



HARLEYSVILLE YMCA
Early Childhood Center

PRESCHOOL PARENT HANDBOOK

2025-2026



(215) 256-0767

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A Branch of the North Penn YMCA, The Harleysville YMCA Early Childhood Center embraces the inclusive values, policies and practices that support the right of every young child to reach their fullest potential.

We are proud of our PA Keystone STAR 4 designation! The Keystone Stars program is based on a provider's commitment to continuous quality improvement. Providers are assessed based on Staff Qualifications, their Early Childhood Learning Environment, Family & Community Engagement, and Leadership & Management practices. Our Staff goes above and beyond to provide high quality care for children in our care.

The YMCA has a strong foundation based on community involvement and volunteerism. We encourage parent engagement and partnerships for program planning and decision-making. We invite parents to attend our orientation and conference meetings, participate or volunteer for events, serve on committees, share your culture and traditions, and partner with us in our commitment to make the community we serve a better place to live.

We welcome suggestions, and will seek out parent input through surveys designed to help us improve and to praise our staff for their efforts. These suggestions and surveys are closely reviewed for quality assurance.

At the Harleysville YMCA Early Childhood Center, we build strong kids, strong families, and strong communities. Through our programs we strive to make our community a better place to live, regardless of gender, income, faith, sexual orientation or cultural background.

Our shared values of caring, honesty, respect and responsibility are the foundation for everything we do.

Welcome to our Early Childhood Center community! Thank you for entrusting us to care for your child.

Sincerely,

Diane Greve, Branch Director

dianeg@northpennymca.org 215-256-0767

ADMISSION / ENROLLMENT: As a licensed child care center, we adhere to the State's required application, interview and admission process. Additionally, we follow North Penn YMCA registration procedures. To help our staff provide a positive preschool experience for your child, we will ask you to fill out a "Getting to Know You" information sheet. This provides each family an opportunity to discuss your child's individual needs, likes, dislikes, etc. within the first few weeks of enrollment.

ATTENDANCE / TUITION / FEES: Report absences by calling (215) 256-0767 or emailing dianeg@northpennymca.org. Please indicate whether your child is sick, as we are required by the state to track all illnesses.

Refunds and credits will not be issued due to illness, vacation or weather conditions.

After one full week of a "no contact-no show" absence, the Y will terminate care and release the "spot" to other applicants.

Tuition payments are due the 1st of each month. Payments received later than the 15th of the month will be assessed a \$15.00 late fee.

Please contact our office to set up automatic payments.

Alternately, you can set up on-line access to make payments on your own, call/email our office to make a one-time credit card payment, or send in a check made **payable to North Penn YMCA.**

Late pick-up fees will be applied at \$15 per 15 minutes to cover added staffing expenses associated with the additional time.

Extended hours are available between 7:00 am - 5:30 pm, charged at \$15/hour. Arrangements should be made in advance except in emergency situations. Approval for additional hours is contingent upon available staff to remain in ratio. If needed on a regular basis, extended hours may be contracted via our Payment Agreement.

BUILDING SECURITY: Our building is locked at all times to provide a safe and secure environment. Ring the guest doorbell for assistance. Be prepared to show id to gain entry.

CALENDAR: Please refer to our School Calendar at the end of this document for important dates.

CHILD CARE DAILY NEEDS:

ATTIRE- Play clothes are most desirable for daily attire. Closed-toe shoes are required for safety reasons. Dress your child appropriately for outdoor play regularly. **Please label EVERYTHING**, including jackets, sweaters, hats and gloves.

BACKPACK- **Send a backpack and water bottle daily.** Backpacks should be large enough to fit a communication folder, and should include a seasonal extra change of clothing (just in case).

BATHROOM PRACTICES- Children have the opportunity to use the bathroom as needed. The expectation is for children enrolled in our Pre-K 3 and Pre-K 4 classes to be potty-trained, meaning they can tell the staff when they need to use the bathroom and can attend to their own hygiene when finished. We realize occasional accidents may happen. If a child has repeated accidents after reasonable accommodations have been attempted, we will evaluate whether the program is suited to meet the child's needs.

Note: Children ages 2 & 3 who are not yet potty-trained are welcome to participate in our Older Toddlers program.

CONTACT INFORMATION:

Contact Diane Greve, Branch Director, with all absence and illness reports, administrative questions, concerns, or urgent matters at 215-256-0767 or dianeg@northpennymca.org.

