

PARENT HANDBOOK

YOUTH DEVELOPMENT PROGRAMS

Early Learning Center, Public Pre-K, and
Wrap-a-Round



Sanford-Springvale YMCA
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207-324-4942

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Dear Families,

Welcome to the Sanford–Springvale YMCA Youth Development Program where we are deeply appreciative and honored that you have entrusted us with the care of your children! Our Youth Development services include our Early Learning Center, Public Pre–K and Wrap–a–Round Program, Kid’s Out Program, and Summer Camp. Our Programs are offered both on–site at the YMCA and within various school districts that we have partnered with in Southern Maine. Here you will find that your children have access to opportunities that only the YMCA offers. We have several gross motor areas that are available indoors, as well as access to our pool, and walking trails.

This Parent Handbook will serve as a reference for the values, philosophies, and policies that we adhere to in our Programs. In it you will find a wealth of information to give you insight into how we support the individual and wholistic development of children through the implementation of our Core Values, skill based learning, positive interactions, and developmentally appropriate practices. You will also find information pertaining to our policies regarding enrollment, health and safety, and individual Programs. Please, reach out with and questions or concerns that you may have. It is our goal to offer high quality services that fosters the growth and development of the children in our care and supports and strengthens families and our community. Open communication and partnership with you is crucial in us achieving our goal. With warmth and gratitude, we thank you for choosing us and welcome you to Youth Development Programming at the Sanford– Springvale YMCA!

Sincerely,

Cassandra Lunderville

**Early Learning Center Coordinator
Sanford–Springvale YMCA
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clunderville@sanfordymca.org**

YMCA VALUES & COMMITMENT

OUR VALUES

Caring: To be sensitive to the needs of others and to respond as challenges arise.

Honesty: To tell the truth, have integrity, and build trust.

Respect: To value the worth of every person and treat others as you would like to be treated.

Responsibility: To do what is right and to be accountable for your behavior and obligations.

OUR COMMITMENT

Welcoming: We welcome individuals in all programs and facilities.

Develop: We develop programs that respond to the needs of our members, participants and community.

Utilize: We utilize hiring and employment practices that are free of bias.

Hiring: We hire and maintain a diverse staff and corps of volunteers.

Maintaining: We maintain a safe environment that is free of acts of discrimination or harassment against any individual. To help achieve our mission, values and commitments, one of our goals is to consistently attract, develop, motivate and retain the most talented and competent staff members. The YMCA seeks individuals who embody in spirit, mind and body, the core values of caring, honesty, respect and responsibility.

RIGHTS OF CHILDREN AND PARENTS

RIGHTS OF CHILDREN

Children receiving child care from child care facilities have the following rights:

- Children must be free from emotional, physical, and/or sexual abuse, neglect or exploitation.
- Each child has the right to freedom from harmful actions or practices that are detrimental to the child's welfare and to practices that are potentially harmful to the child.
- Each child has a right to an environment that meets the health and safety standards set forth in the Child Care Licensing rules.
- Each child must be provided child care services without discrimination to race, age, national origin, religion, disability, sex, or family composition.
- Children must be treated with dignity, consideration, and respect in full recognition of their individuality. This includes the use of Developmentally Appropriate Practices by the Child Care facility.
- Each child has the right to the implementation of any plan of service that has been developed for that child in conjunction with community or state agencies by the child care facility.
- Each child has the right to developmentally appropriate activities, material, and equipment.
- Children with disabilities have the right to reasonable modifications to child care facility policies and practices.

RIGHTS OF PARENTS AND LEGAL GUARDIANS

- A child's parent or legal guardian must be fully informed of items or services which are included in the rate they pay for child care services.
- A child's parent or legal guardian has the right to be fully informed of findings of the most recent inspection conducted by the State Licensing Department. The child care facility must inform children's parents or guardians that the licensing inspection and results are public information and inspection results must be posted in a prominent place on the premises.
- Parents or legal guardians must be notified by the child care facility within two business days of any actions taken against the child care facility by the Department, including, but not limited to decisions to issue conditional licenses, refusal to renew license, or to impose fines or other sanctions.

