

**THE WILMA VALENTINE CREATIVE LEARNING
CENTER**

PARENT HANDBOOK

Children... Our most valuable resource



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PARENT INFORMATION

HOURS OF OPERATION

HOURS: 6:00AM-6:00PM MONDAY THROUGH FRIDAY

MONTHS OF OPERATION: 12 months

FIRST DAY OF DAYCARE: Fall Session: August 22, 2011 – May 25, 2012
Summer Session: May 29, 2012 – August 17, 2012

CLOSED DAYS: Because the program staff are considered public employees, the Center must close on public holidays as mandated by Federal Law. Therefore, the Center will be closed on the following days. No fees will be charged for these days.

Sept. 5	Labor Day
Oct. 10	Columbus Day
Oct. 28	Professional Day
Nov. 11	Veterans Day
Nov. 24-25	Thanksgiving
Dec. 23-Dec. 30	Winter Break
Jan. 16	Martin Luther King Day
Feb. 20	Presidents Day
May 28	Memorial Day
July 2-July 6	Summer Shutdown

POLICIES

ADMISSIONS POLICY

A child may be enrolled into the Wilma Valentine Creative Learning Center if the child is between the ages of 3-6 years of age and has no communicable disease. All children must be potty trained by the time they enter the Learning Center (unless they are a child with special needs).

Before starting in the day-care program, the following forms must be on file on each child: birth certificate, immunization record, day-care application, emergency medical and a medical report completed by a licensed physician.

The Learning Center is licensed by the Ohio Department of Education. The license is posted in daycare.

The law and rules governing the program are available at the Learning Center. The Learning Center's licensing record including compliance report forms and evaluation forms from the Health Department and Fire Department are available upon request from that department. The Ohio Department of Education's telephone number is 1-614-466-0224 for any person to use to report a suspected violation by the Learning Center.

The licensed capacity of the Learning Center is 45 preschool-age children per session.

NON-DISCRIMINATION POLICY

The Learning Center will follow a non-discrimination practice in delivery of service to children or staff. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender, or handicap.

SAFETY POLICY

1. No child shall ever be left alone or unsupervised.
2. A telephone is located in daycare and is immediately accessible at all times.
3. A monthly fire drill will be held at varying times each month. Students are taught the safe way to exit the school as rapidly as possible.
4. Tornado drills are held during tornado season. Students are taught to find the safest refuges in the school and during drills are directed to those places and taught how to shield their bodies from possible harm.
5. A plan, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts are posted at each exit.
6. Whenever children are transported by vehicles away from the Center on field trips, the following requirements will be met:
 - A. A first aid box shall be available on the trip, which meets the requirements of Rule 5101:2-12-31 of the Administrative Code;
 - B. A person trained in first aid shall be available on the trip that meets the requirements of Rule 5101:2-12-31 of the Administrative Code;
 - C. Each child on the trip shall have identification attached to him/herself containing the Center's name, address and telephone number;
 - D. Each child's emergency medical form shall be transported with the child.
7. An incident report will be completed when an accident or injury occurs.
8. Spray aerosols shall not be used at any time when children are present at the Center.
9. All daycare staff and each preschool staff member are required under section 2151-421 of the Ohio Revised Code to report their suspicion of child abuse or child neglect. Staff members shall immediately notify the nurse or director when the staff member suspects that a child has been abused or neglected. The staff member will then notify the Shelby County Children's Services of the suspected abuse. Training in the recognition of child abuse is provided to staff by Shelby County Children's Services.
10. Incidents that adversely affect the health and safety of children in our program are written up into incident reports called Unusual Incidents (UI's). Writing incident reports is a communication dialogue between the parent/guardian and the school/daycare. UI's help the parent to know what incident happened to their child during the day and how staff were able to intervene, remedy or help their child in medical, behavioral, or other types of incidents. Some incidents are very basic and don't require further intervention or investigation. Other incidents are more serious (their child's health and safety is more at risk) and require that an investigation occur and that the case be filed with the Ohio Department of MRDD. These

types of incidents are called Major Unusual Incidents (MUI's). The Ohio Department of MRDD requires that all UI's and MUI's are documented and that the Shelby County Board of MRDD keeps track of all incidents.

