



# VALLEY VIEW Learning Center

**Where Education Is honored Through Lifelong Learning**

**5407 Lewis Avenue Toledo, Ohio 43612 (419) 469-8910**

## **GOALS AND OBJECTIVES**

- Valley View Learning Center is dedicated to the highest standards of child care and to maintaining a quality educational program.
- Valley View Learning Center reflects a developmental viewpoint; in other words, we believe that all children go through identifiable patterns or stages in their cognitive, physical, emotional, and social growth.
- Valley View Learning Center encourages the optimal growth of each child.
- The curriculum at Valley View Learning Center encourages a child's natural curiosity and challenges his/her own level of interest and knowledge.
- The staff is genuinely concerned about the well-being and development of young children and shares the philosophy, values, and goals of Valley View.
- Valley View Learning Center is committed to the professionalism of its staff.
- Supervisors work with staff members to enhance skills and abilities and to set goals for professional growth and development.
- The working relationship between parents and staff is of prime importance.
- Valley View encourages the involvement of its student's parents.

## **OUR PHILOSOPHY TOWARDS LEARNING**

- Children learn and develop at their own rate and in their own style.
- Creativity and the freedom to explore, experiment, foster and enhance cognitive development and problem solve.
- Children learn best when they are viewed as individuals, treated with respect and acceptance.
- Learning is enhanced when children are actively involved and are encouraged to make decisions.
- Play is the predominant mode of learning in early childhood.
- Self-confidence directly relates to the ability to learn.
- A mistake is one of the essential catalysts to learning.

## **OUR SPECIAL ATTRACTIONS**

- Parent-Teacher Conferences
- Spanish Enrichment Classes
- Attractive facility and equipment
- Catered, nutritionally balanced meals
- Parent newsletter
- Age-level designed classrooms and equipment
- Computers to assist with cognitive development
- Security System
- 24hr child care

## **LICENSING**

Valley View Learning Center is licensed by the Ohio Department of Job and Family Services and is in operation 24 hours a day Monday through Friday. The license is posted in the entranceway of the center. The laws and rules are on file and available, by request, at the center. The center's licensing record, including compliance report forms and evaluation forms from the health, building and fire departments, are available upon request. The Department of Job and Family Services' toll free number is posted on the bulletin board for any person who needs assistance with problems at the center or to use to report suspected violation by the center. The capacity for each age category of the center is stated on the license.

## **Infant Schedule: 1<sup>st</sup> shift**

6:30-8:00am	Morning Arrival
8:00-8:45am	Diaper Changes
8:45-9:30am	Breakfast
9:30-10:30am	Morning Activities/Project/ Stories
10:30-10:45am	Diaper Changes
10:45-11:15am	Outdoor Walk (Weather Permitting)/ Indoor Play
11:15-11:30am	Prepare for Lunch (Wash Hands, Clean-Up)
11:30-12:00pm	Lunch
12:00-12:30pm	Lunch clean-Up/Diaper Changes
1:00-3:00pm	Nap
3:00-3:30pm	Diaper Changes/Snack
3:30-5:00pm	Afternoon Activities/Outdoor Play
5:00-6:00pm	Diaper changes/Pick-ups <u>Younger infants have individualized schedules</u>

## **Toddler Schedule: 1<sup>st</sup> shift**

6:30-7:45am	Stories, Free Play, diaper Changing
7:45-8:00am	Prepare for Breakfast (Wash Hands, Clean-Up)
8:00-8:30am	Breakfasts
8:30-9:30am	Sensory Table, Special Activities, Manipulatives (Circle time)
9:30-10:30am	Project Work/snack
10:30-11:45am	Outside (Weather Permitting)/ Indoor Play
11:45-12:15pm	Diapers/ Potties/ Bathroom time
12:15-1:15pm	Wash Hands and faces, Lunch
1:15-2:45pm	Nap
2:45-3:15pm	Diapers/ Potties/ Bathroom time
3:15-4:15pm	Outside (Weather Permitting)/ Indoor Play
4:15-6:00pm	Snack, Free Play, Pick-up

