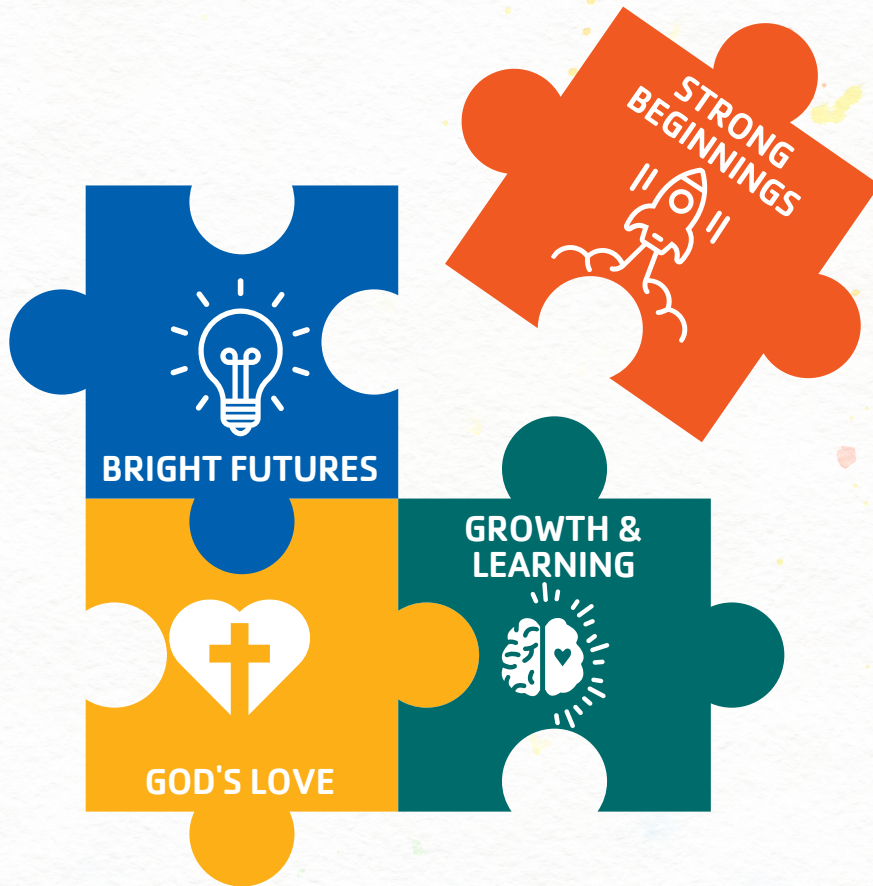




Y Kids Academy



Parent Handbook 2023-2024

ROSE E. SCHNEIDER FAMILY YMCA

2001 Ehrman Rd.

Cranberry Twp., PA 16066

724.452.9122

www.bcfymca.org

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THANK
YOU

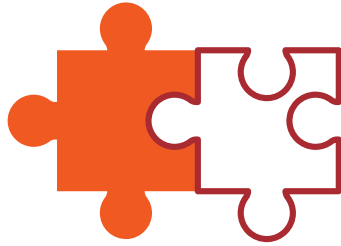
Thank you for choosing the Y Kids Academy for your child's preschool education! We are all looking forward to a great year filled with learning, friendships, and fun. If you need anything throughout this year, please feel free to reach out!

Barbara Yacobucci

Barbara Yacobucci, Youth & Family Director
byacobucci@bcfymca.org
724-452-9122 x217



WELCOME TO THE ROSE E. SCHNEIDER FAMILY YMCA!



YMCA MISSION

“To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.” The YMCA is a community service organization, which promotes positive values and welcomes all people. The Rose E. Schneider Family YMCA is a leading non-profit committed to strengthening community by connecting all people to their potential, purpose, and each other. The YMCA offers programs and services to individuals and families regardless of age, sex, religion, or national origin.

PROGRAM GOALS

The curriculum teaches fun, creative, age-appropriate lessons that enhance intellectual, social, emotional, and fine and gross motor skill development of your child. Purposeful play and educational activities are designed to stimulate critical thinking skills, develop creativity, work on the basic concepts needed to develop reading and writing skills, and to develop positive social skills, such as cooperation and sharing. The YMCA values of caring, honesty, respect and responsibility are at the core of all programs and activities.

