Registration Process
Families interested in enrolling at Inspire Preschool are encouraged to tour the preschool and learn about our curriculum, daily activity schedule and general policies. Tours may be scheduled with the Preschool Director during operating hours. Families may register for preschool at any time. Registration packets are available at Inspire Preschool or at ymcainspirepreschool.org. Completed registration packets can be dropped off with our Preschool Director or emailed to preschool@ymcanoco.org. All registration materials including financial agreements, a current physical and an updated immunization record are required to start attending.

Inspire Preschool at the Ed & Ruth Lehman YMCA
950 Lashley St., Longmont, CO
ymcainspirepreschool.org

Lisa Swainey,
Vice President of Community Branch
Lisa.swainey@ymcanoco.org
preschool@ymcanoco.org
720-652-4720
YMCA of Northern Colorado:
The YMCA strengthens the foundations of community by nurturing the potential of youth, promoting healthy living and fostering a sense of social responsibility. Our programs build healthy spirit, mind and body for all.

YMCA Inspire Preschool Philosophy:
Our programs philosophy is that children learn best through play and our developmentally appropriate learning atmosphere is designed to develop the whole child, spirit, mind and body. Young children are guided and encouraged to make choices that are based on their own interests and individual personalities. At the Y, we take our role as mentors, educators and fun-providers very seriously, and we work to ensure that your child thrives each and every day they are in our care. Our expert, bilingual staff provides hands-on learning experiences and quality care year-round for young children. In our licensed program, your children stay healthy, active and engaged while swimming, dancing, playing gym games and visiting our outdoor gardens.

YMCA Inspire Preschool Curriculum:
The YMCA Inspire Preschool uses an exciting preschool curriculum, which includes social studies, science, language arts, math, music and art. Basic preschool lessons are reinforced in several places throughout the program. We work on your child’s foundational skills, such as gross motor, fine motor, self-help, language, reading, writing, problem solving, math, social studies and science. Our staff members reinforce critical concepts to help your child develop in a nurturing, educational environment. We’ll inspire your child to love learning while working on all the skills needed for your child to grow. Each month, we will feature a general theme as well as an author study, STEM concept and identified “letters of the week” to reinforce early literacy development.

Preschool Ages:
Inspire preschool accepts children ages 2.5 years – 6 years of age, year-round. During the summer months our program operates as a preschool camp program with exciting theme days and fun, on-site activities.

Hours of Operation:
  Preschool programming runs year-round
  School year term is August 13, 2018 - May 22, 2019
  Summer Camp is May 28, 2019 - August 14, 2019
  Days: Monday- Friday
  Hours: 7:00 am to 6:00 pm

Preschool Closure Dates:
The preschool center is closed on the following dates due to holiday observation or teacher in-service days:
  Monday, September 3 (Labor Day)
  Thursday/Friday, November 28 & 29 (Thanksgiving Break)
  Wednesday, December 25 (Christmas Day)
  Wednesday, January 1 (New Year’s Day)
  Monday, May 4 (Memorial Day)
  Friday, July 3 (Independence Day)
Snow Days and Severe Weather Closure:
Our program follows the St. Vrain Valley School District in its decision to close for inclement weather conditions. We believe that if road conditions or weather are too dangerous for busses then it is also too dangerous for parents and teachers. In the event of severe weather, please check your email registered with Tadpoles for information or call the center at 720-652-4720 for information regarding closings. We encourage you to check local radio and TV stations for school district closings when there is severe weather. We will also post updates on our Facebook page and at ymcanoco.org.

Registration Process:
Registration packets are available at Inspire Preschool, ymcainspirepreschool.org or at any of our YMCA centers. All registration paperwork must be completed and returned to the preschool director by dropping off directly to the preschool or emailing to preschool@ymcanoco.org. Please note: upon registration, a non-refundable registration fee and first month’s tuition is due.

Registration forms include: emergency contact information, registration page, personal childhood history, immunizations transcribed onto the form provided (required by the State of Colorado), a current photo of your child and the health appraisal signed by a healthcare professional (within first 14 days). Other information including custody information or emergency health care information may also be required.

CCAP and Financial Assistance:
We accept CCAP. However, all paperwork and authorization must be validated before your child begins. Without proper CCAP documentation, you must apply for financial assistance and be approved prior to attending. CCAP requires parent fee payments to be made by the 1st of the month prior to care. It is your responsibility to provide CCAP with all of the paperwork needed to maintain eligibility or you will be responsible for the full cost of tuition if there is a lapse in authorization. Lastly, it is the parent’s responsibility to follow all CCAP rules including accurate signing in and out and using the ATS system. Failure to follow these required procedures may result in tuition fees being paid directly by the parent.

