



Merrimack Valley YMCA
Andover/North Andover Branch
165 Haverhill St.
Andover, MA 01810
978-685-3541

YMCA
Preschool/Kindergarten
Enrichment
Parent Handbook
2009-2010



WE BUILD
STRONG KIDS,
STRONG FAMILIES,
STRONG COMMUNITIES!

1.) *YMCA Mission*

The mission of the Merrimack Valley YMCA, Andover/North Andover Branch is to put Christian principles in to practice through programs that build a healthy spirit, mind and body for all. The YMCA strives to build strong kids, strong families, and strong communities. We strive to provide quality care in a safe and supportive environment that fosters the physical, emotional, cognitive and social growth of children, and supports and strengthens families.

2.) *Staff Organization of the Merrimack Valley YMCA*

Board of Directors
President/CEO
Andover/North Andover Branch Board of Managers
Executive Director
Sr. Director of Youth and Family Programs
Director of Early Education
Lead Teachers
Teachers
Assistant Teachers

The Merrimack Valley YMCA - Andover/North Andover Branch Preschool/Kindergarten Program was established in 1977 to serve children from 3 to 5 years old. The purpose of the program is to provide a safe, supportive environment that fosters the physical, social, cognitive, emotional and social growth of each child. Our program is licensed by and meets the standards of the Massachusetts Department of Early Education and Care.

3.) *Our Philosophy*

We believe that children are active learners who grow and develop skills when fostered in the appropriate environment. Our preschool curriculum addresses the interest and abilities of the preschool child. We take the individual learning styles of each child and the stages of child development into consideration when planning curriculum.

Our program strives to meet the cognitive, emotional, social and physical needs of each child. We offer an exciting, nurturing, stimulating and supportive environment for preschool/kindergarten children. Children are encouraged to express themselves creatively through art, dramatic play, block play and choice time activities. Children are invited to participate in other daily activities that foster their fine and gross motor skills through hands-on and group activities. We encourage children to learn and explore at their own pace.

An important aspect of a preschool/kindergarten child's life is to gain confidence and self-reliance. We encourage the development of these skills by incorporating them into our daily curriculum. We provide opportunities for independent, small group and large group activities incorporating sharing and cooperative skills.

Our goal is to help your child develop to his/her fullest potential and provide them with a positive Preschool experience. We feel that with our exemplary curriculum, classroom environments and highly qualified staff that we can provide a quality Preschool experience for your child that will adequately prepare them for their future educational experiences.

4.) Curriculum

The curriculum in our Preschool/Kindergarten Program is designed to focus on all areas of development. We believe in having learning materials readily available for children to explore at their own pace. Our teachers typically design the curriculum around a theme and then design developmentally appropriate activities that encompass that theme. Our classroom environment is set up into various language experiences. We seek to encourage and strengthen social relationships with peers and adults. We expose the children to science through sand and water play, cooking and exploratory materials. Children are allowed to experience art through painting, coloring, designing and using other creative mediums. Our program fosters development of gross motor skills through outdoor play, swim lessons and indoor gym activities.

5.) Swim Lessons

The children enrolled in the Preschool/Kindergarten Program on Wednesday's and Thursday's will receive instructional swim lessons by the YMCA aquatics staff. Swim lessons are offered to allow children to become familiar with the water, have fun and progress in their swimming competencies.

During the swim time there may be opportunities when free swim is given for children to work independently on the skills that they are learning. Self-dress is a big portion of our swim program, so please take this into consideration when dressing your child on swim days. We suggest pull-on pants and shirts.

If your child attends our morning session please dress him/her with their swimsuit on underneath clothes. Your child must have a towel and a bathing cap (if hair is collar length or longer). All of these items must be labeled. We are not responsible for lost items.

If your child is unable to participate in swim, please **DO NOT SEND YOUR CHILD** to the program on swim days. Only children scheduled for swim days will participate in swim. The certified Aquatics staff is responsible for the curriculum children will receive while in the pool area. If your child has any issues with the swim program, feel free to talk with the Preschool/Kindergarten Director.

6.) Staff

Care is taken to hire staff that exemplifies the YMCA philosophy. Our teachers exceed the requirements set by the Department of Early Education and Care for education and experience. All staff is selected for their experience, skill, character and nurturing ability in working with children. The YMCA provides its staff with many opportunities for development and advancement through staff training. The teachers and Director are required to complete a minimum of 20 hours per year in the fields of early childhood education and special needs. We feel that parent communication is vital to your child's growth and positive preschool/kindergarten experience; therefore we encourage you to communicate with your child's teacher before of at the end of the daily program, or schedule an appointment.

