

DAILY PROGRAM SCHEDULE

5:30 -7:00- arrival/quiet time/breakfast provided by parent if needed
7:00-8:30 play time
8:30-9:00 clean up/ prep for 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
2:30 snack
2:40-4:00 centers/outside
4:00-5:30 free play/home



CHILDREN'S RULES IN CHILDCARE

Walk

Keep your hands and feet to yourself

Listen to your teachers

Be kind to toys

Use your inside voice inside

Stay safe

AND

Remember to always be nice to your friends!

WILMA VALENTINE CHILDCARE

Board Approved

PARENT HANDBOOK



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

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

PARENT INFORMATION

HOURS OF OPERATION

HOURS: 5:30AM-5:30PM MONDAY THROUGH FRIDAY

MONTHS OF OPERATION: 12 months

DIRECTOR: Nancy Stiefel (937) 658-6763

FISCAL MANAGER: Samantha Macy (937) 658-6703

PROGRAM COORDINATOR: Kim Cummins (937) 507-2445

ASSISTANT PROGRAM COORDINATOR:

Sara Mann (937) 419-9575

FIRST DAY OF CHILDCARE (new contract needed with each session):

Summer Session: May 31, 2022—August 19, 2022

Fall Session: August 22, 2022—May 26, 2023

CLOSED DAYS: Because the program staff are considered public employees, the Center must close on public holidays as mandated by Federal Law. Therefore, the Center will be closed on the following days. No fees will be charged for these days.

2022 dates

| | |
|------------|------------------------------|
| May 30 | Memorial Day (closed) |
| July 4-8 | Summer Shutdown (closed) |
| Sept. 5 | Labor Day (closed) |
| Nov 23 | Columbus Day trade (closed) |
| Nov. 24 | Thanksgiving (closed) |
| Nov. 25 | Veteran's Day trade (closed) |
| Dec. 23-30 | Holiday break (closed) |

2023 dates

| | |
|----------|----------------------------------|
| Jan. 2 | New Year's Day observed (closed) |
| Jan. 16 | MLK Day (closed) |
| Feb. 20 | President's Day (closed) |
| April 7 | CLOSED |
| May 29 | Memorial Day (closed) |
| July 3-7 | Summer Shutdown (closed) |

At enrollment you will receive a calendar with dates for the upcoming session. Please always keep your calendar handy. Also, watch the whiteboard near the entrance/exit in WVC for reminders about closed days.



NUTRITIONAL REQUIREMENTS

MEALS :

The lunch meal will include foods from the four basic food groups, which supply 1/3 of the child's recommended daily dietary allowance. The lunch meal will be served to each and every child present between 11:00 AM-12:00 PM. Milk will be furnished as needed. The monthly menu will be sent home. Hot lunches are provided to the childcare by Wilson Health. However, if a parent prefers to send in a sack lunch it must meet the following requirements and each lunch must include one food from each of the four basic food groups: Meats, Grains, Vegetables/Fruit, and Milk. Examples are listed below.

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

These are the minimum requirements. You may send other food with your child in addition to the above. WVC will have supplemental foods available if your child's lunch does not meet the requirements. **All sack lunches must be "ready to eat" as the childcare does not have the capacity to warm up meals for the children. If a meal needs warmed, please refer to the letter from the Health Department re: food preparation. You must make a decision to have your child eat EITHER the hot lunch or the packed lunch you provide each day. We will NOT mix lunch options.**

SAMPLE SACK LUNCH: Milk, fruit or vegetable, meat sandwich.

FOOD STORAGE PLANS: Bags or lunch boxes with the child's name on them will be stored in our childcare center. Any foods that could spoil will be refrigerated if staff is alerted to the need to refrigerate.

SNACKS: Snacks are provided by the families of the children enrolled in the childcare center.

ENROLLMENT PROCEDURES FOR CHILDCARE

HEALTH SCREENINGS

All children are required to have medical and dental examinations within 30 days of enrollment in preschool and childcare. These will be completed while the child is enrolled in the program. Information obtained through these examinations will be reviewed by the preschool program's nurse. Additional screening of vision and hearing will be completed upon enrollment into the preschool program. Results from the screenings will be shared with parents. After receiving parent permission, screening results may be forwarded to medical specialist. Upon request, staff members will provide to families a directory of pediatric medical services available in the Shelby County region. These listing are not endorsed by the Shelby County Board of Developmental Disabilities but serves as a resource of options for families.

TO WITHDRAW

If you wish to withdraw your child from the program, please notify the Director in writing. **Two weeks notice is required and fees are due during those two weeks whether or not your child is in attendance.** The two weeks notice policy is not applicable during the last contracted month of the registered session. If two weeks notice is not given, you will be charged for an additional two weeks at the rate agreed to in your payment contract .

FIELD TRIPS

Field trips may occur, especially during the summer months. You will be asked to sign a permission slip for all field trips at the start of the session. If there is a change in the field trip location, you will be notified of the change and asked to sign a new field trip permission slip. The same rules of discipline apply while off site on all field trips sponsored by Wilma Valentine Childcare. Staff will monitor all children at all times while off site. You **MUST** have your child to the childcare center prior to the departure of the field trip or your child will be unable to remain at WVC for the day. We do not take parent chaperones on the field trips.



