

ALL ABOUT US

Valley Child Development Center offers professional care and developmentally appropriate education for children from age three through age ten and support to families in order to make a positive difference in the lives of children. Our center provides a preschool program each day within the day care environment. We also offer a before and after school program and summer school age program for elementary children. Free bussing to and from Central Elementary is available for school age children.

While your child is in our care we hope to accomplish the following goals:

1. To provide a safe environment to help children feel secure while his/her parents are away.
2. To recognize each child as an individual and to develop their feeling of self-worth.
3. To enable each child to participate in many new learning experiences at school and throughout the community.
4. To provide education experiences which encourage emotional, social, cognitive and physical development under the guidance of trained staff.
5. To encourage parent involvement in the program.

We are licensed by the State of Indiana and recognized as a Paths to Quality Level 3 provider. Valley offers full or part-time programs designed for student and/or working parents or guardians.

MISSION STATEMENT

Valley Child Development Center, Inc. is committed to providing high quality childhood education services to the Wabash Valley, accommodating all income levels.

PHILOSOPHY AND CURRICULUM

The Creative Curriculum has been adopted by the Board of Directors to ensure developmentally appropriate activities are presented to children by nurturing, qualified staff. We believe that children develop by hands on learning and active exploration of their environment. Our curriculum follows the Indiana Department of Education's Foundations for Young Children.

CONTACT INFORMATION

Phone (765) 832-2273 Fax (765) 832-3187 Website: valleychilddevelopmentcenter.com

Hours: 6:00 a.m.-6:00 p.m. Monday-Friday *Valley is closed for approximately 10 days for winter break in late December and early January. Valley holiday closings include Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Thanksgiving Day and the Friday following, July 4th, Labor Day and Memorial Day.* In addition, we reserve the right to close at any time due to low enrollment.

Emergency closings (no power or water, weather conditions or other health hazards) will be determined by the staff member in charge as to whether to dismiss school. This information will be posted on our Facebook page and closing announcements will be broadcast on local television stations as soon as the determination has been made.

ENROLLMENT

Upon enrollment, parents/guardians will meet with the director. The director will review the program, registration and fee requirements set by the center. The admittance of your child will be by mutual

consent by considering the benefits the child will receive from the program. Each child's family will receive an enrollment packet with forms needed to be completed and on file at the center before the child begins attending our program. A physical examination form with record of up to date immunizations, signed by your physician is required within 30 days of enrollment. Additionally, please provide a copy of your child's birth certificate upon enrollment. All children's information is kept strictly confidential and secured in a locked cabinet. Valley Child Development Center prefers that children be toilet trained. A deposit of the first week's tuition fee and any registration or supply fee due will be required upon admission. Valley Child Development Center does not discriminate on the basis of race, age, sex, religion, national origin or disability.

ARRIVAL AND DEPARTURE

ALL children MUST be accompanied by an adult when entering the center and present your child to a staff member. If the staff observes any sign of illness or temperature in your child, you will be asked to take your child home. Parents/guardians are required to sign in/out your child each day on the class attendance sheet located on the parent bulletin board. Each child will have an assign locker for storing coats, extra clothes and papers to take home. Preschool children should arrive at the center before 9:00 a.m. as class will begin promptly at this time and attendance and meal counts are taken. This policy has been developed so that your child will receive the maximum benefits from the program. Please call by 9:00 a.m. if your child will be absent.

Children will only be released to persons listed on their enrollment form. Parental permission must be given to staff before children will be released to anyone not listed as a designated release person. Proper identification **IS REQUIRED** for anyone in question by staff for the child to be released. If an intoxicated or impaired person insists on removing a child or children from our center, staff members will immediately report the incident to the local police department. Our first obligation is the safety of all children in our care. A late fee will be charged any time a child is picked up after 6:00 p.m. If late arrival is anticipated, please make other arrangements for your child to be picked up.

Please practice safe driving measures in our parking lot and surrounding areas to ensure the safety of families during arrival and departure from our facility.

HELPING YOUR CHILD TO ADJUST

We encourage you and your child to visit our program prior to his/her enrollment. Some children have difficulty separating from their parents as they leave for the day. We suggest that parents talk to their children to prepare them for their arrival at school. Positive attitudes shown by parents, preparation and positive statements make the transition easier for your child from home and school. Please feel free at any time to call the center if you have a concern about your child.

DAILY PROGRAM

Our staff plan daily activities designed to foster development in the areas of social, emotional, physical, and intellectual growth. There are choices for various learning centers, such as art, science, dramatic play, language arts and others. Part of the day is used for group activities such as music and story time. Throughout the day children have opportunities to play and explore individually or in small groups and weather permitting, outside play. We offer a variety of "hands-on" experiences in which the children learn by doing. We are committed to providing an anti-biased, multi-cultural curriculum. The children's

developmental needs and interest form the basis for classroom learning centers and projects. The daily program outline is posted in each classroom.