7.) Non-Discriminatory Policy

The Merrimack Valley YMCA - Andover/North Andover Branch admits children of any race to all the rights, privileges, programs and activities generally accorded or made available to all children and families at the YMCA. The YMCA does not discriminate on the basis of race in administration of its educational policies, athletics and other childcare administered projects. The YMCA's policies are to provide equal opportunities to all people regardless of religion, race, sex, marital status, disability, cultural heritage, political beliefs, national origin, and sexual orientation.

8.) Registration

Our Preschool/Kindergarten Program follows the Andover and North Andover Public School Schedule. Our school year goes from September to June. Our preschool program does not operate during vacation weeks or on holidays. Special full day vacation programs will be offered for an additional fee. Summer Vacation Club programs are offered for an additional fee. Registration for September takes place in February. Registration dates are announced in the YMCA Program Brochure. Preference for admission into the program will be given in the following order:

1. Children currently enrolled in the program.
2. Siblings of children currently enrolled in the program.
3. General public

A registration fee of \$50.00/per child/per school year is due at the time of registration to hold a child's place in the program. These fees are **NON-REFUNDABLE** and **NON TRANSFERABLE** to any other YMCA membership or program. All forms must be completely filled out at the time of registration.

9.) Tuition

Tuition is based on the number of days a child is scheduled to attend. Parents are responsible for payment of every day the child is scheduled to attend, whether or not they actually attend. Payments are due by the 25th of the month for the following month. Example: Payment on August 25th is for the month of September. If a tuition payment is overdue, a \$25.00 late tuition fee will be assessed to your account.

Tuition should be made payable to the Merrimack Valley YMCA and placed in the payment box in the Childcare Office. Please **DO NOT** give your payment to the Front Desk. We **DO NOT** accept cash; payment must be made with a credit card, check or money order.

Failure to make payments may result in the dismissal of your child from the program. Parents are responsible for maintaining childcare receipts for tax purposes. Receipts are placed in your child's mailbox after payments have been processed.

When a bank returns a check to us, they charge a fee; this fee will be passed onto the parents. If two checks are returned we will require that all future payments be made by credit card, money order or with a certified bank check.

Rates for the school year are listed on the parent's agreement form. Parents must read and sign in this agreement in order to register their child(ren) in our program.

10.) Late Pick Up

A parent or alternate pick up person failing to pick up a child by 12:00 pm, 3:00 pm or 6:00 pm will result in an additional charge. The current charge is \$1.00 per child for every minute that you are late. This fee is payable to the Andover/North Andover YMCA at the time of pick up.

If you know that you are running late or have an emergency, please be courteous and call us so we can reassure your child. A late fee will still be charged. Habitual lateness may result in termination from the program. If a parent is more than a half-hour late, persons listed as emergency contacts will be notified to transport the child home.

11.) Financial Assistance

Tuition is based on covering the operating costs of the program. Our annual Reach-Out for Youth campaign helps to keep tuition reasonable while allowing us to provide quality programming. Through the YMCA's "Access Program" we offer reduced rates to individuals and families who cannot afford the full price of tuition. Eligibility is based on income level, family size and funds available. Please see the Child Care Services Director for details.

12.) Orientation

A mandatory group orientation for all parents is held in August. An orientation is required before the child may start in the program. It is very important that all parents attend this session to ensure that all program policies are understood and that any questions can be properly addressed.

13.) *Withdrawal*

A written two (2) week notice must be given to the Preschool/Kindergarten Director to withdraw or change enrollment. You are responsible for payment during these weeks regardless of your child's attendance. Reductions or discounts of program fees cannot be given. Financial issues can be discussed with the Child Care Director.

14.) *Termination or Suspension Policy*

Aggressive or inappropriate behavior that endangers the safety of the children and/or staff or interferes with the group's enjoyment of activities will not be tolerated. We reserve the right to dismiss a child from the program if he/she continually refuses the guidance of staff to correct inappropriate behavior, excessive inappropriate parent behavior, or chronic non-payment of fees/tuition. In cases of serious misbehavior, an incident report will be completed by a staff member and shared with the Director of Early Education, Sr. Director of Youth and Family Programs and parent(s) to discuss the child's behavior. In cases of serious injury to staff, child or facility it is the policy of the program to suspend the child immediately. A conference will be held with the parent and the Director of Early Education to discuss the circumstances on allowing the child to return to the program.