## **Preschool Schedule: 1<sup>st</sup> shift**

6:30-7:45am	Stories, Free Play, clean up, Bathroom
7:45-8:00am	Prepare for Breakfast (Wash Hands, Clean-Up)
8:00-8:30am	Breakfasts
8:30-9:30am	Circle Time
9:30-10:30am	Project Work/snack
10:30-11:30am	Learning Centers
11:30-12:00pm	Group (Stories, activities)
12:00-12:15pm	Outside (Weather Permitting)/ Indoor Play
12:15-12:45pm	Potty, Wash hands
12:45-1:15pm	Lunch
1:15-1:30pm	Wash Hands and Face
1:30-3:00pm	Nap
3:00-3:15pm	Potty
3:15-3:45pm	Snack/ Clean-up/ Stories
3:45-4:15pm	Table toys/ Learning Centers
4:15-4:45pm	Outside (Weather Permitting)/ Indoor Play
4:45-6:00pm	Table toys, Pick-ups

## **Infant Schedule: 2nd shift**

2:00-3:00pm	Arrival and snack
3:00-3:30pm	Diaper Changes
3:30-4:30pm	Afternoon Activities/Project/ Stories
4:30-5:30pm	Outdoor Walk (Weather Permitting)/ Indoor Play
5:30-6:00pm	Diaper Changes
6:00-6:15pm	Prepare for Dinner (Wash Hands, Clean-Up)
6:15-6:45pm	Dinner
6:45-7:45pm	Change into night clothes
7:45-8:15pm	Gross/Fine motor skill activities (diapering and naps for those who need it)
8:15-8:45pm	Story time/Snack
8:45-9:00pm	Diaper Changes
9:00-11:00pm	Bed time
11:00-12:00am	Pick-ups <b><u>(Younger infants have individualized schedules)</u></b>

## **Toddler Schedule: 2nd shift**

2:00-2:45pm	Nap/ Quiet time
2:45-3:15pm	Diapers/ Potties/ Bathroom time
3:15-4:15pm	Outside (Weather Permitting)/ Indoor Play
4:15-6:00pm	Snack, Free Play
6:00-6:45pm	Wash Hands and faces, dinner
6:45-7:00pm	Diapers/ Potties/ Bathroom time
7:00-7:30pm	Sensory Table, Special Activities, Manipulatives
7:30-8:00pm	Project Work/snack
8:00-8:15pm	Diapers/ Potties/ Bathroom time
8:15-8:45 pm	Change into night clothes, brush teeth
8:45-9:00pm	Story Time
9:00-11:00pm	Bed time
11:00-12:00am	Pick-ups

## **Preschool Schedule: 2nd shift**

2:00-3:00pm	Nap/ Quiet time
3:00-3:15pm	Potty/ Bathroom time
3:15-3:45pm	Snack/ Clean-up/ Stories
3:45-4:15pm	Table toys/ Learning Centers
4:15-4:45pm	Outside
4:45-5:45pm	Table toys/ Manipulative
5:45-6:00pm	Potty
6:00-7:00pm	Wash Hands and faces, dinner
7:00-7:30pm	Sensory Table, Special Activities, Manipulatives
7:30-8:00pm	Project Work/snack
8:00-8:15pm	Potty/ Bathroom time
8:15-8:45 pm	Change into night clothes, brush teeth
8:45-9:00pm	Story Time
9:00-11:00pm	Bed time
11:00-12:00am	Pick-ups

*Our 3<sup>rd</sup> shift teacher plays soft music while the children sleep. She remains in the classroom at all times and makes rounds to each individual child every 30 minutes throughout the night checking on their safety and comfort*

### **Infant Schedule: 3rd shift**

10:00-11:00pm      Arrival and snack  
11:00-11:30pm      Diaper Changes/change of clothes/ Stories  
11:30pm              Bed time  
7:00:8:00 am        Pick-ups

**(Younger infants have individualized schedules)**

***No program activities on 3<sup>rd</sup> shift***

*Diapering 2-4hrs or as needed*

*Feedings 2-4hrs or as needed*

### **Toddler Schedule: 3rd shift**

10:00-11:00pm      Arrival and snack  
11:00-11:30pm      Diaper& toileting/change of clothes/ Stories  
11:30pm              Bed time  
7:00:8:00 am        Pick-ups

***No program activities on 3<sup>rd</sup> shift***

*Diapering/toileting as needed*

### **Preschool Schedule: 3rd shift**

10:00-11:00pm      Arrival and snack  
11:00-11:30pm      Toileting/change of clothes/ Stories  
11:30pm              Bed time  
7:00:8:00am        Pick-ups

***No program activities on 3<sup>rd</sup> shift***

*Toileting as needed*

## TRANSITIONING OF CHILDREN

When families tour our facilities, we take down their contact information, show them the classrooms, give them a packet containing information on our program, and explain policies and procedures. Children are encouraged to participate in classroom activities during tours and parents are encouraged to ask questions and share their experiences with us. Parents of children transitioning into the next age group will be given a letter stating the date of the transition. Children will transition as follows:

- Monday: Visit his/her new classroom for 1-2 hours in the morning.
- Tuesday: Visit his/her new classroom for 2-3 hours in the morning.
- Wednesday: Visit his/her new classroom for 3-4 hours in the morning.
- Thursday: Visit his/her new classroom for the morning educational program and stays for lunch.
- Friday: Visit his/her new classroom for the morning educational program and stays for lunch and a nap.