Financial Assistance is available to families who qualify upon completion of the application process. Financial disclosure will be required but kept confidential. Please note: your first month’s tuition with financial assistance applied is due upon your child’s first day of attendance. For more information please contact our Preschool Director at preschool@ymcanoco.org or visit ymcanoco.org for financial assistance forms.

Payment Policies:
Fees are determined by plan selection. You must notify the Y Business Office at req@ymcanoco.org or 303-443-4474x1295 of any errors immediately upon reviewing your confirmation statement. Enrollment for preschool is from the first day of school- July 31, 2019. The billing cycle is August 2018- July 1, 2019. First month tuition fee is due upon registration. Manual payments are due by the 1st of every month. Program fees must be paid in full to receive services for the month. Payment receipts are available and can be accessed through your online Y account. No refunds or credits for missed days will be issued.
Late Fees:
A $25 late fee will be assessed when payment is not received by the 7th of each month. If payment is not received by the 15th of the month, care will be suspended until fees are paid in full. Please ensure that you submit a new Payment Authorization Form before the month your for all ECP or credit card changes. This can be done with your preschool director.

Change/Cancellation Policy:
The responsible party must submit a change/cancellation form to the site director by the 15th of the month to cancel/change plan for the upcoming month. A $25 fee will be assessed when plan changes are submitted on a change/cancellation form. No refunds are issued for fees already paid. A credit may be placed on the account for future Y programs at the discretion of the Business Office Manager. No credits or refunds are issued for cancellation of any plan. Please make sure you are signed up for the correct plan.

Y Community Support Campaign:
More than 35% of Youth Program participants receive some form of financial assistance. If your family would like to help another child in need, please add a donation amount to your application.

Payment Options: You must select a payment plan option upon registration. The balance owed may include any program related fees due in accordance with the Parent Handbook, Parent Policy Agreement, Fee Schedule or additional Preschool Programs. The amount charged may include any incurred fees related to the program in accordance to published policies. This authorization shall remain in effect until service is canceled with a written notice received by the 15th of the month for the upcoming month. Any fees incurred by the YMCA of Northern Colorado due to collection efforts are owed by the responsible party and will be billed according to laws of the state.

Autodraft Pay Option: By providing my signature below, I authorize the YMCA of Northern Colorado to charge my debit/credit card. The amount charged may include any incurred fees related to the program in accordance to published policies. I understand it is my responsibility to update any changes or expiration dates for my account before the draft date. If I wish for my payment plan to change, I must submit a new Payment Authorization Form 30 days in advance of draft date.

Teacher/Child Ratios:
The state of Colorado’s minimum standards for child to teacher ratio in preschool is based off your child’s age group. For children ages 3-4 years old, we hold a 1:10 teacher/child ratio. For our 2 ½ year old classroom, it is a 1:8 ratio.

About Our Preschool Staff:
An ability and desire to relate positively to children and parents in addition to knowledge and experience in child development and educational curriculum are crucial requirements in choosing our staff. All of our staff meet, and in most cases, exceed the qualifications required by the Colorado Department of Human Services. The preschool center is led by a full-time Large Center Preschool Director with a related college degree, required courses, trainings and experience necessary to run a quality center as required by state licensing. At a minimum, we staff at state licensed ratios or lower to ensure the best quality programming for your child.
Our staff is required to provide three references from past employers or others that may be knowledgeable about their ability to care for children. All staff are required to be fingerprinted and backgrounded through Trails, which provides us with a thorough background check. Colorado Bureau of Investigation (CBI)/FBI would report any offense including misdemeanor or felony charges. Central Registry of Child Protection would report anyone listed as a known child offender in the State of Colorado.

Primary Care Policy:
At Inspire Preschool we strive to provide each child with a caring environment that supports their emotional needs. One way we do this is by ensuring stability within our staffing plans. Every child is assigned to a classroom with the same group of children and the same teachers for a full school year. While there may be absences for staff due to illness or time-off, the general plan will remain consistent so that children feel secure and are able to bond with their caregivers.

Staff Time with Families Outside of Preschool:
For the protection and safety of your child and our staff, YMCA employees are not permitted to: babysit for children who are in our program, spend personal time with our families or transport children in private vehicles at any time. No contact from staff directly to children by phone, email or internet is allowed. Please do not put our staff at risk of losing their position with us by asking them to do so.

