FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PRESCHOOL WITH THE ASHLAND FAMILY YMCA
2026-2027 PARENT HANDBOOK

Welcome to Preschool with the Ashland Family YMCA! We are dedicated to providing high quality early childhood education and child care for our community. The Y offers a place where your child is safe, loved, and encouraged to develop socially, emotionally, physically, and academically.

Choosing the right preschool setting for your child is of the utmost importance. Preschool with the Ashland Family YMCA is a developmental learning program based on themed units of interest. During the morning, children move through various centers in the classroom exploring areas either through child-initiated or teacher-directed activities. Centers are designed to assist in developing language, social skills, large and fine motor skills, and math and science skills. Our curriculum includes story time, music & movement, art, and dramatic play. An adult to child ratio of 1:9 or lower is maintained in order to assure as much individual attention as possible. Our staff provide a warm, nurturing, safe and well-supervised environment. We recognize the trust and confidence you have placed in us and invite you to share in our program and the joys of your child's early education.

This information will help answer many of the questions you may have. Communication is encouraged. Please speak with your child's Head Teacher or the Preschool Director if you have any further questions or concerns.

Sincerely,
Suzie Sanders
Preschool Director
preschool@ashlandymca.org
541-482-9622 ext. 305

REGISTRATION & WITHDRAWAL PROCEDURE

Preschool is available to children who will be 3 years old by September 1st, 2026 or by their start date. You may select either a part day or full day schedule. The hours listed below:

Walker & Helman Preschool Locations:

- Part Day is 7:45am-12:00pm
- Full Day is 7:45am-5:30pm

Talent & Orchard Hill Preschool Locations:

- Part Day is 8:00am-12:00pm
- Full Day is 8:00am-5:30pm

The Enrollment Packet must be completed indicating your class schedule selection. This information will be reviewed to ensure appropriate staff to child ratios and space available at your preferred location. **All financial assistance applications must be completed prior to your child starting in the classroom.**

Upon registering for Preschool with the Ashland Family YMCA, an annual $175 non-refundable, non-transferable registration fee will be charged to the billing method on file. The first month's tuition will draft 14 days prior to the 1st of the following month. Tuition payments must be scheduled using automatic electronic withdrawal from a bank account or charged to a debit or credit card. Your Playerspace account must be set up and all information added, including but not limited to, emergency contacts, health history, Oregon State Immunization Record, etc, before your preschooler can attend. **You must receive confirmation from the Preschool Director before your child starts in the program.**

PROGRAM WITHDRAWAL

A written notice via email to preschool@ashlandymca.org is required when withdrawing a child from the program. All withdrawals must be in writing and emailed 15 days or more prior to the start of the following month. During this period the teachers will have an opportunity to help prepare both your child and the other children in the classroom for your child's departure. You will be financially responsible for the entire month's tuition. All financial obligations must be met prior to your child's last school day.

FINANCIAL ASSISTANCE POLICY

It is the mission of the YMCA to provide services for any person who desires to participate in programs. YMCA scholarships are made available to those who qualify through our Scholarship for Kids Campaign. For an application, contact: support@ashlandymca.org.

ABSENCES/SICK DAYS

Preschool with the Ashland Family YMCA engages staff based on the number of children enrolled in the program. Therefore, we cannot refund tuition for days your child is absent due to illness or personal vacation. Please text the preschool site phone or email your child's teacher ahead of time and let them know if your child will be absent or leaving early for the day for an appointment. Excessive absences during a month, below 50% monthly attendance, will result in a signed Attendance Agreement. If the Attendance Agreement is not adhered to, you could be at risk of losing your spot. Any absence beyond 15 consecutive days must be pre-approved by preschool@ashlandymca.org. Consistent attendance allows for successful transitions and practice of the daily routines, as well as kindergarten readiness.

