

WILMA VALENTINE CHILDCARE
Board Approved
POLICIES AND PROCEDURES

CHILDCARE SUPPLIES

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

DAILY PROGRAM SCHEDULE

6:00 -7:00- arrival/quiet time/breakfast provided by parent if needed
7:00-8:30 play time
8:30-9:00 clean up/ preschool (AM children)
9:00 snack
9:15-9:30 exercise
9:30-10:00 circle/art
10-10:45 centers or outside
10:45 clean up
11:00-12:00 lunch
12:00 free play
12:20 preschool (PM children)
1:00 – 2:30 preschool/ nap
2:00 snack
2:30-4:00 centers/outside
4:00-6:00 free play/home



CHILDREN'S RULES IN CHILDCARE

- Walk
- Keep your hands and feet to yourself
- Listen to your teachers
- Be kind to toys in childcare
- Use your inside voice inside
- Stay safe
- AND
- Remember to always be nice to your friends!



1200 S. Children's Home Rd. | Sidney, Ohio 45365
Phone: 937-498-4566 | Fax: 937-493-4612

Wilma Valentine Childcare cellphone for calls or texts:
(937) 507-2445

POLICIES

ADMISSIONS POLICY

A child may be enrolled into Wilma Valentine Childcare (WVC) if the child is of preschool age, between the ages of 3-6 years. All children enrolled in WVC must also enroll in Shelby Hills Early Childhood preschool program. That is the curriculum component of our program. Enrollment of children just completing kindergarten or first grade **may be** considered on a case-by-case basis. An enrolled child must be free from any communicable disease. We ask that all children are potty trained by the time they enter the Center (unless they are a child with special needs).

Before starting in the childcare program, the following forms must be on file for each child: birth certificate, immunization record, enrollment application, emergency medical and a medical report completed by a licensed physician. Failure to complete this paperwork may result in removal from the childcare center.

The center is licensed by the Ohio Department of Education. The license is posted in the childcare center.

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.

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. However, we are a center that specializes in services to children with disabilities, therefore, a child with a disability who would have difficulty attending another center may be accepted at WVC prior to another child if the center has a waiting list for attendance.



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 childcare or close the childcare center for the day. Every effort will be made to have a decision 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 WVC is cancelled or delayed because of weather or other circumstances, parents will be contacted by a 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 497-8155 to check the status of the program. A closing or delay of "Wilma Valentine Childcare" will be broadcast on TAM-FM 105.5 (Sidney), and/or watch Dayton TV station WHIO—TV7 or WDTN—TV2.

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. **It is the responsibility of the parent to notify the staff of changes in phone number.**

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.**

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 nurse or staff member will administer first aid.



Emergency Numbers:

Children's Services	498-4981
Emergency Squad	911
Fire Department	911
Hospital (Wilson Health)	498-2311
Poison Control	877-464-6733
Sheriff	911
Police	911

3. Staff are trained in first aid and CPR training, which is provided by persons certified to meet State childcare guidelines.

4. Location of Children's Records including Medical Records: Records are located in the student's files in the Center office.

5. Emergency Instructions: If a child is in need of medical assistance at a source away from the center and the center has obtained consent from the parent or guardian to seek medical treatment for the child, the child's record as required by Rule 1501:2-12-46 of the Administrative Code, shall be transported to the source of medical assistance with the child. The staff/child ratio must be maintained at all times even during emergency conditions. The child will be transported by local EMS (Emergency Medical Squad.)

6. Dental first aid chart and emergency instructions are located on the wall in each classroom and in the Center office on the bulletin board.

7. Seat belts, or car seats and/or booster seats are required for all children 5 and under. Wheelchairs are secured with a 4-point tie down system.

8. Upon identification of an ill child, parents will be notified and the child will be isolated, to the greatest extent possible, until the parent/s arrives.

SAFETY POLICY

1. No child shall ever be left alone or unsupervised.

2. A telephone is located in childcare room and is immediately accessible at all times. A cell phone is access at all times as well.

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. Tornado safe spots are marked and during drills children 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 with a visible injury.

8. Spray aerosols shall not be used at any time when children are present at the center.

9. All childcare staff and each preschool staff member are required under section 2151-421 of the Ohio Revised Code to report their suspicion of child abuse or child neglect. Staff members shall immediately notify the nurse or director when the staff member suspects that a child has been abused or neglected. The staff member will then notify the Shelby County Children's Services of the suspected abuse. Training in the recognition of child abuse is provided to staff by Shelby County Children's Services.

GUIDELINES FOR MEDICATION ADMINISTRATION

10. Incidents that adversely affect the health and safety of children in our program are written up into incident reports called Unusual Incidents (UI's). Writing incident reports is a communication dialogue between the parent/guardian and the school/daycare. UI's help the parent to know what incident happened to their child during the day and how staff were able to intervene, remedy or help their child in medical, behavioral, or other types of incidents. Some incidents are very basic and don't require further intervention or investigation. Other incidents are more serious (their child's health and safety is more at risk) and require that an investigation occur and that the case be filed with the Ohio Department of DD. These types of incidents are called Major Unusual Incidents (MUI's). The Ohio Department of DD requires that all UI's and MUI's are documented and that the Shelby County Board of DD keeps track of all incidents.

ARRIVAL AND DEPARTURE

The parent or guardian shall walk the child to the center where the parent will sign in the child using the electronic sign-in program. The parent will then walk the child to the staff member in charge of the child's group. Upon leaving, the parent/guardian must sign the child out. 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. We will not knowingly release any child to a parent, guardian, or other pick up person who we suspect is under the influence of drugs or alcohol. We will contact the other parent or pick up person listed on the release form. The individual will sign the child out.