Parent Participation/Conferences:
We value the active involvement of parents in our program and welcome you to come into the classroom at any time as a visitor of volunteer. Our Preschool Director will communicate through monthly activity calendars, newsletters, posted information on the parent board and the parent library. Parent teacher conferences are scheduled twice a year to discuss your child’s development, and multiple family events are held throughout the year to engage parents, their children and to meet their preschool family community. Parent/teacher conferences are encouraged and will be scheduled twice each year. Conferences are a valuable opportunity for parents to meet with teachers and discuss a child’s progress and any possible concerns. While conferences are offered in the fall and spring each year, they are also accommodated at any time requested by a parent, teacher or a member of the management team.

Annual Preschool Activities:
- Back to School Night – September
- Fall Festival – October
- Thanksgiving Pie Day – November
- Breakfast with Santa – December
- Winter Fun Fest – January
- Valentine’s Day Party – February
- Spring Fling – March
- Healthy Kids Day – April
- Muffins with Mom – May
- Graduation Ceremony – May
- Donuts with Dad – June
- Fourth of July Picnic – July
- Annual Summer Program – July
- Family Potluck – August
Preschool Center Rules:
The YMCA promotes an anti-biased, multicultural approach where conflict resolution, teamwork and problem solving skills are taught and modeled. The rules of the classroom are to be respectful, be responsible, be caring and be kind and we show this through:

1. We keep our friends safe
2. We keep ourselves safe
3. We keep our things safe

Positive Guidance:
We have devised policies to promote consistency and continuity in the program. The setting expectations and boundaries are to teach self-control and encourage good decision making. Teachers will guide children in making acceptable choices, building self-esteem and displaying empathy and compassion. This is done by talking about feelings and encouraging behavior that is acceptable which gives children an understanding of how their behavior affects themselves and others. It is important for children to realize that there may be consequences that are directly related to their behavior. It is our intention to give each child a sense of responsibility for their actions, an understanding of expected behavior and we will use positive reinforcement to increase self-esteem and success.

- Teachers will set clear, consistent and realistic expectations and limits.
- Teachers will model how to be respectful and will encourage children to respect the feelings and rights of others.
- Teachers will treat each child as a unique individual.
- Teachers will use thoughtful response to negative behavior.
- Teachers will redirect negative behavior by discussing expectations and by offering acceptable choices to achieve positive behavior.

Methods Used to Encourage Positive Behavior Include:
Explaining and Redirection: Teachers explain why behavior is not acceptable and then redirect the child to behave in a positive manor.
Natural Consequences: There are natural consequences to behaviors. An example of this would be if a child becomes hurt after running in the classroom.
Praising Positive Behavior: Teachers will acknowledge and compliment children when they display appropriate behaviors.
Reflection Time: When a child’s behavior is too disruptive or unsafe to be around others, the child will be removed from the situation to where they can take space to themselves to get their bodies under control.

Discharge Policy:
We make every effort to meet the needs of each child enrolled in our program, and we will communicate and work with parents if there are concerns. However, we recognize that our program may not be the best fit for all children. In these instances, the YMCA reserves the right to terminate enrollment of a child for any of, but not limited to, the following reasons:

- Behavior by a child that poses a threat to the safety of him/herself or others; including
directly disobeying a staff person.
Behavior by a child that is continually disruptive to the program and its participants and staff
Destruction to the property of the program, school, staff or peers
Behavior by a parent which is disrespectful to staff, children or community.
Leaving the direct supervision of a staff person without his/her specific permission according to the expectations of the program. (7.712.31 A.9)

Before removing a child from the program, the center staff will take the following steps:
Utilize positive guidance strategies in the classroom
Arrange for a conference with the parents or guardians of the child to create a behavior plan
Implement the agreed upon behavior plan and follow through with discussions about progress or additional needs
Incorporate professional assistance if needed. We do work closely with Childfind and Mental Health Partners in order to coordinate care for individual developmental and behavioral needs.
Work as a team with parents, caregivers and YMCA management team members to assist the family in finding new care that better meets the child’s needs.

Disenrollment may also occur if a parent fails to meet their obligations as set forth by the YMCA including but not limited to:
    Nonpayment or persistent late payment of fees.
    Failure to adhere to Health and Human Services regulations and YMCA policies including signing in and out.
    Disregarding policies and procedures of the program.
    Inappropriate behavior while on YMCA property.

Inclusive Participation in YMCA Programs:
Special Needs: The Association makes reasonable accommodations for individuals with special needs. Our objective is to provide special needs children equal benefits of a YMCA program experience and to have all children benefit from accepting and understanding diversity in others. Accommodations may include alteration of facilities, program activities, staffing adjustments or provision of auxiliary aids (i.e. readers for YMCA information and/or forms, aquatic float rings). The YMCA of Northern Colorado youth serving programs comply with ADA (Americans with Disabilities Act) policies.

