



KOSCIUSKO COMMUNITY YMCA

Y M C A
E A R L Y
L E A R N I N G

PRESCHOOL AND EXTENDED CARE

2025-2026 | REGISTER IN PERSON AT THE PARKVIEW WARSAW YMCA OR ONLINE AT WWW.KCYMCA.ORG

ABOUT THE EARLY LEARNING PRESCHOOL PROGRAM

Early childhood education programs assist in giving children the special attention they need to be successful in their future. The YMCA is excited to offer Preschool programming that places an emphasis on implementing activities that relate to the early learning standards as they are outlined on the Department of Education website.

A child's brain develops more quickly from birth to five than it ever will again. 90% of brain development occurs before the age of 5. This stage in your child's life is critical in his/her development as he/she will learn a tremendous amount of skills and learn new information that is needed to be a success throughout the rest of his/ her life. The early years in a child's life are the best opportunities for a child's brain to develop the connections they need to be healthy, capable, successful adults. These connections help children begin to understand important life-skills such as motivation, self-regulation, problem solving, and communication skills.





CLASSES & PRICING

At the YMCA, we believe healthy development starts early. That's why we're dedicated to supporting your child's growth and well-being. Through our program, your child will play, learn, and thrive using the High Scope Active Learning approach.

We've also introduced Nature School every Tuesday and Thursday—a unique outdoor learning experience where children explore, discover, and connect with nature through hands-on activities. Rain or shine, kids engage in a play-based, child-led curriculum, building an appreciation for the natural world. To ensure they're comfortable, we provide rain gear and snow pants for all weather conditions.

With a blend of age-appropriate activities, outdoor adventures, and plenty of playtime, our trained staff create a nurturing environment where your child can gain confidence, learn, and make new friends.

5 DAYS A WEEK

- Our 5-day preschool program provides consistent structure, routine, and learning opportunities, helping children build essential social, emotional, and academic skills to prepare for kindergarten and beyond.

AGES

- 3-5 YEAR OLDS
MUST BE 3 BY AUGUST 1ST

CLASSES

- **A.M. Class** | 9 AM-11:30 AM
- **P.M. Class** | 12:30 PM-3 PM

PRICE

- \$225 a month for YMCA members and guests.
FINANCIAL ASSISTANCE IS AVAILABLE

WEATHER POLICY

We follow Warsaw Community Schools delay and cancellation announcements.

2-HOUR DELAY SCHEDULE:

- Morning Class Schedule: 9:30 AM - 11:30 AM
- Afternoon Class Schedule: 1 PM - 3 PM



EXTENDED CARE

The Kosciusko County YMCA offers extended care for all preschool students from 7:30 AM - 4 PM for up to five days a week. We help assist the Preschool program with teaching students to write letters and recognize their name while allowing them to have free play time as well.

Our Extended Care Program will take place in our Child Watch room and your children will be supervised by our trained childcare staff.

DAY AND TIMES

- Any number of days Monday - Friday from 7:30 AM - 4 PM

THE YMCA WILL NOT PROVIDE LUNCH. PLEASE BRING A BAGGED LUNCH AND WATER BOTTLE.

PRICE

- \$65 a week for YMCA members and guests.

FINANCIAL ASSISTANCE IS NOT AVAILABLE FOR EXTENDED CARE.

WEATHER POLICY

We follow Warsaw Community Schools delay and cancellation announcements.

- On days with delays, extended care will open at 8 AM
- On cancellation days, extended care will not be open.



POLICIES & PROCEDURES

FINANCIAL ASSISTANCE AVAILABLE | The YMCA does not deny participation or services based on the inability to pay for programs. Assistance must be applied for 3 weeks prior to enrollment and participation in any program for which assistance is needed. A financial assistance application is available at the YMCA Welcome Center and questions concerning income requirements can be addressed by calling the YMCA at (574) 269-9622. Financial Assistance offers up to 25% off program fees.

RESPONSIBLE BILLING PARTY | The YMCA will bill only one party for program costs. We do not split costs between parents or bill two different accounts for fees. Access to camper records, billing information, and/or other information is confidential. The primary parent or legal guardian and billing account holder must request in writing any changes to the campers records. We

cannot provide any information to individuals who are not authorized in the registration forms.

REMOVAL FROM PROGRAM BECAUSE OF NON-PAYMENT | No registration will be allowed for accounts with a past due balance. In the event that an account is past due for two weeks, participation in the program will be discontinued. Efforts will be made to contact parents by phone prior to discontinuation of a child's participation. Please be sure to maintain current contact information with the YMCA. The Extended Care program has a late fee of \$3/ minute after the 4pm closing time.

MINIMUM/MAXIMUM PARTICIPATION | The YMCA reserves the right to close Extended Care Program if the participation levels necessary to cover the cost of operation are not met. The YMCA may also put enrollment caps in place if necessary.