EQUAL ACCESS

The Rose E. Schneider Family YMCA, in keeping with its mission to help all people realize their fullest potential, encourages and supports the participation of all children in YMCA programs. We serve all children regardless of gender, race, color, nationality, religion, ethnicity, or disability. Whether a child is non-disabled or has special needs, consideration is given to the individual needs of every child and the ability of the program to meet those needs. Y Kids Academy Program works with all families to provide access to care to the best of our ability.



2023-2024 Y KIDS ACADEMY

CLASSES & TEACHERS

PRESCHOOL EXPLORATIONS (2-3 YEARS) | 2 DAYS | \$75/MONTH

Tuesday/Thursday - 9:00am-10:00am

Tuesday/Thursday - 10:30am-11:30am

PRESCHOOL FIRSTS (2-3 YEARS) | 1 DAY | \$40/MONTH

Friday - 9:00am-10:00am

Friday - 10:30am-11:30am

PRESCHOOL (3-4 YEARS) | 2 DAYS | \$120/MONTH

Monday/Wednesday - 9:00am-11:30am

Monday/Wednesday - 12:30pm-3:00pm

Tuesday/Thursday - 12:30pm-3:00pm

PRE-K (4.5-6 YEARS) | 3 DAYS | \$250/MONTH

Monday/Wednesday/Friday - 9:00am-1:00pm

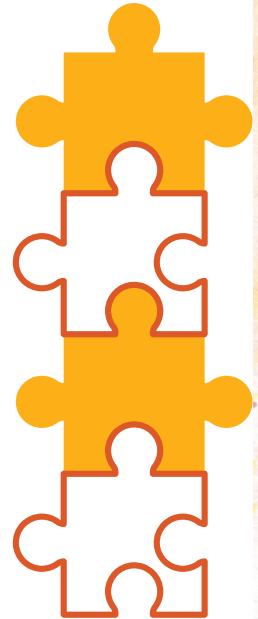
Tuesday/Thursday/Friday - 9:00am-1:00pm

OPTIONAL LUNCH BUNCH

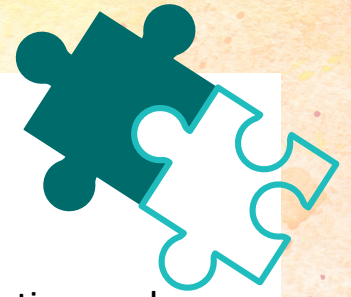
Daily 11:30am-12:30pm (Preschool Explorations/Preschool only)
\$40/month; registration is month-to-month

OPERATING SCHEDULE

- Y Kids Academy follows the Seneca Valley School District calendar; the school calendar of additional days off of school will be included at the end of this handbook.
- The Y is closed on New Year's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and closes at 3:00PM on New Year's Eve.



COMMUNICATION



WHO TO CONTACT

- Educational content, programming, and student progress questions and concerns are best directed to your child's teacher! Your child's teacher will also be sending home reports of progress throughout the year, and will schedule 1:1 conferences as needed to ensure that each child's needs are met.
- Billing and class scheduling questions and concerns should be directed to the Youth and Family Director.
- Need to update your billing method? This can be done right at the Membership Desk, or online!

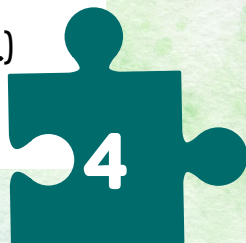
CLASS DOJO

While email is one way to get ahold of the teachers, Class Dojo is one of the teachers' main forms of communication. It is quicker and easier to access. It can be used as an app on your phone, or as a website on a desktop computer. The teachers will be posting pictures, reminders and weekly updates.

