



VCELC

VALLEY CHRISTIAN EARLY LEARNING CENTER
HIGHWAY (330)-727-1120 OLD NORTH(330) 727-4742

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2024/2025

Learning Center

STUDENT
HANDBOOK

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Program Information

Hours of Operation

Monday through Friday

Old North 6:00 am to 6:00 pm

Highway 6:00 am to 5:30 pm

Center closed dates:

- **Labor Day**
- **Day before Thanksgiving, Thanksgiving, Day after Thanksgiving**
- **Christmas Break closed December 23rd through January 3rd**
- **Good Friday**
- **Memorial Day**
- **Juneteenth**
- **Independence Day**

*Our Old North site is closed for one week in the Summer for the Church's Vacation Bible School.

Enrollment Process

Each family that desires to apply for enrollment at one of our Early Learning Centers can call or email our onsite administrator to discuss enrollment and schedule an onsite tour of the facility. Enrollment packets can be picked up at our site during a tour or they can be emailed to you. The packet includes the parent policy and procedure handbook, enrollment forms, physical form (to be completed by the doctor no later than 30 days of start date) and financial forms. After the enrollment forms and registration fee have been submitted, the administrator will ensure all forms are completed and answer any questions the family may have. At this time a start date will be scheduled.

Weather Policies

The center policy is to remain open for child care. For severe weather situations closings will be announced on WKBN and a message will be sent via our Parent Alert System.

Ratios

VCELC offers quality childcare for ages 6 weeks through Transitional Kindergarten. We also provide before and after care for school age children as well as a summer program. Our ratios are as follows.

Infants (6 weeks to 12 months of age) - 1:5 or 2:12

Young Toddlers (12 months to 24 months) 1:6

*In the event that there are no children enrolled in this group below the age of 18 months the ratio is 1:7

Older Toddlers (24 months to 36 months) 1:7

*In the event that there are no children enrolled in this group below the age of 2 ½ the ratio is 1:8

Preschool (3 years old to 4 years old) 1:12

Pre-K -Transitional Kindergarten (4 years old to Eligible for Kindergarten) 1: 14

School Age (5-12 years old) 1:18

When a class is at capacity, families who need preschool services will be placed on a waiting list or referred to one of our other sites.

Philosophies

We consider Proverbs 22:6 to be our main Philosophy for education: “Train up a child in the way he should go; and when he is old he will not depart from it.”

We believe that the first years of a child's life is by far the most important, helping to lay the foundation for all intellectual, emotional and spiritual development to follow. Through nurturing and individualized attention, we take great care to provide a warm, friendly and exciting Christian environment for your child, while ensuring they receive the guidance and structure they need. We strive to nurture your child's ideas and imagination, acknowledge each child's individuality, and validate each personality and individual differences. Our goal is to provide a place where children know that they are accepted, loved, protected, and wanted; helping to instill in each child a strong sense of

self-worth and purpose as a unique planned child of God. Our job is to make sure that each child has numerous positive experiences and interactions throughout each day. It is our hope that when the day is done, and children go home, they feel happy and proud of themselves; eager to express the happenings of their day to you.

Each and every day we feel privileged to have the opportunity to see the world through the eyes of a child, to join in their laughter, and to be included in their games. This is how we have chosen to spend our days. Our love for children makes us nurturing childcare providers. We appreciate the trust you must put in us on a daily basis. Therefore, our goal is to earn your trust by being professional, dependable, honest, and most importantly caring Christian role models for your child the same way we would want our own children to be cared for. We view our chosen profession as a career, not as just a job.

Curriculum

Valley Christian Early Learning Center utilizes the High Scope Curriculum. This curriculum seeks to foster a collaborative learning environment where teachers, students and parents work together to foster an exceptional learning environment. This curriculum is in alignment with Ohio Early Learning Standards and is Step up to Quality approved.

