachers.
- Vomiting: No child should be in school if he/she has vomited the day or evening before the next school day. He/she may return to school after a 24-hour period.

INJURIES

Injuries that occur during school will be treated according to the Parent Permission Agreement. Parents will receive a telephone call in regard to any injuries to the face or head. An accident report is filled out on the injured child, reviewed and signed by the Executive Director and placed in the child's file.

GYM

The gym program starts after school has begun its full time hours. The child should wear comfortable clothing and sneakers on gym days. Gym class is taught by a YMCA Sports Instructor and is held once a week for half an hour.

SWIMMING

Our swim program starts after school has begun its full time hours. The child should wear his/her bathing suit under his/her clothes and bring underwear and a towel in a labeled bag. Certified YMCA Instructors teach these classes for a half hour each week. The Nursery School teachers sit in the pool area observing the children during this time.

Children in our 3 year old classes are not allowed to go into the pool until they have turned 3. If your child is not yet 3, he or she must be picked up by 11:00 a.m. when swimming begins. No child is allowed to sit in the pool area if he/she is not swimming. When the child turns 3, he/she may begin to swim. All children must be potty trained to go into the pool and no pull-ups are allowed.

PRE-K

Our Pre-K program is designed to meet the needs of the 5 year old who is not yet ready for kindergarten or the 4 year old who needs more than a traditional preschool experience.

Thematic weeks are introduced through center-based play and include art, dramatic play, blocks, reading and writing. Instruction is hands-on with emphasis on learning through play and socialization.

This program meets 5 days a week and children bring their lunch. Snack is provided.

Curriculum includes letter writing, introduction to math and science, literature art and music. Instructional swimming and gym are included one day per week. Our schedule also includes outdoor play. Your child must be 4 ½ by December 31st. There is a 1:7 or less teacher/child ratio.

NEW THIS YEAR!!

Pre-K Kids After School

Students stay from 1:00 – 3:00 p.m. and play with their friends for those days parents need just a couple of extra hours for work or errands. Our After School program includes arts and crafts, outdoor play and music.

Sign up at the front desk by the day, week or month.

Fees: Members \$14/day

Non-members \$16/day



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Fairfield YMCA Child Care Parent Agreement Form

I understand and agree that:

- My monthly tuition fee is due the 20th of the preceding month. If the fee is not paid by the 1st of the month, a \$20 fee will be charged to my account and my child care services may be interrupted.
- My monthly tuition remains the same, regardless of the actual number of days in each month.
- No refunds, reductions or credits will be given for closings or absences due to inclement weather, illness, holidays, vacation or suspension from the program.
- I will pick up my child promptly at the close of program or, if late, I will be charged a late fee of \$15.00 for each 15 minutes which must be paid by the next monthly tuition fee.
- If I withdraw my child I must give written notice and will be responsible for up to one month tuition from the day of withdrawal. (If the child is withdrawn before the 15th of the month, the parent will pay for that month and half of the next month. If the child is withdrawn after the 15th, the parent is responsible for that month's and next month's tuition.)
- It is my responsibility to arrange for my child to be picked up promptly if he/she becomes ill and that my child will remain out of the program until his/her condition is safe and appropriate for the program as described in the Parent Handbook.

I have read the Parent Handbook and agree to abide by these policies as long as my child is enrolled in the program.

I understand and have discussed the discipline policies of Tiny Tot Nursery School with nursery school staff.

I hereby give permission for my child to participate in all activities that are part of the Program. I understand the risk associated with these activities and hold the Fairfield YMCA, the Central Connecticut Coast YMCA, its employees, representatives, agents and assigns harmless for any and all claims whatsoever against said parties resulting from or caused by my child's participation.

I grant permission for my child to be transported in YMCA authorized vehicles for field trips or emergencies and for my child to walk to local areas offsite for program activities or field trips.

I grant permission for any pictures taken of my child to be used for Fairfield YMCA publicity and promotional purposes.

Parent/Guardian signature

Date



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FAIRFIELD YMCA Preschool Program Registration and Emergency Information

Please check the program for which you are registering:

3 day 3s 3 day 4s Pre-K Pre-K After School

Child's name _____ Birthdate _____

Home address _____

Telephone _____ Child resides with _____

PARENT INFORMATION

Mother's name _____ Home phone _____

Work place _____ Work Phone _____ Hours _____

Work address _____ Cell Phone _____

Father's name _____ Home phone _____

Work place _____ Work Phone _____ Hours _____

Work address _____ Cell Phone _____

EMERGENCY

Please list 3 people other than a parent who can be notified in an emergency and to whom your child can be released:

1. Name _____ Relationship to child _____

Address _____ Telephone _____

2. Name _____ Relationship to child _____

Address _____ Telephone _____

3. Name _____ Relationship to child _____

Address _____ Telephone _____

The following is NOT allowed to pick up my child: _____

If this is a parent, a court-ordered child custody document must be provided.

MEDICAL INFORMATION

Primary Physician's Name _____

Address _____ Telephone _____

Dentist's Name _____

Address _____ Telephone _____

Hospital Choice _____

Insurance Company _____ Policy# _____

Allergy information _____

PARENT AGREEMENT

I understand that the above information needs to be kept accurate. I agree that if there are any changes I will provide written notification promptly to the Preschool staff.

Parent/Guardian signature _____ Date _____