As noted in the Ohio Administrative Code of Child Care Centers Rule #5101:2-12-20: "Children may visit the next older age group for transitioning purposes. There will be room for the transitioning child in the next age group, and the staff/child ratios and group sizes shall be maintained." Parents will be notified in writing of this transition schedule and the move up date. They will be asked to sign an agreement and return it to the office. A copy of this transition agreement will be available in the classrooms involved in the transition. This letter will state the specific days and times the child is with the older age group. The child's name and date of birth will be added to the attendance record when the child is with the older age group.

## HOURS

Daycare is provided Monday-Friday 24hrs per day.

The state law mandates that the following ratios be met. VVLC pledges not to exceed these ratios and in some classes the ratios may be lower.

	<u>Staff/child ratios</u>	<u>Small groups sizes</u>
Infants	1 to 4 (younger infants)*	10*
Young toddlers	1 to 7	14
Older toddlers	1 to 8	16
Three year olds	1 to 12	24
Four year olds	1 to 14	28
School agers	1 to 18	36

*\*(we endeavor to maintain a ratio of 1to 4 in younger infants and a group size of 10. For children under 12 months of age, a ratio of 1 to 5 or 2 to 12 is the state-mandated maximum.)*

**WEEKLY TUITION SCHEDULE**

	<u>Youngest Child</u>		<u>Additional Child(ren)</u>	
	Weekly	Monthly	Weekly	Monthly
<b><u>Children under 18 Months</u></b>				
INFANTS: weekly	\$203.00	\$879.67	\$188.00	\$814.67
Part-time	\$153.00	\$612.00	\$140.00	
<b><u>Children 18 Months to 3 Years</u></b>				
Toddlers				
Weekly	\$183.00	\$793.00	\$159.00	\$689.00
Daily	\$45.75		\$39.75	
FIVE (5) Half-Days /part-time	\$120.00	\$519.60	\$110.00	\$476.30
<i>Children must be enrolled a minimum of two (2) days.</i>				
<b><u>Children 3 Years and Older</u></b>				
Preschool and Pre-kindergarten				
Weekly	\$171.00	\$741.00	\$149.00	\$645.67
Daily	\$42.75		\$37.25	
FIVE (5) Half-Days/ part-time	\$112.00		\$100.00	
<i>Children must be enrolled a minimum of two (2) days.</i>				
<b><u>School-Age</u></b>				
Weekly	\$125.00	\$541.25	\$115.00	\$497.95
Daily	\$39.75		\$34.25	
Part-time	\$85.00		\$75.00	
<b><u>Transportation</u></b>	<b>\$30.00</b>	<b>\$129.90</b>	<b>\$15.00</b>	<b>\$64.95</b>
<b><u>Registration Fee</u></b>	<b>Per Child: \$50.00</b>			

Any child over three years who is not toilet-trained will be charged the rate of children 18 months to 3years.

A security deposit equal to one (1) weeks tuition is required upon enrollment.

***Rotating days and flexible schedules CANNOT be accommodated.***

***A child must be enrolled a minimum of two (2) days.***



## ENROLLMENT

Enrollment is available to any child regardless of race, color, religion, sex, or national origin. VVLC does not discriminate in enrollment and complies with the Americans with Disabilities Act. Preference is given to children who attend on a full-time basis. A non-refundable registration fee, last week's deposit (non-interest bearing: to be applied to your child's last week of care), and submission of all completed forms is a prerequisite for enrollment (exception-the child's medical form must be submitted no later than 30 days following the child's date of admission). Waiting lists become necessary when classes are full. If a space becomes available before you are ready to enroll your child and someone else wants the space, you will be given the option of having the space, but you must begin payment (one-half the weekly fee) at that time. However, if you choose to wait, you will not lose your space on the waiting list but will be contacted when another opening becomes available.