Curriculum Content Areas

Language Development

Creative Art

Music

Eye-Hand Coordination

Gross Motor/Physical Development

Math Readiness and Science

Social/Emotional/Spiritual

Formal Assessments

Annual formal assessments are conducted on each child enrolled in our program. Our Centers use the COR Advantage Assessment Software as our formal assessment tool in our Early Learning Centers. In addition to Formal Assessments we do daily anecdotal notes, and portfolios on our students. Each year we conduct parent/teacher conferences. We report the necessary data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

Guidance Management Philosophy

We provide a daily routine that is flexible, yet structured, to ensure that children are comfortable with their surroundings and expectations. Children's interactions with one another are carefully watched, giving us an opportunity to help instill Biblical values within each child. Through sensitivity and understanding we strive to teach each child in our care manners, kindness, and to be respectful towards others and their belongings. When a child displays inappropriate behavior towards others, he or she is encouraged to make amends through a sincere apology; all in a sustained effort to help teach children the basic understanding of right from wrong. Additionally sharing, taking turns, problem solving, and teamwork are stressed with equal importance, so that the children can learn to play harmoniously with one another; helping to lay the foundation for all social interactions to come later in life. We believe that the discipline of a child is achieved through patience, consistency, and positive reinforcement. We do this by the example we, as childcare providers, set. We understand that our actions and reactions speak much louder than our words. We encourage children to experience forgiveness as God shows us to forgive. Children are explained the rules of the center frequently, so they know what's expected of them. Once a child is old enough to understand the rules and disobeys them, by exhibiting inappropriate behavior (hitting, aggression, etc.), hurts others, or property, the following developmentally appropriate guidance techniques will be used.

- 1. Positive Reinforcement:** The child will be encouraged when he or she is demonstrating acceptable behavior.
- 2. Redirection:** The child is redirected to another activity and given an opportunity to try again at another time.
- 3. Thinking Time:** The child is separated from the group for an age appropriate amount of time (one minute per one year of age). This technique is only used when a child continually will not follow our directions or listen to our words, is exhibiting temper tantrum type behavior, or hurting one self, others or equipment. When the child shows that he or she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group to try again.

4. Expulsion: We are committed to providing a safe and developmentally inclusive environment for all students in our care that fosters each child's social/emotional and cognitive development. When behavior arises that becomes a distraction or harm to other children in our care, we will first exhaust the above mentioned methods. If such behavior persists, staff will work with parents to create a behavior policy for the child, outlining steps to take to redirect behavior. Expulsion will be used as a last resort if behavior does not improve after three consecutive social interactions.

We feel that good communication between parent and provider is a very important part of a quality childcare facility. Because of this, we are committed to creating a strong bond with you and your child, helping to ensure the best start to your child's education. Our goal is that you feel completely confident and reassured when you leave your child in our care. Each child is different, unique, and special and will be treated as such. These carefree years are far too short. Therefore, we do not rush children through this fun filled time in their lives. Rather, each child is encouraged to develop and grow at their own pace. We understand that you are entrusting us to care for your child, and we take this responsibility very seriously. We look forward to the opportunity to care for your child, while providing a positive influence in their life. There is a difference between discipline and punishment. Discipline is teaching the child self-control, therefore enabling them to be self-disciplined. This behavior management applies to all employees at the center.

Philosophy of Education

We believe the purpose of Early Childhood Education is to aid children in their growth by using developmentally appropriate activities at an appropriate pace for the individual child.

Early Childhood Education should have guidance for the children: yet allowing independence, creativity and individuality with high self-esteem built into each child. We believe that most children learn in a kinesthetic manner; therefore, each classroom should be equipped with age appropriate manipulatives in each individual area. The classroom should be clean and have many different centers creating a variety of choices and limiting disputes over activities. All toys and activities should be based on the development for the specific age of a specific group of children. All wall decorations should be at the child's eye level so that the environment is exciting and appropriate for children. The centers should include a variety of activities promoting social, gross and fine motor developments, cognitive reasoning, art, writing, and cognitive language development. These are the basics for early childhood educational development.

An early childhood teacher should be a person who enjoys learning and makes learning a joy. A teacher should be a person who helps their student to understand themselves and the world around them by doing this with love for the children and with an ambitious creative spirit. A teacher should build a child's self-esteem by challenging, uplifting and re-directing as needed. A teacher should be knowledgeable of each child's individual and developmental needs and must take pleasure in working effectively with children and their parents.