Messages are checked often to assess urgency.

Please do not expect teachers to tend to emails during class time, after hours, or on weekends. Teacher prep times are immediately before and after their class.

DEVICES- The use of camera, cell phone cameras, smart watch cameras, and all other video and audio recording devices is prohibited in YMCA programs and facilities, unless approved by management.

MEALS & SNACKS-

- **LUNCH:** Parents will provide lunch for your own child enrolled in afternoon programs. We suggest using an insulated bag with an ice pack for cold food, or thermos for warm foods. We cannot heat up food here.
- **SNACK:** Your child's teacher will explain classroom guidelines and allergy information. **Healthy snacks are recommended.**
- **SPECIAL EVENTS / HOLIDAYS:** Your teachers will inform you about their individual classroom's special events and birthday celebrations.

SCHOOL SUPPLIES- Teachers will inform you of other supplies that your child will need.

CLASS TIMES: Note that we have staggered drop-off and pick-up times depending on your class, to keep traffic moving safely and efficiently.

If you arrive early, please park in a designated parking spot until your child's scheduled time.

Please make your best effort to arrive at the designated time for your child's class.

Late drop-offs can be disruptive to the classroom routine and impact your child's experience.

Late pick-ups result in staffing challenges and additional expenses. Late pick-up fees will be applied accordingly at \$15.00 for every 15 minutes.

If Extended Hours are needed, arrangements can be made through our Office, depending on the availability of staff. We are open from 7:00 am through 5:30 pm.

	Drop-off	Pick-Up
Older Toddlers Ages 2 & 3	9:15	11:30
Pre-K 3	8:45	11:15 2:00
Pre-K 4	9:00	11:45 2:15

[See next page for Drop-off and Pick-up procedures](#)

DROP-OFF & PICK-UP PROCEDURES

NOTE: We will **begin** bringing children in at the scheduled drop-off time for each class. The first 10 minutes of each class are set aside for arrival.

If you arrive early, please park in a designated parking spot until your child's scheduled time.

If you need an earlier drop-off time, please contact our office to arrange.

To help expedite car lines, teachers will provide each family with a color-coded car tag to display on your dashboard or visor, so that we can easily identify which class your child attends.

UPON ARRIVAL

- **All traffic must enter the car line from Maple Ave. Exit via Alumni Ave.**
- Please do not enter the car line earlier than five minutes before the start of your class. If you arrive earlier, we may have to ask you to move your vehicle so that we can safely bring in an earlier class.
- We will **begin** bringing students in at their designated start time. The first 10 minutes of each class is set aside for arrival.
- If you choose to park your vehicle and walk up to the door, please observe all NO PARKING signs at all times. **Do not block travel lanes, cross traffic, or garages**, even momentarily.
- If you walk up, you may need to wait for families already in car line at the door before a teacher is ready to bring your child inside.

AT DISMISSAL

- Parents may enter car line 5 minutes before class dismissal. If you arrive earlier, we may have to ask you to move your vehicle so that we can safely dismiss an earlier class.
- Please always be prepared to show ID at pick-up time, in the event that the staff person dismissing that day does not yet know you.
- Children will be escorted by staff to parent's vehicle one at a time.
- Parents and/or designated pick-up persons are responsible for using a child safety car seat and securing your child's seatbelt.
- If you walk up to the door, you may need to wait for families already in car line at the door, at the teacher's discretion.
- Children will only be released to persons designated on the Parental Emergency and Consent form. Additions to this list must be made by a parent in writing.
- If applicable, signed custody papers must be on file.
- **All traffic must exit via Alumni Ave.**

CLOSINGS / SNOW DAYS: We will post inclement weather information on our website and our private Facebook page: www.northpennymca.org , or <https://www.facebook.com/groups/666755686861399/?ref=share>

Our school follows the Souderton Area School District decisions for school cancellations and delays due to weather.

If SASD closes, we close our school. If SASD calls for a Flexible Instruction Day, please **consult our website** <http://northpennymca.org> /or **Facebook page**. Based on conditions, we will determine whether we are opening on schedule, delaying our opening, or cancelling classes.

If Souderton School District has a delayed opening:

- Preschool classes will start 1 hour later than usual, and end on time.

COMMUNICATION:

Contact Diane Greve, Branch Director, with all absence and illness reports, administrative questions, concerns, or urgent matters at 215-256-0767 or by email at dianeg@northpennymca.org. Messages are checked often to assess urgency.