INCLEMENT WEATHER

Preschool with the Ashland Family YMCA will follow the Ashland School District (ASD) and Phoenix-Talent School District (PTSD) closures/delays due to inclement weather. If the school is closed due to inclement weather, the Y Preschool is closed. If the district has a delayed start, we will also have a delayed start. Please check your email to confirm a delay or closure. Closure days will not be made up or refunded.

IMMUNIZATIONS

As a state licensed preschool program, we are required to maintain accurate and up-to-date immunization records of each child enrolled in our program. Families need to update these records each time their child receives a new immunization or booster. This information must be uploaded to your Playerspace account and will be reported to the Jackson County Health Department annually. Immunization records MUST be turned in prior to child's start date.

WHAT TO BRING

CLOTHING

Please dress your child in comfortable, washable play clothes that are appropriate for the weather. We will be active both indoors and outdoors. A complete change of clothing (in a gallon zip-lock bag labeled with your child's name) should be left at school in your child's cubby. For safety reasons, shoes must have a back (no flip flops or sandals without a back strap).

TOYS

Please leave all toys at home. If your child is staying for rest time, a blanket and stuffed animal may be stored in their cubby.

FOOD

Please pack your child with a variety of healthy, well balanced snacks. This year the YMCA is partnering with both the Ashland & Phoenix-Talent School District Nutrition services to provide a nutritious breakfast and lunch for preschool students who would like to participate. Parents are still welcome to provide breakfast and lunch if they wish. We do not have a microwave or fridge available to warm up food or to store lunches. Please pack necessary eating utensils and a water bottle. An ice pack is recommended for your child's lunch box. **Gum, soda, candy and any sweets are not permitted. We are also asking parents to refrain from bringing nuts of any kind due to potential food allergies of both children and staff.**

BIRTHDAYS

Birthdays are a special event in a child's life! Each child's birthday will be celebrated close to the actual birth date, or at the end of the school year for summer birthdays. You may wish to provide a special treat for the class for snack. State law requires, any food treats **must** be store bought – **no homemade foods are allowed**. Please inform the teacher in advance if you plan to bring a snack so that those children with allergies can bring something special from home for themselves. Parents must sign a permission form allowing kids to eat provided treats. All children in the program need to have a signed permission slip on file in order to permit them to eat the treats brought to celebrate birthdays, holidays, class parties, etc.

MEDICATIONS

The children's safety and wellbeing are of the highest importance. We will only administer medications under the following conditions:

- A Medication Authorization form is completed each day medication is to be given.
- Medication is in the original container, labeled with the child's name, dosage, and has directions for administering. **Do not bring the single dose for the day.**
- Medications and authorization forms are handed directly to a staff member, and must be signed/dated by a parent/guardian.
- Parents will be informed daily of medications administered to their child.
- If a child is not well enough to participate in the class day without pain/fever reducing medication, they need to stay home they are symptom free.

STAFF SUPERVISION OF CHILDREN

- Children in YMCA programs will be supervised at all times.
- Staff members and volunteers are prohibited from relating to children in non-YMCA activities, such as baby-sitting or weekend trips.
- Staff providing direct care for children will be identified by a YMCA name badge and YMCA shirt.
- Staff and volunteers should be alert to the physical and emotional state of all children and any sign of injury or suspected child abuse.

FIELD TRIPS & TRANSPORTATION

Children may have opportunities to take field trips to local places of interest. These may be walking trips, or transportation will be provided by the Ashland or Phoenix-Talent School District Transportation Department. Parents are notified in advance of all field trips and are encouraged to join us! All field trips require a signed and dated Field Trip Permission form. These will be provided in advance of the field trip and will be kept in the student's file.

SUNSCREEN APPLICATION

Parents will authorize sunscreen application in Playerspace. Each family will supply their own sunscreen labeled with their child's name on it. Sunscreen cannot be shared amongst children. It will be kept in a container up and out of children's reach. Sunscreen will be applied per the directions on the bottle before going outside on sunny days.