We believe that the center should be anti-biased. There should be no prejudice regardless of race, color, national origin, sex or handicap. Part of early childhood education is to teach love and acceptance to all children and families.

It is important to have full family involvement. It is also important to recognize that each family is unique. We should try to understand all differences and respect them as much as we possibly can.

Early Childhood Education is a necessary tool for the development of every individual; therefore, it should include all of the above conditions allowing for a full circle of development.

Parents who need assistance, have problems or complaints related to the center/program should contact the site administrators Brenda Harris-Old North 330-7274742 or Unhae Campbell-Highway 330-720-1120. VCELC wants to work with parents to create a positive and non-threatening learning experience for all children. We are here to be of service to parents and children.

Parent Participation Policy

VCELC seeks to foster parent collaboration in our preschool. Parents may be asked to serve as a resource to share a special craft, skill, or hobby with the children. If you have any special interests or talents, please be sure to let your child's classroom teacher or the director know. We are always looking for ways our parents can become involved in their child's learning environment whether through special activities or volunteering.

Licensing

The facility is licensed by the Ohio Department of Job and Family Services to operate as a Pandemic Childcare Center. The license is posted in the hallway of the center. The toll free telephone number is listed on the facility's license and may be used to report suspected violations of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request. The licensing capacity may also be seen on the license posted in the center. 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.

Transitioning

You will be notified when your child is ready to transition to the next classroom. As part of the procedure, the lead teacher of the room to which the child will be transitioning will work with the administrator to develop a transition plan. This plan will include the beginning and ending dates of the transitioning period and include a transition schedule. Parents may also request to have their child transitioned. These requests will be accommodated if it is in the best interest of the child and space is available in the next room.

Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up your child. The center may not deny a parent access to their child without proper documentation.

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. In the event there is a custody issue which requires a court order; it is up to the residential/custodial parent to provide the center with the proper documentation to be kept in the child's file.

Upon entering the premises, all parents, or guardians shall notify the Administrator or receptionist of his/her presence.

All children will be required to have a birth certificate on file if they are over the age of six months if there is a custody agreement.

Child Safety

1. No child shall ever be left alone or unsupervised.
2. Fire drills, emergency evacuations and severe weather drills are conducted regularly and reports of these drills are maintained at each center.
3. Emergency evacuation notices are posted in each classroom.
4. All electrical outlets not in use are covered.
5. Incident reports are completed by staff members when an accident or injury occurs. A copy of each incident report will be given to the parent upon departure.
6. The use of aerosol sprays shall be prohibited when children are present in a classroom.
7. A person trained in First Aid, Communicable Disease, CPR, and Child Abuse and Neglect Recognition shall be available at all times.
8. If there are custody issues involved with your child, you must provide the center with court papers.

Pick-up and Drop-off

Parents must bring their child into the building and must make contact with a teacher. If your child is having a difficult time at drop off, help them engage in an activity before leaving. This should help the child transition more comfortably. Please do not leave your car running when dropping off or picking up. This is a danger to the children. You will be asked to turn off your car.

Whether you are dropping off or picking up, you are responsible for your child. Please make sure they are not running out of the classroom or lingering in the hall unattended.

Upon departure, a child will only be released to those persons listed in the enrollment form/packet or alternate person who has permission via written form given to a staff member. The alternative person picking up the child **MUST** show a picture I.D. (driver's license). If picture I.D. cannot be furnished, the child will **NOT** be released to the person.

Infants and Toddlers

Infant care begins at six weeks of age. We believe that each family has specific desires for their babies which we will strive to adhere to; however, the state has many policies regarding the care of infants that may differ from those used at home.

Infant Sleeping Position

Infants should be placed on their back while sleeping unless the child's licensed physician provides a written request to do otherwise. In this case, a Sleep Position Waiver Statement form needs to be completed upon enrollment. Parents are asked to avoid bringing in extra pillows, blankets or other stuffed animals for crib use. All bibs are removed when children nap and heads are kept uncovered during sleep.

Shoeless Environment

The infant room is a shoeless environment (no shoes or bare feet) for adults as well as older siblings of children in the room. Footies will be provided for adults, or socks can be worn.

