

WILMA VALENTINE CHILDCARE PARENT HANDBOOK

Shelby County Board of Developmental Disabilities

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www.wvchildcare.com



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Mission Statement

Our Mission is to provide quality childcare for all children, welcoming those with special needs.

Vision Statement

Our Vision is that all children will learn the value of acceptance and friendship along with life skills while learning and growing alongside each other.

NON-DISCRIMINATION POLICY

The center maintains a non-discrimination practice in the delivery of services to both children and staff. There will be no preference or discrimination against any individual based on age, race, color, creed, gender, or disability.

As a center that specializes in serving children with disabilities, priority consideration may be given to a child with a disability who may have difficulty attending another center. In the event of a waiting list, such a child may be enrolled at WVC prior to another child.

ENROLLMENT AND LICENSING POLICY

A child may be enrolled in Wilma Valentine Childcare (WVC) if they are of preschool age, between 3 and 5 years old, and reside in Shelby County. All children enrolled in WVC must also be enrolled in a preschool program, which provides the curriculum and educational services.

If your child attends Shelby Hills Preschool, your child will be walked to/from class by a staff member. If your child attends Whittier Early Childhood Center, they will be bussed to/from class by Sidney City Schools. For all other preschool programs, parents are responsible for arranging transportation to/from childcare.

All children enrolled must be free from any communicable disease.

Before a child begins the childcare program, the following documentation must be on file:

- Birth certificate
- Immunization record
- Department of Children and Youth Child Enrollment Form (DCY 01234)

Failure to provide required documentation will result in denial of enrollment or removal from the childcare center.

The center is licensed by the Ohio Department of Children and Youth, and a copy of the license is posted within the center. The laws and regulations governing the program are available for review at the center. Licensing records, including compliance reports and evaluations conducted by the Health Department and Fire Department, are available upon request through those departments. To report a suspected violation, the Ohio Department of Children and Youth can be contacted at **1-844-234-5437**.

PARENT INFORMATION

Wilma Valentine Childcare operated Monday through Friday, 5:30am – 5:30pm, year-round.

DIRECTOR: Katie Brandewie (937) 658-6712 or (937) 710-8355

FISCAL MANAGER: Samantha Macy (937) 658-6703

PROGRAM COORDINATOR: Sara Mann (937) 658-6734

WVC MOBILE PHONE: (937) 507-2445

WVC CENTER PHONE: (937) 498-4566

CLOSURES

Because WVC staff are considered public employees, the Center is required to close on public holidays as mandated by federal law. Therefore, the Center will be closed on these designated holidays.

Additionally, our center will have extended closures in July and December. A Center calendar will be distributed at enrollment and there after at the beginning of each calendar year.

No fees will be charged for these closure days.

FEE SCHEDULES

Weekly Rate

First Child - \$175.00 Second Child - \$160.00

Daily Rate

First Child - \$45.00 Second Child - \$40.00

Hourly Rate – REQUIRES DIRECTOR APPROVAL - \$15.00

Fees must be submitted the week prior to the childcare services. Payments can be made online at www.wvchildcare.com (additional surcharge) or by placing cash or check in the black drop box near our entrance door.

Weekly and Daily Rates include lunches which are provided by Wilson Health Hospital. A menu will be provided to families each month.

PAYMENT CONTRACT

All parents/guardians are required to sign a Childcare Payment Contract at enrollment. This contract outlines the payment schedule and session dates. Parents/guardians are responsible for payment for all scheduled days, except for holidays or professional in-service days when WVC is closed, or for full-time children when an approved vacation/sick voucher is used.

WEEKLY RATE

Families paying the weekly rate are contracting for five days per week during the program session. Payment is required for all contracted days, regardless of attendance, unless a vacation/sick voucher is submitted along with the weekly payment.

Payment is due on the Friday prior to the week of attendance. No credits will be issued for missed days.

DAILY RATE

Children paying the daily rate are contracted for a set number of days each week during the program session. Parents are responsible for payment for all scheduled days, regardless of attendance.

Payment is due on the Friday prior to the week of attendance. No credits are given for missed days.

HOURLY RATE

Children approved for the hourly rate will be charged \$15.00 per hour for each hour, or any portion of an hour, that services are provided.

Payment is due on the Friday prior to the week of attendance. No credits are given for missed days.

An additional \$3 fee will be applied if a child is scheduled during lunchtime (11:30 AM–12:30 PM). Parents are expected to provide lunch outside of this time.