Because we provide child care and education in a group setting, we must be concerned for the welfare and safety of all children and staff. If a child is unable to adjust to our program, is consistently insubordinate, has serious behavior problems, or for any reason deemed not conducive to our program, we reserve the right to suspend or terminate his/her enrollment. If a parent/family member does not comply with center procedures, show courtesy to VVLC personnel or if the child or family is considered chronically disruptive to the functioning of the program, the child's enrollment will be terminated. If a child is disruptive or disrespectful while being transported in VVLC vehicles, we may suspend or prohibit him/her from riding VVLC vehicles.

Children are accepted between the ages of 6 weeks and 5 years of age. Children through age 10 are accepted during the summer and after school hours. During the school year, when schools or programs are delayed or cancelled and children remain in the center, the group will operate as a school-age class, and staff will be assigned to the group for the remainder of the day to ensure proper ratio and group size.

Upon enrollment, each child must have on file a current health record, emergency transportation information and parent roster permission.

Anyone who has given VVLC a notice of enrollment but fails to start the child on the date given without informing us of this change shall have jeopardized the chance of enrollment in any Valley View Learning Center in the future. Anyone who has a child enrolled and has stopped

attendance without notification for any reason, including lack of payment, shall jeopardize their chance of re-enrollment in any Valley View Learning Center in the future.

It is imperative that we know the start and end date of each child so we can adjust the classroom enrollment and staffing as needed.

### **EVENING/ OVERNIGHT CARE**

In the evenings the center is adequately lit inside and out for safety. The centers 24 hour monitoring system allows for the administrator to view all activities inside and out of the building as well as speak to visitors via an intercom system prior to buzzing them in to gain entrance into the center. A staff member is awake and in the room at all times with the children so children are never left unattended. Staff also makes rounds to each individual child every 30 minutes. Children will have their own cot labeled with their number. Linens and cots are sanitized weekly or when soiled or assigned to a different child. Children are grouped together based on departure times so that others are not disturbed while sleeping. Those children who are unable to sleep are permitted to listen quietly to soft music.

Parents are required to provide a light blanket or throw, a pillow, toothbrush with cover, pull ups if needed, along with comfortable clothes to sleep in and a change of clothing in case of a night time accident. Parents may consult with us on bedtime routines to ease separation anxiety for the child.

### **HOLIDAYS**

Valley View Learning Center will observe the following holidays: NEW YEAR'S, MEMORIAL DAY, JULY 4<sup>TH</sup>, LABOR DAY, COLUMBUS DAY, (TEACHER IN-SERVICE), THANKSGIVING, CHRISTMAS. These designated dates will be announced each year. Full fee is charged providing your child was scheduled to attend that day. There are no make-up days for holidays.

### **WEATHER EMERGENCIES**

When extreme weather conditions exist, the center may close. Closings will be announced on designated television stations and/or will follow level 3 emergency designations. There will be no tuition refunds for weather emergencies, or other situations beyond our control.

## TUITION PAYMENTS

Tuition may be paid weekly or monthly.

**For Tuition paid Weekly:** payment for weekly tuition is due on Monday of the week of services rendered. If your account shows a balance of greater than \$20.00 by the close of business on Wednesday of the current week, a \$15.00 late fee will be assessed. If your tuition is not paid by the close of business on Friday of the current week, your child will not be allowed to continue child care services the following week. Your child will no longer be enrolled in Valley View Learning Center. To reinstate enrollment, balances must be paid in full, as well as a re-enrollment fee.

You will be required to pay  $\frac{1}{2}$  the weekly tuition fee for absences of one full week up to a maximum of four (4) weeks (Mon.-Fri. only) per contract year Sept. 1-Aug. 31. To avoid a late fee, you will need to pay the  $\frac{1}{2}$  weekly tuition fee on Monday of the week of the absence. The  $\frac{1}{2}$  week tuition benefit does not apply to the last two termination weeks.

If your child attends any one day of a contracted week, full tuition for that week is required.

**For Tuition paid monthly:** Payment for the monthly tuition fee is due by the 25th day of the month prior to the month of child care services rendered. If you have not paid your monthly fee, or have a balance greater than \$20.00 by the close of business on the 25<sup>th</sup> day of the month prior to the month of services rendered, a \$15.00 late fee will be assessed. If the monthly tuition is not paid by the close of business on the last day of the month prior to the month of services rendered, your child will not be allowed to continue child care services. Your child will no longer be enrolled in Valley View. To reinstate enrollment, balances must be paid in full, as well as a re-enrollment fee.