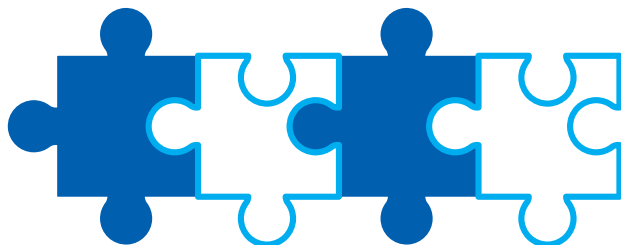
This also an excellent way to send a quick, "we're running late" or "my child is staying home today" type of message. Please note that while the teachers will be able to return your message quicker than by email, their first line of responsibility is to the students present. Whenever there is a moment, your child's teacher will respond to you as soon as safely possible during working hours (8:00AM-4:00PM). **There will be a flyer sent home at Open House or the first day of school, should you miss Open House.** The flyer will give you a code specific to your child that no one else will see. It works for those new to Class Dojo, as well as those who have used it before or have multiple children whose teachers use the app. You will click "profiles" (which is your picture) and then "add a child." Here, you will be prompted to either add a child with a code or add a child through a teacher. Please click on "add child with code." You will type in your unique code and be set up with the class. If you have any trouble, please feel free to reach out to the teachers, who will be happy to assist you.

ABSENT CHILD

- If your child will be absent due to illness, please email or message your child's teacher or the Youth & Family Director as soon as possible.
- If your child will be absent for an extended period of time (vacations, etc.) and you would like to pick up missed work prior to the absence, please email your child's teacher in advance.



WHAT TO BRING



DAILY BELONGINGS

- Everyday, your child should bring a backpack, folder, and pencil box to school.
- Please send a water bottle and snack for your child to enjoy during a break during the day (Preschool and Pre-K only!)
- **LABEL EVERYTHING!** Coats, hats, gloves, and supplies often get misplaced, and it is very helpful to have your child's name on anything they bring or wear to school

SUPPLY LIST

- Backpack
- Folder
- Pencil Box
- Glue Sticks
- Pencils
- Crayons
- Socks for the Clubhouse!
- Scissors (Preschool and Pre-K only)
- Daily Snack (Preschool and Pre-K only)

FOOD

Students in Pre-K and students staying for Lunch Bunch need to bring a packed lunch to school each day. Please be mindful of packaging! Sometimes little hands struggle to open different types of containers!

The Y Kids Academy is a **NUT-FREE program**. This includes **all** peanuts and tree nuts, as well as products containing these foods.

Birthdays are so special, but please do not send in food treats for the class. If you would like to send a non-food treat in, that is fine!

ADMINISTRATION OF MEDICATION

Prescription and non-prescription medication will only be administered with written consent from the parents. Medication must be in the original container, labeled with the child's name and given to a staff member by the parent. **DO NOT** send medications with the child. Parents need to complete and sign the Medicine Log before staff will administer any medication.

Please leave special toys and belongings at home!



DROP-OFF & PICK-UP PROCEDURES

DROP-OFF

- Please be mindful of your child's class start time. If you are running late or your child will be absent, let your child's teacher know so that class is not delayed waiting for them!
- Early drop-off is not possible. Please check in with your child's teacher for drop-off before leaving the YMCA.
- **PRESCHOOL EXPLORATIONS AND PRESCHOOL** will meet in the classroom inside of the KidQuarium Child Watch. Please wait for your child's teacher outside of the KidQuarium doors to avoid congestion in the lobby.
- **PRE-K** will meet in the classroom past the Membership Desk. Please wait in the lobby for your child's teacher. Once the teacher has greeted your child, your child can walk through the gate at the Membership Desk and enter the classroom!

PICK-UP

- Your child will be released **only** to the persons designated as Authorized Pickups. Anyone not listed as an Authorized Pickup will need to be verified via phone to the guardian on file before being released.
- If you have a court order restraining a parent from picking up a child, we must have a copy of that document on file.
- Be sure that all designated people, including the parent, are prepared to show photo identification.
- Changes to Authorized Pickups can be completed online! See the "how to" guide on page 7.
- If there is an emergency regarding pick-up, please call the Membership Desk at 724.452.9122 and they will relay the information to the child's teacher.
- Late pick-up is not possible. A \$5.00 fee will be applied to your account for every 5 minutes after the class end time. This fee is per child, not per family.
- **PRESCHOOL EXPLORATIONS AND PRESCHOOL** will pick-up from the classroom inside of the KidQuarium Child Watch. Please wait for your child's teacher outside of the KidQuarium doors to avoid congestion in the lobby.
- **PRE-K** will pick-up from the classroom past the Membership Desk. Please wait in the lobby for your child's teacher. Please do not stand outside of the classroom windows.



