

TEAYS VALLEY CHILD DEVELOPMENT CENTER
PARENT HANDBOOK

Mission Statement:

Teays Valley Child Development Center is dedicated to serving the community by providing care, a safe environment and educationally stimulating experiences for young children in a Christian atmosphere.

General Purpose:

The Teays Valley Child Development Center functions as an outreach of the Church at the Depot and maintains itself as a community service to provide care and a safe environment of young children, supplementary to their home care, and to provide educationally stimulating experiences in a Christian atmosphere. Such care includes nutritious meals and the provision of a wide range of learning experiences in an enriched learning environment under the supervision of a professionally trained staff.

Statement of Faith:

Teays Valley Child Development Center believes that there is only one true God, eternally existing in three persons – Father, Son, and Holy Spirit; that these three have precisely the same nature, attributes and perfections and are worthy of the same love, confidence and obedience. (Matt. 23:18-19; II Cor. 13:14)

Teays Valley Child Development Center believes that the Bible is the divinely inspired and infallible Word of God, and that is our sole authority and final appeal in matters of faith and practice. (II Tim. 3:16; II Peter 1:21)

Teays Valley Child Development Center believes that Jesus Christ is the only begotten Son of God, conceived of the Holy Spirit and born of the Virgin Mary. Jesus lived a perfect life, died for our sins, arose bodily from the grave, ascended to Heaven, and He will return visibly to the earth. He is the Savior of all who put their trust in Him. (Phil. 2:5-11; Col. 1:13-19; Heb. 4:14-16)

Teays Valley Child Development Center believes that God is the Creator of Heaven and earth and all that dwells therein. He is the ruler of all things; the source of all goodness and beauty, all truth and love. (Gen. 1:1)

Teays Valley Child Development Center believes that the Holy Spirit is God sent to draw men to Himself in Christ and to comfort, purify, strengthen, teach and guide His children. (John 16:8-11, 13-14)

Teays Valley Child Development Center believes that in order to be saved one must be born again by the Spirit of God. We believe that this experience comes only

through repentance toward God and faith in the Lord Jesus Christ (John 3:3; Acts 20:21)

Teays Valley Child Development Center believes in the eternal conscious blessedness of the saved in the presence of Christ, and the eternal conscious punishment of the lost with the devil and his angels. (John 14:1-3; Rev. 20:15; Rev. 21:28)

Teays Valley Child Development Center believes that those who experience life in Christ strive to do the will of God. They are to be lights in the world, demonstrating in all the sincerity the reality, the goodness and the love of God and the hope, joy and meaning to be found in Him. The followers of Christ are known by their love for one another. (Matt. 7:21; Matt. 5:14-16; I John 3:16)

Policy Statement:

It is the policy of the Teays Valley Child Development Center to accept children without regard to race, color, creed, religion, sex, national origin, handicap, age or marital status of parents. There is no distinction in eligibility for admission or in the provision of services. All facilities, programs and activities of the Center are provided without discrimination.

School Hours:

The Center opens at 6:30 am and closes at 6:00 pm, Monday through Friday.

ADMISSION POLICIES AND PROCEDURES

Requirements for Admission:

A parent must first complete an application for a child. We are licensed to accept 285 children that are between the ages of 6 weeks and until children enter sixth grade. Once accepted, a nonrefundable enrollment fee of a designated amount must be paid to secure a child's entrance to the Center. Listed are the forms included in the admission packet, all of which must be completed prior to the child's admission into the Center.

The admission packet includes:

1. comprehensive application
2. physician's report
3. WV provisional certificate of immunization
4. two notarized emergency forms
5. payment agreement
6. food reimbursement eligibility form
7. information about Child Care Food Program
8. copy of your child's birth certificate

Preadmission Visit:

It is recommended that the parents and child pay a preadmission visit to the facility in order to prepare the child for the preschool experience. During this visit, the parent is to be informed of the facility's policies and program, and receive a curriculum overview. The Center will accept children with special needs; physical and/or emotional, if the particular needs can be met, or the Center will provide other information on resources available in the area. This should be discussed in the preadmission visit. Any questions pertaining to the Center should be asked at this time.

