

ALL ABOUT US

Valley Child Development Center offers professional care and developmentally appropriate education for children from age three through 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 busing to and from both Van Duyn and Central Elementary schools in the South Vermillion School Corporation 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 feelings 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 students 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 guidelines for Young Children.

CONTACT INFORMATION

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

Hours: 6:30 a.m-5:30 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 family Facebook page, Playground and closing announcements will be broadcasted on local radio and television stations as soon as determination has been made.

PLAYGROUND MANAGEMENT

Valley uses Playground Childcare Management software for most things related to your child. You can use the app to:

1. Check your child in/out everyday
2. View and pay your weekly tuition and other fees that may occur
3. Communicate with the director and teachers
4. Get notified about injuries, meals, medication or anything pertaining to your child
5. Get updates about center news and happenings.

ENROLLMENT

All enrollment papers are to be filled out on the playground management system with the exception of the food program papers. Enrollment forms need to be completed before the child's first day of care. A physical examination form with record of up-to-date immunizations, signed by your physician is required within 30 days of enrollment. Additionally, you must provide a copy of your child's birth certificate upon enrollment. Each child's information is kept confidential and secured in a locked cabinet in addition to a digital copy on the computer. Enrollment **will not** be accepted over the phone. Before a child can be accepted, parents/guardians and children are **required** to meet the director to tour the facility. During the tour, the philosophy and all policies are discussed. Fee schedules are also explained to the parents. The admittance of your child will be mutual consent considering the benefits the child will receive from the program. Each child will be enrolled on a trial basis of ten (10) school days to assure a happy adjustment for all concerned. If the staff and administration determine at any time that the child's placement in the program is inappropriate, the director will inform the family of the child's dismissal and ask them to find alternate care for their child. Valley Child Development 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.

Children with special physical or emotional needs will be accepted if the program is determined to be in the child's best interest, and/or if the child does not require an inordinate amount of staff time that would detract from other child care, in accordance with Title III of the ADA (Americans with Disabilities Act).

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 child must be presented to a staff member. Each child and parent will be greeted by a staff member upon arrival. Information may be exchanged between parents and staff regarding your child's activities and general mood. Staff will observe your child for any sign of illness or temperature. If a temperature of 100 degrees or higher is present, you will be contacted and asked to pick up your child to take home. Parents and or guardians are **required to** sign their child in/out upon arrival and departure using the playground app. Daily schedules, lesson plans, menus, and class announcements are posted on the bulletin board at the main entrance along with the playground app. Each child will have an assigned locker for storing coats, extra clothes, and papers to take home. Preschool children should arrive no later than 9:00 am, as class will begin shortly after. Meal counts for the day are also taken at this time. This policy has been developed so that your child can receive the maximum benefits from the program. **PLEASE** call by 8:45 am if your child will absent or late. You may also message through playground or mark your child absent as well.

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 pick-up person. You may also message through the playground app notifying the director and staff if any changes in pickup people should occur. 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 5:30 pm. A late fee will be charged of \$1.00 per minute after 5:31pm. If late arrival is anticipated, please notify us with a phone call or message through the playground app and 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 family's arrival and departure from our facility. **ALL children should arrive and depart from the center fastened in a safety seat.**

HELPING YOUR CHILD ADJUST

It is required for 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 help 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 to school. You can always call or message through playground at any time to check in on your child.

DAILY PROGRAM

Our staff members 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 AND ASSESSMENTS

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 also offered annually by the Lions club.

PARENT INVOLVEMENT

Parent conferences- Quarterly developmental checklists are distributed to parents. 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 anytime.

Parents and Advisory Meetings- Meetings are held throughout the year and are designed to share information about goals and objectives of the center. This also provides 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.

Grievances- In the case of problematic situations or concerns, parents are encouraged to speak first with the classroom teacher, then to the director. Unresolved issues may be presented to the Board of Directors for consideration. All matters will remain confidential.

FEES

Each family receives a detailed explanation of our fee guidelines at the time of enrollment. It can also be found in the playground app. Valley provides a sliding tuition scale to provide care to 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. It will be reevaluated annually.

Proof of income includes:

ALL HOUSEHOLD W-2 tax forms or previous year's tax returns

AND

30 days' worth of paystubs 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 \$25.00 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 current 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's 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.** A tuition agreement will be signed at the time of enrollment.

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 and it can also be found in the playground app. 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 do not qualify for vacation days. Vacation days for preschool 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 child is fever free
EYE INFECTION	Red, mucus or pus draining from eye
UPSET STOMACH DIARRHEA VOMITING	Child must be symptom free for 24hrs before returning to school
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, ringworm, 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 at home due to 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 what is allowed by staff for 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 physician orders on file with exact dosage and times of dispensing labeled on the container, Per state guidelines.

Parents will be asked to fill out a medication form when medication is to be given to a child during the day. These forms will be kept on file. Any medicine given to a child at any point will be documented on paper and through the playground app where a parent will be notified.

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.

Parents will be asked to supply sunscreen for your child. Sunscreen containers should be labeled with your child's name and must be presented to a teacher for storage. Sunscreens need to be at least SPF 15 or higher and protect against UVA and UVB rays. Sunscreen will not be applied to children who do not have a supply at the center.

REST TIME

A rest time for the preschoolers is scheduled from 12:40 to 2:15 pm daily. If you need to pick your child up during that time, please inform the staff prior to or send a message through the playground app. This will give us time to have your child ready so the other children are not disturbed. Children who do not nap will be allowed to do activities on their cot after a quiet period.

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.

Discipline is non-punitive. 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 children or staff 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 rejoin the activities. If self-control is not achieved, parents may be called to take the child home.
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 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 anytime in this process the child's aggression seems to be 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 am

Morning snack- 9:45 am

Lunch -11:45 am

Afternoon snack-2:30 pm

Weekly menus are posted on the parent bulletin board and in the playground app. IF your child has any food allergies or other restrictions, state law requires a note from the child's doctor specifying the allergy and the 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 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 tornados 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. We do have an AED onsite located in the back staff area close to the kitchen.

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

Environmental Safety: Our pest control company uses an integrated pest management (IPM) program. This means the center is monitored but not treated on a regular basis. If needed, spraying is done when children are not present at the center or playground.

Valley Child Development will **NOT be responsible** for any accidents involving clients or visitors which occur on our premises. 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. **All children should arrive and depart from the center fastened in a safety seat.**

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 is 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 the following day. If we have loaned extra clothes to your child because they did not have extra, PLEASE return them after washing to the center as well.

Children should wear clothing and shoes that allow for easy movement. Children will get dirty at school, so easy washable clothing is advised. Close toe, tennis shoes or even crocks are okay for the playground as it is covered with wood mulch. Open toe shoes /sandals are discouraged as they are not good climbing footwear. If sandals are worn, they must have a secure back strap that fits 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 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 and have all outerwear labeled with your child's name.

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 that no toy weapons of any kind be brought to school.

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

This institution is an equal opportunity provider.