Infant Daily Schedule

Each infant has a unique rhythm of waking and sleeping that requires the teachers to tune into the needs of each individual child. Teachers individualize the planning of activities around those needs of the children in their care. Parents receive written daily reports from teachers to alert them to changes in their infant's needs. Parents in return need to keep the teachers aware of changes as they occur.

Infant foods

Parents are required to bring in infant foods and bottles. The center uses crock pots or warmers for bottle warming. When a child is able to eat center provided snacks from our menu we will provide it to them.

Infants must have formula or breast milk in their bottles. No milk will be served until the age of 12 months old in compliance with state regulation. Per Health department rules, staff are not allowed to wash and reuse bottles. This is for the safety of your child to avoid cross contamination.

It is good practice to provide extra food and bottles in the event of an unforeseen situation such as a spill or unexpected late pick-up.

Parents are required to provide diapers, wipes, ointments and several complete changes of clothing.

Nursing Mother Area

There is a designated nursing space for mothers at both of our locations should you choose to utilize it. At Old North the room is located in the infant toddler hallway. At Highway Tabernacle there is a Women's Suite in our main bathroom area. A staff member will be more than happy to direct you accordingly.

Toilet Training Policy

Toilet training is an important milestone in a young child's life and one of the focuses of our Toddler room. Please keep in mind that each child is unique and may start showing interest at different ages. Most children are ready between the ages of 18 and 36 months, with boys generally at the later end of this range. Letting you know when their diapers are soiled is an early sign of readiness. When they start to let you know BEFORE they go, it is time to begin training.

Please inform your child's teachers that you have begun this process and refrain from dressing your child in onesies or hard to remove clothing.

After toileting the teachers will assist children in wiping, flushing and washing hands.

Please remember that we will NEVER force a child to sit on the potty.

Meals and Snacks

VCELC provides an afternoon snack with at least two basic food group items daily. All juice is 100% juice and milk is age appropriate 1% or whole milk.

Morning snack/breakfast and Lunch is to be provided by the parent/guardian. All lunch boxes must have an ice pack to ensure contents are kept at safe food temperatures. Please label lunches with your child's name and the date. To ensure students meet the daily food portion and group requirements meals must consist of nutritional food from the following food groups.

- **Meat or Meat Alternative**
 - 1-2 year olds 1 oz
 - 3-5 year olds 1 ½ oz
 - 6-12 year olds 2 oz.
- **Fruit Or Vegetable**
 - 1-2 year olds ¼ cup
 - 3-5 year olds ½ cup
 - 6-12 year olds ¾ cup

* Serve only one hundred per cent, undiluted fruit or vegetable juice

, if used to meet the fruit or vegetable requirement for meals

***We cannot serve fruit snacks and or similar gummy items as they are a choking hazard. We also cannot serve candy. If these items are provided, we will allow the child to take them home at the end of the day.**

- **Grains/Breads**
 - 1-2 year olds 1/2 slice
 - 3-6 year olds 1/2 slice
 - 6-12 year olds 1 slice
- **Pasta/Noodles (cooked)**
 - 1-2 years old ¼ cup
 - 3-6 years old 1/4 cup
 - 6-12 years old 1/2 cup

In the event that a student requires a specialized diet eliminating all types of fluid milk, an entire food group or medically necessary food supplement, a physician's written instructions will be required. When special diets are required for cultural or religious reasons, the center shall obtain written, dated and signed instructions from the child's parent unless the special diet is part of a center program.

Please follow these guidelines when preparing lunches

Infants and toddlers

- **Cut food into ¼ inch cubes (about the size of a pea) for** Examples of food that need this preparation: hot dogs/sausage, apples/pears, celery, beans, cherry/grape tomatoes, grapes, cherries, strawberries and meat/chicken.
- **No hard candy**
- **Spread peanut butter thinly**
- **No sticky or hard foods**
- **Examples include: skittles/M&Ms, nuts, popcorn, seeds, dried fruit, gum/gum drops, gummy candy, chips, pretzels**
- **No marshmallows**
- **No bagels or crusty bread as it can become gummy when chewed**

Preschool-Transitional Kindergarten

- **Cut food into ½ inch pieces**
- **Cheese should be thinly sliced or ½ inch pieces**
- **Round foods should be cut in half lengthwise, i.e. hot dogs, grapes, tomatoes, strawberries**
- **Spread peanut butter thinly**
- **No hard candy or gum**

If you forget your child's lunch or it fails to meet the nutritional requirement on a given day, we will provide a supplemental lunch at a cost of \$3.00.