Please do not expect teachers to tend to emails during class time, after hours, or on weekends. Teacher prep times are immediately before and after their class.

Your teacher will provide:

- a monthly Newsletter and Calendar regarding upcoming classroom activities and events;
- weekly updates at the end of each week regarding activities, events, accomplishments and reminders;
- a folder for back and forth communication. Please check and empty the folder on a regular basis so that we be certain you have seen important information. Return the folder daily in your child's backpack.

Teachers may choose to post pictures, videos, and other information on our **private Facebook group page**. www.northpennymca.org . <https://www.facebook.com/groups/666755686861399/?ref=share>

All requests to join and posts must be approved by our Facebook group Administrator, Jen Riley.

COMMUNITY SERVICES /STAKEHOLDER LIST: You may contact our administrative staff for assistance with locating community resources and services available to you and your child. We work closely with the Montgomery County Intermediate Unit and the Early Learning Resource Center to assist families. We will periodically provide information of interest on health issues, safety, family events, County announcements, etc. We continually seek out additional resources and community partnerships as needed.

CURRICULUM: Our three-year progressive curriculum builds on skills at age-appropriate levels. ***The Creative Curriculum for Preschool***, developed by Teaching Strategies, is one of the resources used in our preschool programs. The curriculum is consistent with YMCA philosophy, which is grounded in a child-centered and holistic approach to early childhood. Pennsylvania Early Learning Standards are used by teachers in daily lesson planning.

DISCIPLINE PROCEDURES: Staff is expected to consistently supervise and interact with children. Children are encouraged to respect each other, be fair, respect property, and learn to be accountable for their actions.

Staff will:

- Use positive guidance
- Redirect
- Plan ahead to prevent problems
- Encourage appropriate behavior
- Give clear consistent rules
- Teach children to problem solve and re-direct

Aggression or physical violence is unacceptable. Staff will immediately intercede to prevent harm.

- Children will be separated.
- Injured child will be comforted and given first-aid, if needed.
- Incident reports will be written notifying parents.
- Staff will review incidents with Director to help prevent recurrence.
- For multiple incidents with a child, parents will be consulted in developing a plan of action to address unacceptable behavior.

Before any discipline action is taken staff will explain the action to the child. Physical restraint will not be used except to ensure the safety of a child or that of another person, and then in the form of gently holding the child until he/she can gain self-control. A child may be removed from an activity or group if needed, only until the child can regain self-control with staff support. As a general rule, this period will not exceed more than one minute per child's age. Staff will monitor the effectiveness of any use of discipline strategies and seek additional resources to improve behavior management techniques.

When a pattern of behavior persists that endangers self, others, property, or significantly disrupts the program, we will work with the family to determine solutions and conditions for the child remaining in the program. This includes referral for additional services, working with the IU and family on IEP goals and strategies, a requirement for one-on-one support persons who are permitted to intercede with a child during a disruptive outburst, or the exclusion of a child from the Harleysville YMCA Early Childhood Center programs.

DISMISSAL:

These circumstances may result in dismissal from our programs.

1. Incomplete required documentation in your child's file. All children enrolled in a state licensed facility must have a current Health Report including immunizations, Emergency & Consent Form, Civil Rights Acknowledgement, and Payment Agreement on file.
2. Unpaid tuition after given deadline.
3. Non-resolvable behavioral issues.

HEALTH INFORMATION: Our complete Health Policy is attached at the end of this document. **It is a state requirement for every child to have an annual health assessment and immunization record on file, signed by a Physician.** Please inform staff of any physical or medical conditions that may affect your child's participation in our program so that we may provide a safe, supportive environment. A signed privacy release form is required to post any child's allergies in a classroom. Staff may ask you to provide alternative snacks for your child with food allergies.

ILLNESS: Illnesses must be reported to our office at 215-256-0767 or dianeg@NorthPennYMCA.org. We are required by regulations to track illnesses.

Please refer to our **Health Policy**, attached to this document.

Communicable Diseases Guidelines: We will follow the most current guidelines and requirements of the State of Pennsylvania, the Office of Child Development and Early Learning (OCDEL), and the Montgomery County Health Department.

All families attending our Center MUST follow the most current Montgomery County School Exclusion Policy regarding any exposures to communicable diseases, including COVID.