GENERAL YOUTH DEVELOPMENT PROGRAM INFORMATION

POLICIES & PHILOSOPHIES

Our Child Care Staff Team

Our dedicated Lead Teachers, Assistant Teachers, and Support Staff strive to make a positive difference in the lives of children. We hire individuals who have experience working with children and are committed to educating the children they care for. Each staff member brings and shares unique talents and interests to benefit the children that we serve. We provide our staff with training in topics relevant to their classroom or site. In addition, all of our staff are trained and certified in First Aid, CPR and AED and complete training in Child Abuse Prevention, Sexual Harassment Prevention and Blood Borne Pathogen Management. We are proud of the work our team does each day as your child learns and grows.

Equal Opportunity Provider

The YMCA is an equal opportunity provider. Applications for enrollment are accepted without regard to race, religion, sex, cultural heritage, disability, marital status, economic status, national origin or other protected class. We celebrate diversity and know that all of our children benefit through an enriched learning environment.

Inclusion Policy

The Sanford Springvale YMCA strives to create an inclusive environment where all feel welcome, have a sense of belonging, and connection to their community. We welcome with open arms those of different races, ages, religion, physical abilities, and any person who is part of our diverse community looking for a place to feel welcome.

Resources Available for Developmental Screenings

In all of our childcare programs, we continuously assess and observe the developmental levels and needs of program participants. When needed, our staff will arrange meetings with families to discuss developmental concerns or challenges that we observe. If it is decided to further investigate developmental delays or concerns, we will partner with the family, Child Development Services, and/or the child's school district to further advance the observation and assessment of potential developmental need assistance.

Disciplinary Philosophy

In our Youth Development Programs we use the core values of the Y as our framework for our disciplinary philosophy. The values of Caring, Honesty, Respect and Responsibility are discussed each day; children are held accountable to living by these values while in our program. Children who continually cannot follow the Core Values may be asked to take a break from the program or to no longer participate. Our disciplinary techniques are designed to continually promote self correction and self-regulation to benefit the social and emotional well-being of the children in our Programs. We consistently model, reinforce, and encourage appropriate behavior and utilize redirection and positive behavior management strategies to discourage challenging behaviors.

We encourage and support children's skill based learning to foster wholistic development on an individual basis. We teach conflict resolution skills by encouraging children and staff to communicate and label their emotions and needs through the use of their words. If children are having a difficult time articulating their emotions or needs, staff will model developmentally appropriate language that is reflective of the YMCA's core values to encourage communication. Children whom are having a difficult time regulating their own bodies or emotions are encouraged to take time to re-group, take a break, or participate in an activity that facilitates regulation. When the child feels they are ready and relaxed the staff and child will talk about the situation and resume their time with the group.

Three Rule Policy

Aggressive and violent behaviors are not and will not be tolerated at any of our Youth Development Programs. If there is concern with a child's behavior, the parent will be notified immediately and appropriate action will be taken. It is our responsibility to, first and foremost, maintain the safety and well being of all of the children in our Programs. Actions may include suspension and up to termination from the program. Communication between the child, parents, and staff is vital for your child's success in our program. It is imperative that you notify us of any changes at home or in school that may be affecting your child's behavior or mood.

All Youth Development Programs have a firm line on behaviors/actions that we cannot tolerate in any manner and will take immediate action on. Staff will follow a three step process using our Safety Action Plan and all behaviors/actions will be handled on a case by case basis. The final step of our three step process is termination of Youth Development Program services. Please Note:

- We do not tolerate behaviors that cause physical harm to other program participants.**
- We do not tolerate behaviors that cause physical harm to program staff**
- We do not tolerate behaviors that put the child at immediate risk of injury (I.E. running from program areas, running away from staff, and/or not responding to staff requests to maintain safety).**

Safety Action Plan

According to our Safety Action Plan, any child exhibiting aggressive behavior that is disruptive to the program and threatens the safety of others will need to be picked up after three incidents. Staff will utilize behavioral management strategies that include redirection and positive reinforcement to minimize challenging behaviors; however, behaviors considered for suspension are at the discretion of the Coordinator. Depending on the severity of the aggressive behavior and location of injury to the individual involved, a child may be suspended after one incident. Examples of this course of action include but are not limited to: bites to the face or other soft tissue areas of the body, strikes to the head, face, or neck, and forceful pushing that results in head, neck, or spinal injury or falls. Severe aggressive behavior that is considered for suspension is at the discretion of the Coordinator.