It is the policy of the program that a child may be suspended from the program, for a period of one to three days, after three documented incidents. All incidents are recorded in the behavior log and the copy of the incident report is put in the child's file. If serious misbehavior continues once the child returns to the program, another meeting will be called with the parent(s), teacher, and director staff. A plan of action will be put in place to work on correcting any inappropriate behavior. Should the behavior continue, the YMCA reserves the right to terminate the child from the program with sufficient notice to the family. The Director of Early Education will assist the parent in finding a more suitable setting for the child if so requested.

Other possible reasons for termination or suspensions include; chronic tardiness at pick up time, overdue fees/tuition and chronic absenteeism. When a child is terminated from the program the staff shall prepare the child for termination in a manner consistent with his/her ability to understand.

15.) *Children's Records Required*

All children must have the appropriate forms submitted at the time of registration. We must also have a current health form from your child's doctor that has taken place within 6 months of enrollment, and must never be more than one year old. Physicals must be renewed every year and must display evidence of all up to date immunizations and a lead test within the last year. This medical documentation must be given to the Preschool/Kindergarten Director within two weeks of your child's start date. In addition the Preschool/Kindergarten Program Parent Handbook must be read, and the statement signed indicating understanding of the policies and adherence to them. This form can be found in the registration packet. A child's parent(s) shall have the right to add information, comments and data or any other relevant materials to the child's record. Information contained in a child's record shall be privileged and confidential. Written parental consent to distribute/release a child's file to an unauthorized person is necessary. Parents will be notified if their child's file has been subpoenaed. A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's record. A permanent written log will be kept with the child's record indicating to whom and when the information contained was released.

17.) Children's Rights

Staff members are responsible for ensuring that all children:

- Have a safe and reliable environment free of hazards.
- Have use of all the equipment and space on an equal basis and equipment is in functioning condition.
- Have their ideas and feelings respected.
- Are disciplined in a manner that is fair, equal and respectful of them.
- Are given the opportunity to express their anger, frustration, disappointment, joy, etc. in an appropriate manner.
- Are allowed to express their creativity and uniqueness.
- Have an environment that offers them a variety of choices.
- Are taught by people who care about them, enjoy being with them and who are concerned about their growth and education.

18.) Children's Responsibilities

Children need to be responsible for:

- Their belongings.
- Respecting the rules that are established for them.
- Not willfully damaging any equipment or property in the building or anyone else's property.
- Sharing equipment and facilities with all children in the program.

19.) Children with Disabilities

It is the YMCA's policy to admit children with disabilities to our programs provided that the staff and facility can meet the needs of the child. With parental consent the Child Care Director will request an IEP if one is in place and information from the involved Local Education Agency, Early Intervention and the child's health/service providers. Parents must put in writing their requests to change/modify their child's participation in the program, the size of staff/child ration of the group to which the child is assigned, and the need for any special equipment, materials, ramps or aids that the child may need. If the accommodations requested by the parents cause undue burden, a written notification will be sent to the parent within thirty (30) days of the receipt of request including the reasons for the decision. The parent may contact the Department of Early Education and Care for determination of compliance. A copy of the notification will be kept in the child's file.

20.) Personal Belongings

Please pack only the basic elements and mark all clothing and personal belongings clearly with your child's first and last name on it. Encourage your child to store his/her belongings in their cubbies. Each classroom has a lost and found area. We are not responsible for misplaced items or items left behind. Items left for a prolonged period of time will be donated to a needy organization.

Please do not allow your child to bring toys from home into the classroom. We provide plenty of materials in our classrooms to engage all children. If your child has an item that he/she would like to share with the class, please speak with your child's teacher about a show and tell opportunity.

21.) Clothing

Children at the YMCA are active and involved. Please dress your child in comfortable clothing that is seasonally appropriate, and practical. Washable play clothes are preferred. ALL clothing should be easy to put on and remove to encourage self-help skills. Please label each article of clothing; this includes towels, all outerwear, boots and bathing suits. We are not responsible for lost or damaged items.

On your child's first day please bring a complete change of clothes, labeled and put in a shoebox also labeled with your child's name. If your child needs assistance in changing his/her clothes due to an accident or some other incident a teacher will assist them. Soiled clothes are sealed in plastic bags and kept out of reach until departure time. We ask that you check your child's extra clothes inventory periodically.