TOILETING PROCEDURES

If a child is not yet using the toilet, we will work together with the child's family to come up with a plan of how we can support toilet training at school. For children

who are potty trained, we will offer reminders and check in throughout the day as needed. Staff will honor the rule of 3 and will take children to the bathroom in groups. Privacy of children will be respected, while still keeping them within sight and sound. If children need support with wiping or changing clothes, staff will put on gloves and help them. If your child has a bathroom accident during the school day, the staff will take your child to the restroom and assist them in changing their clothes. Your child's soiled clothes will be put in a bag, labeled with their name, placed in their backpack, and sent home to be laundered.

CLEANING PROCEDURES

All toys and hard surfaces are routinely cleaned, sanitized, and disinfected. Toys are pulled and sanitized after being mouthed. Toilets, sinks, and bathrooms are cleaned and disinfected daily. Tables are sanitized before and after each meal. Naptime bedding and stuffed animals are sent home weekly for washing. Cots are disinfected weekly or when a child has an accident. Floors are swept and vacuumed daily.

HEALTH POLICY

A current immunization record must be on file for each child attending preschool.

Children may not come to school when they are ill. This not only hinders your child's recovery but also endangers the health of other children and staff. If your child contracts a communicable disease (such as chicken pox), please notify the YMCA as soon as possible, so other parents can be notified. We will post confidential exposure notices in the classrooms as necessary.

Staff members are required to check all children for illness upon arrival. **Your child will not be accepted into the preschool classroom if they have symptoms of a contagious disease or illness.** If you feel your child's health does not permit them to go outside, your child is not healthy enough to be at preschool at that time.

Any child exhibiting any of the following will be sent home: fever, diarrhea, vomiting, nausea, severe cough, unusual yellow color to skin or eyes, skin lesions or eyes that are weeping or pus filled, unexplained rashes, stiff neck and headache, severe nose drainage, difficult breathing, complaints of severe pain, or head lice (child must be nit free to return to school). A parent/guardian will be notified by phone when a child displays any of the above symptoms. In the case of contagious diseases, a child may only return with a signed physician's release.

No child will be accepted for return unless they are symptom free or have a note from a health care provider stating that they are cleared to return. Children must be fever free for 24 hours, without medication. Children must be vomit and diarrhea free for 48 hours before retuning. If prescribed an antibiotic, the child must be on that antibiotic for a full 24 hours before returning to class. As healthcare is a chief concern for families and staff, we must remain vigilant about our policies for sick children and staff.

MEDICAL EMERGENCY

In the event of an accident/medical emergency, we will contact 911 and attempt to contact those listed on the child's emergency contacts in Playerspace until we reach someone. If we cannot reach anyone on the form, the decision to transport your child to a hospital will be made by a Y staff person and the emergency response team. All costs incurred in the transportation and treatment of your child is your responsibility. The Ashland Family YMCA does not carry accident insurance on its members or participants. All expenses incurred in the treatment of injuries due to accidents will be the responsibility of the participant or their own insurance carrier.

CHILD ABUSE

Child abuse is a special concern of the Ashland Family YMCA because of our organization's role as an advocate for children and our responsibility for enhancing the personal growth and development of all who participate in YMCA programs. Child abuse is defined as: damage, mistreatment or neglect of a child by another person resulting in injury or harm to the child. Child abuse may be physical, verbal, emotional or sexual. Based upon our concern for children, parents and YMCA staff, the following standards related to identifying signs of child abuse, reporting procedures, staff hiring practices and a code of conduct for parents and children have been developed.

REPORTING PROCEDURES

At the first report of suspicion of child abuse/neglect, the staff or volunteer observing the abuse, or the person to whom it has been reported, shall inform the Preschool Director. The YMCA Executive Director will be informed immediately. The YMCA will make a report to the Child Abuse and Neglect Hot Line at 1-800-392-3738. As licensed child care providers, this reporting is mandated by Oregon Law. A call is made in "good faith," only reporting a suspicion. It is the Department of Family Services responsibility to investigate the case.