Report of Serious Injury and Child Death

Per the State of Maine Child Care Facility Licensing Rule, All YMCA Youth Development programs are required by law to report any and all serious injury or death to program participants to the State of Maine Childcare Licensing Division immediately.

Emergency Procedures and Relocation Information

Each child care program will practice and follow the Emergency Procedures and fire drill protocols for the building and program space of which they are enrolled. For programs within our YMCA facility, we will establish the best practice and protocols for emergency response and fire evacuations with guidance from the Fire Department. For programs located within public school buildings, we will follow the already established emergency action plans and fire evacuation procedures set forth by that individual school district.

The following Emergency Procedure drills are conducted on a regular basis:

Fire Drills	Monthly
Shelter-in-Place	Bi-annually
Lockdowns	Bi-annually
Evacuation off-site	Annually: Evacuation is "off-site" of the ELC. Staff and children remain on the YMCA campus

ENROLLMENT INFORMATION

Wait List

We maintain a wait list for each classroom or age group that reaches capacity. To secure a spot in our program and place child on the waiting list, parents or guardians must fill out an Enrollment Form and pay a \$25 registration fee. You must include the parent or guardians name, child's name, date of birth, contact information and payment method. Siblings of current participants receive first preference for new openings. Movement from the waiting list and starting the three-step enrollment process depends upon a number of factors including but, not limited to: the size of classroom or site, group dynamics, and the needs of the child. When an opening becomes available, the Coordinator will contact the parent/guardian.

Parents/guardians have 2 business days to accept the opening and start the enrollment process. If the contact information is no longer valid, a parent chooses to not enroll the child or the parent fails to respond to voicemails or emails regarding the opening, the child will be removed from the waiting list. Parents/guardians must check in with the Coordinator at least every 3 months to confirm they wish to remain on the waiting list.

Enrollment Process

We follow a three step process when enrolling children into our Programs. We find that this three-step process enables smooth transitions into our Program and allows all involved to feel comfortable in assessing whether we're the right fit for families. When a spot become available, the Coordinator will contact the parent/guardian and schedule a tour of our facility. The tour is scheduled outside of our hours of operation. Your child is encouraged to attend so they can see their prospective classroom. After the tour, we schedule a 2 hour play date in which your child attends and visits their prospective classroom during our hours of operation while accompanied by a parent/guardian. Finally, we schedule a half-day trial in which your child will attend for up to 4 hours without a parent/guardian present. This is usually scheduled during learning times; between the hours of 8 am- 12pm. We may request that additional play dates or half-days be scheduled to determine that we're the right fit for families.

Cancellation and Termination Policy

If for any reason, a child is removed from the program, their spot will be filled immediately. If you wish to re-enroll the child at a later date, and a spot is available, the child may return but their spot is not guaranteed.

Re-instatement into the program will require a registration fee of \$25.

NOTE: TWO WEEKS NOTICE TO WITHDRAW THE CHILD FROM THE PROGRAM OR MAKE CHANGES TO CURRENT ENROLLMENT STATUS MUST BE GIVEN TO THE YMCA IN WRITING VIA THE YOUTH DEVELOPMENT CHANGE FORM OR YOU WILL BE CHARGED ACCORDINGLY.

Extended absences from the program MUST be coordinated with the Early Learning Center Coordinator.

Early Learning Center Tuition Rates

Classroom	YMCA Member	Community Member
Infants	\$300	\$310
Woddlers	\$300	\$310
Toddlers	Part Time: \$175 Full Time: \$280	Part Time: \$180 Full Time: \$290
Preschool	Part Time: \$155 Full Time: \$210	Part Time: \$160 Full Time: \$220

Please note: Due to smaller ratios and limited number of enrollment spots available, part-time enrollment is not an option for the Infant and Woddlers classrooms

Payment Policies

All childcare payments are due on or before the Friday prior to the week of service. Tuition is paid one-week ahead and can be done by automatic withdrawal from a valid Visa, Mastercard, Discover or American Express card; Checks made payable to Sanford-Springvale YMCA are also an acceptable payment method. There will be a \$25 late fee assessed for all late payments. Failure to comply with payment policies may result in suspension or termination of childcare services. All financial obligations must be met before children will be allowed to return to the program or any other YMCA programs or membership. Families with 2 or more children enrolled in the program receive a 10% benefit toward the second and additional children registered.