A special needs questionnaire will need to be filled out by parents and a meeting set up with the Y Preschool Director prior to your child’s first day. Our staff team will work directly with families to create a support plan to ensure success in the preschool program. Assessments of this information are made to determine individual needs of the child and a support plan is developed. Participation plans may include alternate programming, which may be more effective for the individual. If it is determined that an additional staff person is required, your child’s dates of participation will be dependent on the availability of staff and all or partial costs for a one-on-one staff person may need to be absorbed by the parent dependent on available funds.
At no time can any one child’s situation put other participants, staff or the organization at risk or be detrimental to the overall goals and objectives of the program.

**Medication Administration:**
Medication regulations are established by Colorado Department of Human Services – Division of Childcare. Medication refers to skin creams, lip balms, over the counter drugs, prescription drugs, homeopathic and alternative medicine, vitamins, and some health drinks and foods. Please check with your director before bringing medication to the program. Medication must be given directly to a teacher and will then be stored in a childproof cabinet designated for this purpose. If it needs to be refrigerated, it will be put in a locked box in the refrigerator. To be in compliance with Section 12-38-132, CRS of the Nurse Practice Act, all medications must be in their original containers with the child’s name and exact dosage to be given and must also be accompanied by a medication form signed by the health care professional. Teachers that are Medication Administration certified will be administering the medicine.

Conditions such as severe allergies, asthma and seizures need to have a healthcare plan from the healthcare professional along with the appropriate medications to administer to the child.

A YMCA Medication Form with all state required information must be filled out by a physician and signed by the parent

- Medication must be in its original container with prescription label and original packaging attached.
- Medication must be given directly to a Director or Assistant Director (these individuals have received the required 4 hour training).
- We cannot keep more than one week’s supply of medication.
- We can only accept non-perishable medications.

Medication is stored in a locked bag at the program center and should not be sent with your child. At no time should a child have medication on his/her person or belongings. Many medications that seem harmless to your child may cause allergic reactions or damage to other children. If your child has any medication that cannot be given by mouth or applied to the skin, we may be unable to administer it. These medications will be consulted upon with our nurse consultant and appropriate delegations will be required before usage.

**Sunscreen Requirement:**
It is important to send at least **30 SPF sunscreen** with your child during any season when sun exposure might be a problem. When selecting a sunscreen, please consider the level of waterproof protection, allergies, and degree of protection your child may need. Also, aerosol sunscreens are not permitted. Please label your child’s sunscreen with his/her first and last name. We will keep this at the preschool for them for daily use. We will do everything we can to prevent sunburn, including making sure sunscreen is applied frequently and shelter is provided. If your child does not have sunscreen, s/he may be excluded from activities in the sun.

**Insect Repellent:**
During summers when mosquitoes are an issue, it is very important to send insect repellent with
your child. As with sunscreen, this must be labeled with your child’s name. Repellent may be in
the form of wrist bands, wipes or lotion (please note: no sprays will be accepted at the
program). Since sunscreen is applied several times during the day, the health department
recommends not using the sunscreen which includes insect repellant, to avoid over exposure to
chemicals.

Wellness Policy:
Our goal is to keep children and teachers healthy. For the protection of all children and teachers,
please keep your child home if they show signs or symptoms that include: a fever, diarrhea,
vomiting, rash, discolored discharge from eyes or nose. We believe that if your child is well
enough to be at the Y, that they will be able to participate in all of the daily activities.

If your child becomes ill, they will be removed from the classroom and made as comfortable as
possible. A teacher or director will notify you and the child will need to be picked up within an
hour. Children who are sent home may not return until they have been symptom free, without
use of over the counter medication, for 24 hours. We encourage parents to seek the advice of a
healthcare professional. If your child is diagnosed with a communicable disease, they may return
to the program with a doctor’s note. Please contact us so that we can post signs and symptoms
for others to be aware of. A fever is considered to be 101 degrees or higher, however a lower
temperature with additional symptoms may require the child to be picked-up and excluded from
care.

Children are immediately sent home for the following:
- Fever of 101 degrees or higher
- Two or more episodes of vomiting or diarrhea
- Unexplained rash
- Excessive cough
- Lethargic behavior that limits student participation

Personal Care Routines:
So that we can offer the best quality care, we offer potty training assistance as well as helping
children be potty familiar and can independently take care of their own toileting needs. Teachers
remind children frequently throughout the day to use the bathroom. It is helpful if your child
wears clothes that enable them to be independent when using the bathroom. Proper hand
washing is taught and encouraged at all times throughout the day, especially before and after
eating, after playing outside and after using the bathroom. Parents are required to provide an
adequate supply of diapers and wipes for their child. Swim diapers are also required for all
children who are not toilet trained. Diaper creams may also be brought to school and used. A
medication administration form is available in the Director’s office.