You will be required to pay  $\frac{1}{2}$  the weekly tuition fee for absences of one full week up to a maximum of four (4) weeks (Mon.-Fri. only). The  $\frac{1}{2}$  week tuition benefit does not apply to the last two termination weeks.

You must agree to give **2 weeks' notice in writing** (regardless of whether your child attends) **of the cancellation of this contract and will pay the full tuition for the last two weeks of termination.** (VVLC week is Mon.- Fri.)

You are entitled to one (1) free absentee week per contract year, Sept. 1 through Aug. 31. The free absentee week can be taken anytime 90 days after the execution date of this contract but before August 31 of the year of this contract.

**Non-Sufficient Funds Checks:** A fee of \$30.00 will be charged for each check that is returned by your bank. After the first NSF check, you will be placed on a cash or Money order payment only basis

Valley View Learning Center uses automated attendance systems. Failure to use these systems could result in the levying of additional fees.

Hourly tuition paid for School Age children follows the weekly/monthly contracts terms. Any portion of an hour will be billed as one hour. Any attendance over your contracted hours each day will be billed in addition to your regularly contracted fees. You are still responsible for your contracted hourly and transportation fees during school breaks. You are entitled to absent week credits as listed for weekly/monthly contracts.

#### **GENERAL PROCEDURES**

**Arrival/Departure:** upon arrival your child must be accompanied into the building by his/her parent and entered via computer system. Parents must then escort their child to the classroom to assure that a staff member is aware of the child's presence. Upon departure from the building the child must be accompanied by his/her parent and signed out on the attendance sheet. Please take note of information on the bulletin board in the entry way daily for important information about the children and the center.

If someone other than the usual person will pick up the child, the center must be notified in person, in writing, or by phone. Parents and their alternates must present, upon request by a staff member, their State Identification Card when picking up their child. This is for the child's protection.

All parents should call the center if his/her child is not going to attend on his/her scheduled day. If a school aged child does not return or is not on the bus from his/her elementary school, we will notify parents immediately to determine the child's whereabouts.

**Late Pick-up fee:** If a child is not picked up by the scheduled time there will be an overtime charge of \$.50 per minute. A notice will be issued and the fee will be added to your account. Non-payment and/or excessive lateness may jeopardize continued enrollment.

**Extra Clothing:** Since accidents occasionally occur, we request that you bring an extra set of clothing in a shoe box to be left at school. All personal items should have the child's name in a visible spot. Since the center provides an environment with many varied learning experiences, it is advisable to dress your child in clothes that are suitable for play and learning. Parents are responsible for the laundering of soiled clothing and blankets. Children are requested to wear closed-toed shoes for safety reasons.

**Blanket:** A lightweight throw should be left at the center for naptime. It will be sent home each Friday to be washed.

**Personal Possessions:** Sharing is difficult with a favorite toy and can create additional responsibilities for the teachers. If a toy is needed for "show and tell," it may be brought for those times. However, we do not accept responsibility for clothing or any personal items brought to school.

**Emergencies and Accidents:** If a child needs emergency attention, first aid will be given while the source of medical care is being notified. The child will then be transported to the source of emergency medical or dental care by ambulance or by a staff member depending upon the severity of the situation. The parent will be notified immediately to accompany the child or to meet the child there. **Medical charges are the responsibility of the parent.** (If there is a question regarding the seriousness of the injury, the child may be taken to an emergency medical facility for immediate observation, consultation or treatment). Parents are responsible for cleaning and maintaining medical equipment, which they supply, such as breathing machines.

**Notification of Changes:** The office must be notified immediately of any changes in the parent's name, employment, phone number, or child's scheduling.

**Parents' meetings:** These meetings give you the opportunity of becoming better acquainted with our program and staff. Individual conferences with the parents are offered in November and May. Additional conferences may be scheduled upon the parent's request.

**Food:** Children are not to bring food, candy, gum, or money to the center. However, breakfasts that are provided by the parent and sent in with the child prior to 8:15am will be served. Disposable containers are preferred since the staff's primary responsibility is the supervision of children. Birthday and party treats are always welcome. However, please check with the classroom teacher to identify any allergies or foods to avoid.

**Phone Calls:** Will not be transferred to the classroom during teaching time. You are welcome to leave a message for the teacher or ask that your call be returned as soon as possible.

**Child Abuse:** The administrator and employees are required by law to report suspicion of child abuse or child neglect.

