



FOR YOUTH DEVELOPEMNT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# JUMPSTART PRESCHOOL PARENT HANDBOOK



## Developing Future Leaders

Early Childhood Director:  
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# OUR PROGRAM AND VISION

## PROGRAM:

In Jumpstart preschool we believe young children are enthusiastic and eager to learn. We understand it is important for each child to be an individual and express themselves creatively. The YMCA also believes it is equally important for children to learn self-control, sharing, and social adjustment. Each child develops at their own speed, and we strive to offer every opportunity for them to learn at their own time. We welcome ALL and know that the inclusion of families from different ethnicities, culture's and backgrounds will help enhance our program and the lives of the children who come together to learn

## VISION:

At the Claire Chapin Epps Family YMCA, we take the responsibility of childhood education seriously. We base our educational decisions on developmentally appropriate practices throughout the year. We appreciate and support the close ties between child and family, we realize that children are best understood in the context of their family, culture and society. Our number one goal is to provide an environment that will influence and encourage all children to be creative, independent, responsible and loving children, who make successful leaders in the future.



# OUR STAFF

We're dedicated to providing the best quality staff to provide for your family's needs. Our staff is required to complete:

- Criminal background checks
- 25-35 hours of child-care training each consecutive year
- Yearly child abuse prevention training
- Maintain a first aid, CPR/AED, and O2 certification

The YMCA staff signs a code of conduct which outlines expectation for their behavior at work and in the community. Signing this document is a critical step in the protection of your child during our program time and in community social settings. YMCA staff members are required to abide by these guidelines or face termination. To protect our organization, staff and participants, please do not ask YMCA staff to babysit, transport, or otherwise be responsible for your child outside of YMCA program time. Staff are also not permitted to engage with parents or children online. please do not exchange email addresses, or phone numbers with staff members.





# DESCRIPTION OF SERVICES



## TIMES:

Monday-Friday Hours: 8:00am-12:00pm  
Drop-Off: 8:00am-9:00am  
Pick-Up: 11:30am-12:00pm

## AGES:

18mo-5yo  
Children 3-5yo MUST be potty trained



## PRICING:

\$35.00-\$50.00 one time registration fee

Members: \$300.00 per Month  
Non-Members: \$450.00 per Month



## FINANCIAL ASSISTANCE:

Financial Assistance is available and offered on a sliding scale to those who qualify. See the front desk or visit us online at: [www.coastalcarolinaymca.org](http://www.coastalcarolinaymca.org)



# SAMPLE SCHEDULE

**8:00am–8:30am:**

Drop-Off & Structured Free Play

**8:30am–9:00am:**

**Bathroom Break and Circle Time**

**9:00am–10:00am:**

Lessons/Fine and Gross Motor Skills

**10:00am–10:30am:**

Snack Time

**10:30am–11:00am:**

Indoor/Outdoor Play

**11:00am–11:30am:**

STEM/ Art

**11:30am–12:00pm:**

Pick-Up & Structured Free Play





# PARENTAL RIGHTS & RESPONSIBILITIES



A parent's role in Jumpstart Preschool is to be present and to support your child, which helps them grow, emotionally and physically.

Throughout the school year there will be a variety of different ways to become involved with your child's program. We encourage you to participate and develop a relationship with your child's teachers and have open communication regarding your child's life inside and outside of the school. With that information we can better connect and engage with your child through the activities and overall program.

*family*



# PARENTAL RIGHTS & RESPONSIBILITIES

## Parent/Guardians are responsible for the following:

- Your child must be registered and paid for before attending
- All waivers must be signed and on file
- Participants 3-5yo MUST be potty trained
- Pick-up no later than 12:00pm each day
- Treat YMCA program staff with respect and dignity



## Medication Policy:

For the YMCA to dispense medication for your child a medication form must be filled out, please ask your director for this form. Medication must be in the original bottle, with the daily dosage indicated and be prescribed for your child specifically. The parent or guardian must bring in the medication and give it to the Program Director. Over-the-counter medication will only be dispensed with a note from a physician. Please follow these steps for the safety of your child.





# CENTER POLICIES

## Attendance:

The attendance of each child is recorded daily. Non-attendance does not entitle a participant to a refund. However, tuition payments are on a monthly basis and will remain the same in the event that your child has to miss multiple days. No refunds or adjustments will be granted for partial weeks missed due to illness, vacation, inclement weather or when the YMCA is closed. No refund will be provided if a child is ever suspended or removed from a program.