The parent who enrolls his/her child in Teays Valley Child Development Center has continuing responsibility to inform us of the legal status of the parties involved in the custody of the enrolled child and any subsequent change in custody status.

The enrolling parent or legal guardian will be asked to prove that his or her instructions on releasing the child from the program are in accordance with the law and not in violation of the other parent's or legal guardian's rights. The Center will ask for a copy of the portion of the divorce document that outlines custody arrangements to be part of the child's file. **If either parent is prohibited from picking up the child, a court order is required to be a part of the child's file.**

The Center will abide by all legally served court orders. We will communicate to the parent or legal guardian who enrolled the child when a court order has been served on us. We depend on parents to keep us informed on the issues of custody. Communication between the custodial parent (s) and the center's staff is vital.

Enrollment in Teays Valley Christian School:

If you plan to continue your child's Christian education, we highly recommend T.V.C.S. The Teays Valley Child Development Center and the Teays Valley Christian School, although operating under the auspices of the Church at the Depot, are separate organizations. **Enrollment in one does not automatically enroll the student in the other.** If you desire to enroll your child in Teays Valley Christian School, contact the school at 304-757-9550 or www.teaysvalleychristian.org.

HOLIDAYS AND CLOSINGS

Our Center will be in operation twelve (12) months of the year, with the exception of the following holidays:

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Friday

- Christmas Day
- New Year's Day

If the holiday falls on a weekend, other days may be chosen. REGULAR TUITION CHARGES STILL APPLY FOR CLOSED DAYS.


SCHEDULING

Please contact the main office to request any schedule changes needed **prior** to the schedule change. Tuition charges will apply to days used other than the scheduled weekly commitment. For permanent schedule changes, please contact the main office for verification of availability and to revise the tuition contract.

PIN NUMBERS


A four digit pin number will be assigned to each family upon enrollment. All persons dropping off or picking up **MUST** have a pin number. The four digit pin number plus # will unlock the doors. To sign in and out, the same four digits plus a number 1-9 is used. Authorized pick-ups and their pin numbers will be issued to each family.

Parent Reference : Child Sign In

1. Enter 5 digit pin number-
 - 4 digit assigned pin number +1 (father), then enter
 - 4 digit assigned pin number +2 (mother), then enter
 - 4 digit assigned pin number + (3-9 authorized user), then enter
2. To sign in child/children click **OK** at the bottom of the screen, then **DONE** to successfully complete the sign in process.
3. If you have children listed who are **NOT** getting signed in or are signing in later, click  **CHANGE** located by the child's name that is **NOT** being signed in. This will change their **SIGNING IN** status to **NOT SIGNING IN**. Click **OK** at the bottom of the screen, then **DONE** to successfully complete the sign in process.

Parent Reference : Child Sign Out

1. Enter 5 digit pin number-
 - 4 digit assigned pin number +1 (father), then enter
 - 4 digit assigned pin number +2 (mother), then enter
 - 4 digit assigned pin number + (3-9 authorized user), then enter
2. To sign out child/children click **OK** at the bottom of the screen, then **DONE** to successfully complete the sign out process.

3. If you have children listed who are NOT getting signed out or are signing out later, click  CHANGE located by the child's name that is NOT being signed out. This will change their SIGNING OUT status to NOT SIGNING OUT. Click OK at the bottom of the screen, then DONE to successfully complete the sign out process.

You may also access your account ledger by pressing the LEDGER button at the bottom of the screen.