Injury:
All teachers are CPR and First Aid Certified and do their best to prevent injuries however,
accidents do happen. In most cases the injury is minor and only requires TLC and minimal first-
aid. Ouch reports are written and given to parents at pick up time to communicate the specifics
of the injury. Incident reports are also completed and provided to the YMCA’s HR department within 24 hours of any injury. In addition, all injuries requiring medical attention are reported to the Colorado Department of Human Services as well as the identified licensing specialist.

If a severe injury occurs, teachers will take measures needed to secure the safety of your child and will contact you immediately. Serious injuries, requiring emergency medical attention will be transported to the nearest hospital unless otherwise specified by medical personnel.

**Security and Confidentiality:**
For the safety of program participants, the childcare entrance remains locked at all times. The access code is provided to parents upon enrollment. Please do not share this code with your child or others. We also ask that you do not hold the door open for others and please do not take offence if the door is not held open for you.

Please discuss any special family circumstances that include working with an agency for your child’s welfare with the director. If there is a restraining order or custody restrictions concerning your child(ren), we must have a current copy on file in our office and at your child’s program center. Please discuss any special circumstances with the Preschool Director. Our policy is not to release information about your child to anyone who is not on your emergency authorization list. We will contact you if anyone who we are not familiar with or who is not listed on your registration forms tries to get information and/or pick up your child.

**Photos and Videos of Your Child:**
YMCA staff may take photos or videos of your child for educational, promotional or special project purposes, unless you notify us otherwise. If you have concerns, please discuss this with the Preschool Director and complete a waiver form.

**Drop-off and Pick-up Procedures:**

**Drop-off:** Adults are required to walk children into the classroom and follow the proper sign in/sign out procedure which is writing the time of drop-off/pick-up on your child’s attendance sheet accompanied by your signature. This is very important because the attendance records are considered legal documents. For your child’s safety, please keep your child within your view at all times during drop-off and pick-up. All children must be taken directly to their classroom and contact must be made with the classroom teacher to ensure the child is accounted for. Children may never be left in the hallway entrance or allowed to walk to class alone.

**Pick-up:** Children will only be released to parents/guardians and those authorized on the pick-up authorization form that is filled out at time of enrollment. Any adult who is not recognized by teachers, will be asked to show photo ID at time of pick up. We cannot legally deny access or release of your child to either parents/guardian unless we have proper documentation in the child’s file of restraining orders or court ordered visitation rights. Teachers evaluate all those who enter the center during hours of operation. If there is a situation that the teachers feel that the child’s safety may be compromised if they are released to an individual that is an authorized pick up (including parents) they will call the Longmont Police and the situation will be documented and Social Services notified.
**Late Pick Up:**
Your child must be picked up by the centers closing time of 6:00 pm. After 6:00 pm there will be a late fee charged as follows: $10.00 for any amount of time up to the first 10 minutes you are late, and an additional $1.00 for each minute thereafter. This payment is due immediately upon pick-up that evening or will be charged to your account.

Please call and let us know if you are running late however, this does not excuse you from the late fee. If your child is not picked up by 6:05 teachers will make phone calls to contact parents. If teachers cannot reach parents, they will contact those on the emergency pick up list that is filled out upon enrollment. After 30 minutes, if no contacts have been made, the Longmont Police will be notified.

**Missing Child Policy:**
Teachers are accountable for documenting when children are dropped off and picked up and are always aware of the number of children in the program at all times. The teachers use 15 minute headcount sheets and the whiteboard to track the number of children throughout the day.

If a child becomes missing, teachers will gather the children, take attendance and search for the child. If the child is not located within the center or field trip location within 10 minutes, parents will be notified immediately and the police department will be called. Any lost child incident is reported to the Colorado Department of Human Services within 24 hours.

**Reporting Child Abuse:**
Colorado State law requires anyone who works with children to report suspected signs of child abuse or neglect. Proper authorities investigate after a report is made and teachers are not allowed to discuss the situation. If a parent suspects child abuse they may report it to the Department of Social Services at 529 Coffman St. Suite 100, Longmont, Co. 80501 or call 303-678-6029.

**Visitor Policy:**
We encourage parents to visit the program at any time during program hours. Visitors, other than parents and those listed on the enrollment forms, must sign in the visitors binder located in the sign in area. A visitor must give their name, address, phone number and reason for the visit.