Should an unexpected absence due to serious illness or family emergency occur (example: hospital stay or death in the family), your specific situation will be reviewed by Program Directors and a possible arrangement may be agreed upon. If you know your child will be absent for some time, please notify us so that we may plan accordingly.

## Withdraw Policies:

All fees and tuition payments that are made to the Claire Chapin Epps Family YMCA Preschool are non-refundable after the monthly session has begun. If you wish to withdraw your child from the program, please do so a week before the start of the session.





# CENTER POLICIES

## Drop-Off & Pick-Up:

304 N, Oak Street, MB, SC, 29577

Drop-off hours are from 8:00am-9:00am Pick-up hours are from 11:30am-12:00pm If you need to drop-off or pick-up in between those hours please notify the Preschool Director - Morgan Finney. [mfinney@coastalcarolinaymca.org](mailto:mfinney@coastalcarolinaymca.org) We will not always be available to allow late drop-offs or early pick-ups due to programming and field trips, but we will do our best to accommodate.

## Where do I Drop-Off?

You will walk your child into the Facility and enter the double doors and walk into the Gym where you will be directed by a sign to the correct classroom A staff member will greet you and welcome your child in the morning and then direct them to a prepared activity for this time slot.

## Where do I Pick-Up?

You will walk into the Facility and head to the appropriate classroom. Please have a photo ID and your code word ready for the staff member. If someone who is not on the pick-up list is picking up, please let the Preschool Director know ASAP and prior to pick-up.

## Late Pick-Up:

Please be prompt when picking up your child. After 30 minutes of not being able to reach you or your listed emergency contacts, we are required to contact the authorities. Our late fee is \$1.00 per minute per child.



# CENTER POLICIES

## Approved Pick-Up:

Only people on the approved pick up list and those that have the "code word" may pick up children in the program.

## Not Approved Pick-Up:

Other individuals not listed for pick-up on the form or without the "code word" will not be able to pick up a participant unless one of the following perquisites is met:

A handwritten note from the parent or guardian must be given prior to pick up identifying the individual, listing the child and date. Or in a short notice, a parent may email the Director, requesting pick-up by a specific individual. In each of these situations the person picking up the child must show ID to the Director before entering.





# CENTER POLICIES

## Field Trips:

**\*All field trips will be announced near the month we will be going\***

On field trip days your child needs to be here NO LATER than 9:00am with their designated color shirt on. The buses will be pulling out at 9:15\30am and will not return until around 11:30am-12:00pm, depending on the trip. Your child will need a car or booster seat dropped off that morning with his\her name taped on it.

**WE REQUIRE A CAR OR BOOSTER SEAT**





# CENTER POLICIES

## Attire:

For safety reasons, please have children wear closed-toe shoes and appropriate clothing that can get messy, play in, and withstand all weather conditions at the appropriate time.

## What to pack:

Days at Preschool are action-packed, with a variety of exciting and fun activities. Please be sure your child has the following items each day for school, clearly marked with their names:

- Backpack
- Water Bottle
- Peanut-free Snack (optional)
- Closed toe shoes (required)
- Extra change of clothes
- 

## Bathroom Policy:

It is our expectation that all children enrolled in our preschool ages 3-4yo are toilet trained by the first day of session. In the event that your child was to have a bathroom accident during the day, the teachers and Program Director will take the child to the restroom and allow your child to change their clothes. Your child's soiled clothes will be put in a bag in their backpack and a note for the parent will be sent home. Please provide a change of clothes for your child in their backpack at all times.



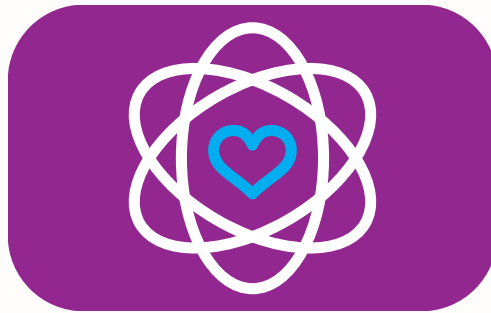
# CENTER POLICIES

## Discipline:

The philosophy of our program is based on the character development principles of:

**Caring**, **Honesty**, **Respect**, and **Responsibility**.

Our main objective is to provide positive reinforcement, consistent praise, and encouragement. When a discipline situation arises these following steps will be taken:



### Step 1: Redirect

The child will be redirected from the inappropriate behavior to a more suitable choice or activity.