SCREENINGS

In order to identify children's needs and to plan curriculum activities, teachers screen all children within 30 days of enrollment using *Creative Curriculum* assessments. Teachers suspecting developmental delays inform the director and parent conferences are scheduled to determine options for intervention and support from outside agencies. Our program consults with Covered Bridge Special Education District and/or CASY after families have signed release forms for sharing of information with these organizations.

Vision screenings are offered each year by the Lions organization.

Lead screening will be offered each year by the Vermillion County Board of Health.

Hearing screening

PARENT INVOLVEMENT

Parent Conferences – Conferences for families of preschoolers are held twice a year and help the parent and teacher communicate and share in the child's progress and development. Parents may also request a conference at any time during the year.

Classroom Visits – Parents are welcome and encouraged to visit the classroom at any time.

Parent Meetings – Meetings are held throughout the year and are designed to share information about goals and objectives of the center as well as provide social interaction between parents and school staff. Parents are encouraged to help in developing topics of interest.

Parents as Members of the Board of Directors – Parent volunteers are encouraged to join the Board of Directors to assist in planning parent meetings and social events, fundraisers and assisting in other advisory capacities.

Parent Resources – Community events information, pamphlets, articles and community resource materials are available and located on the parent bulletin board or parent interest table.

Parent Volunteers – Parents may volunteer to help plan classroom parties for special holidays. Parents will meet with teacher or director to review party plans prior to the holiday.

Grievances – In the case of problematic situations or concerns, parents are encouraged to speak first with the classroom teacher, then the Director. Unresolved issues may be presented to the Board of Directors for consideration.

FEES

Each family receives a detailed explanation of our fee guidelines at the time of enrollment. Valley provides a sliding tuition scale to provide child care for families of all incomes. Tuition fees for your child are determined upon enrollment. To qualify for reduced tuition, proof of income MUST be provided to the director. Proof of income includes

ALL HOUSEHOLD W-2 tax forms or previous years' tax returns

AND

two most current pay stubs for all parties in the household **AND/OR** other income including welfare, child support, alimony, SSI, pensions, retirement, Social Security, and VA. Proof of income will be evaluated each year for all families paying reduced tuition.

Upon enrollment, a \$20.00 non-refundable registration fee is due as well as any supply fees and tuition payment for the upcoming week. Payment in full is expected by Friday for the upcoming week. If past due tuition is two weeks delinquent, your child will be withdrawn from the center until all outstanding tuition is paid. It is the parent/guardian responsibility to pay any legal fees incurred for collection of delinquent tuition. Families will be charged their assigned tuition for the week, whether or not the child attends.

All families are required to pay a supply fee in January each year. Supply fees are listed on the Weekly Income and Tuition Guidelines given to each family upon enrollment. Supply fees are pro-rated to new students who enroll throughout the year. Valley accepts tuition voucher payments from Child Care Development Funds and Military Tuition assistance. Parents are responsible for any co-pays determined by outside agencies.

Payment is required for weeks that include a holiday. Parents are not charged if the Center has an emergency closing or for Christmas break.

Withdrawal: Parents are expected to give two weeks written notice prior to the child’s withdrawal from the program.

VACATION DAYS

Each child is entitled to vacation days which will be earned after six months of continuous enrollment. A payment equal to ½ of your regular tuition fee is required to hold your child’s place in our program. Please give written notice prior to using your vacation days. Before and after school students do not qualify for vacation days. Vacation days for preschool children are earned according to the following attendance schedule:

- 1-3 Days/Week = 3 Vacation Days annually
- 4-5 Days/Week = 5 Vacation Days annually

ILLNESS

Indiana licensing standards prohibit children from attending the center during a contagious illness. It is our responsibility to protect ALL children and maintain a safe environment to the best of our ability. Children will be observed by staff upon arrival for illness symptoms and will not be admitted to class that day if they might infect others. In general, use the following guidelines.

<u>SYMPTOM</u>	<u>KEEP CHILD HOME</u>
FEVER	Fever registers above 100*
RASH/DRAINING SORES	Unexplained rash especially with a fever or itching
CHICKEN POX	Child may return when all sores are crusted over and

EYE INFECTION	Child is fever-free Red, mucus or pus draining from eye
UPSET STOMACH, DIARRHEA	Child should be symptom free for 24 hours before returning to school.
VOMITING	
HEAD LICE	Director or Head Teacher examines head and determines your child is free of nits.

A signed physician's release is required before a child can return to the center after experiencing any of the following: **Impetigo, scabies, pink eye, ring worm and trench mouth**. Parents/Guardians will receive written notification of any contagious disease present in the center. If your child becomes ill while at the center, you will be notified immediately to make arrangements for your child to be picked up as soon as possible. Please contact the center if your child will be kept home because of illness. In case of a medical emergency, we will take your child to the emergency room at Union Hospital Clinton. Parents/Guardians will be notified immediately.

MEDICATION

The Indiana Board of Health has instructed us as to what is allowed by staff for the dispensing of medication to children:

--Medications specifically ordered by a physician for the individual in the **original** prescription container, having the pharmacy label showing the prescription number, date filled, physician's name, child's name and directions for use.

--Those medications for which you have a written order from a physician for the individual child

Staff will not administer any over the counter medications without specific written physician's orders on file with exact dosage and times of dispensing labeled on the container.