There is NO adjustment to program fees due to change in or lack of attendance. Charges are determined by level of participation chosen at registration. Changes in program registration or attendance must be given at least two weeks prior and submitted on a Youth Development Change Form. The changes will take two weeks to take effect programmatically and financially. We will be flexible with this time frame when possible.

No Child Care Registrations will be accepted without a COMPLETED and SIGNED Fee Agreement Form. All third party sponsored program participants MUST provide us with a current contract agreement. Contract expirations are the parent/guardian's responsibility. Expired contracts will result in full tuition application to the parent/ guardian effective immediately after DHHS contract expiration date. Failure to pay assessed parent/guardian fees will result in application of full tuition fees or termination of childcare services. We reserve the right to change our fees when deemed necessary.

Financial Assistance

All families are eligible and encouraged to apply for financial assistance. A limited amount of money is available for childcare fee assistance. A scholarship application may be picked up at the Welcome Center, please direct any questions to Cassandra Lunderville, Early Learning Center Coordinator via phone at: 207-324-4942 or email at: clunderville@sanfordymca.org The Y also accepts payments from a third party through programs provided by DHHS. Until any and all arrangements have been made for the third party payments or a scholarship has been approved, you will be responsible to make your payments. Third party payments, scholarships, or discounts cannot be combined.

Pick Up Policy

We require that you thoroughly complete the information in the Enrollment Form so that we may determine who has permission to escort your child off the premises. If an individual arrives to pick up your child who is not listed as an emergency contact or on the authorized pick-up list, we will not release your child into their custody and will contact you immediately. It is very important that you notify us of any changes to the list as soon as possible. We will ask for a photo ID and compare it to the pick-up list. If there is an emergency and someone not on your list is picking up your child you must send in a written note or call the YMCA at 207-324-4942 with the information of the person picking up. The person picking up must also bring a picture ID.

Check In/Out Procedure

Staff will check in and check out all children each day by documenting time of arrival and departure via an attendance roster. Please, ensure that a Staff member has acknowledged your child's arrival and departure. Also, please be prepared to show a picture ID until Staff has familiarized themselves with you and persons authorized to pick-up your child.

Late Pick Up Policy

All Early Learning Center programs end promptly at 6:00 pm. The Public Pre-K ends promptly at 3:00 pm and at 2:00 pm on early release days. If you are unable to pick your child up by this time, please make arrangements for someone else to do so. Late fees will be accruing at 6:01pm, 3:01 pm and 2:01 pm, respectively. Late fees will be assessed under the following guidelines: For the first 1-5 minutes you will be charged \$15 (for the five-minute duration regardless of how many minutes you are actually late). The charge will be an additional \$1 per minute thereafter. If you arrive late to pick up your child, you will be asked to fill out our Late Pick Up Payment Agreement and indicate how you would like to process the payment. We accept cash at arrival time but, prefer to include the late fee in the following week's tuition.

Please note:

**Multiple late pick-ups or failure to pay late fees
can result in the termination of service.**

HEALTH & SAFETY INFORMATION

Sickness Policy

Our first and foremost responsibility is to protect the health, safety, and well-being of the children that we serve. With this in mind, we are very conscious of stopping the spread of illness in our Programs. While we understand and are compassionate of Parents/Guardians need to work to provide for their families, we ask that children who are ill stay home to rest until they are no longer contagious. Depending on the illness, we may ask for a child to be evaluated by a healthcare professional before returning to our Programs. Criteria for exclusion include a fever and/or two or more symptoms indicating illness. If symptoms develop while your child is in attendance, you will be contacted to come pick-up your child. They must remain home until they are symptom free, without the use of medication, for 24 hours or have a note to return after getting assessed by a healthcare professional.