FOOD & SNACKS | The YMCA will not provide lunch. Please bring a bagged lunch and water bottle, along with something extra for your child to have if attending extended care in the afternoon.

TAX INFORMATION | A report of all YMCA childcare expenses for the previous calendar year will be distributed to parents by January 31st. There will be a fee of \$10.00 for any additional copies. The YMCA tax number is 35-1068182.

SIGN IN/SIGN OUT PROCEDURES | Parents may drop off their registered children at The Parkview Warsaw YMCA. If in the afternoon PreK program parents will drop off their child at the Child Watch room where you will be created with our staff. To get to the Child Watch room turn left before the welcome desk, it is the last door on your right. The

POLICIES & PROCEDURES

YMCA is not responsible for the children in the morning until they are present in the Extended Care program by signing in on the iPad. Failure to sign children in will result in termination of services. All children must be signed in on the iPad before each session begins. Children must be signed out on the iPad by a parent, guardian, individual 18 years or older, or a sibling over 18 that is authorized by the parent on the registration form. We will not release children to any individual that has not been listed on the registration form.

AUTHORIZED INDIVIDUALS FOR PICK UP | For their safety, children are released from Early Learning Preschool Program only to authorized individuals. An authorized individual must be listed on the registration form, be 18 years of age, and present photo identification. A sibling under 18 can pick up his/her siblings as long as they

are listed on the registration form as an authorized person to pick up. Changes in authorization must be provided to the director one week prior to implementation.

CLOTHING AND BACKPACKS | While there is no requirement for what your children wear, please know that some of the activities we do will be messy and your children will spend time being active. Children will only be going outside if the weather permits. For the Extended Care program, we will be going to the gymnasium most of the winter months but will be going outside most of the summer months.

DOCTORS NOTES AND IMMUNIZATION RECORDS | The YMCA does not require a doctor's note or a copy of immunization records to attend The Extended Care Program.

ELECTRONICS AND TOYS | All electronic devices and toys, such as, Kindles, iPods, iPads, game systems, MP3 players, etc. will not be allowed in the Extended Care Program. Also, any toys from home will not be allowed in the Extended Care Program as they could get broken or become a distraction.

BEHAVIOR MANAGEMENT PROCEDURES

PHILOSOPHY | The Kosciusko Community YMCA is committed to providing a safe and welcoming environment for all children. To ensure safety and comfort for all, we ask children to act appropriately while they are participating in Kids' Club activities. We expect children to behave in a caring and responsible way and to respect the rights and dignity of others. Extended Care staff will redirect a child's behavior

POLICIES & PROCEDURES

and respond to inappropriate choices on an individual basis. The YMCA teaches the core values of caring, honesty, respect and responsibility. Children who attend Extended Care are expected to follow the behavior guidelines and to interact appropriately in a group.

BEHAVIOR MANAGEMENT

| When a child chooses not to follow the behavior guidelines of the YMCA Extended Care, the following steps will be taken:

- Staff will work with the child to understand the reasoning for the behavior and work through more appropriate behaviors.
- The child will be reminded of our six steps to conflict resolution and take a "time out" to regroup before heading back into the group.
- If behavior persists, staff members are not able to help the child

understand and change the inappropriate behavior, parents will be notified, and behavior may result in suspension from the program.

- If the child's behavior at any time threatens the immediate safety of the child, other children, or staff, the parent will be notified and expected to pick up the child immediately.
- If behaviors persist and the child continues to disrupt their program, the YMCA reserves the right to suspend and/or expel the child from the program.

REMOVAL FROM THE PROGRAM FOR INAPPROPRIATE BEHAVIOR

| The following behaviors are NOT acceptable and may result in the immediate suspension of a child as listed below:

1. Endangering the health and safety of children and/or staff, members, or volunteers. This includes

aggressive behaviors such as hitting, kicking, punching, biting and spitting.

2. Leaving the program without permission.
3. Continuing to disrupt the program.
4. Using profanity, vulgarity, or obscenity frequently.
5. Any demonstration of sexual activity or sexual contact with another person

FIRST OFFENSE | Dismissal for current day and the following day

SECOND OFFENSE | dismissal for the current day and the following week.

THIRD OFFENSE | dismissal for the remainder of the (School year? Calander year?).

INCLUSIVE SUPPORT | Extended Care will make every effort to provide reasonable accommodations

POLICIES & PROCEDURES

for children with diverse abilities, we ask that parents complete the intake process with the Inclusive management team prior to the first day of camp. This will ensure that a plan has been put in place in order to create the best environment possible for the child and staff.