Please do not park or idle in front of the YMCA during drop-off or pick-up. This area is a designated fire lane and must remain clear of vehicles at ALL times!



DELAYED RELEASE OF CHILDREN

The Rose E. Schneider Family YMCA reserves the right to delay the release of a child to a parent or other adult, if they have reasonable cause to believe the adult is impaired by alcohol and/or drugs, or is in any way incapable of assuming responsibility for the child including not having a car seat in which to transport the child. Staff shall confer with the Director, contact additional YMCA representatives or contact emergency names listed in the child's file in order to make an appropriate determination regarding the release of the child.



ADDING AUTHORIZED PICKUPS IN DAXKO

STEP 1:
Login to Daxko. In the upper, right-hand corner, click on "My Account" and select "Authorized Pickups"

The screenshot shows the 'My Account' dropdown menu with the following items: View Account, Agreements, My Balance \$0.00, Payment History, Registrations, **Authorized Pickups** (circled in red), Appointments, Donations, Branch Capacity Dashboard, and Logout. The background shows a partial view of the 'Appointments' and 'Program Registrations' sections.

STEP 2:
Select the child from the drop-down menu and click on the "Add Authorized Pickup"

Be prepared with the name, address, birth date, and phone number for the person you are adding!

The screenshot shows the 'Authorized Pickups for Fake Kid' page. It includes a dropdown menu for 'Child' set to 'Fake Kid (2 yrs)'. A message states 'There are 0 authorized pickups for Fake Kid.' Below this is an 'Add Authorized Pickup' button with a red arrow pointing to it. At the bottom, there is contact information for membership assistance.

STEP 3:
Repeat the procedure with each Authorized Pickup!

See the little pencil icon next to the pickup? This is how you edit and delete entries!

The screenshot shows the 'Authorized Pickups for Fake Kid' page with one pickup entry. The entry is for Nick Sasala, with email nsasala@bcfymca.org and phone (724) [redacted]. The relationship is 'Father'. A pencil icon is visible next to the entry. Below the table is an 'Add Authorized Pickup' button and the text '1 authorized pickups'. Contact information for membership assistance is at the bottom.

Name	Email	Phone	Relationship
Nick Sasala	nsasala@bcfymca.org	(724) [redacted]	Father



PAYMENT POLICY



TUITION

Tuition is for a 9-month program, beginning in September and ending in May.

- **Preschool Firsts (2-3 years):** \$360 per year. Tuition is broken down into 9 prescheduled, automatic payments of \$40 drafted the 1st of each month, September-May.
- **Preschool Explorations (2-3 years):** \$675 per year. Tuition is broken down into 9 prescheduled, automatic payments of \$75 drafted the 1st of each month, September-May.
- **Preschool (3-4 years):** \$1,080 per year. Tuition is broken down into 9 prescheduled, automatic payments of \$120 drafted the 1st of each month, September-May.
- **Pre-K (4.5-6 years):** \$2,250 per year. Tuition is broken down into 9 prescheduled, automatic payments of \$250 drafted the 1st of each month, September-May.
- Enrollment in all Y Kids Academy programming requires a non-refundable deposit, which is applied to the first billing period (\$25 for Preschool Explorations, \$225 for Preschool and Pre-K).
- Tuition can be paid for the year in full instead of monthly scheduled drafts. Please reach out to the Youth and Family Director for payment arrangements.

PAYMENT METHOD

- All payments are required to be drafted electronically. If your scheduled draft is returned/denied, a \$10 Returned Payment Fee will be assessed.
- Changes to billing information can be completed online.
(https://ops1.operations.daxko.com/online/2204/Security/login.mvc/find_account)

OPTIONAL LUNCH BUNCH

Students registered for Preschool are welcome to register for Lunch Bunch, which is an optional program that extends the preschool day by 1 hour. This program is \$40/month per student, and students are required to bring a lunch.

Registration for individual months or the whole year are available.

LATE PICK UP FEE

- A \$5.00 fee will be applied to your account for every 5 minutes after the class end time. This fee is per child, not per family. If an emergency arises, please contact the Youth & Family Director or Membership Desk at 724.452.9122 to let them know.
- ****Please note:** YMCA staff are not permitted under any circumstance to provide transportation for any child or to bring or take a child home.