DROP-OFF & PICK-UP PROCEDURE

DROP-OFF

Staff arrive early to prepare a full day of engaging activities for your child. Please allow us this time to set up without children in the room so we can give our full attention to the children as they arrive. If you arrive prior to your child's scheduled time we ask you to please remain in your vehicle, until staff open the doors.

When you bring your child to school please make sure you connect with the teacher before leaving. The teacher will sign your child in on Playerspace. This is a good time to communicate anything we may need to know about your child (mood, upcoming events, change in routine, etc.)

Drop Off is from 7:45am-9:00am at Walker & Helman, and from 8:00am-9:00am at Talent & Orchard Hill.

Preschool begins promptly at 9a. *You may not drop your child off after 9am, unless permission has been previously granted by the Preschool Director or Head Teacher.*

- **Helman Preschool Site Phone: 541-973-9471**
- **Walker Preschool Site Phone: 541-973-9472**
- **Talent Preschool Room 1 Site Phone: 541-973-5723**
- **Talent Preschool Room 2 Site Phone: 541-310-1717**
- **Orchard Hill Preschool Site Phone: 541-310-6611**

PICK-UP

For those enrolled in part day, pick up is from 11:50am-12pm.

- A $1.00 per minute late fee will be applied for pick-up after 12pm and charged to your account on file. Kids registered for part-day must be picked up by noon.

For those enrolled in full-day, pick up is from 3:30pm-5:30pm. If you are picking up before 3:30p, please contact the site cell phone or let the teacher know at drop off.

- A $1.00 per minute late fee will be applied for pick-up after 5:30p and charged to your account on file.

Please be punctual when picking up your child from school. Please make sure the teacher is aware you are taking your child. The teacher will sign your child out on the iPad in Playerspace. Your child will be released only to those authorized to pick up in Playerspace. Please inform authorized pick-ups that **an ID is required to release your child to their care.**
If there is an emergency or an unexpected circumstance that will cause you to be late, please call the site cell phone to inform us.

The following steps will be taken when a child is left at preschool past closing time:
• Emergency contacts on the child's Playerspace account will be contacted.
• If the staff has not been contacted by the parent, or an emergency contact has not been reached one-half hour after the program closes, the police and the Department of Health will be notified that the child has not been picked up, so they can assist in finding the parents.

EVACUATION DRILLS & EMERGENCY PLANS

Preschool with the Ashland Family YMCA has well-defined plans for evacuations. Monthly fire drills are held to ensure your child's safety in the event of a fire. Every other month an additional emergency drill is practiced and recorded. Should an emergency occur requiring evacuation of the preschool, staff will stay with the children and families will be notified as soon as possible via the site cellphone.

In the event we must evacuate the building for a longer period of time, children and staff will relocate to a nearby business. Teachers will contact parents/guardians via the site cell phone to let them know where children can be picked up and signed out.

In addition to the site cellphones, we ask all Preschool Families to sign up for Emergency Alerts from the YMCA. **Text: AFYMCA to 54539 to opt in!**

FIRE

In the event of a fire on campus, the fire alarm will sound in an automated voice and flashing lights. Staff will take the emergency binder, backpack, iPad, walkie-talkie and site cellphone. After doing a sweep of the room, and ensuring all children present are accounted for, staff will lead the children in evacuating the building to

the sidewalks. Upon direction from the office, staff may move to the outdoor staging area (the track).

FLOOD

In the case of localized flooding due to pipe breakage, staff will notify the principal immediately, evacuate if necessary, and contact the proper authorities.
In the case of large-scale flooding, the Principal will notify classrooms to evacuate via speaker, site cellphone, iPad, and walkie-talkie. Staff will follow directions/evacuation procedures and will evacuate students to named evacuation site, taking the emergency backpack, and any staff/child medications. Parents will sign out their child, before we can release them.