ARRIVAL AND DEPARTURE

The parent or guardian shall walk the child to the Center where the parent will sign in the child. The parent will then walk the child to the staff member in charge of the child's group. Upon leaving, the staff person responsible for a child must see that the child departs with his parent, guardian, or person whose name appears on the child release form. The parent will sign the child out.

BEHAVIOR MANAGEMENT POLICY

Our program philosophy is to develop positive self-esteem while helping children learn to be responsible for their own behavior. We focus on positive behaviors and reinforce these behaviors, which provide good models for other students. If we see a potential problem behavior developing, we will try to intervene and redirect the child or arrange the situation to avoid conflict. If an individual student is having continued difficulty controlling their behavior or is endangering self, peers or staff, we will meet as a team to develop strategies for an individual plan for the child. Strategies will be outlined on an individual plan and implemented upon parental approval.

The following behavior management policy is applicable to all students attending Wilma Valentine Creative Learning Center while on school property or trips sponsored by the Center. Please find in **Section I** specific behavioral strategies that are implemented and used in the daycare based on the Ohio Administrative Code 3301-37-10. **Section II** specifies the children's rules in daycare.

SECTION I – WVCLC BEHAVIORAL STRATEGIES

Below are examples of strategies that may be implemented with the children in WVCLC based on the OAC rules.

1. **Positive Reinforcement**-Staff will use praise, hugs, high fives, privileges, time with staff, etc. to reinforce good choices.
2. **Incentives**-Staff will encourage compliance by using humor, a fun activity, stickers, etc. to reward appropriate behaviors.
3. **Redirection/Choices**-Staff will anticipate a negative behavior that may occur and direct the child to a more appropriate activity or area to avoid a potential conflict situation. Staff may offer the child choices between several (but limited) options for another activity or area.
4. **Ignoring**-If possible, staff will ignore behaviors that are intended to get negative attention.
5. **Time away**- Time away may be preceded by a verbal warning from staff to remind the child of the rules. If an established rule is broken, a child may be required to sit in a chair away from the group for a brief period of time. Our goal is to help the child regain self-control and return to the group as soon as possible. Following the time away, staff will briefly and privately review the rule and the expected behavior with the child before the child rejoins the group.
6. **Removal from area**-If a child has the potential to injure self, peers, or staff, a staff member may separate a child from the group or remove the group from the child's area. Staff members will intervene as quickly as possible to ensure the safety of all children. Separation will be brief in duration and appropriate to the child's age and developmental ability and in a safe location within sight and hearing of a staff member. If necessary, staff may hold a child for a short period of time (holding a child's hand, picking up a child for safety, holding the child in a protective hug, etc.) so the child may regain control.

SECTION II-CHILDREN'S RULES IN DAYCARE

Walk
Keep your hands and feet to yourself
Listen to your teachers
Be kind to daycare toys
Use your inside voice inside
Stay safe
REMEMBER TO ALWAYS BE NICE TO YOUR FRIENDS!

MANAGEMENT OF COMMUNICABLE DISEASE POLICY

1. Nurse and staff conduct a daily health check of children.
2. The nurses and daycare staff are trained in prevention, recognition, and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in daycare and nurse's clinic. It is used as a reference tool for when a child is to be excluded and or re-admitted to school and daycare.
4. Children are to remain home should they have any of the following:
 - A. temperature of 100 degrees Fahrenheit taken by axillary method when in combination with other signs of illness
 - B. unusual spots or rashes
 - C. diarrhea /more than abnormally loose stool within a 24-hour period
 - D. Vomiting (two or more times within a 24 hour period)
 - E. evidence of lice, scabies, or other parasitic infestation
 - F. severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - G. difficult or rapid breathing
 - H. stiff neck
 - I. yellowish skin or eyes
 - J. conjunctivitis
 - K. untreated infected skin patch(es)
 - L. unusually dark urine and/or grey or white stool
 - M. sore throat or difficulty swallowing
5. Upon identification of a child suspected of illness, the child shall be taken to the Center's clinic, the nurse or administrator will contact parents/guardians by phone. If we are unable to contact parent/guardian, an emergency contact person will be called. If parent/guardian is not able to come to the Center to take charge of the ill child, the ill child may be discharged to the person who has been designated by the parent.
 - A. While the sick child is in the Center's clinic they will be provided with a cot and blanket for use until they are discharged home. The cot shall be sanitized with an appropriate germicidal detergent and the blanket is laundered before being used by another child.