**An Annual Parent Roster:** Lists the parents' names and phone numbers and is available upon request. (Parents may request not to have their names or phone numbers included).

**Transportation:** A written parent/guardian permission slip is required for all trips (outside of the facility). Transportation of children for field trips or routine/special outings will be in a vehicle driven by the drivers of the contracted transportation company, a parent or staff member. Seat belts will be in use at all times. It is mandatory that each child wear a VVLC T-shirt when participating in a field trip. This safety precaution allows us to readily identify the child in a crowd. An attendance sheet will be kept upon loading of the vehicle and again when unloading. Once the destination is reached staff members will maintain an active attendance record of children in their care. **Parents who refuse to grant consent for emergency transportation understand it is VVLC's duty to do what is in the child's best interest and emergency transportation will be called if a need warrants it.**

**Parent/Employee Participation Policy:** We encourage parental participation in our program. Parents are invited to assist with parties, field trips, and parents' nights. If parents or employees have a suggestion or area of concern, contact the director or his/her assistant. Questions regarding classroom activities should be directed to your child's teacher, as long as it does not interfere with the supervision of children. Parents or guardians may visit the center while it is in operation for the purpose of contacting the children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent should notify the director of his/her presence.

**No babysitting Policy:** Staff members may not babysit for families with children enrolled in our program. If VVLC parents wish to have VVLC staff members babysit for their children, they and the teacher must agree to sign a hold harmless agreement which will waive the "no babysitting policy" for that situation. By signing a 'hold harmless' agreement, parents are acknowledging that they are aware of the no babysitting policy. By choosing to bypass the policy, parents are accepting full responsibility for the outcomes. If a staff member does provide babysitting services, the staff member is acting entirely in his or her individual capacity. VVLC will not be accountable or liable for any actions of the staff member while he or she is babysitting. In

addition, VVLC staff members are advised that if they are found to be babysitting for a VVLC family without a valid, complete and current 'hold harmless' agreement bearing the signatures of the parents and the staff member, that staff member may be terminated. Hold harmless agreements are to be renewed annually, or whenever the parents hire a different staff member as babysitter.

**Custody Agreement:** Parents are requested to present the center with a copy of the custody agreement and to notify the center of any changes in the custodial status. Children will only be released to custodial parent unless there is a written consent by the custodial parent listing the names, phone numbers, and addresses of those individuals who are authorized to pick their child up.

**Supplies:** Parents are responsible for supplying the center with diapers and wipes for non-toilet trained children, as well as formula, bottles, and baby food for those children not eating table foods. Bottles must be labeled with names and dates per state regulations. Parents will be notified when these items must be replenished. Parents will be charged if the center must supply these items on an interim basis.

### **OUTDOOR PLAY**

The center shall provide outdoor play each day in suitable weather for toddlers, preschoolers and school children in attendance 4 or more consecutive daylight hours.

The children will go outside daily in the morning and afternoon when the weather permits. In case of extreme heat/humidity, extreme cold/wind-chill, rain, lightning, ice, ozone levels, or high pollen count, the children will be kept inside and do other gross motor activities.

### **MANAGEMENT OF ILLNESS**

The following precautions shall be taken for children suspected of having a communicable disease:

- 1) The center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- 2) The symptoms for which a child shall be discharged:

- Temperature of at least 100 degrees Fahrenheit when in combination with any other sign or symptom of illness.
- Diarrhea (3 or more abnormally loose stools) within a 24-hour period.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and or black, gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty swallowing.
- Vomiting more than 1 time or when accompanied by any other sign or symptom or illness.

A child with any of the symptoms above will be isolated in the office area and will remain with the director or other staff member until the child's parent/guardian picks the child up. Ill children should be picked up within an hour of notifying his/her parent/guardian.

If a classroom has a confirmed communicable disease in its room, a notice will be posted in the classroom near the Parent Information area; as well as, a letter going home to the parent with the child.

- 3) When the child is symptom free for 24 hours, the child will be readmitted to the center. If the child has had a serious illness or disease, the child will be readmitted only with a signed consent from a physician.

Valley View Learning Center endeavors to operate in compliance with the Americans with Disabilities Act and strictly follow, universal precautions, a set of standards established by the Centers for Disease control, are implemented to prevent the spread of infectious agents in the center. The staff is trained in the signs and symptoms of illness and disinfection procedures by the American Red Cross, communicable disease seminars, and/or by the administrator. The communicable disease chart is posted in the entranceway.