ILLNESS POLICY

This is our guiding practice for when a child might need to be temporarily out of the program due to illness:

A. SUDDEN/24 HOUR ILLNESSES

If a child becomes sick at school with **any** symptom listed below, staff will contact adults listed on the Child Pick-Up Authorization Form by phone before requiring a sick child to be excluded from the program. The child should remain at home/out of the program until 24 hours after the symptom ends.

If a child is showing **any** of the symptoms listed below prior to drop off at the program, the child should remain at home/out of the program until 24 hours after the symptom ends.

- **Fever** is defined as having a temperature of 100.4°F or higher taken axillary (armpit) with behavior change or other symptoms.
- **Vomiting** once during the previous 24 hours, unless the vomiting is determined to be caused by a non-communicable condition and the child is not in danger of dehydration.
- **Diarrhea** is defined as 2 loose bowel movements within a close time frame. (1-2 hours or less)

Returning to Y Kids Academy: Child(ren) may return to Y Kids Academy only if the following are true statements:

- Child has been free of fever for **24 hours** without over the counter medicines (Acetaminophen, or Ibuprofen)
- Child has stopped vomiting for **24 hours** and can eat and keep food down
- Child's last bowel movement was normal

B. MEDICAL EXCUSE REQUIRED

If a child is showing any of the symptoms listed below, the child will be sent home/cannot return to the program until a note from a Doctor states the child is not contagious and may return to the program.

- **Conjunctivitis** (defined as pink eye or red conjunctivitis with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids or skin surrounding the eye.) Exclude until examined by a physician and approved for re-admission, with treatment.
- **Body rash with fever** or any untreated infected rash
- **Sore throat** difficulty swallowing, swollen glands
- **Severe coughing** child gets red or blue in the face or makes high-pitched whooping sound after coughing
- **Evidence of lice, scabies, or other parasitic infestation**

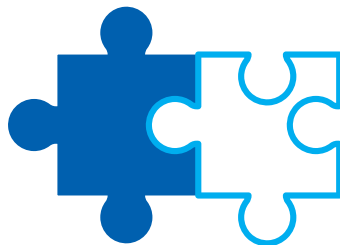
C. COVID

If a child is showing **any ONE** of the symptoms listed below, the child will be sent home/cannot return to the program until a note from a Doctor states the child is not contagious and may return to the program.

- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

If a child is showing **any TWO** of the symptoms listed below, the child will be sent home/cannot return to the program until a note from a Doctor states the child is not contagious and may return to the program.

- Sore Throat
- Congestion/Runny nose
- Chills
- Body aches
- Headache
- Nausea or vomiting
- Diarrhea

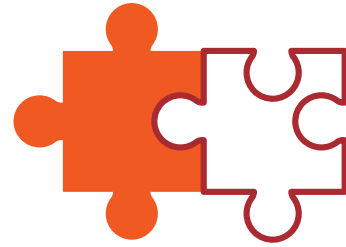


EMERGENCY PROCEDURES

EMERGENCY PROCEDURES

In case of a severe emergency or accident, we will:

1. Administer first aid
2. Call emergency medical transportation (911)
3. Contact parents and child's doctor
4. Contact YMCA administration



The safety and welfare of children attending Y Kids Academy is our highest priority. We have updated our Emergency Operations Plan that provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- **In-place sheltering/Lock-Down:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response
- **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be evacuated to our Pavilion/Playground.
- An **Emergency Alert** will be sent out through the Class Dojo App, email and via phone, if needed. We will notify families immediately when any emergency issues arise. Please inform your child's teacher or Youth & Family Director of any updates needed to your contact information in a timely manner.

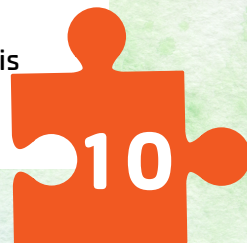
INCLEMENT WEATHER POLICY

The Y Kids Academy follows the Seneca Valley School District for all weather-related delays and closures. If Seneca Valley closes, the Y Kids Academy will also be closed.