22.) Snack

The YMCA provides a nutritional morning snack and an afternoon snack served with 100% juice every day. Some possible snacks may include, but are not limited to:

- *graham crackers
- *popcorn
- *pudding
- *assorted cereals
- *fruit & vegetables
- *assorted cookies
- *applesauce
- *assorted crackers
- *pretzels

If your child has a food allergy please let the teachers know on your child's first day of school as well as notifying us in writing. Often times a special cooking project may also be served as snack.

23.) Lunch

We ask that children bring a nutritious lunch to school. Please do not pack candy, soda or junk food in your child's lunch. Please note that there is no refrigerator or microwave available for lunches. We ask that you supply eating utensils because we do not have any to give your child. We also recommend that you use ice packs in lunches that contain food that may spoil.

Suggested Food for Lunches

Lunches are not refrigerated. Please take this into consideration when planning your child's lunch. Please DO NOT send glass bottles or milk in cartons.

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|-------------|---------------------------------|-----------------------|--------|
| Sandwiches: | Soups or Pasta (in Thermos) | Deli Meats | Salads |
| | Tuna or Egg Salad | Fruits and Vegetables | |
| Drinks: | Juice Boxes or juice in thermos | Milk in thermos | Water |

24.) Parent Involvement

The Andover/North Andover YMCA Preschool/Kindergarten Program has an open door policy. Parents are allowed to visit the center at any time. We encourage parent participation in the classrooms and during other school events.

Parents are welcome to voice their policy and program ideas, though it is not recommended during drop-in visits. Any issues, suggestions or concerns should be brought to the attention of the Child Care Director or the Preschool/Kindergarten Director. The Director will respond to all concerns and suggestions, and if necessary will put them in writing as well. If differences arise that cannot be handled in this manner we will use a variety of techniques such as parent policy council, committee appeals, special conferences or individual meetings to resolve the grievance.

The teachers complete progress reports twice a year, one in January, and again in May. Children with disabilities will be evaluated every three (3) months. Teachers will be available for conferences at the parent's request.

We strongly believe that open communication between parents and teacher is of vital importance to your child and to the quality of our program. Parents may call for an appointment to schedule a conference at any time. Special problems or significant developments will be brought to the parent's attention as soon as they are detected.

25.) Health and Safety Policy

We are concerned about the health and safety of your child. If your child is not feeling well in the morning, please have your child remain at home. If your child complains of not feeling well during the day, we will call you. The teacher will make a decision with you as to whether or not you will need to pick up your child. Any child who is sick will be placed on a mat to rest quietly until picked up.

Your child will need to be picked up immediately if:

- He/she has a fever of 101 degrees or higher.
- He/she vomits.
- He/she has two or more bouts of diarrhea.
- Any communicable diseases are identified (i.e. conjunctivitis, chicken pox, unidentified rashes, strep throat, head lice, etc.).

In any of these instances your child may not return to the program until they are fever free for 24 hours, haven't vomited in over 24 hours, and haven't experienced any diarrhea in 24 hours. If a communicable disease has been diagnosed, a doctor's note must accompany the child upon return to the program and they must have been on medication for 24 hours before they may return. If a communicable disease has not been diagnosed, a doctor's note stating this must accompany your child's return to the program.

In the event of an emergency, the child's parents will be notified first, and if they are unable to be reached, the emergency contact people listed in your child's file will be contacted next. If no one can be reached, the family physician will be contacted. In the case of an extreme/life threatening emergency we will contact the Andover Fire Department (911) for transportation to the Lawrence General Hospital. The child will be accompanied by the Child Care Director or designee with the child's complete file. It is very important that you list any allergies that your child may have on their registration form.

26.) Toileting Procedure

We suggest that children are toilet trained. Children will be accompanied to the bathroom by a teacher and a buddy if outside the classroom area. After using the bathroom, children will wash their hands with running water and liquid soap and will dry their hands with disposable towels. Teachers will assist children with toileting needs consistent with the child's physical and emotional abilities.

No child shall be punished for soiling, wetting or not using the toilet. Staff will also be required to wash hands after assisting a child. Staff and children will wash hands before food preparation or snack.

27.) Behavior Management Procedures

When a behavior management situation arises, our trained and educated staff will handle the situation accordingly. Our goal is to maximize growth and development in a positive manner through setting reasonable and positive expectations. Once a behavior is observed, our staff will try to redirect the behavior into a more positive action, and provide the opportunity to verbalize their feelings in regards to the issue involved, and a solution to the problem will be agreed upon.