**Translation Services:**
As a service to our families, we are happy to partner with CU Boulder to provide translation services for written materials as well as verbal translation assistance. Please see the Preschool Director if services are needed.

**Parent Resources:**
Partnering with parents and families is essential for ensuring each child receives the services and care necessary for healthy social, emotional, physical and academic growth. Our preschool maintains a directory of service providers to assist with each family’s needs. The printed directory is available in the Director’s office and is available to parents at any time. In addition, there is a Parent Resource page on the YMCA website which contains contact information to the most requested service providers in the Longmont/Boulder area.
**Student Transitions:**
It is our goal to help each child and their family feel successful at Inspire Preschool from their first day of enrollment and throughout their journey with us! The transition into the program is designed to allow children to slowly enter the program in a stress-free way. We encourage all families to visit before the first day so they may explore the environment and meet our staff before their official start date. On the first day we will have their cubby assigned and ensure their teachers are ready for them to join the class. When a child transitions from one classroom to the next, parents will be notified in writing of the official move date and will be informed of any pertinent information for the new classroom. While transitioning typically takes place at the end of the school year, there are times when it is necessary to move a child during another time of the year. In this case, a conference will be held with the parents and teachers to discuss the reasons for the move and the process. During the typical end-of-year transition, children will move with their class as a group and will have scheduled “visit days” prior to the move so they feel comfortable and confident as they transition to a new classroom. At any time during a transition process that a child has a difficult time adjusting, the Preschool Director and additional support staff will assist with helping the student feel safe and supported. In addition, parents will be conferenced with to also assist with the process.

**Transportation:**
When transporting children, we use only qualified, licensed drivers in accordance with Colorado State law. Children are transported in YMCA vehicles that meet the Colorado school bus and transportation standards. All buses traveling in the mountains are equipped with the proper safety equipment and the drivers are mountain trained/certified. Staff is not allowed to transport children in their personal vehicles at any time.

Transportation during Y Programming: Transportation may be provided to children between Preschool centers, for field trips and other outings taking place in YMCA programs. All parents/guardians will review and sign off on approval for transportation while in YMCA care on their parent agreement found in their child’s registration packet. Families will be made aware in advance of all off site trips/transportation of their child.

Transportation Safety: While riding on the bus, participants will sit face forwards with backs to the seat at all times. Children will load the bus with their attendance group and sit with age appropriate buddies at all times. Staff will sit throughout the bus with children in order to see all seats and monitor behavior. Before each bus departure a safety/emergency talk will be provided by the bus driver.

Vehicle Failure or Accident: Vehicles used by the YMCA are supplied with first-aid materials and children’s emergency information. In case of an accident or vehicle failure we will administer first aide treatment as necessary and we will notify authorities and parents.

**Audio/Visual Policies:**
It is a very rare occurrence that movies are shown at preschool however, there are times that teachers feel that certain videos compliment the lesson plans. In these instances only G-rated...
media is used and there will be an alternate activity provided for those children not interested in the movie. Music, including CDs, are pre-screened, child appropriate and approved by our center director.

YMCA Shared Spaces:
Your child will have the opportunity to utilize many parts of the YMCA as part of their enrollment at Inspire Preschool. Students are invited to participate in weekly swimming and water-play activities at the children’s pool where they will be supervised by their own teachers as well as trained, certified lifeguards. Children will also be permitted to utilize the gymnasium, running track, multi-purpose rooms, playgrounds and the attached garden!

During gym days, children will participate in structured and free-play activities in the Y’s North Gym or in one of the multi-purpose rooms.

While visiting the farm, students will have the opportunity to explore the workings of the garden from our resident gardener. They will also pick fresh fruits and vegetables for snacks!

At the pool we’ll learn about safety around water while feeling confident in the pool.

Developing Healthy Eating Habits:
At the YMCA, we are committed to serving children healthy meals and snacks in our all of our Youth Serving programs. We do this by providing the following and ask your support when packing your child’s lunch.

Snacks: Our goal is to offer fresh fruits or vegetables for every snack time along with a whole grain, dairy or low fat protein item. Junk foods and sugary snacks are avoided with the exception of an occasional treat. We provide a healthy snack each morning and afternoon at preschool. Children may eat a snack brought from home as long as it meets this criterion and is okayed by their teacher. Water bottles will be readily available during the day and offered as the main beverage. Parents are required to provide a water bottle for their child every day while at preschool. We ask that you write your child’s name on their water bottle and leave it at school to ensure it is always accessible.