Allergy Alert:

Due to growing peanut and tree nut allergies this preschool site has adopted a nut free policy per classroom. (If a child in a particular classroom has a peanut or tree nut allergy, that classroom only, will be peanut or tree nut free.) This means that children, staff, and parents are not permitted to have peanuts or tree nuts in that classroom. This is for the safety of the child who has a life-threatening allergy.

Nap (Quiet) Time

Children are provided with a nap or quiet time in the afternoon on individual cots/ mats for two hours (see daily schedules for times). Children are provided a blanket and all nap items will be laundered at our center. The center will provide each child with a cot/mat, labeled with the child's name. The cot/mat will be maintained by the center and disinfected daily.

Management of Illness

A current Child Enrollment and Health Information form signed by the parent or signed by the child's physician **MUST** be submitted on or before the child's enrollment date to the center.

All children must be current on all immunizations unless medically prohibited by their physician or signed off by a physician for religious/cultural exemption. In this case, documentation from your child's medical provider will need to be obtained.

Communicable Disease Policy:

- 1. All staff are required to have a First Aid Training and Prevention, CPR, and Recognition and Management of Communicable Diseases.**
- 2. All staff will follow the same guidelines for management of communicable diseases as are established for the children.**
- 3. The center shall notify the parent and/or guardian of the child's condition when a child has been observed with signs or symptoms of illness.**
- 4. A child with any of the following signs or symptoms of illness shall be isolated and discharged to his/her parents or other designated guardian:**
 - Temperature of 100.4 degrees or higher taken by auxiliary method in combination with any other signs of illness.**
 - Diarrhea (more than one abnormally loose stool in a 24hr. period)**
 - Vomiting**
 - Difficult or rapid breathing**
 - Severe coughing, causing child to become red or blue in the face or to make a whooping sound**
 - Yellowish skin or eyes**

- Evidence of lice infestation, scabies or other parasitic infestation
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated infected skin patch(s); unusual spots or rashes
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Sore throat or difficulty swallowing

5. Notices will be posted concerning outbreaks of any communicable diseases. Information shall include signs and symptoms, methods of how spread, control measures and other information.

7. Any child who is suspected of being ill or having a communicable disease is isolated immediately in a space set aside for isolation and care of sick children.

An adult is at all times within sight and sound of the child. A child who becomes ill during the day is discharged to the care of his/her parents as promptly as possible.

8. Any child who has been discharged due to illness will be readmitted only when his/her temperature has been normal for 24 hours, other symptoms have disappeared for 24 hours or upon written statement from a physician of the child's acceptable health conditions.

9. The Communicable Disease Chart is available in the childcare office and Dental First Aid Charts are located in the classroom.

Procedures for Emergencies and Accidents

Medical and Dental Emergency Plan

1. A first aid kit is located on each floor.
2. Staff is trained to administer first aid.
3. Emergency telephone numbers are posted by the phone in the office and all classrooms.
4. Children's medical records, home, emergency telephone numbers and incident reports are located in the preschool room.
5. In case of an emergency or accident, parents will be notified and the child will be transported by ambulance to the designated emergency facility. If you have not signed that your child is permitted to be transported by ambulance when necessary, we will be unable to enroll your child for their safety.
6. If a serious incident, Injury or Incident should occur; 911 will be called immediately and parents will be called as soon as possible. Incident reports will be completed and signed by both our staff and the adult picking up the child. If a serious incident requires, state JFS will be contacted within 24 hours to report the incident.

Incident Reports

Incident/injury reports are completed for any illness or accident or injury requiring first aid, a bump or blow to the head, the emergency transportation of a child or an unusual or unexpected event which jeopardizes the safety of a child while at the center. Parents may be contacted by phone if urgent, otherwise the parent may sign the form when the child is picked up from the center.