EARTHQUAKE

Inside: Drop, cover, and hold. When an earthquake is felt, staff will instruct students to take cover under desks/tables, holding onto table legs. Staff will remind children to stay away from windows and objects that may fall. When the earthquake stops, staff will triage students, and evacuate them to the outdoor staging area (the track/field area).
Outside: Duck and cover. Staff will have students move away from the building and falling objects. When the earthquake stops, staff will triage children. As quickly as possible, teachers will lead all mobile children to rejoin their classes at the outdoor staging area. Staff will confirm that all children are present and accounted for.

SEVERE STORMS

In the event of a severe storm, staff will be directed by the Principal to either shelter in place, or to evacuate to one of the specified evacuation locations. These directions will come via walkie-talkie, speaker, or by the classroom phone.

ACCUTE ILLNESS OF CHILD/STAFF

If an injury is not serious, Staff will administer first aid. If the injury is serious, staff will promptly call 911 and report the location and type of injury. Staff will not move the individual, unless he/she is in a life-threatening environment, or if CPR is required. If necessary, staff will assist EMTs once they arrive, then notify their direct supervisor as soon as possible. Staff will remain on site until emergency personnel arrive, and will fill out an Injury Form located in the file cabinet the same day. If the person injured is a minor, staff will pull their Health Form and call their parent/guardian immediately.

BLOOD BORNE PATHOGEN EXPOSURE

When handling potential exposure to blood and other potentially infectious bodily fluids, it is essential to follow precautions to minimize the risk of infection. The YMCA will provide appropriate personal protective equipment as needed, such as: disposable gloves, CPR mask, eye protection, etc.

- In case of a spill, staff will promptly clean the area using an effective disinfectant, and will ensure proper disposal of contaminated materials.
- Practice rigorous hand hygiene by washing hands thoroughly with soap and water after carefully removing gloves if they become visibly contaminated.
- Any exposure incident of either staff or a child will be reported to the Director, documented on an Incident/Injury Report, and if needed, medical evaluation will be sought and the follow up documented and reported to the DELC.

SWIMMING/POOL SAFETY

YMCA staff will adhere to the 1:6 ratio when in the water. Additional staff will be available on the pool deck to help with bathroom breaks and any other assistance needed. A certified lifeguard will be on duty at the Ashland Family YMCA swimming pool at all times. Teachers will review water safety rules with children in both small and large group settings before entering the swimming pool. Children will change in individual stalls *(no group changing is allowed).*

STANDARD RESPONSE PROTOCOL

HOLD- When the "In Your Classroom Area" command comes over the speaker, staff will clear the halls, and keep the children in the classroom, making sure all children are accounted for, and continue with scheduled activities indoors until the "All Clear" is announced.

SECURE- When the command saying "Get inside, lock outside doors" comes over the speaker, staff will make sure all kids are inside the classroom, and lock the outside doors. Staff will not unlock the door, until they get the "all clear." When staff hear this command, they will know to increase situational awareness, and continue with regularly scheduled classroom activities.

LOCK DOWN- The command "Locks, Lights, Out of Sight" will come over the speaker. Staff will move children to an area in the classroom that is out of sight, lock the classroom doors, do their best to maintain silence, and prepare to evade or defend. Staff will not unlock or open the door until they hear the "All Clear" announcement from either the Principal or Law Enforcement.

EVACUATE- The command "Evacuate to (said location)" will come over the speaker. Staff will grab the emergency binder, site cellphone, iPad, walkie-talkie and put it in the emergency backpack (unless instructed not to bring anything with them, dependent upon the reason for evacuation). Staff will calmly and safely lead the children to the announced evacuation location. They will call everyone's name and make sure all children and adults present that day are accounted for. Staff will report injuries or problems using the Red Card/Green Card method.