Lunch: Parents are required to provide a nutritious, non-perishable lunch for their child during preschool. Please place an ice pack or a 100% frozen juice or freeze-pack in the lunch if there are perishable items. The Department of Human Services requires that all lunches are checked for nutritional balance and spoilage. Please do not bring soda, sweetened drinks, candy or junk foods. If a child forgets to bring a lunch or has an inadequate lunch, we will notify you and give you the opportunity to bring a lunch for the child when possible. If you cannot be reached or are unable to bring lunch, or if staff does not have time to notify a parent, we will provide a healthy lunch for the child. You will be responsible for paying the $25 “no lunch fee” which is due when the child is picked up at the end of the day. It is against Department of Human Service regulations for a child not to have a lunch available. We will never force a child to eat their lunch or snack but will encourage them to eat in a healthy manner. We will not withhold snack or lunch from a child for any reason. Please be sure to let us know if your child has any food
allergies. Please ask for help if you are having a difficult time finding healthy choices your child will eat. We have lots of ideas!

**Participation in Extracurricular YMCA Programs:**
Parents will have the opportunity to enroll their child in additional YMCA activities such as Safety Around Water and Sports Classes. These programs may incur an additional fee. By completing the registration forms provided by the Sports and Aquatics departments, you are granting Inspire Preschool to allow children to attend these programs. An Inspire Preschool staff member will attend these programs and provide additional support and care.

**Class Parties:**
Our program celebrates different occasions and holidays throughout the year which may include special decorations, treats and activities. We welcome and encourage parents to be involved in these events.

We recognize that birthdays are big events in children’s lives. Parents may provide a special treat on their child’s birthday. We suggest a healthy treat to share or non-food items like stickers etc. Health Department regulations require that it is commercially prepared (store bought). Please communicate with teachers ahead of time so that substitutes may be made for children with allergies.

**Quiet Time:**
The State of Colorado requires that a quiet rest period is provided for all children in care more than 4 hours a day. We provide cots/mats for each child as well as a fitted cot sheet. It is required that parents provide a blanket that your child can get comfortable in and feel relaxed and calm. For safety reasons, pillows are not permitted. Teachers encourage children to rest their bodies and are given quiet activities such as books and puzzles if they do not fall asleep.

**Swimming:**
On swim days please provide your child with a change of clothes and a towel. We ask that they come wearing their swimsuit under their clothes as this makes for an easier transition. Children are monitored at all times and are under the constant watch of certified lifeguards. Children may be denied access to the pool if they are showing evidence of any skin disease or signs and symptoms of illness. Teachers or lifeguards may make the decision that a child cannot swim based on a child’s unsafe behavior or inability to make good choices.
**Dress Code:**
We ask that your child is dressed in appropriate, comfortable clothing for play and learning. Teachers provide many discovery and exploration activities for the children to be involved in. These are often messy and can potentially ruin clothing. For the safety of your child, please have them wear socks and tennis shoes so that they may participate in all of the daily activities. Please no sandals, flip flops, cowboy boots with hard soles or Crocs as they can be a safety hazard. Please dress your child appropriately according to the weather each day as we try to go outside for activities and play time. During cold winter months, children will not be permitted outside for play time if they do not have appropriate winter gear: coat, hat, gloves and boots.

**What to Bring:**
All items need to be labeled with your child’s first and last name.
- Bag or backpack
- Diapers and Wipes if needed
- A full change of clothes including a shirt, pants and underwear in case of spills or accidents
- A small blanket (to be taken home every Friday for washing)
- A healthy balanced lunch
- Water Bottle
- Bathing suit and towel
- Sunscreen – SPF 30 or higher (in summer months)

Please do not bringing items from home such as toys or music devices. The YMCA will not be responsible if items brought are lost, broken or stolen.

**Severe Weather Condition Policies:**
For threats of thunderstorms, children will seek shelter immediately and remain there until 20 minutes after the weather clears. Should there be a tornado warning, all children and teachers will go to our predetermined safe room until the threat passes. Monthly drills are done to practice this procedure.

Our Preschool program goes outside daily for learning activities or play unless there are severe weather conditions. In addition, we will avoid going outside if temperatures are determined to be unsafe or if air quality is considered a hazard.

**Fire Drills and Evacuation:**
The preschool program practices fire drills with our children at the beginning of the new school year, summer as well as monthly during the program. In the event of a fire, we will evacuate the building and will meet at our predetermined site where we will remain until the fire department instructs us further. Monthly drills are done to practice this procedure.