TUITION AND PAYMENTS

1. All tuition fees are due the first attendance day of the week. We accept EFTs, Click to Pay (via email), credit/debit cards, or check for payment. **If payment is not received in the current week, by Friday at 6:00pm, a \$20 late fee will be added to the account.**
2. All credit/debit card transactions require an additional 3% processing fee. This includes all credit/debit card transactions whether processed online, automatically, or at our office. To avoid the additional 3% fee, we recommend using one of the following options:
 - Drop a check or money order off to the office when you drop off or pick up your child.
 - Have tuition automatically debited from your bank account.
 - Use "Click to Pay" to pay from your bank account on file.
3. The Center is not obligated to offer child care services when an account is past due. Fees must be paid in advance of services for your child to attend.
4. Tuition fees are assessed on the basis of the schedule of attendance that you establish with us for your child. A total of five (5) absences will be allotted during a year term for a child enrolled five (5) days per week. (Children enrolled less than five (5) days per week will receive absence coupons on a prorated basis-one (1) coupon per term for each day per week enrolled.) Late enrollments will receive a pro-rated amount of coupons.
5. A one (1) week written notice is required when withdrawing the child from our Center. In lieu of proper notice, one (1) week's tuition will be due at time of withdrawal. Tuition rates are subject to change with a thirty (30) day notice.
6. **LINK/Connect accounts:** LINK/Connect accounts MUST clock your child in and out daily using the Timeclock screens located at the front and back entrances. At the end of each month an attendance report will be generated. You must approve and sign the attendance sheet in order for your claim to be submitted to LINK/Connect. Your child may only attend the Center

according to the hours/days approved by LINK/Connect. We cannot hold their position without a regular schedule commitment. If your child attends more than stated on your LINK/Connect certificate, your account will be charged private pay fees (see Preschool Tuition Contract for rates). LINK/Connect charges are posted to your account at the end of every month. Failure to pay your bill monthly can result in losing your child's position in our center and termination of your LINK/Connect contract. If payment is not received within 10 days of previous month charges applied, a late fee of \$20 will be added to your account. A completed free/reduced meal form is required to be on file.

7. For Extended Care students, no coupons are allotted for the school or summer term, however, the weeks of Spring Break and the week between Christmas/New Years, when the schools are closed all week, are on an "as needed basis" for charges. Regular weekly tuition charges are due on all other school and summer term weeks.

POLICIES OF OPERATION

Please note the following:

1. The Center is open from 6:30 am to 6:00 pm. Please pick up your child by 6:00 pm. A late charge of \$5 will be added to your account for every ten minute period after 6:10 pm that your child remains in our care.
2. Please send your child in play clothes; tennis shoes are best for play. If your child stays for nap he/she will need a backpack with a small blanket, pillow, sheet, toothpaste, toothbrush, and a change of clothes (everything including shoes and socks.) Be sure to label your child's name on all jackets and personal belongings and take nap items home weekly for cleaning.
3. Children must leave their toys at home, please help us enforce this!
4. No outside foods are allowed in the Center with the exception of infant needs.
5. It is the policy of the Center to accept children without regard to race, color, creed, religion, sex, national origin, handicap or marital status of the parents. There is no discrimination in eligibility for admission or in the provision of services. Peanut-free menu is offered and included in tuition rates.
6. Medical policies that you need to be aware of:
 - a. **A special dietary needs form is available that must be signed by your physician for any special diet restrictions or food allergies. A written care plan from the parent stating any foods to be avoided, any foods to be substituted, and any need for**

special feeding utensils is required in addition to the special dietary needs form.

- b. For any child with a chronic health condition that requires specific attention or has the potential to become a medical emergency, a written medical plan of care obtained from the office must be on file.
- c. A physician's report and immunization certificate must be on file prior to enrollment and must be updated semiannually for children six weeks to 23 months and bi-annually for children two to five years old.
- d. The Center must have written instruction and permission in advance from the child's physician and parents before medicines will be administered. Prescription medications must be labeled by the pharmacy with the child's name and dosage listed.
- e. The medication will be administered according to the instruction of the physician. For prescription medications, these instructions must agree with the pharmacist's label.
- f. The medications shall be kept in the labeled containers.
- g. The Center shall keep the medicines out of the reach of the children.
- h. If your child needs any topical preventive ointments or medications such as skin cream, diaper ointment, etc., a permission slip must be completed by parent. Any ointment applications that need to be administered more than five (5) consecutive days in a thirty (30) day period, must have written authorization from a physician.
- i. In order to set a good standard of health, the Center shall separate from other children a child who becomes ill (vomiting, diarrhea or any other communicable disease) or has a fever of 100 degrees or above, and shall notify the child's parents or legal guardian. Arrangements must be made to pick up the child as soon as possible. **The child shall not return to the Center until, for at least twenty-four (24) consecutive hours, the child has been free from a communicable disease, has not vomited or had diarrhea, and has been without fever (without fever reducers).**

10. Items such as bibs, burp cloths and infant bed sheets are provided and maintained by the Center. Bottles (one per feeding), sippy cups, diapers, and wipes are to be provided by parents. Any other items that your child needs such as pacifiers or naptime blanket/toys may be brought to Center.