If your child is experiencing any of the following symptoms, please keep them home so that the other Program participants are not exposed to the illness:

- An elevated temperature of 100.4 or higher
- Diarrhea and/or vomiting more than two times in a 24 hour period
- Unexplained rash accompanied by a secondary symptom
- Thick yellow or green mucus
- Has any contagious illness
- Has started an antibiotic and yet to be on it for 24 hours.

Additional symptoms that may indicate illness include:

- Discharge from eyes or ears
- Changes in behavior including being sensitive beyond their baseline or inconsolable
- Lethargy or excessive tiredness
- Report of pain or soreness
- Redness in throat, eyes, or ears
- Mild rash

We have a medical consultant on call at all times for any medical questions that may arise. However, Staff will use any of the above criteria to make a determination that a child is ill and may need to remain at, or be sent, home. If we suspect that your child may not be feeling well but, does not meet any of the criteria for exclusion, we will update you of their condition via Brightwheel. If ever you believe that we have been short-sighted in our decision to exclude a child due to illness, please contact the Coordinator. We thank you for your understanding of this important policy that enables us to protect the health, safety, and well-being of the children in our care.

Medications

Parents are required to fill out a medication release form before Staff can be permitted to administer any medication to a child. All medication must be in its original container, including packaging, with the name of the child on the container. Staff will administer the dose according to the instructions on the container. A doctor's note must be provided for any prescribed medications or variance in medication dosages. Please, be sure your child has received 24-hours' worth of prescribed medication before returning to the program.

Allergies

If your child has an allergy, it is very important to indicate their allergy and the reaction they have if they are exposed. In addition to indicating their allergy on the Enrollment Form, we will also require you to fill out additional forms that must be signed off by your child's physician. Staff will include this information, a picture of your child, and a list of their allergies in the medication cabinets within the classroom for quick reference if needed.

Accident and Injuries

We monitor our Program offerings and facilities to ensure a safe and comfortable environment for all of our participants. However, at times, accidents happen. In the case of minor injury, Staff will administer first aid. The staff person supervising your child at the time of the accident will send a notification via Brightwheel and fill out an accident. Accident reports will be given to parents/guardians to review and sign at pick up then, given to the Coordinator to include in your child's file. In the event of an emergency, staff trained in first aid and CPR will care for your child as needed while 911 and you are called. In case you and/or your emergency contact person(s) cannot be reached, a child care staff member will accompany your child to the hospital and stay until you arrive. The YMCA does not provide health insurance. Please keep your child's insurance information up to date in our files in case of an emergency.

Mandated Reporting

As required by the State of Maine we are mandated to report to the State of Maine any instance of suspected child abuse or neglect. This includes suspected physical, sexual, or emotional abuse in addition to neglect. All childcare staff are required to attend Mandated Reporter training and child abuse prevention training.

YMCA Child Safe Policy

Parents place their trust in the Y to help their children thrive. Our core values caring, honesty, respect, and responsibility are part of everything we do. Because of this, we place great value on creating the most child-safe environment possible. We believe when parents are well informed about safety protocols, it greatly assists our constant vigilance of all who have potential access to children. The following should be established zero-tolerance YMCA policies that are regularly communicated with parents. Parents should be regularly encouraged to report any deviation from these policies immediately.

- A child should never be alone with a staff member (but may be separate, if in full view of others).
- Children should not be contacted by YMCA staff except for issues relating directly to currently active YMCA activities (i.e., no letters, email, telephone calls, texts, facebook, visits, non-YMCA excursions, etc.).
- Children should always be transported in YMCA-identified vehicles (or appropriately identified vendor-operated vehicles), never in a staff member's personal vehicle, and never alone.
- Y staff members should not baby-sit Y members or program participants. If the babysitting relationship pre-existed the Y relationship, the Coordinator could make an exception, but a specific acknowledgement should be signed by the parents and the babysitting staff member and retained by the Y.
- Parents who become aware of hazing, bullying, or similar behavior should report the incident to the Coordinator. Such behavior is often the precursor of peer-to-peer abuse and must be addressed.
- Children should be encouraged to discuss their experiences with their parents and identify any behavior or activity that made them uncomfortable.
- Children in child care must sign in and out of programs each day and will only be released to preauthorized individuals.
- Parents should be provided with the names of at least two separate Y individuals whom they may contact if they believe there is an issue of any kind that needs to be addressed.
- Maine law requires staff to report cases of suspected abuse or neglect to the authorities.