Parents will be asked to fill out a medication dispensing form when medication is to be given to a child during the day to be kept on file. A copy of the completed form will be given to parents at the end of the day.

Please notify us if your child has asthma or any food allergies. A copy of the physician's standing orders for these treatments must be on file at the center. Please notify us in writing if your child has any food restrictions due to religious beliefs.

NAP TIME

A rest period for preschool children is scheduled from 12:45 to 2:45 p.m. daily. If you need to pick your child up during nap time, please inform the staff in advance so we may have your child ready to leave and not disrupt the resting children. Children who do not nap will be allowed to do quiet activities on their beds.

DISCIPLINE

Discipline policies in our program have been established to encourage and strengthen positive behavior through opportunities for children to interact with people and materials. One of the primary goals of the program is to maximize the learning of appropriate social skills including safety and respect of one's self and others.

Positive guidance is used with techniques including redirection, anticipation and elimination of potential problems and encouragement, rather than competition, comparison, or criticism. Limits are set for children, and the environment is arranged to encourage positive interactions. Clear and consistent rules are explained to the children and followed in the classroom.

When children exhibit challenging behaviors, (including physical or verbal aggression to staff or children and disruptive behaviors) the following steps will be followed:

1. The child will be removed from the situation. Once the child has gained self-control, he/she may re-join the activities.
2. The problematic behavior will be studied and documented.
3. The classroom teacher will consult with the director to discuss ways to work with the child and improve the behavior.
4. Our staff will request a meeting with the parents to discuss and consider solutions and establish a timeline. Parents may be asked to agree to a consultation with an outside specialist and have 30 days to comply.

If at any time in this process the child's aggression seems dangerous to themselves, other students, or staff, the child will be immediately withdrawn from the program. If minor changes to the routine, environment, or behavior plan do not seem to be effective, or if the parents are unwilling to work with an outside specialist, the child may be withdrawn from the program. The parents/guardian will be notified in writing of the child's dismissal from Valley.

FOOD PROGRAM

Valley Child Development Center participates in the Child and Adult Care Food Program. Menus are state approved for nutritional values and age appropriate portion sizes. Food is prepared at the center and food may not be brought from home. Families of children with special dietary needs may be asked to provide pre-packaged food items to substitute for food served on the menu. Meal times are:

Breakfast—7:30 a.m.

Morning snack—9:45 a.m.

Lunch—12:00 noon

Afternoon snack—3:00 p.m.

Weekly menus are posted on the parent bulletin board. If your child has any food allergies or other restrictions, state law requires a note from the child's doctor specifying the allergy and required substitution to meet meal pattern guidelines.

SAFETY POLICY & PROCEDURES

The safety of the children in our care is critically important. Controlling entry to the building is accomplished by utilizing key-pad access and video camera-monitored entrances. No access to the building will be allowed to individuals not known by staff. Identification and purpose of visit must be shown by unknown parties before access is given.

Emergency procedures for fires and tornadoes are posted in each classroom. Practice drills are conducted on a regular basis. Our office is equipped with an emergency weather radio that will alert us to any emergency weather situation.

All staff members are trained in First Aid, CPR and Universal Precautions annually.

In case of emergency, Valley will implement the center emergency response plan.

Environmental Safety: If pest control is needed, spraying is done at a time when children are not present in the center or on the playground. Only natural pesticides are used on site.

Valley Child Development Center will **not be responsible** for any accidents involving clients or visitors which occur on our premises.

In the event there is a suspicion of child abuse or neglect among any enrolled children, staff members are mandated by law to report to suspicions/evidence to Child Protective Services. All information will be kept confidential.

PARTIES

Parent cooperation in helping to provide special treats and supervision for parties will be greatly appreciated. Parents may supply healthy snacks for their child's birthday. Please consult staff to determine the kind of snack to provide. The Board of Health requires all food provided to be commercially packaged.

EXTRA CLOTHING

Please provide a COMPLETE set of weather appropriate clothing to be kept at the center at all times. All clothing should be marked with your child's name. If wet or dirty clothes are sent home, please return a clean set of replacement clothes the next day.

Children should wear clothing and shoes that allow for easy movement. Children will get dirty at school, so washable clothing is advised. Tennis shoes with socks are ideal footwear as the playground is covered with wood mulch. Sandals are discouraged for wear. Any sandals that are worn must have a back strap and fit securely on the child's foot.

Outdoor play is essential in building physical fitness and developing group play. Children play outdoors every day, unless it is raining or very cold with a wind chill less than 25 degrees, and should be dressed appropriately for the weather. Please send your child to school with a warm coat, hat and mittens. Please have all outerwear labeled with names.

TOYS AND ARTICLES TO SHARE

Toys may be brought for show and tell on Friday or the last day your child attends for the week. Children may bring ONE article or toy to share during this time. Valley Child Development Center teaches non-violence in our curriculum, so we ask no toy weapons of any kind be brought to school.

Children bringing electronic devices (phones, Ipads, etc.) into the center is discouraged. Valley is not responsible for any lost or broken electronics.