11. Our Center participates in the Child and Adult Care Food Program and follows their guidelines for meal components based on the child's age. Parents must complete an Infant Meal Notification form. Based on this form, the Center may provide formula, iron-fortified cereal, and solid foods for different stages. Menus of snacks and lunches are posted. This is to inform you of the nutritious meals and snacks served. Breakfast is 8:30-9:00 am, lunch is 11:30-12:00 pm, and snack is 3:00-3:30 pm, all served in cafeteria. No other foods can be brought or served unless a special dietary

needs form is completed by child's physician. If your child is on solid foods, they will eat according to the menu, adapted for their stage of eating. Any other foods needed for their schedule in between these meal times, are to be supplied by the parent and are to follow our PEANUT-free food policy. For further clarification please contact our office.

12. LABEL ALL PERSONAL ITEMS WITH YOUR CHILD'S NAME.
13. Please call the Center by 8:00 am when your child will be absent or arriving late so your child will be counted for meals. Be sure to sign your child in/out daily on the time-clocks provided at the front and back doors.
14. Parents need to read and discuss with child care administrators and staff questions about information included in this handbook to assure families understand as much about our Center as possible and are required by state regulations to sign forms to verify this communication.
15. Parents are expected to park in lot and then escort their child from the car to the room. Vehicles should be turned off and brakes applied when left unattended.
16. All authorized pick-ups for all children MUST have an assigned pin number in order to enter and exit the building and sign in/sign out your child/children.

The Teays Valley Child Development Center, being a ministry of the Church at the Depot, provides care for its children in a Christian educational atmosphere. Thank you for considering this information. Your cooperation in helping us to carry out the above policies greatly aids our endeavor to maintain a workable quality Center and to provide the best possible care for your child.

The children and teachers will be involved in the following religious activities:

- a. singing of religious songs and choruses
- b. prayer at the beginning of each day and at snack and lunch time
- c. Bible stories
- d. Scripture memorization
- e. Chapel services

This gives your child a simple, balanced reinforcement of genuine values and ideals.

EDUCATIONAL PROGRAM

The goal of Teays Valley Child Development Center is to spiritually, socially/emotionally, physically, and cognitively prepare children and their families for the coming years of formal schooling.

Objectives:

Children will do the following:

Spiritual

Children will understand that God is a loving God. They will understand that Jesus is God's Son and know that Jesus wants to initiate a personal relationship with each person. Children will understand that the Bible is a special book and is God's Word. Children will know that the Bible is truth (factual stories) and will comprehend that Bible truths share character lessons. Children will use prayer to express their thoughts and needs to God and understand that prayer is talking to God. They will know they can request His help to take care of them. They will know they can ask for His help in being kind and thoughtful to others. Children can freely share about God, Jesus, and the Bible with others. They can talk about spiritual things as "real" and speak spontaneously about spiritual things. Children will have a cultivated interest in learning about God, which causes the desire. Children will perceive the church environment as welcoming and safe, and have the desire to attend church. Children will know that God created the world and will have enjoyed direct experiences with nature. They will know that God wants each person to care for the world. Children will enjoy the process of moving from curiosity to satisfaction in a project because God delights in their work. They will be taught to take pride in their own work and have positive attitudes about involvement in projects and daily activities.

Social/Emotional

Children will value familial relationships and understand the importance of obeying parents and teachers. They will enjoy and initiate friendships with a variety of individuals. They will develop friendships with those who may not be the same gender, race, or age, or have the same ability. Children will benefit from the inclusiveness of the emotional culture of the classroom, which celebrates the gifts and talents of all members. Children will begin to learn the art of sharing. They will share their own ideas, toys, or other items with friends and family. Children will begin showing empathy and kindness to family members and friends. They will use language to express self, developing positive conflict resolution. Children will express both positive and negative emotions. They will observe teachers who model and scaffold to this end. Children will develop self-confidence in self-initiated activities. They will gain competence through age-appropriate activities. They will have opportunities to share their new skills with others. They will master new skills

through encouragement and direction from the teacher. Children will begin to exhibit self-control. They will begin to understand and control their emotions, and act appropriately, whether or not they are directly interacting with an adult. Children will be comfortable participating in group discussions. They will be encouraged to participate in child/child and child/adult interactions. They will communicate effectively using their words and will be able to attend to other's comments.