If the situation has not been corrected, the child may be asked to take a break from the group for a period no longer than one minute per year of life. After this time the teacher will again try to redirect the child into more appropriate ways to communicate their needs. Choices are offered to encourage decision-making and self-control through understanding. If a child has persistent behavioral issues the teacher will keep a behavioral log for documentation purposes. Parents are kept informed of any issues or problems that are persistent or behaviors that endanger the safety of the other children or staff of the program. The Director and staff will work together on a plan for helping the child handle any behavior issues and work toward a solution.

Corporal Punishment, including spanking, will NOT be used. Children will not be denied food as a form of punishment. No child shall be subject to cruel or severe punishment, humiliation or verbal abuse. No force feeding or punishment is used related to eating or not eating food. No child shall be punished for soiling, wetting, or not using the toilet. Our goal is to correct the problem and reinforce the positive behavior.

28.) Administration of Medication

The Preschool/Kindergarten Program shall only administer prescription medication to children during program hours. We ask that if at all possible you administer any medications before dropping your child off in the morning and/or after pick up time. However, if this is not possible we will administer prescription medication **ONLY**. We will administer non-prescription medication (i.e. Tylenol, or medicated topical ointments) only with a signed authorization from the child's physician on the YMCA medical authorization form. All non-prescription and prescription medication **MUST** be in the original container and have the original doctor's prescription label (prescription only) on it or else we **WILL NOT** administer it. Parent/Guardian must fill out the authorization form before we will administer any medication. We will only administer medication for as long as indicated on the prescription label and on the physician's authorization form. We will keep in your child's file a record of the date, time and dosage of the medication, as well as the signature of the person who administered it. The Director or his/her designee shall be the only one to administer medication. All unused medication will be returned to the parent. Staff will make every attempt to contact the parent/guardian prior to dispensing any medication.

29.) Abuse and Neglect

All Preschool/Kindergarten Program staff members are mandated reporters under Massachusetts State Law. Any staff member who suspects that a child has been abused or neglected is obligated to report the information immediately to the Director of Early Education or their designee. The person receiving the initial report will be responsible for assessing the data collected and the condition of the child. The parents will then be notified that a verbal and written 51A report is being filed with the Department of Social Services Protective Services Unit. In the event that the YMCA employee is suspected of child abuse or neglect, the staff person will be immediately removed from working with children. Reinstatement of the staff person will occur only after all allegations have been cleared to the satisfaction of DSS, EEC and the YMCA, along with any other investigating agency. It is also the policy of the YMCA that staff is not permitted to baby-sit, transport or be involved with children who are program participants outside of program hours.

30.) Strategies to Help Prevent Child Abuse

The YMCA has in place a comprehensive pre-employment screening procedure to screen out applicants not suited for working with children. The YMCA will take any allegation or suspicion of child abuse seriously. Staff understands their legal obligation to report suspected abuse. Staff members understand what practices may be considered abusive and the difference between what may be considered appropriate and inappropriate touch. Defensive strategies have been identified for avoiding unfounded allegations. Staff members protect themselves and the YMCA by agreeing not to be alone with YMCA youth or program participants outside of YMCA programs or facilities (i.e. baby-sit, take children on trips, etc.). These preventative strategies are designed to protect the children in YMCA programs and to protect YMCA staff and volunteers from being wrongly accused of incidences of child abuse.

31.) Transportation Procedure

Parents are responsible for transporting their child to and from the YMCA Preschool/Kindergarten Program. An adult must accompany your child **INTO** their classroom. Please be sure that you are acknowledged by your child's teacher(s) and that you sign your child in and out on the sign in/out log. Children will only be released to an adult over 16 years of age. We must have **written authorization** from a parent to release a child to anyone not listed on the alternative pick up form. Please understand that we will ask for identification from anyone that we are not familiar with, even if we have a written authorization. This policy is to ensure your child's safety. The YMCA will transport kindergarten children to and from the Andover/North Andover schools by bus. Parents are responsible for signing up for this option in the registration packet.

Please Note: NO PARENT SHOULD USE THE FRONT DRIVEWAY UNLESS YOU HAVE A HANDICAPPED LICENSE PLATE. IT IS ALSO UNACCEPTABLE TO PARK IN THE STAFF PARKING AREA.. THOSE SPACES ARE RESERVED FOR STAFF USE ONLY. Please park in the parking lot and walk your child into the YMCA. Following this rule helps to teach your child to follow rules.