LATE PICK-UP POLICY AND FEE

A fee of \$5.00 per child will be assessed for each 5 minutes a child is picked up after 6:00PM per the electronic sign-out. After three late pick-ups (anytime after 6:00 per the electronic check-out information) the parents/guardians will be notified and the child will be unable to attend the childcare center for one day, but the parent will be responsible for payment for the day as if it were a day of attendance.

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. For each new school year these forms need to be re-submitted and as necessary for new medications or changes in the medication order.
2. Non-prescription medications- Ideally, the child attending childcare should take their medication at home. If this is not possible, written, signed instructions from the parents/guardians is required. If the child is prescribed a medication that is used "as needed" ie: asthma medication or Epi pen, the process is as follows:
 - A. Completed and signed medication forms from Physician and parent/guardian are received and on file at school.
 - B. The parent/guardian must assume responsibility for the safe delivery of the medication to and from childcare. At no time is a medication to be transported by the child or in the child's backpack.
 - C. The medication must be received in the original container in which it was dispensed in, with child's name and prescribing information
 - D. For the medication to be discontinued the center must receive written notification from physician regarding all prescription medication or from the parent for non-prescriptions unless already directed on original medication form.
 - E. For the purpose of diapering, topical ointment/creams provided by parents shall include written instructions. These instructions will include name of product, child's name, and date of birth of the child. The parent/guardian will need to sign and date these instructions. These written instructions shall be valid for no longer than three months. Authorization for the administration of these topical ointments and creams may be cancelled by written request of the parent at anytime. When used for skin irritations or manifestations or skin irritations, the ointments/creams shall be administered by the Center for no 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. The child's parent/guardian is responsible for supplying the special diet.

MANAGEMENT OF COMMUNICABLE DISEASE PROCEDURE

1. Staff conduct a daily health check of children and contact the nurse if needed.
2. The nurses and childcare staff are trained in prevention, recognition, and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in childcare and the nurse's clinic. It is used as a reference tool for when a child is to be excluded and or readmitted to school and childcare.
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 three loose stool within a 24-hour period
 - D. Vomiting (two or more times within a 24 hour period)
 - E. evidence of lice, scabies, or other parasitic infestation
 - F. severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - G. difficult or rapid breathing
 - H. stiff neck
 - I. yellowish skin or eyes
 - J. conjunctivitis
 - K. untreated infected skin patch(es)
 - L. unusually dark urine and/or grey or white stool
 - M. sore throat or difficulty swallowing



5. Upon identification of a child suspected of illness, the child shall be taken to the Center's clinic, the nurse or administrator will contact parents/guardians by phone. If we are unable to contact parent/guardian, an emergency contact person will be called. If parent/guardian is not able to come to the Center to take charge of the ill child, the ill child may be discharged to the person who has been designated by the parent.

A. While the sick child is in the center's clinic they will be provided with a cot and blanket for use until they are discharged home. The cot shall be sanitized with an appropriate germicidal detergent and the blanket is laundered before being used by another child.

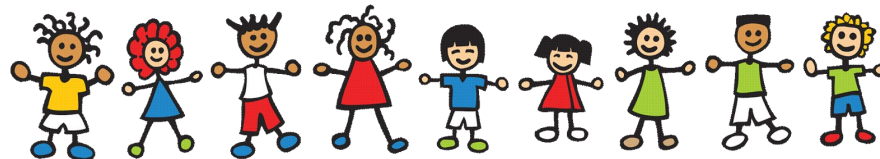
B. An adult shall be with a child who is isolated due to illness at all times. No child is ever left alone or unsupervised.

C. After an illness, the child may be re-admitted to the center 24 hours after temperature has returned to normal or if illness was not accompanied by fever, 24 hours after all symptoms have disappeared.

6. When staff becomes ill, they are sent home and replaced by substitutes.

PHILOSOPHY OF DISCIPLINE

Children in the early childhood program will be required to abide by the rules maintained by the facility while on school property or trips sponsored by the facility. The program philosophy is to develop positive self-esteem while helping children learn to be responsible for their own behaviors. The focus will be on positive behaviors and reinforcement of these behaviors, while providing good role modeling for other students. If a potential behavior problem develops, staff will intervene and redirect the child. Should an individual student continue to have difficulty controlling his/her behavior, staff members will meet with the preschool staff and/or the parent(s) to develop an individual plan for the child.



CURRICULUM

The children at WVC are provided a balance to their academic school day. While WVC understands that the children participate in a curriculum in their preschool or school age program, WVC reinforces that curriculum and provides the children with a program that focuses on personal discipline, social development and emotional well being, recreational skills and health and safety. These areas are addressed through the use of creative construction, the reading of literature, building and imaginative play, art projects, quiet space, puzzles and table games, science, math and other exploration, dramatic play, activities to learn about health, safety and the care of oneself, active outdoor and indoor activities, special activities or lessons, and field trips.

Parents shall receive information about events at the center monthly and shall receive a daily report about the activities in which their child

METHODS OF DISCIPLINE

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

Positive Reinforcement-Staff will use praise, hugs, high fives, privileges, time with staff, etc. to reinforce good choices.

Incentives-Staff will encourage compliance by using humor, a fun activity, stickers, etc. to reward appropriate behaviors.

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.

Ignoring-If possible, staff will ignore behaviors that are intended to get negative attention.

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.

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.



3301-37-10: Behavior Management/Discipline

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

(D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame or frighten a child.

(8) Discipline shall not include withholding food, rest or toilet use.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.