IEP / IFSP: In order for staff to provide consistency, parents of children with Individualized Education Plans (IEP) or Individualized Family Service Plans (IFSP) are asked to share these plans with written consent. Consent forms are available in our office.

Our staff is committed to working with families and the IU in providing teacher assessments, participating in IEP meetings, and working on goals and strategies as specified in the IEP.

We want the best for every child, and will make reasonable accommodations to attempt to meet your child's needs. We reserve the right to ensure the safety and wellbeing of all children in our program, and to determine whether our Center can meet the child's needs accordingly.

OBSERVATIONS: Our staff will be observing your child's growth and development throughout the school year. These observations are used for curriculum planning, progress reports, consultations and conferences with parents, and for referrals to community resources.

You may request a consultation with a teacher at any time. Our staff will discuss with you any issues as they arise, either in person, by phone, or through written documentation. Best efforts should be made by staff and parents for consultations to occur with minimal disruption to class time and activities.

PARENT/TEACHER CONFERENCES: Parent/Teacher Conferences (optional, either in person or by phone) will be offered 3 times/year.

Teachers will be sending home written observation reports, along with a response form asking parents if they would like a conference, at several times throughout the school year:

- 1) In the Fall, upon observing your child's transition to school or new classroom;
- 2) Following Winter Assessments;
- 3) Close to the end of the school year for transition purposes.

REFERRALS FOR SERVICES: If Teachers' observations suggest that a child may need additional supports beyond what our staff is capable of providing, we rely on two-way communication with parents as the first step of the referral process.

We use the Ages & Stages Questionnaires as screening tools for every child. If a child's scores fall in the referral range for further evaluation, or if parents' concerns warrant, we will refer you to the Montgomery County Intermediate Unit. With parental consent, we will provide documentation requested by the MCIU to assist families in obtaining services.

Upon written request of a parent, we will transfer any child's records to another educational setting or private agency.

We have a cooperative working relationship with specialists in our classrooms.

We will work with parents and specialists in advocating for supports to help your child to be successful in preschool.

SUPERVISION: To ensure child safety, we employ Active Supervision procedures, staff training and ongoing assessment. Staff is expected to set up the environment to ensure safety, position their body to monitor the group effectively, scan and count regularly, listen and pay attention to children's body language, anticipate behavior to prevent unsafe scenarios, engage and redirect children quickly when necessary.

TRANSITIONING and CONTINUITY OF CARE: In order to establish strong connections and long-term relationships among teachers, families and children in our program:

- Students are grouped by age as of September 1st of the current school year, remaining with the same teachers and peers throughout each school year, fostering friendships and a sense of community.
- Several times throughout the school year, children have opportunities to visit their next year's classroom and participate in special events with their future teachers.
- We offer various Family events throughout the year (Open Houses, Orientation, social gatherings, celebrations, field trips), allowing ongoing in-person interaction with current and future teachers.
- Families are invited to join our private Facebook group throughout their years here.
- Parents are encouraged to visit all classrooms and meet all teachers to see the progression in goals and skills, attend Parent-teacher conferences, and discuss transitioning to the next school year with teachers.
- Summer Camp programs are offered from June through mid-August, extending continuity in routines throughout the year.



HARLEYSVILLE YMCA EARLY CHILDHOOD CENTER

2025-2026 PRESCHOOL CALENDAR

SEPTEMBER

2nd Parent Information Night
3rd Preschool Parent/Child Orientation
4th Preschool Classes Begin
23rd Rosh Hashanah **NO PRESCHOOL CLASSES, Day Care Open**

OCTOBER

2nd Yom Kippur **NO PRESCHOOL CLASSES, Day Care Open**

NOVEMBER

24th -25th Parent Teacher Conferences (optional)
By appointment. Classes will be in session.
26th **NO PRESCHOOL CLASSES, Day Care Open**
27th-28th Thanksgiving **SCHOOL CLOSED**

DECEMBER

DEC. 24th-DEC. 26th **NO PRESCHOOL CLASSES**
DEC.29th - DEC.30th **NO PRESCHOOL CLASSES, Day Care Open**
DEC. 31st-JAN 2nd **NO PRESCHOOL CLASSES**

JANUARY

2nd **NO PRESCHOOL CLASSES, Day Care Open**
5th Preschool re-opens on Monday
19th MLK Holiday **NO PRESCHOOL CLASSES, Day Care Open**

FEBRUARY

13th **NO PRESCHOOL CLASSES, Day Care Open**
16th Presidents' Day **NO PRESCHOOL CLASSES, Day Care Open**