In the event of a required evacuation from the YMCA property, all students and staff at Inspire preschool will evacuate to the Longmont Youth Center located directly north of the Y on Lashley Street. Students will walk to this destination and will be reunited with families either upon their return to preschool or at the Youth Center as part of our reunification procedures. If the
neighborhood area around the YMCA is determined to be a dangerous area and we are directed to evacuate to a further location, we will remove all students and transport them using the YMCA buses and relocate to Twin Peaks Charter School located at 340 S. Sunset Street. Again, the reunification location will be determined based on the danger associated with the evacuation. Children transported in the YMCA buses will be placed in child appropriate seats that meet all licensing requirements.

**Tornado Sheltering and Lock Downs:**
During a tornado or a lock down drill or situation, all children will go to the women’s locker room for safety until an all clear has been called.

- Lockout is followed by the directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.
- Lockdown is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.
- Evacuate is always followed by a location and is used to move students and staff from one location to a different location in or out of the building.
- Shelter is always followed by a type and a method and is the protocol for group and self-protection.

**Community Support Campaign:**
The YMCA of Northern Colorado serves a very economically diverse population. For the last 50 years we have impacted the community through School Age Programming, Summer Day Camps, Residence Camp, Teen Programs and Youth Sports. If you would like to make a contribution to support other youth who are less economically capable of participating in our programs, please contact development@ymcanoco.org, call 720-652-4734 or visit ymcanoco.org.
Expressing Concerns:
Our program can only be at its best with input from our families. If you have a concern or question about your child’s program, please set up an appointment to speak to the Preschool Director. Please address all concerns in a professional manner. We focus on the Y’s four core values: Honesty, Respect, Responsibility and Caring. Therefore, it is important that we all role model appropriate problem-solving skills. Most issues can be easily resolved at this level. If the director and parent(s) are struggling with a concern, they may ask a supervisor to be involved.

Please feel free to contact our Department Executive if you are in need of further support:
Lisa Swaine, VP of Community Programs
Lisa.swaine@ymcanoco.org
303-443-4474, ext 4700

If at this time, you have questions about policy or wish to address a concern that you feel the YMCA is not addressing appropriately you may call the governing body for childcare in the State of Colorado.

The Division of Child Care
Colorado Department of Human Services
1575 Sherman Street
Denver, Colorado 80203-1714
303-866-5948 or 1-800-799-5976

State Licensing:
The YMCA complies with the rules and regulations of the Colorado Department of Human Services which licenses all of our programs. Licenses are available at the preschool. For further information regarding their policies, please call 303-866-5958. The Department of Health and the Fire Department also inspect our programs. All staff is required to be cleared by the Colorado Central Registry which has information concerning anyone who has been convicted of child abuse or any felony.
Dear Parent,

Your child is now enrolled in a child care program that is licensed by the Colorado Department of Social Services. The license indicates that the program has met the required standards for the operation of a child care facility. If you have not done so, please ask to see the license.

Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number to report child abuse in your county is:

Boulder County: 303-441-1000 or Colorado: 303-866-5958
Boulder County Social Services
3400 Broadway
Boulder, CO 80304

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child’s education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially regarding children’s health and safety, equipment and play materials and staff. For additional information regarding licensing, or if you have concerns about a child care facility, please consult the Colorado Office of Child Care Services at 303-866-5958.

YMCA Membership and Program Opportunities:
Children enrolled in preschool get member rates on Y programs including sports, ice, day camps and aquatics programs. All preschool families receive a free family membership.

A YMCA membership is one of the best investments you can make for an individual or a family’s well-being and fun. The YMCA specializes in helping those who are new or returning to exercise and those wishing to develop a healthier lifestyle. You will find programs for the whole family to participate in making your experience with the YCMA inviting and satisfying. For more information, contact any of our YMCA centers listed below.
All families are required to read this Parent Handbook as well as complete and return all required enrollment forms to be included in your child’s file.

**Required Enrollment Forms & Documents**
- General Information
- Emergency Pickup & Authorization
- Health History Information & Immunization Medical Authorization & Release
- Health Forms and General Health Appraisal (signed by healthcare professional)
- Program and Payment Option Form
- Personal Childhood History Form
- Third Party Responsibility Agreement (for parents receiving CCAP/FA)
- Sunscreen Permission Form
- Current Photo of Child

YMCA of Northern Colorado  
Serving Boulder, Broomfield & Weld Counties  
ymcanoco.org

**ARAPAHOE CENTER**  
2800 Dagny Way, Lafayette, CO 80026 • 303-664-5455

**LONGMONT CENTER**  
920 Lashley St. Longmont, CO 80504 • 303-776-0370

**MAPLETON CENTER**  
2850 Mapleton Avenue, Boulder, CO 80301 • 303-442-2778