Our employees complete an extensive child abuse prevention training program. Supervisors and managers complete additional training to further promote a child-safe environment. All staff members are mandated to report any suspected child abuse or neglect. If you have any questions or concerns regarding a YMCA staff person or program, please inform the Coordinator.

Alcohol and Substance Abuse Policy

The YMCA promotes a chemical free environment; smoking & vaping are not permitted on YMCA grounds. Anyone caught smoking or vaping on grounds will be asked to leave the premises, to extinguish their cigarette, or discontinue device use. Individuals that are or seemingly are under the influence of drugs and/or alcohol will be asked to leave the premises. As mandated reporters it is our role to keep your child safe from harm, therefore anyone arriving to pick up a child that is seemingly under the influence of drugs and/or alcohol will not be permitted to leave with a child. An emergency pick-up will be contacted to pick up the child and if necessary authorities will be notified.

Head Lice

If a child is found to have live nits/head lice while in care, the parent will be notified immediately to take the child home for treatment. Shampoo and household sprays are available at local pharmacies. A child must be completely free of live nits/lice to return to the program. A staff member will check the child's hair in the morning before the child is dropped off for the day.

Children with Developmental Exceptionalities

Our Youth Development Programs are inclusive programs, offering service to families of children in need of additional supports. Every effort will be made by our Youth Development Programs to accommodate children with developmental exceptionalities; however, we are not equipped or qualified to handle the demands of certain situations. Each circumstance will be handled individually on a case-by-case basis. A trial period will be identified to ensure the child's success in our program. Enrollment into our program will be dependent on various factors such as level of need, Staff's ability to meet those needs, and current group dynamics

5210 Program

Our program is committed to helping raise a healthier generation of children. Therefore, the Sanford-Springvale YMCA has made it our policy to follow the Let's Go! Priority Strategies for healthy eating and physical activity.

- 1. We limit unhealthy choices for snacks and celebrations.**
- 2. We limit sugary drinks.**
- 3. We prohibit the use of food as a reward.**
- 4. We provide opportunities to get physical activity every day.**
- 5. We do not provide any screen time.**

"We are proud to be a 5210 program"

INDIVIDUAL PROGRAM INFORMATION

EARLY LEARNING CENTER

Program Philosophy

The Early Learning Center is dedicated to empowering parents and students through the implementation of programming using the core values of caring, honesty, respect and responsibility. We foster the development of the whole child and teach diversity and acceptance through interactive education, and providing a safe, nurturing environment for children to grow and excel cognitively, socially, physically, emotionally, and creatively.

Hours of Operation

Monday- Friday 6:00am-6:00pm

The ELC will be closed on the following holidays:

New Year's Day	Martin Luther King Day
Memorial Day	Independence Day
Labor Day	Veteran's Day
Thanksgiving Day	Day After Thanksgiving
Christmas Day	Other days may be included with notice

Classroom Information

The Early Learning Center serves children ages 6 weeks-5 years year round. The Public Pre-K and Wrap-a-Round Program serves children that have turned 4 years by October 15th of the year of enrollment throughout the Sanford School District school year. The following ages are served in individual classrooms:

Infants	6 weeks-1.5 years
Woddlers	1.5-2.5 years
Toddlers	2.5-3.5 years
Preschool	3.5-5 years
Pre-K	4 years

Classroom Transitions

As children age in our program, they will transition to the next classroom according to their age and development. After it is determined that a child is ready, we will facilitate their transition over the course of a week through an increased time approach. The beginning of the transition week starts with a child spending in between 1-2 hours visiting their new classroom. As the week progresses, the time in which they visit their new classroom will also increase, with Friday being a full day. We find that the increased time approach over the course of a week enables smooth transitions by allowing children the time they need to get adjusted to their new environment and peer group.