FEE SCHEDULES (Effective for Fall Session 2022)

| | Daily Rate | Weekly Rate |
|--------------------------|---|-------------|
| Childcare | \$36.00 | \$135.00 |
| 2nd Child (youngest) | \$30.00 | \$120.00 |
| Hourly (w/approval only) | \$8.00 per hour (lunch is \$2.00 extra) | |

FEES ARE TO BE PLACED IN THE PAYMENT BOX, WHICH IS LOCATED JUST INSIDE THE ENTRANCE TO THE CHILDCARE CENTER . Printed statements will be distributed weekly and reflect your payment.

CHILDCARE PAYMENT CONTRACT

All parents/guardians will be required to sign a Childcare Payment Contract within the first week of the new session. The contract will outline the payment schedule and the dates of the childcare sessions. Parents/Guardians will be responsible for paying for all days of the sessions as scheduled except for holidays or professional in-service days when WVC is closed, or, for a full-time child, when a vacation/sick voucher is used.

WEEKLY RATE (FULL TIME)

Children who are paying the weekly rate are contracting for five days each week for the program session. Parents are responsible for paying for all days whether or not the child attends, unless a vacation/sick voucher is returned along with weekly payment. Payment is due the Friday of the week prior to the week of attendance. **No credit is given for missed days.**

VACATION/SICK VOUCHER POLICY

Full time children who pay the **full weekly rate** will be allowed 5 days of vacation/sick leave each year from the start of the fall session to the end of the summer session, after three consecutive months of enrollment. If you are new to the center, your days will be prorated until the beginning of the fall session. These vacation days must be used within the year, and a voucher (provided) must be turned in along with your regular childcare payment (the week prior to vacation days). Your child **cannot attend** during these days. Vacation may be taken a day at a time or a week at a time. Remaining vacation time will be forfeited if you withdrawal your child during the calendar year with plans of re-enrolling at a future date. (for example, if you were to withdrawal for summer session and return in the fall). ****Also, your account must be paid IN FULL in order to use a vacation/sick voucher.**

DAILY RATE

Children who are paying the daily rate are contracting for a certain number of days each week for the program session. Parents are responsible for paying for all days, which they have scheduled, regardless of whether or not the child attends. Payment is due the Friday of the week prior to the week of attendance. **No credit is given for missed days.** Daily rate is not eligible for vacation/sick vouchers.

HOURLY RATE—only with approval and if available

Parents paying the hourly rate will pay \$8.00 per hour for every hour or part of an hour that service is provided. Children who are paying the hourly rate are scheduled in advance by parents. Payment for service is due prior to attendance. **No credit is given for missed days.** Hourly rate is not eligible for vacation/sick vouchers.

*If the child is scheduled over the lunch period, (11:15-12:30) they will pay an additional \$2.00 for lunch.

TUITION ASSISTANCE

The tuition assistance program can assist families with tuition payments for emergency and temporary situations when families are experiencing financial hardships. Tuition assistance will be considered only if families have exhausted other funding mechanisms. The committee of the Board of WVC will review and make recommendations after an application is submitted. Please contact the Director of WVC to receive a tuition assistance application.

LATE PAYMENT FEE

A late fee of \$20.00 per week will be assessed if payment is not received the week after receiving a notice of non-payment the prior week unless arrangements have been made with the Fiscal Manager or Director.

PROCEDURE FOR TERMINATION OF SERVICES DUE TO NON-PAYMENT

If a bill is outstanding, the responsible party will receive a reminder notice which includes payment due and associated late fees after the first notice of delinquency. If acceptable payment arrangements are not made and paid upon as agreed, within 10 days of the first notice, WVC will be unable to provide childcare services until the account is paid in full.

TO REGISTER FOR THE FIRST TIME

To register your child for Wilma Valentine Childcare complete the application on-line at www.wchildcare.com. You will be contacted about available openings. You must also enroll your child in the Sidney City Schools or Shelby Hills preschool program as that program is the curriculum component of our program.

You will receive registration materials as each new registration period comes up.

A \$25.00 registration fee per family is required at the time of initial enrollment to the childcare center. If another child is enrolled at a later time, another \$25.00 registration fee is required. This fee is non-refundable.

LOST KEY CARD FEE

One key card per family will be issued to enter the WVC door. A \$10.00 fee will be charged for a lost card or if the card(s) are not turned in when the child withdraws from the program. Additional cards will only be issued if another person will be picking the child up on a regular basis; in which case a \$10.00 deposit will be required. Upon return of the keycards at the end of the session, the deposit will be returned.

LATE PICK UP FEE

A fee of \$5.00 per child will be assessed per 5 minutes a child is picked up after 5:30PM. After three late pick-ups (anytime after 5:30 per the electronic check-out information), the parents/guardian will be notified that 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.

RETURNED CHECK FEE

If a check is returned for insufficient funds, restitution will need to be made in cash. A \$16.00 fee will also be assessed for a returned check. After two occasions of checks returned due to insufficient funds, all future transactions for the remaining program session will be required to be in cash.