If Seneca Valley School District is on a two-hour delay, the following schedule will apply:

- **PRESCHOOL EXPLORATIONS/PRESCHOOL FIRSTS**
 - 9:00am-10:00am class: **10:00am-10:45am**
 - 10:30am-11:30am class: **11:30am-12:15pm**
- **PRESCHOOL**
 - 9:00am-11:30am class: **11:00am-12:45pm**
 - 12:30pm-3:00pm class: **1:15pm-3:00pm**
- **PRE-K:** all classes meet **11:00am-1:00pm**
- **LUNCH BUNCH: CANCELLED**

Parents will be notified via Class Dojo and email in the event the inclement weather policy is put into action.



CHALLENGING BEHAVIOR POLICY

Y Kids Academy has established procedures to help reduce the incidence of suspension or expulsion due to challenging behaviors.

Professionals who work with young children expect to be met with challenging behavior from time to time. During the first five years of life, children are just beginning to learn how to handle their own emotions and conform to the behavioral expectations of society. This can be a difficult process for some children.

We define challenging behavior as any behavior that:

- interferes with children's learning, development and/or success at play;
- is harmful to the child, other children or adults;
- puts a child at high risk for later developmental, social or school problems.

Challenging Behaviors can be direct (e.g. hitting, pushing, biting, kicking) or indirect (e.g. teasing, ignoring rules or instructions, excluding others, name-calling, destroying objects, having temper tantrums). Our staff views working with children's challenging behavior as an integral aspect of their job. The word discipline incorporates "instruction" or "training" as part of its definition. Instruction is the foundation for our approach to guiding children's behavior. We accept that young children will sometimes display their emotions or try to achieve their goals in unproductive or immature ways. This is developmentally appropriate. Much of a child's most valuable learning, especially in a group setting, occurs in the course of behavioral problem solving.

Y Kids Academy focuses on creating positive learning environments that encourage social-emotional development and respond to challenging behaviors by incorporating positive behavior/discipline practices and policies before ever considering expulsion or suspension.

GUIDANCE FOR PREVENTION OF SUSPENSION/EXPULSION

In an effort to prevent expulsion and suspension of children, Y Kids Academy shall adopt the following, in policy and practice and in a consistent and non-discriminatory manner:

- Use developmentally appropriate practices that provide for stimulating and interactive learning environments, diversity, age appropriate expectations, small group activities, teachable moments and knowledge of research based evidence and best practices in child development, early learning and education.
- Invest in professional development, training and education to ensure educators have the competencies to support children's social and emotional health.
- Develop and implement classroom schedules that meet the needs of the children.
- Adapt learning environments to promote healthy social interactions with others.
- Develop healthy and nurturing relationships with children.
- Develop strong partnerships and relationships with parents.
- Develop and implement classroom expectations that are developmentally appropriate, clear and consistent.
- Provide family engagement opportunities.
- Ensure fairness and equity.

OTHER OPTIONS PRIOR TO EXPULSION

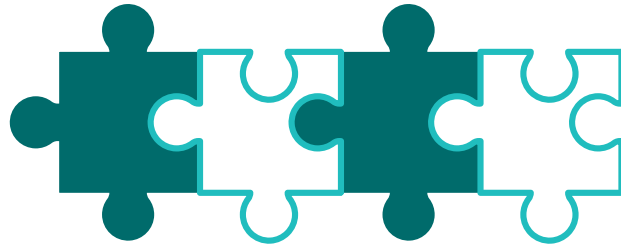
Prior to the expulsion of any child from this program, the staff and director will follow these guidelines:

- Document efforts to prevent and reduce expulsion.
- Conference with parents to discuss positive behavior interventions and development of goals.
- Identify and engage mental and behavioral health consultants and community resources after obtaining parent permission.
- Provide reasonable accommodations.
- Reduce the number of days or amount of time in care for a specified amount of time.



IMPORTANT DATES

Dates for parties, celebrations, etc. depend on the class each child is enrolled in.
Please see the calendar provided by your child's teacher for specific dates!