SHELTER- The command will "State the Hazard and Safety Strategy" will come over the speaker. This could be a tornado, hazmat situation, tsunami, etc. In these situations, staff will be instructed to: evacuate to a shelter area, seal the room, drop cover and hold, or get to higher ground. Staff will follow the instructions given, then make sure all adults and children are accounted for. Staff will use the Red Card/Green Card method to report injuries or problems to EMS, Law Enforcement, etc. Parents/Guardians must sign out their child before we can release them to an adult on their Health Form.

EVACUATION LOCATIONS

Walker Site:

- Ashland Senior Center (1699 Homes Avenue)
- ASD Maintenance Department (212 Walker Avenue)
- Ashland Gracepoint (1760 East Main Street)

Helman Site:

- Ashland Christian Fellowship via Hersey Street (50 W Hersey Street)
- Briscoe School via Laurel Street (265 N Main Street)

Talent Site:

- Talent Middle School (102 Christian Avenue)
- Talent City Hall (110 East Main Street)

Orchard Hill Site:

- Rogue Valley Manor (1200 Mira Mar Avenue)
- The Church of Jesus Christ of Latter-day Saints (2900 Juanipero Way)

EMERGENCY CHAIN OF COMMAND

Walker Site:

1. Principal, Lindsay Gates (Liaison to police, fire department, and the media)
2. Office Manager, Brittany Neumann
3. Preschool Director, Suzanne Sanders

Helman Site:

1. Principal, Susan Hollandsworth (Liaison to police, fire department, and the media)
2. Office Manager, Arianna King
3. Preschool Director, Suzanne Sanders

Talent Site:

1. Principal, Heather Lowe (Liaison to police, fire department, and the media)
2. Office Manager, Cheryl Joseph
3. Preschool Director, Suzanne Sanders

Orchard Hill Site:

1. Principal, Kent Vallier (Liaison to police, fire department, and the media)
2. Office Manager, Dianne Wolff
3. Preschool Director, Suzanne Sanders

DISCIPLINE POLICY

As an inclusive organization, the Ashland Family YMCA will make every effort to accommodate your child's needs. While we are experienced and able to support and accommodate a wide variety of exceptionalities, unacceptable behavior endangering themselves or another's safety may result in immediate suspension/expulsion from YMCA programs.

BEHAVIOR EXPECTATIONS

At the Ashland Family YMCA, our behavior expectations and discipline procedures are based on our core values of caring, honesty, respect, and responsibility. We believe in creating a safe, secure, and fun environment where all youth have the opportunity to learn the importance of demonstrating good character. We believe that in order to do this, all youth need to know and understand the rules and expectations of appropriate behavior. We also believe that when youth do not follow the rules or when they demonstrate inappropriate behavior, we have an opportunity to help youth learn. The YMCA promotes behavior guidance and discipline through creating a positive environment, developing structure and clear limits, promoting social and emotional learning, reinforcing our core values, and addressing challenging behaviors.

The Ashland Family YMCA youth programs use six simple rules to communicate behavior expectations to the youth in our care. The purpose of these rules is to ensure the safety of our children and staff and to create a positive environment for all. These rules are:

1. Listen and follow directions.
2. Do what's right.
3. Keep your hands and feet to yourself.
4. Try everything and do your best.
5. Be an Upstander. If you see something, say something.
6. Be safe and have fun!

All youth are expected to follow the rules established by the YMCA for the safety of all youth in the program. Your cooperation and support ensure that all youth have a safe and fun experience.

Some behaviors may result in immediate suspension or dismissal. The YMCA does not allow the following behaviors including but not limited to:

- Any action that could threaten the physical or emotional safety of the youth, other youth, or staff. Prohibited conduct may include, but is not limited to abusive jokes, insults, slurs, threats, name-calling, or intimidation.
- Destructive behavior or dangerous behavior, e.g. destroying YMCA property, repeatedly running away from staff in an unsafe manner.
- Behavior that is a violation of personal boundaries or is of a habitual nature and negatively impacts the program, and/or safety and enjoyment of others
- Behavior that is of a sexual nature.