A "mildly ill child" is defined as a child who is experiencing minor cold symptom, but who is not exhibiting any of the symptoms as listed above. The child shall be observed carefully for signs and symptoms of a worsening condition.



VVLC will only administer medication if a child requires breathing treatments, modified diet, food supplement or lifesaving medication. The center must have a signed note from a physician and a designated health plan form signed by a parent or guardian. Both must be obtained before the center will administer the medication. The center will only administer topical ointments or lotions with written instructions from the parent or guardian on the prescribed state form.

If is recommended that you administer medications prior to arriving or after leaving our center, and request from your physician or health care provider prescriptions with 12-hour dosages. School aged children will be permitted to carry his/her inhaler on their person if the asthma calls for frequent treatment or emergency conditions arise. Parents must notify the child's teacher of the medication and complete an Administration of Medication form. The inhaler must have the child's name and prescription sticker on it.

When a staff member is ill, a substitute will be secured to provide adequate classroom supervision. When a staff member has been diagnosed with a communicable disease, a notice will be posted on all classroom doors.

Enrollment applications, medical forms and Parent/Guardian Contracts must be renewed annually and the child must be current with immunizations to assure continued enrollment. A hot lunch is served, which constitutes at least one third of the child's recommended daily allowances, including foods from all four basic food groups, and reflects the developmental stage of the child. When food is provided by the parent/guardian, it must meet the same standards as that served by the center. As stated in the Ohio Administrative Code for Child Care Centers Rule #5101;2-12-39, "A meal shall meet one-third of the recommended daily dietary allowances as most recently specified by the USDA child and adult care food program child care component. This includes at minimum, one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables, and/or fruits and one serving of bread or grains. The size of the individual servings may be varied according to the development needs of the child being served "VVLC will attempt to provide reasonable accommodations for food substitutes. Parents must provide the required documentation signed by a physician. Please discuss any requests with your administrator. *"This institution is an equal opportunity provider."*

All meals and snacks will be served by parents bringing in appropriate meal, until otherwise stated.

## **SAFETY**

All children will be supervised at all times. Prevention is our primary method of promoting safety. We implement the following guidelines in order to minimize accidents.

1. Responsible supervision is essential in maintaining safety.
2. Anticipation of possible hazards and taking preventive measures reduces accidents.
3. Prohibition can teach children self-protective principles. By explaining all rules in clear, simple language, the child can be helped to understand correct and incorrect actions.
4. Understanding the child helps us to avoid establishing rules that can inhibit his/her innate tendency to climb, explore, jump, or seek adventure. As we understand his/her impulses, we can better equip our school environment to minimize restrictions.
5. Effective time management reduces rushing and hurrying which may cause accidents.
6. Children are to be under direct supervision by their parents until they are in the care of a staff member. No child may be left unattended by an adult at any time.

School aged children are permitted to run errands within the building and use the restroom without supervision in groups of 6 or less. A group of no more than six school children, 4<sup>th</sup> grade and older, may engage in safe activities without a child care staff member as long as: a child care staff member can see or hear the children at all times and a staff member checks on the children every 5 minutes until they return to the group. Written permission is required for: school children to leave the center for specific activities and for school children to participate in other activities within the building.

Procedure for absentee children who are expected to arrive at the center from another program or school:

- Parents will be contacted immediately and informed of child not arriving to center.
- Principal, or the head of the organization that the child was transported from, will be contacted next.
- Incident report will be filled out.

The staff has immediate access to a working telephone at all times. Fire drills are held monthly at varying times and a record of these will be maintained at the center. Fire emergency and weather alert plans are posted in each classroom.

## PROCEDURES FOR EMERGENCIES AND ACCIDENTS

An incident/injury report will be completed when an accident or injury occurs. An incident report will be filed upon the following events:

- Illness which requires first aid treatment
- Accident which requires first aid treatment
- Injury which requires first aid treatment
- Bump or blow to the head
- Emergency transporting (*911 will be called and EMS will transport child*)
- Unusual or unexpected event which jeopardizes the safety of the children or staff

A copy will be given to the parent or guardian the day of the incident, and a copy will be faxed to the licensing office, as required, within 3 days. The center administrator or designee shall speak directly with the licensing office when required as per 5101:2-12-35 (C).

Spray aerosols are not used when children are present at the center.

General emergencies include:

- Any threat to the safety of children due to environmental situations or threats of violence;
- Natural disasters such as fire, tornado, flood, etc.;
- Loss of power, heat or water.

