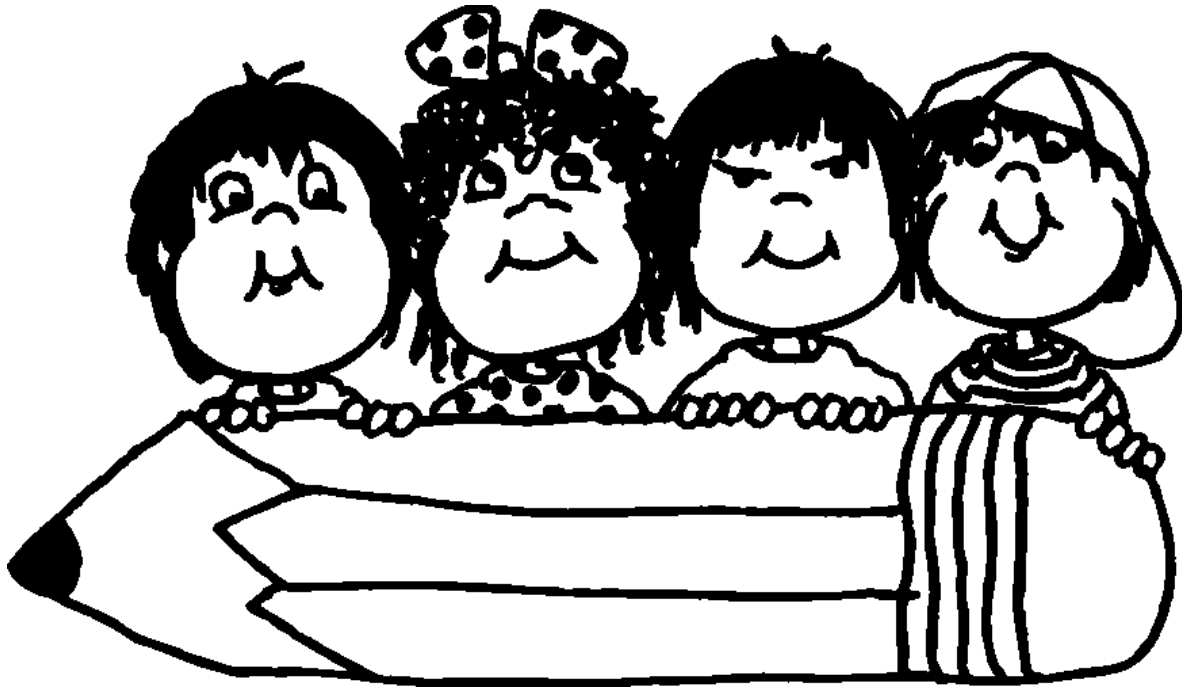


***THE WILMA VALENTINE CREATIVE LEARNING CENTER***

***School Age Child Care Program***

***Parent Handbook***



1200 S. Children's Home Rd.  
Sidney, OH 45365-0925  
Phone: (937)-498-4566  
FAX: (937)-493-4612

Lisa Slonecker - Director

Adopted: 06/11

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## MISSION STATEMENT

**The mission of the Wilma Valentine School-Age Child Care (SACC) program is to provide a safe, quality, nurturing environment for kindergarten age children who need before and after school child care. The children shall have opportunities to choose activities designed to promote their physical, mental, social and emotional development in an atmosphere that builds respect for self and others.**

## GOALS

- **To provide a safe, quality, nurturing environment of care for kindergarten age children**
- **To meet the age appropriate and individual needs of the children**
- **To offer various activities and opportunities that complement the school experiences and curriculum**
- **To guide and develop social skills built upon respect, responsibility, and choices**

## 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.

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

## POLICIES

### ADMISSIONS POLICY

A child may be enrolled into the Wilma Valentine SACC program if the child is enrolled in kindergarten.

Before starting in the SACC program, the following forms must be on file on each child: enrollment application, birth certificate, emergency medical form, and transportation/child release form.

The 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 Center. The 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 Center.

The licensed capacity of the SACC program is 18 kindergarten children per session.

## **NON-DISCRIMINATION POLICY**

The 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.

## **VOLUNTEER POLICY**

Volunteers may be used occasionally in the SACC program. All volunteers are required to be processed through the SCBDD personnel office for background checks and must be approved before beginning their volunteer work. Volunteers will never be left alone with children at any time.

## **SAFETY POLICY**

1. No child shall ever be left alone or unsupervised.
2. A telephone is located in the center 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 staff members 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. Writing incident reports is a communication dialogue between the parent/guardian and the school/child care. Incident reports 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.

## **ARRIVAL AND DEPARTURE POLICY**

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.

## **ABSENCE POLICY**

If your child will be absent because of illness, doctor's appointment, etc. please notify the Center by calling 498-4566. If your child is scheduled for the SACC program and he/she does not arrive from school, SACC staff will phone the school, parents and emergency contacts until their location is verified. Please assist the staff by calling in ALL absences. If all contacts have been exhausted and the child has not been located, local authorities will be contacted.

If you need to pick your child up early for an appointment, tell the staff in advance so your child is ready when you arrive.

If your child is absent due to an illness or communicable disease, please report reason when you notify the Center.

## **PARENT INVOLVEMENT/COMMUNICATION POLICY**

Suggestions from parents about the SACC program are always welcome. Parent conferences with SACC staff or the SACC Director can be requested at any time. If you have a question or concern about the SACC program, please contact the staff member or the director of the SACC program.