- B. An adult shall be with a child who is isolated due to illness at all times. No child is ever left alone or unsupervised.
 - C. After an illness, the child may be re-admitted to the Center 24 hours after temperature has returned to normal or if illness was not accompanied by fever, 24 hours after all symptoms have disappeared.
6. When staff becomes ill, they are sent home and replaced by substitutes.

GUIDELINES FOR MEDICATION ADMINISTRATION

1. The Center shall require written signed instruction from the physician and parent/guardian on the administration of any prescription medication, vitamins, or special diets. These forms can be obtained by contacting the office or school nurse. A copy is also provided in the back of this handbook. For each new school year these forms need to be re-submitted and as necessary for new medications or changes in the medication order.
2. Non-prescription medications- Ideally, the child attending daycare should take their medication at home. If this is not possible, written, signed instructions from the parents/guardians is required. If the child is prescribed a medication that is used “as needed” ie: asthma medication or Epi pen, the process is as follows:
 - A. Completed and signed medication forms from Physician and parent/guardian are received and on file at school.
 - B. The parent/guardian must assume responsibility for the safe delivery of the medication to and from daycare. At no time is a medication to be transported by the child or in the child’s backpack.
 - C. The medication must be received in the original container in which it was dispensed in, with child’s name and prescribing information
 - D. For the medication to be discontinued the Center must receive written notification from physician regarding all prescription medication or from the parent for non-prescriptions unless already directed on original medication form.
 - E. For the purpose of diapering, topical ointment/creams provided by parents shall include written instructions. These instructions will include name of product, child’s name, and date of birth of the child. The parent/guardian will need to sign and date these instructions. These written instructions shall be valid for no longer than three months. Authorization for the administration of these topical ointments and creams may be cancelled by written request of the parent at anytime. When used for skin irritations or manifestations or skin irritations, the ointments/creams shall be administered by the Center for longer than fourteen consecutive days at any one time.
 - G. Special Diet – The Center personnel may administer a special diet after written instructions signed by a licensed physician are secured on the form prescribed by the Department of Public Welfare. The Center shall also secure written signed instructions from the parent/guardian in the prescribed form for any special diet. The special Diet shall not be administered for any period of time beyond expiration date. If the special diet is to continue beyond the expiration date new instruction forms must be signed by the physician and parent/guardian and re-submitted to the Center.

MEDICAL EMERGENCY PLAN

1. Location of First Aid: The first aid supplies are located in the locked cabinet in the Center with easy access to all staff members but out of the reach of children. The Center nurse or staff member will administer first aid.
2. Emergency Numbers:

Children's Services	498-4981
Emergency Squad	911
Fire Department	911
Hospital (Wilson Memorial)	498-2311
Poison Control	877-464-6733
Sheriff	911
Police	911
3. Staff are trained in first aid and CPR training, which is provided by persons certified to meet State childcare guidelines.
4. Location of Children's Records including Medical Records: Records are located in the student's files in the Center office.
5. Emergency Instructions: If a child is in need of medical assistance at a source away from the Center and the Center has obtained consent from the parent or guardian to seek medical treatment for the child, the child's record as required by Rule 1501:2-12-46 of the Administrative Code, shall be transported to the source of medical assistance with the child. The staff/child ratio must be maintained at all times even during emergency conditions. The child will be transported by local EMS (Emergency Medical Squad.)
6. Dental first aid chart and emergency instructions are located on the wall in each classroom and in the Center office on the bulletin board.
7. Seat belts, or car seats and/or booster seats are required for all children 5 and under. Wheelchairs are secured with a 4-point tie down system.
8. Upon identification of an ill child, parents will be notified and the child will be isolated on a cot until the parent/s arrives.

ENROLLMENT PROCEDURES FOR DAYCARE

FEE SCHEDULES

	Daily Rate	Weekly Rate
Childcare	\$28.00	\$120.00
2nd Child	\$23.00	\$105.00
Hourly	\$ 5.00 per hour (lunch is \$2.00 extra)	

FEES ARE TO BE PLACED IN THE PAYMENT BOX, WHICH IS LOCATED BY THE DAY CARE ENTRANCE DOOR. Printed receipts will be distributed for all fees paid. (Daily and Weekly rates include lunch, snack, and a preschool experience.)