The following accommodations CAN be made to meet sensory needs:

- Headphones
- Scheduled sensory breaks.
- Sensory breaks as needed.
- Visual schedules.
- Visual transitions.
- Visual communication cards

Inclusion accommodations that we CANNOT be made:

- We cannot force a child to take sensory breaks, if they refuse, we will document and move on.
- We cannot provide one-on-

- one or small group support.
- Continuously eloping from staff.
- Continuous refusal to follow directions while using visual transition and prompts.
- Aggressive behaviors: hitting, kicking, punching, spitting.
- Any actions that cause harm to other students: bullying, aggressive behaviors.
- We will not accommodate children who are continuously refusing to follow directions even with accommodations.

6 STEPS TO CONFLICT RESOLUTION:

1. Approach calmly, stopping any hurtful actions
 - Place yourself between the children, on their level
 - Use a calm voice and gentle touch
 - Remain neutral rather than take sides
2. Acknowledge children's feelings.
 - "You look really upset"

- Let children know you need to hold any object in question.
3. Gather Information
 - What's the problem?
 4. Restate the Problem:
 - "So, the problem is..."
 5. Ask for ideas for solutions and choose one together
 - "What can we do to solve this problem?"
 - Encourage children to think of a solution
 6. Be prepared to give follow-up support.
 - "You solved the problem!"
 - Stay near the children.

PHYSICAL HARM OR CONTINUOUS DISOBEDIENCE

- A verbal conversation about the behavior in question will take place and a chance to think through the behavior such as a time out.
- Reoccurring situations will be handled on an individual basis and could include loss of privileges.
- Continuous discipline

POLICIES & PROCEDURES

difficulties or a situation in which a child is harming another child or him/herself will result in a discussion with the parents, the lead teacher, and the Childcare Director.

MEDICATIONS | The YMCA staff are not authorized to administer medication during The Early Learning Preschool Program hours. Please inform our staff of any long- or short-term medical conditions that your child may have so that appropriate care can be provided.

CHILD ILLNESS | If your child is sick, they should not attend any program where other children may become ill through contact. As a guideline the YMCA suggests that children running a fever of 100.4 degrees or greater and children with recurring vomiting or diarrhea should remain at home for at least 24 hours after the fever has broken or the vomiting or

diarrhea has stopped. If your child has a communicable disease or lice, the parents are urged to notify The Extended Care Program within 24 hours so that the parents of other children may be notified. Children who have had a communicable disease may not return to the program unless they have a doctor's note stating that they are no longer contagious.

INJURIES DURING THE PROGRAM | The YMCA assumes no responsibility for injuries or illnesses which may be sustained as a result of participation in athletic activities, sports programs, and the use of any equipment, exercise or other activities. Parents or guardians assume the risk for any and all injuries and illnesses which may result from participation in these activities.

EMERGENCY PROCEDURES | In the event that a parent or guardian cannot be reached

in an emergency, YMCA staff will arrange for transportation so that medical personnel can provide appropriate medical treatment. This treatment may include, but is not limited to, routine tests, X-rays and the release of any records necessary for insurance purposes. The YMCA does not carry accident or medical insurance on program participants. Payment for these services is the sole responsibility of the parent or guardian.

NON-DISCRIMINATION POLICY | The Kosciusko Community YMCA does not discriminate against anyone based on race, religion, color, sex, age, national origin, sexual orientation or disability. Every effort will be made to provide reasonable accommodations for children with diverse abilities. A parent/guardian must discuss special conditions or circumstances involving their child with the Lead of

POLICIES & PROCEDURES

the Extended Care Program prior to registration so that a determination of reasonable accommodations can be made.

MARKETING | On occasion, the YMCA takes photographs, film footage, or tape recordings of our programs. This media may include your child's image or voice and is used only for purposes of promoting or interpreting YMCA programs. At registration you will be asked for permission to include your child in these promotional materials.

STAFF QUALIFICATIONS | The YMCA recognizes the effect a positive experience will have on the development of children and youth. Extended Care Program staff are carefully selected based on education, qualifications, work experience, and for their ability to act as positive role models. Each of our staff has demonstrated a strong commitment to caring

for children and has passed preemployment criminal background checks and drug screening. YMCA childcare staff hold current CPR and First Aid certifications. Our team is a dedicated group that knows the importance of combining a safe and caring environment with a strong curriculum to benefit your child's development.

CHILD ABUSE PREVENTION | The YMCA is committed to the prevention of child abuse. All Y staff are required to complete child abuse training and are ready to observe the early warning signs and report inappropriate behavior. You can help to ensure your child's safety by taking an active interest in his or her YMCA experience and asking your child specific questions about program activities and staff relationships. As part of the association's prevention program, YMCA staff are prohibited from babysitting or transporting children at any

time outside of the Extended Care Program. The YMCA staff do not accept gifts or tips and should not provide gifts to children. By law, the YMCA must report any suspected cases of child abuse or neglect to the appropriate authorities



PARKVIEW WARSAW YMCA