The YMCA uses positive discipline which means staff members promote desired behaviors through teaching and reinforcement. Staff will redirect or problem-solve with youth when they are not displaying desired behaviors, rather than restrict behaviors by taking away opportunities or controlling youth with fear of punishment. We believe this approach focuses on the needs of the youth and contributes positively to the youth's overall development. Staff shall use positive discipline, which shall include the following:

- Communicate to youth using positive statements
- Encourage youth, with adult support, to use their own words and solutions in order to resolve interpersonal conflicts

- Communicate with youth by getting on their level and talking to them in a calm, quiet manner about the behavior that is expected
- There are times when restrictions may be necessary and will most likely be directly linked to the health, safety or well-being of the youth or others. The YMCA staff does not use corporal punishment under any circumstance.

INCIDENT REPORTS

Internal documentation is kept on incidents to help staff understand and identify patterns of behaviors and common triggers of the children. Staff members keep parents aware and alert to all challenging situations and ask for advice and support when needed. Parents will be asked to sign behavior reports any time a child's behavior is documented. Having multiple incident reports may result in a schedule change, suspension or expulsion from the program and/or the YMCA. No refunds will be given.

PROGRAM SUSPENSIONS

Program suspensions will be at the discretion of the program director and based on severity of the incident as well prior incidents for the school year. Suspensions will be issued the next scheduled day(s) of the program. Suspension from one YMCA program may result in suspension from all YMCA programs.

POSITIVE GUIDANCE AND DISCIPLINE POLICY

Your involvement as a parent/caregiver is extremely important for our continued success. It is important to communicate with staff after your child(ren) begin the program. Parent feedback is important to us.

At the Y, we follow the guidelines for positive discipline. Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. Methods of positive discipline shall be consistent with the age and developmental needs of the children, and lead to the ability to develop and maintain self-control. Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self-esteem. At the Y, here are some of the ways we will use positive discipline by:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.

- Have a well-planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel they have had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about our room, our toys. You can use positive discipline by intervening when necessary:
    - Re-direct to a new activity to change the focus of a child's behavior.
    - Provide individualized attention to help the child deal with a situation.
    - Divert the child and remove from the area of conflict.
    - Provide alternative activities and acceptable ways to release feelings.
    - Point out natural or logical consequences of children's behavior.
    - Offer a choice only if there are two acceptable options.

You can use positive discipline by showing love and encouragement:

- Witness the child using good behavior. Respond to and reinforce the positive behavior; acknowledge or praise.
- Provide positive reinforcement through rewards for good behavior.
- Use encouragement rather than competition, comparison, or criticism.
- Overlook small annoyances, and deliberately ignore aggravations.
- Appreciate the child's point of view.

POSITIVE DISCIPLINE IS NOT:

- Disciplining a child for failing to eat or sleep or for soiling themselves.
- Hitting, shaking, or any other form of corporal punishment
- Using abusive language, ridicule, harsh, humiliating, or frightening treatment or any other form of emotional punishment of children.
- Engaging in or influencing any form of child abuse and/or neglect.
- Withholding food (child can lose Camp Store privileges at YCDB), emotional responses, stimulation, or opportunities for rest or sleep.
- Requiring a child to remain silent or inactive for an inappropriately long period of time.

BULLYING AND CONFLICT RESOLUTION

Bullying is any unwanted behavior that involves a power imbalance. Here at the Y, our goal is to stop bullying, and we encourage our participants, parents, and staff to be Upstanders. An Upstander is one who recognizes when something is wrong and acts to make it right. If there is disclosure, discovery, or suspicion of bullying we will handle each instance case by case and with care. At the Y we are building a caring, respectful, honest, and responsible community for all; the safety of our program participants and staff is our main concern.

Conversely, we define conflict as a disagreement or argument in which both sides express their views and there is an equal power balance. We believe conflict with resolution is a natural and important part of Youth Development. Conflict can be constructive if managed in the right way. We will identify and resolve conflicts in a healthy and proactive fashion. The conflict resolution skills we learn, and practice will make a positive impact on our Y programs and in every child's future.