A monthly newsletter with information on upcoming programs, changes, and updates will be distributed. Daily communication sheets will be incorporated as needed.

Communication between the SACC program staff and kindergarten teachers will occur either on a regular or as needed basis depending on the needs of the child. A communication book, daily monitoring sheet, checklist or other means will be used for this.

## **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 SACC program 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 3301-32-09. **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 the SACC program 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 toys and materials in the Center**  
**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. A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program shall be determined by the team leader, director, or program nurse and the parent(s).
  - A. unusual spots or rashes
  - B. sore throat or difficulty swallowing
  - C. vomiting
  - D. evidence of lice, scabies, or other parasite infestation
6. Upon identification of a child suspected of illness, the child shall be taken to the Center's extra room, the nurse or administrator will contact parents/guardians by phone. If 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 extra room 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 shall be laundered before being used by another child.
  - B. An adult shall be with a child who is isolated to observe carefully for worsening condition. 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.
7. 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. Ideally, the child attending SACC should take their medication at home. If this is not possible or the child is prescribed a medication that is used “as-needed” (i.e. asthma medication or Epi-pen), non-prescription and prescription medications shall be administered only with written permission of a parent and according to the following:
  - A. All prescription medicine must be current within the last twelve months, kept in original container and have a legible label containing the child’s name and written instructions for use from a licensed physician, nurse practitioner, or dentist.
  - 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. All medicines will be kept in locked upper cabinets.
  - D. Except in cases of emergency, parents shall give the first dose of any newly prescribed medication so they may personally observe the child’s reaction.
  - E. For the medication to be discontinued the Center must receive written notification from the parent.
  - F. 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	1-877-464-6733
Sheriff	911
Police	911
3. Staff is trained in first aid and CPR training, which is provided by persons certified to meet State childcare guidelines.
3. Location of Children's Records including Medical Records: Records are located in the student's files in the Center office.
5. A copy of emergency medical authorization for all children and a first aid kit will be taken on all field trips.
6. 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 emergency medical authorization form, 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.)
7. Emergency plans are available in each room of the center. The emergency plan is reviewed with staff annually.
8. Emergency drills are conducted with the children as required by law.

## **TRANSPORTATION POLICY**

1. All students that require transportation to or from kindergarten will be transported by vehicles owned and operated by the Shelby County Board of DD or the Sidney City Schools.
2. An additional fee will be imposed upon parents for transportation. Parents may choose to transport their child.
3. All children will be secured in their seats by the driver of the vehicle. If your child's weight is less than 40 lbs., he/she will be placed in a car seat or booster seat. Other children will be placed in an appropriate seat belt.
4. In case of illness or absences, please call 498-4566.

## **ENROLLMENT PROCEDURES FOR DAYCARE**

### **FEE SCHEDULES**

	Daily Rate	Weekly Rate
Childcare	\$18.00	\$80.00

Additional fee of \$8.00 will be charged for full days when kindergarten is not in session.

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 SACC 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.

### **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 will review and make recommendations after an application is submitted. Please contact the Director to receive a tuition assistance application.

### **TO REGISTER FOR THE FIRST TIME**

To register your child for the Wilma Valentine SACC Program 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 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 Center 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.

## **SUPPLIES**

- 1 complete change of clothing clearly marked with child's name and placed in a gallon size Ziploc bag

## **DAILY PROGRAM SCHEDULE**

Each classroom has a program plan describing daily activities which include a balance of quiet and active play, small group and individual free choice activities and a time for free play. Age appropriate materials are provided and arranged so that children may select, remove and replace materials with minimum assistance. Children have an opportunity to participate in a variety of learning experiences including art, print, creative construction, dramatic play, active play, and music. A typical class may be organized as follows:

6:00AM- 9:00AM	Arrival, Free Play, School preparation for AM students
9:00AM- 9:15AM	Snack Time
9:15AM-10:00AM	Art, Music
10:00AM-11:00AM	Outside (Weather Permitting), Exercise & Centers
11:00AM-11:15AM	Cleanup
11:15AM-12:00PM	Lunch for PM students
12:00PM- 12:30PM	School preparation for pm students
12:30PM- 1:00PM	Lunch for AM students
1:00PM- 1:30PM	Outside (Weather Permitting), Exercise & Centers
1:30PM- 2:30PM	Art, Music
2:30PM- 3:00PM	Snack Time
3:00PM- 6:00PM	Centers, quiet time, games, imaginative play

## NUTRITIONAL REQUIREMENTS

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. 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><b><u>Meats:</u></b></p> <p>Meat, poultry, fish      2 oz. or Equivalents: Cheese                      2 oz. Eggs                            2 oz. Cottage Cheese    1/2 cup</p>	<p><b><u>Vegetables/Fruits</u></b></p> <p>1 small fresh fruit 1/2 cup chopped or canned fruit or applesauce 1 cup raw vegetables 3/4 cup fruit juice</p>
<p><b><u>Grains:</u></b></p> <p>1 slice of bread crackers (4-6 small) buns or bagels (1/2 regular size)</p>	<p><b><u>Milk Group:</u></b></p> <p>Milk    1 cup (8 oz.) or Calcium equivalents: Yogurt                      1 cup Cheese                      1 oz. Ice Cream                  2 cups Cottage Cheese 2 cups</p>

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

**SNACKS:** The center will provide a mid-morning and mid-afternoon nutritious snack. The snack will include at least one food from any two of the five basic food groups: meat/beans; grains; fruit; vegetable; and/or milk.

**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:** Some children have severe allergies 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.