APRIL

3rd & 6th Spring Break **NO PRESCHOOL CLASSES**

MAY

20th /21st Last Day of Preschool Classes
22nd Pre-K Graduation **NO PRESCHOOL CLASSES, Day Care Open**
25th Memorial Day **SCHOOL CLOSED**
28th Summer Camp Starts, **Day Care Resumes**



Harleysville YMCA Early Childhood Center

A Branch of the North Penn YMCA

311 Alumni Avenue • Harleysville, PA 19438 • Phone: 215-256-0767

HEALTH POLICY

Each child enrolled must have an age-appropriate health appraisal form on file with the North Penn YMCA within 60 days of enrollment. Each child must have a thorough examination by a licensed physician within the previous year and must be signed by a health care professional.

If your child needs special considerations concerning health, behavior or other needs, please inform us so that appropriate accommodations are made for your child.

Your child's health is of utmost importance to all of us. Please do not send your child in if they have any of the following symptoms:

1. Fever 101 degrees or higher or with changes in behavior
2. Changes in behavior associated with symptoms of illness, i.e., lethargy
3. Needs more care than staff can provide, compromising the safety of other children in the group
4. Too ill to go outside or to participate in daily classroom activities
5. Sore Throat or difficulty swallowing due to pain and/or fever
6. Undiagnosed Inflamed Eyes with discharge
7. Uncontrollable Cough
8. Abdominal pain for more than 2 hrs. or intermittent pain with fever
9. Mouth sores with drooling until cleared by physician as non-infectious
10. Head Lice until treated
11. Undiagnosed Rash with fever or behavioral changes
12. Diarrhea (2 stools or more above normal or is not contained in diaper or toilet)
13. Vomiting (2 or more times in previous 24hrs. or until cleared by a health professional as non-infectious and child remains adequately hydrated)

If your child develops any of the above symptoms while in a YMCA child care program, you will be notified and will need to pick-up or send an authorized person to pick-up your ill child. Your child will need to remain home for at least the next 24 hours after treatment has started or until the illness is cleared by a health professional. In order for a child to be readmitted, after they have recovered from an illness, a doctor's note may be required at the discretion of the child care director.

Please notify the child care staff immediately if your child is exposed to a communicable disease (i.e. chicken pox) so that the YMCA staff may inform the other parents who can then take preventative measures.

A special note:

According to the Department of Public Welfare Regulations (DPW) Regulation #3270.133: "No medication of any type (cough medicine, vitamins, aspirin, ear drops, etc.) shall be given without a written consent from parents".

"All medication in the facility shall be kept in a place inaccessible to children. All medication shall be kept in its original, prescription label, be age appropriate dosage and have safety lock enclosures on containers. All medication requiring refrigeration shall be refrigerated at the proper temperature".

Parent Signature _____

Date _____

Child's Name _____

KEEP THIS COPY

June, 2025

**Re: EMERGENCY PLAN – COMMUNICATIONS WITH
PARENTS/GUARDIANS**

To the Parent (s)/Guardian(s) of the Harleysville YMCA Early Childhood Center

This letter is to assure you of our concern for the safety and welfare of children attending Harleysville YMCA Early Childhood Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation:* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. In case of inclement weather, we may then proceed indoors to the Encore Experiences Senior Center, across the street at 312 Alumni Ave.
- *In-place sheltering:* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Evacuation:* Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to a relocation facility. Our Emergency Relocation Facility is located at:
 - Indian Valley Family YMCA
890 Maple Avenue Harleysville, PA 19438.

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we've relocated to safety concerns.

If you're not sure how to get there, please ask for directions before there is an emergency.

- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

Please listen to KYW1060, ABC, CBS, FOX & NBC for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

In the event of an emergency, our Staff will have each child's emergency phone contact information, first aid kits, and medications for children with medical needs.

We will only release children to those noted on their emergency contact sheet. Please ensure that only those persons you list on the form attempt to pick up your child.

We realize that emergency circumstances may require changes to your plans, but we urge you to not attempt to make different arrangements if at all possible. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, contact Diane Greve, Branch Director at 215-256-0767 or by e-mail at dianeg@northpennymca.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Diane Greve". The signature is fluid and cursive, with a long horizontal stroke at the end.

Diane Greve, Branch Director
On behalf of the Harleysville Early Childhood Center Staff