VACATION/SICK VOUCHERS

Full-time children paying the weekly rate are eligible for up to five (5) vacation/sick days per year after three consecutive months of enrollment. Days are prorated for new families until the fall session begins.

Vouchers must be submitted with the prior week's payment, and children may not attend on voucher days. Vouchers may be used by the day or week and cannot be carried over from year to year. Any unused days are forfeited if a child is withdrawn.

Accounts must be paid in full to use a vacation/sick voucher.

Children enrolled at the daily or hourly rate are not eligible for vacation/sick vouchers.

LATE PAYMENT FEE

A late fee of \$20.00 per week will be assessed if payment is not received by the week following a notice of non-payment. This fee may be waived only if prior arrangements have been made with the Director.

JFS CHILDCARE SUBSIDY

WVC accepts Ohio Department of Job and Family Services (JFS) childcare subsidies.

Publicly Funded Child Care (PFCC) provides financial assistance to eligible low-income families, helping ensure children have access to high-quality care and early education. In addition, the Child Care Choice Voucher Program is available for families whose income exceeds the PFCC eligibility threshold but remains below 200% of the Federal Poverty Level.

It is the parent or guardian's responsibility to contact JFS to determine eligibility and complete the application process for either program. Approved subsidies may cover the full cost of care or provide a reduced tuition rate (co-payment), depending on eligibility.

Families approved for childcare assistance are required to check their child in and out daily using the JFS tablet located at the main entrance.

Failure to complete the required check-in/check-out process will result in a \$45.00 daily charge for that day.

TUITION ASSISTANCE

WVC offers a Tuition Assistance Program to support families experiencing temporary financial hardship or emergency situations. This program is intended to provide short-term assistance with tuition payments.

Tuition assistance will be considered only after all other funding sources have been exhausted.

Applications are reviewed by a committee of the WVC Board, which will make recommendations following submission.

To request a tuition assistance application, please contact the WVC Director.

SHARED PARENTING PAYMENT AGREEMENT

It is the responsibility of parents/guardians to pay all tuition and associated WVC fees. Parents/guardians will receive an invoice outlining all charges due.

In situations where parents/guardians are separated, living in different households, or sharing the cost of childcare, it remains their responsibility to coordinate and establish a payment arrangement between themselves. WVC will not divide invoices, bill parents/guardians separately, or manage or track shared payment agreements.

PROCEDURE FOR TERMINATION OF SERVICES DUE TO NON-PAYMENT

If an account becomes past due, the responsible party will receive a reminder notice outlining the balance due, including any applicable late fees.

If acceptable payment arrangements are not made and payments are not received as agreed following the initial notice of delinquency, WVC will terminate childcare services until the account balance is paid in full.

ARRIVAL AND DEPARTURE

Parents/guardians are required to check their child in using WVC's electronic sign-in system upon arrival. After signing in, the parent/guardian should accompany their child to their cubby to hang up belongings and then escort them to their assigned classroom.

All children must arrive at WVC by 10:00 AM, unless prior arrangements have been made with the Program Coordinator. If a child cannot remain at the center due to an unapproved late arrival, the parent/guardian will still be billed for that day of attendance.

At departure, parents/guardians must sign their child out using the electronic sign-out system.

Children will only be released to a parent/guardian or individuals listed on the child's (DCY01234) Child Enrollment Form. Any changes must be communicated in advance, with verbal or written permission from the parent/guardian whose signature appears on the form.

WVC staff have the right to not release a child if there is reason to suspect the parent or person picking up the child is under the influence of drugs or alcohol. In this event, another emergency contact will be called to arrange transportation for the child.

If no authorized contacts can be reached by 6:00 PM for late departures, local authorities or Children's Services will be notified to ensure the child's safety.

LATE PICK-UP FEE

A fee of \$5.00 per child will be assessed for every 5 minutes after 5:30 PM a child is picked up late, based on the electronic sign-out time.

If a child is chronically picked up late (defined as any pick-up occurring after 5:30 PM per the electronic sign-out system), parents/guardians will be notified, and the child could be suspended from attendance for one (1) day. Payment for that day will still be required as if the child were in attendance.

Parents/guardians are encouraged to contact the center if they anticipate being late for pick-up.