Curriculum Expectations

The Early Learning Center uses the Creative Curriculum as our framework and guide to implementing a developmentally appropriate program for your child. Our curriculum and daily routine keeps children very active for most of their day. While we choose monthly center-wide themes, each classroom has the flexibility to develop their own activities based on the interests and development of their children and dynamics of their classroom. We plan and implement activities that foster wholistic development in the early learning domains, supports curiosity, and encourages experimentation.

Swimming

Children attending our Preschool classroom have the opportunity to swim in our pool once a week. Swim days are very exciting for children and help them to develop water safety skills and participate in an activity to promote their health and development. In addition to a teacher being in the water with children, there is a certified lifeguard on duty at all times on the pool deck. If you would like your child to participate in swim please, indicate your choice on the Enrollment Form.

Snacks & Lunches

The Early Learning Center will provide healthy snacks to children in the morning and afternoon. We ask parents to bring in a healthy lunch option for their child. Families must refrain from sending foods that are high in sugar. To assist staff with clean up please clearly label all containers that need to be returned home. Refrigerators and microwaves are available in the classrooms.

Rest Time

Every day children will have the opportunity to rest their bodies after lunch time. Children will ask to rest on their mat/cot. We understand that children have very different sleep routines and will do our very best to accommodate those children who do not need to sleep. All children will be asked to try and rest for at least 30 minutes quietly on their mat. If they are still awake they will be given a quiet activity while sitting on their mat.

Snow Days & Inclement Weather

Early Learning Center parents/guardians given ample notice concerning delays and early closures. We will send a notification via Brightwheel and post to the Sanford-Springvale YMCA Facebook page. The ELC follows the Sanford School Department regarding delays and early closure due to inclement weather. We use the following guidelines:

- If the Sanford School Department calls for a 1-hour delay, ELC will open on time, at 6 am.
- If the Sanford School Department calls for a 2-hour delay or closes entirely, ELC will open an hour later, at 7 am.
- If the Sanford School Department calls for early closure, we will consider early closure of the ELC.
- If the YMCA calls for a closure of the facility, ELC will be closed also.

Though, we try to stay within these guidelines, we reserve the right to open later or close earlier depending on the track and/or intensity of storms and the unpredictability of Maine weather.

PUBLIC PRE-K

The Sanford-Springvale YMCA has partnered with the Sanford School District to offer a Pre-K program at no cost to families. This program supports school readiness through the implementation of a district-wide curriculum. The program is additionally supported by the Sanford School District by means of opportunities for teachers to participate in in-service days, expanded training opportunities, and collaborative partnerships.

Hours of Operation

Mon, Tu, Th, and Fri 8:00 am-3:00 pm

Weds 8:00 am-2:00 pm

The Public Pre-K Program follows the district calendar for closures and early release days. Additionally, the Program follows all delays and closures due to inclement weather.

Registration

Registration for and inclusion in the Public Pre-K Program at the Sanford-Springvale YMCA begins the Spring of the upcoming school year and enrollment is dependent on availability. Families that are currently enrolled in our Preschool classroom whom have children that are eligible for the Pre-K program based on their age have priority over community members if they chose. All other available spots are filled using the lottery system set forth by the Sanford School District.

WRAP-A-ROUND PROGRAM

Unique to the Public Pre-K at the Sanford-Springvale YMCA is the Wrap-A-Round Program. This program offers before and after school care for children that are enrolled in the Pre-K program.

Hours of Operation

Mon, Tu, Th, Fri 6:00 am-8:00 am
3:00 pm-6:00 pm

Wednesday 6:00 am-8:00 am
2:00 pm-6:00 pm

Tuition Rates

Part Time (1-3 days) Full Time (4-5 days)	YMCA Member	Community Member
AM Part Time	\$65	\$70
PM Part Time	\$75	\$80
AM & PM Part Time	\$85	\$90
AM Full Time	\$75	\$80
PM Full Time	\$85	\$90
AM & PM Full Time	\$105	\$110

For any questions, concerns, or comments concerning the Early Learning Center, Public Pre-K Program, or the Wrap-A-Round Program please, contact:

Cassandra Lunderville
Early Learning Center Coordinator
207-324-4942
clunderville@sanfordymca.org