SEPTEMBER 2023

- Open House: 8/31 or 9/1
 - 9am-10am or 1pm-2pm
- No School: 9/4 or 9/25
- First Day of Class: 9/5, 9/6, 9/7, or 9/8

OCTOBER 2023

- No School: 10/26 or 10/27
- Halloween Party: 10/20, 10/30, or 10/31
- FIELD TRIP (Pumpkin Patch): TBD

NOVEMBER 2023

- No School: 11/10, 11/22-11/28
- Thanksgiving Celebration: 11/17, 11/20, or 11/21
- Scholastic Book Fair: 11/10-11/17

DECEMBER 2023

- No School: 12/23-12/29
- Christmas Party: 12/20, 12/21, or 12/22
- Christmas Performance: TBD

JANUARY 2024

- No School: 1/1, 1/2, 1/12, 1/15

FEBRUARY 2024

- No School: 2/2, 2/15, 2/16, 2/19
- Valentine's Day Party: 2/9, 2/13, or 2/14

MARCH 2024

- No School: 3/15, 3/18, 3/29
- Easter Celebration: 3/22, 3/27, or 3/28

APRIL 2024

- No School: 4/1-4/5
- Scholastic Book Fair: TBD

MAY 2024

- No School: 5/10
- Last Day of Class: 5/17, 5/22, or 5/23
- End of Year Picnic & Pre-K Graduation: 5/24





2023-2024 Y Kids Academy At-A-Glance Calendar

COLOR KEY:

Open House/Meet the Teachers

First/Last Day in Session

Y Kids Closed - Students and Teachers

Y Kids Closed - Students only (Teacher In-Service)

CLOSINGS/DELAYS:

In the event of a weather-related closing or delay, the Y Kids Academy follows the Seneca Valley School District's schedule. If SVSD is closed or delayed, Y Kids Academy is as well! Please see the delay schedule located in the 2023-2024 handbook for class start/end times.

SEPTEMBER 2023

S	M	T	W	T	F	S
				31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2023

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
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28	29	30	31			

FEBRUARY 2024

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

S	M	T	W	T	F	S
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31						

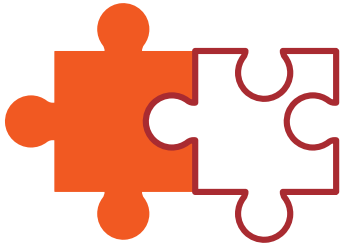
APRIL 2024

S	M	T	W	T	F	S
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21	22	23	24	25	26	27
28	29	30				

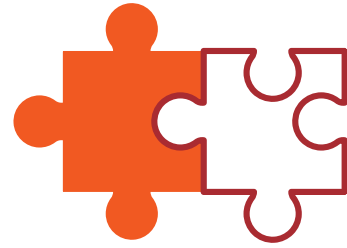
MAY 2024

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	





FAQs



CAN I CANCEL MY CHILD'S ENROLLMENT?

Different circumstances (such as, moving out of the area) come up throughout the year which can understandably cause a student to withdraw from the Y Kids Academy. We appreciate as much notice as possible prior to cancelling enrollment so that we can offer a spot to another student. The deposit made at the time of enrollment is not refundable under any circumstance. **Written communication to the program director is required no later than 7 days prior to the start of the month.** Tuition is auto-drafted on the 1st of each month, and this auto-draft will be cancelled only if written communication is received within 7 days. Refunds (full or partial) are not possible in any circumstance.

WILL MY CHILD HAVE HOMEWORK?

Homework is at the discretion of each Y Kids Academy Teacher. Some students benefit from work at home that reinforces the lessons taught at school. Your child's teacher will communicate expectations for homework with you as needed.

ARE THERE OPPORTUNITIES TO VOLUNTEER?

We love help from parents! Parent volunteers will be requested at different times throughout the year, such as during the Scholastic Book Fair.

CAN WE CARPOOL WITH OTHER FAMILIES?

Of course! Just be sure that the adult picking your child up is listed as an Authorized Pickup for your child.

WILL MY CHILD GO OUTSIDE?

We are so blessed to have an amazing playground and outdoor space at our facility, and we love to utilize it as much as possible! Trips outside are common in our Pre-K classroom, and are at the discretion of the teacher. It is important that students can walk safely in a line before we take them on any outdoor adventures.

WILL MY CHILD SWIM?

On Fridays, our Pre-K class will participate in enrichment activities, which will include the use of our Aquatics Center on some days. Your child's teacher will communicate these days with you, and we maintain a 1:8 ratio in the water.