**In the case of a “General Emergency,”** staff will take the attendance sheet, the children’s files (in the classroom binder), and the first aid kit, and follow directions being given at the time. Before moving to another area or evacuating the building, the staff member in each group will count the number of children to ensure that all are present. Staff members will ensure that all children are constantly supervised, and in the case of an evacuation, that all children are accounted for and supervised at the evacuation site. Parents will be notified of an evacuation through new media and/or phone call from the center.

## DEVELOPMENTAL ISSUES

During your child’s early years, he/she will experience many transitional phases which will be reflected in his/her behavior. The following identifies the three most common issues which may raise concerns for parents.

**Separation:** A change in environment or surroundings may cause anxiety. Infants between 9-17 months are especially prone to separation anxiety. Even older children may take 2-3 weeks to adjust. Our staff will encourage your child to express his/her feelings (as is age appropriate) and will make every attempt to facilitate your child's adjustment. Should your child's distress exceed three weeks, feel free to discuss your concerns personally with the director.

**Biting:** Parents frequently express concern when their child is bitten by another child. While this behavior is discouraged, it should be recognized as a developmental stage some children experience because they are non-verbal or have limited vocabulary for expressing their frustration. Your child's teacher will administer appropriate treatment for the bitten child and will complete an accident form. The biter will be encouraged to become involved in another activity and an incident report will be completed and a meeting will be scheduled with the parent. The identity of the biter will be kept confidential. The center has an established biting policy which will be shared with parents as needed. If biting becomes excessive, the biter may be temporarily or permanently removed from our center. This policy applies to scratching as well.

**Toileting:** Parents are required to supply disposable diapers for their non-toilet trained child. However, when you begin toilet training your child, we ask that you notify us so we can assist you in this process. You may be asked to provide "pull-ups" until your child is trained.

## **BEHAVIOR MANAGEMENT**

Valley View Learning Centers's methods of management and guidance, according to the specifications of rule 22, apply to all employees. Your child will be taught obedience through positive reinforcement which will help him/her to develop a healthy respect for themselves and others. Occasionally redirection and positive guidance may be necessary to reinforce acceptable behavior. Cooperation and conflict resolution are encouraged through modeling and discussion. "Time out" on a "thinking chair" may be implemented. If other discipline measures become necessary, parents will be consulted concerning other appropriate methods of discipline. Parental cooperation is essential for maintaining the child's enrollment. If a child hits or bites a teacher, parent will be requested to pick up the child and take him home for the rest of the day. Persistent inappropriate behavior will result in the child's suspension or disenrollment from the center. The relationship of forgiveness shall follow all discipline. The child will be guided to understand that even though his/her behavior was unacceptable that

he/she is still cared for and loved. All discipline will be congruent with the Ohio Department of Job and Family Services' guidelines.

### **OTHER SERVICES**

Besides the educational and nurturing environment, the program offers other unique services. Special interest classes such as Spanish and Mandarin are available.

To encourage a maximum innovative educational program, the center is a training site for interns from local colleges and universities.

**Security:** A security system is in place to restrict access to the building as well as 24 hour monitoring inside and outside of the building. The administrator is able to view and speak to all parent prior to their entering the center. The administrator views all of the monitors, see and speak to the parents prior to buzzing them in to gain entrance into the center.

*Valley View Learning Center recruits and admits students of any race, color or ethnic origin to all its rights, privileges programs and activities. In addition, Valley View Learning Center will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, Valley View Learning Center is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. Valley View Learning Center will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.*

Rev. 04/10

Ohio Department of Job and family Services  
**CENTER PARENT INFORMATION**  
**REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The Department's website is <http://jfs.ohio.gov/cdc/childcare.stm>

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat.32, 42 U.S.C. 12101 et seq.

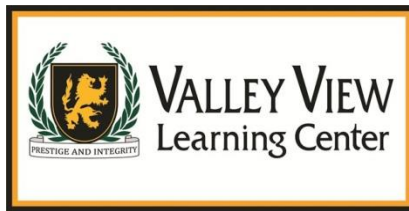
***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***

# PARENT HANDBOOK AGREEMENT

By signing below I acknowledge I have read, understand and agree to the policy set forth in the Valley View Learning Center Parent Handbook.

I have read and understand the contents of the Valley View Learning Center Parent Handbook. I agree to abide by ALL policies, requirements and rules stated in the handbook.

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**5407 Lewis Avenue Toledo, Ohio 43612 (419) 469-8910**