KEY CARDS

Each family will receive one key card. Additional key cards may be purchased for individuals who regularly pick up children at a cost of \$15.00 each. A \$15.00 fee will be charged for any lost or unreturned key cards at the end of enrollment.

RETURNED CHECK FEE

If a check is returned for insufficient funds a \$20.00 fee will be assessed for the returned check.

After two returned checks, all remaining payments for the program session must be made by cash or card.

SAFETY POLICY

1. No child shall ever be left alone or unsupervised.
2. A telephone is located in the childcare rooms and is immediately accessible at all times when staff is in the childcare room. The childcare cell phone is always accessible.
3. Center safety drills will be held throughout the year. Fire drills will be held monthly at varied times. Tornado drills are held during tornado season. Intruder safety drills will be held quarterly at varied times.
4. A plan, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts are posted at each exit.
5. 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.
6. An incident report will be completed when an accident or injury occurs with a visible injury.
7. Spray aerosols shall not be used at any time when children are present at the center.
8. All childcare 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.
9. 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/childcare. 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 keep track of all incidents.

PHILOSOPHY OF DISCIPLINE

Children enrolled at WVC are expected to follow the rules of the center while on site or participating in field trips.

Our philosophy focuses on fostering positive self-esteem and helping children develop responsibility for their behavior. Emphasis is placed on encouraging and reinforcing positive behaviors while modeling appropriate actions.

When behavioral challenges arise, staff will intervene and redirect the child. If difficulties persist, staff will collaborate with preschool staff and/or parents/guardians to develop an individualized plan to support the child's success.

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 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 rules 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

1. A childcare staff member in charge of a child or a group of children shall be responsible for their discipline.
2. 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 always used and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
3. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
4. The center's actual methods of discipline shall apply to all people on the premises and shall be restricted as follows:
 - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - b. No discipline shall be delegated to any other child.
 - c. 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.
 - d. 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.
 - e. No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
 - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 - g. Techniques of discipline should not humiliate, shame or frighten a child.
 - h. Discipline should not include withholding food, rest, or toilet use.
 - i. Separation, when used as discipline, shall be brief and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.
 - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the childcare program.
5. The parent of a child enrolled in a center shall receive the center's written discipline policy.
6. All childcare staff members shall receive a copy of the center's discipline policy for review upon employment.

MANAGEMENT OF COMMUNICABLE DISEASE PROCEDURE

1. Staff conduct daily health checks 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 is 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 cannot 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 become ill, they are sent home and replaced by substitutes

Wilma Valentine Childcare receives services from Shelby Hills Preschool School Nurse. At the Nurse's discretion, they are authorized to make executive decisions based on the health needs of the children, including determining when a child should be sent home early due to illness or injury.

ADMINISTRATION OF MEDICATION

1. The center requires 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 , with child’s name and prescribing information
 - d. For the medication to be discontinued the center must receive written notification from the 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 any time. 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.
3. 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 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 resubmitted to the center. The child’s parent/guardian is responsible for supplying the special diet.

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.
 2. 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. All regular staff are trained in first aid and CPR training, which is provided by staff 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, car seats and/or booster seats are not required for children 5 and under when they are riding in a school bus. WVC will, however, request vehicles with the ability to secure children in their seat. Wheelchairs are secured with a 4-point tie down system. WVC can NOT guarantee that the bus available will have any type of securement system for the children sitting in the seats.
 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.
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POTTY TRAINING

Children receiving special education services on an IEP are not required to be potty-trained to attend WVC. Childcare staff will work on potty-training with all students in our center. Typical children not potty-trained at the time of enrollment must be potty-trained within the first 60 days of enrollment to remain in the program unless there is some medical issue (as documented by a physician) preventing them from being potty-trained.

NUTRITIONAL REQUIREMENTS FOR MEALS

Daily lunches are provided to the childcare by Wilson Health.

Lunches will include food from the five basic food groups, which supply 1/3 of the child's recommended daily dietary allowance.

Lunches along with milk will be served to each child present between 11:30 AM-12:30 PM.

A menu will be sent home monthly and displayed at the front entrance.

If a parent prefers to send sack lunch it must meet the following requirements and must include one food from each of the five basic food groups. **All sack lunches are required to be ready-to-eat lunches.** Childcare staff are unable able to heat up any food items in reference to the Health Departments rules and regulations.