### Step 2: Warning

The child will be given a verbal warning and reminded that continuing the inappropriate behavior will result in a consequence.

### Step 3: Logical Consequence:

The child will be given a logical consequence for their behavior such as being separated from the group for a short time or not being able to play with a certain toy, etc.

### Step 4: Parent Conference:

If the above steps have not been successful, a conference with the parent and teachers will be held to discuss the future in the program.



# CENTER POLICIES

## Violence and Aggression Policy:

The Claire Chapin Epps Family YMCA Preschool staff will take the following steps if a violent or aggressive situation occurs:

### **Stop:**

The aggression will be interrupted.

### **React:**

Staff will remain calm and not overreact.

### **Comfort:**

The affected child will be comforted and have the area cleaned and appropriate first aid actions will be taken.

### **Contact:**

Both parents will be notified of the incident.

### **Document:**

Appropriate documentation will be filled out for both parties and confidentiality of all children involved will be maintained.

### **Last Resort:**

We will do our best to work with your child, however if it becomes unsafe and threatens the safety of staff, participants or the quality of the program, we the YMCA have the right to suspend any participant.





# CENTER POLICIES

## Sick Policy:

For the safety and well-being of all of the children in our program, the following health and wellness policy will be strictly enforced. To protect your child and to help contain the illness, we will not accept children at Preschool if there are evident signs of the following symptoms:

- Fever (100 degrees or higher)
- COVID
- Pink eye
- Persistent Nasal drainage
- Persistent coughing
- Sore throat
- Discharge from eyes or ears
- Vomiting
- Skin rash
- Diarrhea

Children may return to the program once they have been symptom-free for 24 hours. If your child is at Preschool and is exhibiting any of the above symptoms, you will be called to pick up your child immediately. Parents should exercise every precaution and keep their child home should other unusual symptoms occur.

We do our best to keep our facility clean and prevent the spread of germs. Toys and surfaces are cleaned with all the appropriate cleaning solutions throughout and at the end of each day. Our program space floors are sanitized and vacuumed each day on a regular basis. Please notify us if your child is diagnosed with a contagious illness or condition such as (lice, strep, HFMD, COVID, etc.) so that we may take extra precautions in our cleaning.





# CENTER POLICIES

## Outside Toys & Electronics:

We want you and your child to have a positive experience. All personal items from home such as tablets, iPad, toys and games are not allowed. We do not want your child's items to be lost, stolen or broken.

Please check the lost and found every day for any belongings your child may have misplaced. Due to health issues and limited space, any lost and found items will be cleared out monthly and donated to those in need. Please label all personal belongings with a permanent marker for identification purposes. The YMCA is not responsible for the lost or stolen items.

## Emergency and Safety Procedures:

All emergency procedures, including building and facility emergencies, bomb threats, fire emergency, missing persons, life-threatening injury, aquatic emergencies, blood borne pathogen control and hazardous materials control are available with the Program Director in the Emergency Procedures Flip Book. All staff will be required to wear staff shirts and YMCA name tags when scheduled to remain identifiable. Only YMCA staff and participants are permitted in program areas.





# OTHER YMCA LOCATIONS



## Claire Chapin Epps Family YMCA

**Address:**

5000 Claire Chapin Epps Dr, Myrtle Beach, SC, 29577

**Phone:**

843.449.9622



## Tidelands Health Georgetown Family YMCA

**Address:**

529 Browns Ferry Rd, Georgetown, SC, 29440

**Phone:**

843.545.9622



## Tidelands Health Pawleys Island Family YMCA

**Address:**

12965 Ocean Hwy, Pawleys Island, SC 29585

**Phone:**

843.237.2205

### Program Partners:



### Check us out on social media!

[facebook.com/coastalcarolinaymca](https://facebook.com/coastalcarolinaymca)  
[youtube.com/user/coastalcarolinaymca](https://youtube.com/user/coastalcarolinaymca)  
Google+ Coastal Carolina YMCA  
[instagram.com/coastalcarolinaymca](https://instagram.com/coastalcarolinaymca)  
LinkedIn Coastal Carolina YMCA



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