DAYCARE PAYMENT CONTRACT

All parents/guardians will be required to sign a Daycare Payment Contract prior to the receipt of services. The contract will outline the payment schedule and the dates of the daycare session. Parents/Guardians will be responsible for paying for all days of the sessions as scheduled except for holidays or professional inservice days when WVCLC is closed.

WEEKLY RATE

Children who are paying the weekly rate are contracting for five days each week for the program session. Parents are responsible for paying for all days whether or not the child attends. Payment is due the Friday of the week prior to the week of attendance. A late fee of \$10.00 per day per child will be assessed if payment is not in the office by 6:00PM Friday evening prior to the week of attendance. No credit is given for missed days.

DAILY RATE

Children who are paying the daily rate are contracting for a certain number of days each week for the program session. Parents are responsible for paying for all days, which they have scheduled, regardless of whether or not the child attends. Payment is due the Friday of the week prior to the week of attendance. A late fee of \$10.00 per day per child will be assessed if payment is not into the office by 6:00 PM Friday evening prior to the week of attendance. No credit is given for missed days.

HOURLY RATE

Parents paying the hourly rate will pay \$5.00 per hour for every hour or part of an hour that service is provided. Children who are paying the hourly rate are scheduled in advance by parents. Payment for service is due prior to attendance. No credit is given for missed days.

*If the child is scheduled over the lunch period, (11:30-12:30) they will pay an additional \$2.00 for lunch.

TUITION ASSISTANCE

The tuition assistance program can assist families with tuition payments for emergency and temporary situations when families are experiencing financial hardships. Tuition assistance will be considered only if families have exhausted other funding mechanisms. The committee of the Board of WVCLC will review and make recommendations after an application is submitted. Please contact the Director of the WVCLC to receive a tuition assistance application.

TO REGISTER FOR THE FIRST TIME

To register your child for the Wilma Valentine Creative Learning Center contact the Center about available openings. Then complete the application and enrollment forms.

You will receive registration materials as each new registration period comes up.

A \$25.00 registration fee per child is required at the time of initial enrollment. This fee is non-refundable.

LOST KEY CARD FEE

One key card per family will be issued to enter the daycare door. A \$10.00 fee will be charged for a lost card or if the card(s) are not turned in when the child withdraws from the program. Additional cards will only be issued if another person will be picking the child up on a regular basis; in which case a \$10.00 deposit will be required. Upon return of the keycards at the end of the session, the deposit will be returned.

LATE PICK UP FEE

A fee of \$5.00 per child will be assessed for each 15 minutes a child is picked up after 6:00PM, which is the closing time for the Learning Center.

PAYING BY CHECK

Parents paying by check will be required to submit a copy of their driver's license to be kept on file. If a parent does not have a driver's license, a social security number for the parent will be required.

RETURNED CHECK FEE

If a check is returned for insufficient funds, restitution will need to be made in cash. A \$10.00 fee will also be assessed for a returned check. After two occasions of checks returned due to insufficient funds, all future transactions for the remaining program session will be required to be in cash.

TO WITHDRAW

If you wish to withdraw your child from the program, please notify the Director in writing. Two weeks' notice is required and fees are due during those two weeks whether or not your child is in attendance. The two weeks' notice policy is not applicable during the last contracted month of the registered session. Full payment is required and fees are due for the entire registered session whether or not your child is in attendance.

PROCEDURE FOR TERMINATION OF SERVICES

If a bill is outstanding, the responsible party will receive a reminder notice which includes payment due and associated late fees for the first week of delinquency. If acceptable payment arrangements are not made within 10 days of the first notice, the WVCLC will be unable to provide daycare services until the account is paid in full.

WEATHER RELATED CLOSURES

Our goal is to provide for the health, protection, and safety of all students, their families, and staff during emergencies and weather related situations. When severe weather conditions occur which make travel unsafe for families, a decision will be made regarding whether to delay the opening of daycare or close the daycare for the day. The decision will be made by 5:30 a.m. In an effort to keep the daycare open at all times and to more accurately assess the weather situation, the opening of daycare may be delayed 1 hour (opening at 7:00 AM) or delayed 2 hours (opening at 8:00 AM). If a delay of more than 2 hours would be required, the program will be closed for the day. This will occur only in the event of severe weather and/or power outage.