SAMPLE SACK LUNCH: Milk, fruit, vegetables, meat sandwich. These are the minimum requirements. You may send other food with your child in addition to below

Meats Meat, poultry, fish 2 oz. or Equivalents: Cheese 2 oz. Eggs 2 oz. Cottage Cheese 1/2 cup	Vegetables and Fruits 1 small fresh fruit ½ cup chopped or canned fruit or applesauce 1 cup raw vegetables ¾ cup fruit juice
Grains 1 slice of bread crackers (4-6 small) buns or bagels (1/2 regular size)	Milk Group Milk 1 cup (8 oz.) or Calcium equivalents: Yogurt 1 cup Cheese 1 oz. Ice Cream 2 cups Cottage Cheese 2 cups

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 are alerted to the need to refrigerate.

BREAKFAST: Parents can provide ready-to-eat breakfast for their child to eat at the center if needed.

SNACKS: Snacks are provided by the families of the children enrolled in the childcare center. Childcare staff will inform all families when snack supplies are running low.

Examples of snacks include:

- String cheese
- Yogurt tubes
- Pretzels
- Animal crackers
- Bananas
- Granola bars
- Cheerios

FIELD TRIPS

Field trips will take place during the summer months. At the beginning of the summer session, families will be required to sign a permission slip covering all scheduled field trips. If there are any changes to a field trip location, families will receive written notice of the change.

All childcare rules and expectations for behavior apply while attending off-site field trips sponsored by Wilma Valentine Childcare. Staff will closely supervise all children at all times during these outings.

Children must arrive at the childcare center prior to the scheduled departure time for the field trip. If a child arrives after departure, they will not be permitted to remain at Wilma Valentine Childcare for the day.

Please note that parent chaperones are not permitted to attend field trips.

WEATHER RELATED CLOSURES

Our goal is to ensure the health, protection, and safety of all children, families, and staff during emergencies and weather-related situations. When severe weather conditions make travel unsafe, a decision will be made to either delay opening or close the childcare center for the day. Every effort will be made to communicate this decision by 5:30 a.m. To better assess weather conditions and attempt to remain open when possible, delays may be implemented as follows:

1-hour delay: Opening at 6:30 a.m.

2-hour delay: Opening at 7:30 a.m.

If a delay longer than two hours is necessary, the center will be closed for the entire day. Closures will typically occur only in cases of severe weather or power outages. If WVC is delayed or closed, parents will be notified via phone through our One Call Now system. Additional ways to check program status include:

Accessing the Wilma Valentine Childcare Facebook page

Listening to TAM-FM 105.5 (Sidney)

Watching WHIO-TV7 (Dayton)

If severe weather or a power outage occurs during the day requiring early closure, parents will be notified by phone. Required staff will remain on site until all children have been picked up.

Tuition for delayed openings or early closures may be credited as determined by the Board of Directors.

If the center is closed for a full day, tuition will be credited to the following week.

If the center remains open and a family chooses to keep their child home, regular tuition charges will still apply.

WITHDRAW PROCEDURES

If you wish to withdraw your child from the program, you must notify the Childcare Director in writing. A minimum of two weeks' written notice is required.

Full tuition payments are due for the two-week notice period, regardless of whether your child attends during that time.

Failure to provide the required two weeks' notice will result in a charge for an additional two weeks of tuition at the rate outlined in your payment contract.

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, Pull-Ups, or training pants and diaper wipes

DAILY PROGRAM SCHEDULE

5:30 Childcare opens

5:30 - 7:30 arrival/quiet time/breakfast provided by parent if needed

7:30 - 9:00 play time

9:00 – 9:15 snack

9:15 - 9:30 exercise

9:30 - 10:00 circle/art

10:00 – 11:45 centers or outside play

11:45 – 11:50 clean up

11:50 - 12:30 lunch

12:30 - 1:00 transition to nap

1:00 - 2:30 naptime

2:30 - 2:45 snack

2:45 - 4:00 centers/outside

4:00 - 5:30 free play

5:30 Childcare closes

Anitcipated Preschool Schedules

Shelby Hills Preschool

AM 8:45 – 11:30

PM 12:15 – 3:00

Whittier Preschool Bus Times

AM 8:00 – 12:15

PM 12:15 – 4:30

WILMA VALENTINE CHILDCARE CLASSROOM RULES

Walking feet

Keep your hands and feet to yourself

Listen to your teachers

Be kind to toys in childcare

Use your inside voice while inside

Stay safe

Remember to always be nice to your friends!