Medications

It is the center's policy to only administer life-saving medications and diapering creams for non- toilet trained children. General: The center's policy for

administering medications is highly regulated by State law. The following information sets our guidelines. Life saving medication to be administered must have a Medical/Physical care plan signed by the parents and physicians office on site. If a form has not been completed by the parent, we cannot administer the medication.

A. Prescription Medication: Written instructions signed by a licensed physician shall be secured by the child care center in the following way:

- **Prescription label containing the following: child's name, current date (within 6 months), exact dosage to be given, specific number of doses to be given daily, and the route of administration. If your child's medication comes in a box with a prescription attached, the original box must be present.**

B. Over the Counter Medication:

- 1. Non-prescription medications will not be administered at the center at anytime. If your child requires fever reducing medication or cough medication, they should remain at home until symptoms subside.**

2. Non-prescription topical ointments, creams, or lotions, may be given in accordance with the following:

- Completed medication permission form.
- Completed form will be valid for one year.
- When used for skin irritations; topical ointments, creams, or lotions may not be administered more than 14 consecutive days.

3. Food Supplements or Modified Diets: If your child requires a food supplement or modified diet, you must secure written information from your physician. Please see the director for more details.

Fee Schedule

Infants 6 weeks-18 months: \$52.00 Full Day/\$38.00 Half Day

Toddlers 18 months-3 years: \$42.00 Full Day/\$30.00 Half Day

3-5 Years Old: \$39 Full Day/ \$29 Half Day

Transitional Kindergarten: \$39 Full Day/ \$29 Half Day

School Age Children: \$36 Full Day/\$26 Half Day

School Age After Care: \$7.00 Hourly

NON-Refundable Registration/Activity fee is due at the time of registration.

\$75 Infants-Transitional Kindergarten \$15 for School Age

Fees will be assessed on a per day attendance rate. Please provide a weekly schedule for attendance.

Transportation of Children and Field Trips

The Center does not provide transportation of children. In case of emergency, 911 will be called. School age children will be transported to and from school by their own schools busing department.

VCELC Centers work to bring educational experiences to your child's preschool class. The Public Library, the Green Team, the Fire Department, Experimental Farms, etc. are some of the organizations that come in to enhance your child's educational experience.

Swimming

VCELC does not provide swimming activities, however there may be water play activities. If this occurs, you will be notified in advance for planning purposes.

Outdoor Play

Outdoor play is an important part of our curriculum and will be held daily, weather permitting. Please dress your child appropriately for the weather. There will be no outdoor play when the temperature or wind chill is below 25 degrees or above 90 degrees. If the situation requires us to adjust outdoor play due to rain, threatening weather, etc., we will include time for indoor gross motor activities in the church gym.

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, 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.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The 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

1. Children must be registered for a specific number of days each week. Varied schedules must be given to the center the week prior to attending.
2. If you would like to switch, add, or makeup a day in the week, please check with the administrator to ensure ratio availability in your child's class. This may not be available.
3. Children must adhere to their schedule each week. Arrival or departure after your scheduled time will incur a \$10.00 per day fee. (example: Schedule is 6:30am-3:30pm Monday -Friday. Student arrives at 8:30am or departs at 4:00pm. This will incur a fee for that day.) If you need to adjust your schedule please notify us the week before. If there is an emergency change necessary we need 24 hours notice to make sure we have accommodations and staff present.
4. Parents will be invoiced every Tuesday for the previous week attended. Parents will be responsible for the payment of full tuition any week their child is enrolled whether your child attends or not. Remember tuition is based upon enrollment rather than attendance. All tuition must be paid in full for attendance.
5. Payments must be made in a timely manner. Billing is based on the schedule that you submitted when you first registered your child. (If your schedule changes ask for a permanent schedule change from the site administrator. **More than two open invoices at a time will result in suspension of enrollment.** *Payment methods accepted are credit/debit card online and check. We no longer accept cash payments.*
6. **Vacation Days:** For each day a child is enrolled weekly, the family receives double that weekly amount in annual vacation days. Vacation days must be approved by the site administrator. If you do not request a vacation day, you will be billed accordingly. (Example: If your child attends 3 days a week you will receive 6 vacation days annually)
7. **Sick Days:** Your child will receive 5 **unexcused** sick days per year. If you do not request a sick day, you will be billed accordingly. You will not be billed for an **excused** sick absence. An absence is considered **excused** if you provide a doctors excuse for the absence or your child is sent home sick for a 24 hour period. Any absence that does not meet this guideline is considered **unexcused** and would be billed unless utilizing a sick day.
8. Please refer to our enrollment packet for our preschool rate plans. If you enroll under a specific rate plan, they may be changed with administrator approval.
9. For ODJFS subsidized students, any failure to TAP your child's attendance which results in a lapse in that days ODJFS childcare payment, will result in a charge to your account for that days tuition. This balance will need to be payed in full or arrangements made in the office before your child can attend the next week.
10. A discount of 10% will be offered for two or more children enrolled in the program; applied to the oldest child.