Physical

Children will acquire and refine the fundamental movements of balance, movement, touch, and coordination. Children will enjoy rhythm and movement and will explore these fundamental movements through time, activities, and equipment that will be made available to them. They will actively pursue gross motor activity inside and outside the classroom. Children will acquire and develop fine motor skills. They will become acquainted with and have time to use the appropriate equipment and materials that aid in this development. Children will recognize that their body is created by God and takes special responsibility to care for it. They will be introduced to health and nutrition, and be taught to make good food and activity choices.

Cognitive

Children will be able to engage with others in learning activities, including the ability to explore, create, experiment, observe, plan, analyze, reason, investigate, and question. Children will initiate investigation as a result of carefully observing their surroundings. They will be encouraged to express creativity within their own multiple intelligences and are provided the materials for this expression. They will be free to work with mediums that uniquely express the creative element for process art. Children will be encouraged to write songs and stories. They will use imagination in dramatic center play. They will find creative solutions to problems that arise during center play.

Children will understand math vocabulary, concepts, and directed activities. Children will learn appropriate counting, sorting, and comparing skills. They will work well with manipulatives to achieve transition into formal schooling.

Children will understand the importance and use of language in the environment. They will be able to participate in receptive language activities using literature as the foundational tool. Children will have a desire to look at books with text and illustrations. They will engage in expressive language experiences that foster growth in language proficiency. Children will have cultivated prewriting skills in the context of emergent literacy. They will be able to write their own name and some alphabet letters. They will spontaneously choose to use writing implements and understand that print carries meaning. Children will be made aware of different

letter sounds and may begin to hear rhyming sounds in prominent words. They will become phonemically aware through classroom activities designed for that purpose.

Child and Family Outcomes:

Children will be spiritually, socially/emotionally, physically, and cognitively prepared for the coming years of formal schooling. Parents and families will understand the importance of being the primary educator of their child and of participating in the educational process. They will partner with the school in providing an enriched educational experience for their child. They will understand the significance of continuing Christian education through elementary, secondary, and college years.

Learning Environment:

A cornerstone to the educational program of any preschool is the provision made for the learning environment. The basic components of a learning environment are space, equipment and materials, and time. The integration of these three elements greatly contributes to the overall atmosphere of the total preschool program.

Seeing that space, equipment and materials, and time are key elements to an educationally sound learning environment; we have tried to fulfill these requirements in terms of room and playground arrangements, the provision of a variety of equipment and materials, and a daily schedule which seems conducive to the learning processes of the children. Supplementary measures are and will continue to be made to provide even higher quality learning experiences.

Curriculum Development:

Curriculum development is primarily perceived as the ongoing process of planning and providing educationally stimulating learning experiences in a variety of curriculum areas which are developmentally appropriate for preschool children. Though the development of curriculum into specific units of study is primarily the responsibility of the director or teacher in charge of curriculum, the implementation of the designed plans into classroom experiences is the job of the individual classroom teachers, who supplement the activities whenever possible.

Specifically, the learning activities are outlined on a weekly lesson plan. In addition to the regular learning activities, other themes are introduced as materials, resource persons, slides, filmstrips, movies, etc. become available.

Teays Valley Child Development Center uses The Creative Curriculum for Infants, Toddlers, Twos, and Preschool (ages 3-5). The Creative Curriculum summarizes the most up to date research about children's development and learning. This curriculum discusses the five components of teaching children effectively:

1. How children develop and learn
2. The learning environment
3. What children learn
4. Caring and teaching
5. Partnering with families

The Creative Curriculum offers help on guiding children's behavior as well as teaching intentionally and responsively. It defines and incorporates 38 objectives for development and learning that are predictors of school success. The Creative Curriculum is linked to West Virginia's Early Learning Standards Framework.