If classes are cancelled or delayed because of weather or other circumstances, parents may be contacted by a personal phone call through our One Call Now system. Parents/Guardians will need to complete a One Call registration form and can register up to two phone numbers. Changes of telephone numbers throughout the year should be made in the main office..

The phone message system will be changed to reflect program status for that day. Call 498-4566 to check the status of the program. A closing or delay of the “Wilma Valentine Center” will be broadcast on WMVR 105.5FM (Sidney), Dayton stations K99 99.1FM, The Point 95.7FM, and/or watch Dayton TV station WHIO (Channel7).

In the event of a power outage or weather that develops during the day that requires the daycare to close early, parents will be notified via phone. Required staff will remain until the last child leaves.

Tuition for a delayed opening or early closure will be credited as deemed appropriate by the Board of Directors. In the event the program is closed all day, tuition payments for that day will be credited to the following week. If the Center is open and you choose to keep your child home, you will be charged as usual.

DAY-CARE SUPPLIES

- 1 complete change of clothing clearly marked with child's name and placed in a gallon size Ziploc bag
- A blanket and small pillow for children who will be napping in the afternoon (please mark with child's name)
- For non-toilet trained children, parents provide an adequate supply of diapers or training pants and diaper wipes

DAILY PROGRAM SCHEDULE

6:00AM- 9:00AM	Arrival, Free Play
9:00AM- 9:15AM	Snack Time
9:15AM-10:00AM	Morning Circle, Art
10:00AM-11:00AM	Outside (Weather Permitting), Exercise & Structure Play
11:00AM-11:15AM	Cleanup
11:15AM-12:00PM	Lunch
12:00PM- 12:30PM	Afternoon Circle
12:30PM- 1:00PM	Art
1:00PM- 1:30PM	Bathroom – Get Ready for Nap
1:30PM- 2:30PM	Nap
2:30PM- 3:00PM	Snack Time
3:00PM- 6:00PM	Free Play-parents picking up children

NUTRITIONAL REQUIREMENTS

MEALS AND SNACKS: The noon meal will include foods from the four basic food groups, which supply 1/3 of the child's recommended daily dietary allowance. The noon meal will be served to each and every child present at 12:00 noon. Milk will be furnished as needed. The monthly schedule will be sent home. Hot lunches are provided to the daycare by the Wilson Memorial Hospital. However, if a parent prefers to send a sack lunch it must meet the following requirements and each lunch must include one food from each of the four basic food groups: Meats, Grains, Vegetables/Fruit, and Milk. Examples are listed below.

<p><u>Meats:</u> Meat, poultry, fish 2 oz. or Equivalents: Cheese 2 oz. Eggs 2 oz. Cottage Cheese 1/2 cup</p>	<p><u>Vegetables/Fruits</u> 1 small fresh fruit ½ cup chopped or canned fruit or applesauce 1 cup raw vegetables ¾ cup fruit juice</p>
<p><u>Grains:</u> 1 slice of bread crackers (4-6 small) buns or bagels (1/2 regular size)</p>	<p><u>Milk Group:</u> Milk 1 cup (8 oz.) or Calcium equivalents: Yogurt 1 cup Cheese 1 oz. Ice Cream 2 cups Cottage Cheese 2 cups</p>

These are the minimum requirements. You may send other food with your child in addition to the above. The Learning Center will have supplemental foods available if your child's lunch does not meet the requirements.

SAMPLE SACK LUNCH: Milk, fruit or vegetable, meat sandwich.

FOOD STORAGE PLANS: Bags or lunch boxes with the child's name on them will be stored in our lunch room. Any foods that could spoil will be refrigerated.

PEANUT FREE FACILITY: A student enrolled in the daycare center has a severe allergy to all nuts and nut products. Parents are asked to refrain from packing food items in lunches that contain nuts or peanut butter. Please also avoid nuts and peanut butter in your child's classroom treats. (i.e. birthday, snacks, holiday parties, etc.)

Food allergies can cause severe anaphylactic reactions and can be fatal. Although most children survive food-allergic reactions, our center can and should take steps to protect children and eliminate this risk factor.