32.) Unauthorized Activities

Any activities that are not directly related to childcare such as fundraising, publicity events, media interviews and photographs must have written parental authorization. It is a possibility at times that a student or staff member might be observing or doing research on the program participants with consent of the Child Care Director. Your child will not be part of this without written consent of the parent. No interactions shall take place between child and observer, no physical harm to the child shall be incurred, and the child(ren) will not be identified.

33.) Parental Rights

Chapter 28, Section 10 of the General Laws of the Commonwealth of Massachusetts mandates to the Department of Early Education and Care the legal responsibility of promulgating rules and regulations governing the operation of child care centers.

The licensee is required to inform all parents of their rights and responsibilities at the time of admission to the Preschool. Section 7.04 of 102 CMR 7.00, the regulations that govern childcare centers, contains more information.

34.) Notification of Injury

If an injury shall occur while your child is at the program there is a procedure that all staff members follow. The appropriate first aid is administered by a first aid certified staff member. A written accident report is filled out and is to be signed by the parent at pick up time. A copy goes to the parent and another copy is kept in your child's file. It is our policy to notify the parent immediately of any head injuries, no matter how minor.

35.) News and Information

The Director of Early Education provides a monthly newsletter updating any closures and upcoming events. Outside of each classroom there is a bulletin board updated monthly with notices and parent information. Please check these bulletin boards daily for changes and new information. All parents will receive a curriculum calendar informing them of the activities their child will be participating in that week. Also a detailed list of daily activities will be posted outside of your child's classroom.

36.) Inclement Weather Policy

The Preschool/Kindergarten Program follows the Andover/North Andover Public Schools procedure for closing program. The 9am-Noon preschool program will be cancelled if the Andover or North Andover towns close school. If you are unsure of school closings please call the YMCA at (978)685-3541 and the Front Desk staff will be able to answer your questions. In the event of YMCA building closure, the Director of Early Education will call all parents to pick up their children. If the YMCA decides to close due to extremely harsh conditions an announcement will be made on local radio stations. There are no make up days for cancellations. No credit or refund is given for snow days.

37.) Evacuations

In the event that the building must be evacuated, the children will be guided out through the nearest exit. Each classroom and activity room that the children use has an emergency exit map listing the exit route. Teachers take their class roster and children's files with them at every evacuation so that they may account for all children when safely outside and away from the building. The Child Care Director will check through the classrooms to make sure everyone is out. Fire and evacuation drills will be practiced with the children.

38.) Holidays and Celebrations

The YMCA understands that all families celebrate different holidays in different ways. Each family has their own traditions and beliefs. Because of this it is our policy to refrain from using holidays as part of our curriculum. If you would like to do something special to acknowledge your child's birthday we ask that you and your child purchase a book for the classroom library. We will read the book to our entire class on your child's special day.

39.) Requirements for Referrals

The YMCA will provide to the parent a written statement including the reason for recommending a referral for additional services, the contact person for Chapter 766 and Early Intervention Programs, a brief summary of the Centers observation related to the referral and any efforts the Center may have made to accommodate children's needs. The YMCA will offer assistance to the child's parents in making the referral. The YMCA will have written parental consent before any referral is made.

40.) Referral Services

Through the Merrimack Valley YMCA's connections with the Department of Social Services and the Department of Early Education and Care, we have information regarding social, mental health, education and medical services including, but not limited to, dental check-up, hearing or vision screening for families. Inquiries about referral services should be made through the Director of Early Education. If staff has a concern about a child, the behaviors will be observed, recorded and reviewed before a referral is recommended. A parent meeting will be set up to discuss the programs concerns and referral. The program shall offer assistance to the parents in making the referral and shall have a written parental consent before any referral is made. The program shall maintain a written record of any referrals, including the conferences with parents and the results.

41.) Absences

Please call the YMCA at (978) 685-3541 ext. 49 to let the Director of Early Education know that your kindergarten child will not be arriving off the bus. Parents are still responsible for payment even if your child is absent. Children who arrive to the center by parent drop off are not required to call in. It is asked that you do so as a courtesy. **Absences without prior notice may be mistaken for a missing child and unnecessary concern and time spend in searching for your child will occur. A \$10.00 tracking fee will be charged each time a YMCA staff has to track the location of your child.**