11. **Registration/Activity Fee:** An annual non-refundable registration fee for each child will be due and payable upon enrollment of a child in the center. Registration fees are as follows.

6 weeks of age - Transitional Kindergarten: \$75.00

School Age \$15

12. **Late Pick-Up Fee:** A \$15.00 late fee will be charged for every 15 minutes after the 5:30pm closing time. (For example, if a student is picked up at 5:47 the late fee will be \$30)

PLEASE NOTE: If you are getting ODJFS assistance, you will be responsible for paying any late fees out of pocket. ODJFS will not cover any late fees.

A \$30.00 fee will be charged to all accounts for a returned NSF check.

Schedules

Infants Daily Schedule

Parent Provided Individual Schedule

Toddlers Daily Schedule

6:00-9:30 Arrival and free play

9:30-9:50 Circle Time and Bible Lesson

9:50-10:15 Bathroom Break, Wash Up and Morning Snack

10:15-10:45 Learning Centers

10:45-11:15 Outside Play/ Gross Motor

11:15-11:30 Bathroom Break, Wash Up For Lunch

11:30-11:45 Story Time

11:45-12:15 Lunch Time

12:15-12:30 Bathroom Break, Getting on Cots

12:30-2:30 Quiet Time on Cot/ Nap

2:30-3:00 Wake up and Clean up

3:00-3:30 Bathroom Break, Wash up and Snack

3:30-5:30 Outside time/ Gross Motor

Preschool/Pre-K/ TK Schedule

6:00-9:30 Arrival and free play

9:30-10:00 Chapel

10:00-10:30 Bathroom Break, Wash Up and Morning Snack

10:30-11:00 Circle Time

11:00-11:30 Learning Centers

11:30-12:00 Outside Play/ Gross Motor

12:00-12:30 Bathroom Break, Wash Up For Lunch

12:30-12:45 Story Time, Bathroom Break, Getting on Cots

12:45-2:45 Quiet Time on Cot/ Nap

2:45-3:00 Wake up and Clean up

3:00-3:30 Bathroom Break, Wash up and Snack

3:30-5:30 Outside time/ Gross Motor

*Specific Schedules may have some variations between Centers and Classrooms

Please inquire within your child's classroom for a classroom specific schedule.

Children with Disabilities or Medical Conditions

In compliance with the Americans with Disabilities Act (ADA), Valley Christian Early Learning Center does not deny enrollment to student with disabilities or medical/health conditions requiring special accommodations and care. All families will be treated with dignity and respect for their individual needs. Valley Christian Early Learning Center will be responsible for ensuring that confidentiality about special needs is maintained for all families in the program. Valley Christian Early Learning Center will ensure all health forms and other important information regarding the individualized needs of the child will be completed by the healthcare provider and/or other providers of the child. Children with special needs will be placed in the least restrictive and most appropriate environment as possible. To accomplish this, Valley Christian Early Learning Center may work in coordination with other agencies as needed, including, but not limited to Alta Behavioral Care. No contact with outside agencies will be made without written parent consent. Inclusion of staff, parents, and support agencies in IEP (Individualized Education Plan) and IFSP (Individualized Family Service Plan) meetings will ensure the childcare program provides the most supportive and least restrictive education possible.

Parents/guardians will be required to fill out a JFS-01236 "Medical Physical Care Plan" and provide adequate training for the specialized care necessary to meet all medical and developmental needs of the student. Accommodations for therapists, mental health professionals and school professionals will be made to ensure continuity of care.