EXPULSION POLICY

Unfortunately, there are sometimes reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced. We understand certain behaviors are developmentally appropriate based on the child's age. This will be taken into consideration.
The following are reasons we may have to expel or suspend a child from the Ashland Family Y:

IMMEDIATE CAUSES FOR SUSPENSION/EXPULSION

- The child is at risk of causing serious injury to other children, staff or themselves.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

PARENTAL ACTIONS FOR CHILD'S SUSPENSION/EXPULSION

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Any action that could threaten or pose a direct threat to the physical and/or emotional safety of other children or staff.

- Please note, the above is not an exhaustive list. Any action that directly affects other program participants and staff can result in suspension or expulsion from YMCA programs.

CHILD'S ACTIONS FOR SUSPENSION/EXPULSION

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums, angry outbursts, running away from staff/group in an unsafe manner.
- Ongoing physical or verbal abuse to staff or other children.
- Any action that could threaten or pose a direct threat to the physical and/or emotional safety of other children or staff.
- Please note, the above is not an exhaustive list. Any action that directly affects other program participants and staff can result in suspension or expulsion from YMCA programs.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while problem solving with children.
- Praise appropriate behaviors.
- Consistently apply consequences for rules and follow through.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Communicate with the parent/guardian of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.

- Give the parent literature of other resources regarding methods of improving behavior.
- In addition to the above our Preschool Program will:
    - Work with the parent/ guardian to create a behavior plan. Staff will check in with parents on a monthly basis unless immediate intervention is required.
    - Recommend an evaluation by professional consultation on premises.

SCHEDULE OF SUSPENSION /EXPULSION

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period so that the parent/ guardian may work on the child's behavior or to come to an agreement with the Y. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required for the child or parent to return to the Y. The parent/guardian will be given a specific expulsion date. Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the Y.

Corporal punishment or any punishment that is humiliating or frightening to a child is prohibited.

ASHLAND FAMILY YMCA
2026-2027 PRESCHOOL CALENDAR

First day of Preschool: Tuesday, September 8th, 2026

There is NO preschool, or a modified schedule on the following dates:

September:
- September 7, Monday (Labor Day)
- September 25, Friday (Inservice)

October:
- October 9, Friday (Inservice)
- October 12, Monday (Indigenous People's Day)

November:
- November 6, Friday (Inservice)
- November 25, Wednesday (Fall Break)
- November 26, Thursday (Thanksgiving)
- November 27, Friday (Fall Break)

December:
- December 21, Monday (Winter Break)
- December 22, Tuesday (Winter Break)
- December 23, Wednesday (Winter Break)
- December 24, Thursday (Christmas Eve)
- December 25, Friday (Christmas Day)
- December 31, Thursday (New Year's Eve) ***Preschool ends at 3p***

January:
- January 1, Friday (New Year's Day)
- January 15, Friday (Inservice)
- January 18, Monday (MLK Jr. Day)

February:
- February 5, Friday (Inservice)
- February 19, Friday (Inservice)

March:
- March 22, Monday (Spring Break)
- March 23, Tuesday (Spring Break)
- March 24, Wednesday (Spring Break)
- March 25, Thursday (Spring Break)
- March 26, Friday (Spring Break)

April:
- April 30, Friday (Inservice)

May:
- May 28, Friday (Inservice)
- May 31, Monday (Memorial Day)

June:
- June 18, Friday (Juneteenth)

July:
- July 5, Monday (Independence Day Observed)
- July 23, Friday (Inservice Day)

August:
- August 27, Friday (Last Day of Preschool) ***Preschool ends at 12p***
- August 30 – September 3, 2027 (Staff Training Week)

Conference Dates:
- Fall Conferences: November 16-20
- Winter Conferences: February 22-26
- Spring Conferences: May 17-21

A sign will be posted in advance to remind you of any facility closures.