Four year old preschool uses A Beka Academy Four-Year-Old Kindergarten Curriculum in addition to the Creative Curriculum. This curriculum supports phonics and pre-writing skills preschoolers learn prior to Kindergarten. Each teacher incorporates Bible into their lesson plans through bible lessons, stories, songs, and crafts. In addition to incorporating Bible into the classroom, chapel is held weekly for all classes. Chapel consists of a short bible lesson and songs for praise and worship.

Field trips are also scheduled which are within walking distance of the Center. We do not transport the day school children under kindergarten age on field trips due to liability and a desire to provide responsible and safe supervision.

Health, Physical Education and Music:

The Teays Valley Child Development Center believes in the education of the whole child. A great part of this education has to do with good health habits, the acquiring of recreational skills and the therapy of good music listening skills.

In an effort to meet this need, we have developed a rather unique concept. Physical education, music and basic drama are given a major emphasis in our curriculum. A teacher who specializes in these educational areas provides time daily with songs, games, puppets and a variety of activities which not only will enhance the child's time in our Center but give him/her a proper foundation to build upon for later life.

Summer Camp Programs:

The Teays Valley Child Development Center offers a very special summer day camp program for children that have completed kindergarten until they begin sixth grade. This program involves swimming one day each week and a second field trip such as The Gym Nest, Hurricane City Park, Nitro Pool, Clay Center, Carter Caves, Air National Guard, Coonskin Park, etc. Cooking, crafts, drama, sports, and memorization of scripture verses are chosen to give a well-rounded program for a part of your child's summer vacation.

Transportation will be provided by bus. A permission slip is required to be signed by parent/guardian before children can leave the Center. Children will be brought back to the Center for parents to pick up.

Curriculum Areas for Learning Experiences:

1. Personal Care, Health and Safety-personal grooming and cleanliness, dental health, nutrition, personal safety; poison safety, fire safety, traffic safety
2. Socio-emotional Activities and Social Studies Themes-self-concept, manners, values, relationships, transportation, etc.
3. Career Education-community helper studies
4. Seasonal Themes-seasons, weather, the senses, plants and plant growth, animals, Holidays
5. Word and Concept Comprehension-numbers, numerals, shapes, colors, letters, vocabulary, calendars, recognizing money
6. Creative Activities-explore creative expression with a variety of art media
7. Physical Education-indoor and outdoor games, rhythmic and movement
8. Activities, small and large muscle skill development activities
9. Music Times-listening, singing, using rhythm instruments, rhythmic response to music, creating music
10. Language Arts/Literature-encourage development of listening skills, speaking skills, reading readiness skills, writing skill/stories, poetry, caring for books
11. Cooking Experiences-regular cooking experiences, learning to use cooking utensils, cooking safety

These curriculum areas are primarily teacher-directed activities. The activities in each of these areas are graduated to the developmental capabilities of the students, so that they are age appropriate for each classroom.

VISITATION OF CENTER

It is the policy of Teays Valley Child Development Center to work closely and openly with parents/guardians to ensure proper discipline of all children. We adhere to an "open door" policy, permitting any parent/guardian to visit our Center at any time during our scheduled hours of business. Parents are requested to use good judgment concerning their child's ability to adjust to their presence in the

classroom and re-adjust when they leave. However, due to the nature of our educational program, we request that all visits be limited to a maximum of thirty (30) minutes. Arrangements can be made if a special conference with the teacher or director is desired.

BEHAVIOR POLICY

It is TVCDC's policy to encourage positive behavior. Any unacceptable behavior will be dealt with only after considering the child's age, stage of development and level of understanding. The children will be allowed time to practice obeying new rules before guiding them. The staff of TVCDC realizes that young children have limited memories and may not recall a new rule without plenty of practice.

Children are never punished for lapse in toilet training or for accidents such as spilled drinks or food, for example. Please keep in mind that there will be disagreements between children. Young children who are not adept at communication have a hard time expressing their feelings. Sometimes they hit, pinch or throw toys etc. This is normal behavior in most cases, however, this is still unacceptable behavior in group care and we strive to teach the children about appropriate behavior.

To guide a child, TVCDC will implement developmentally appropriate techniques such as positive reinforcement, forestalling, redirection, active listening, and calm-down time. TVCDC uses strategies to engage children in their own problem solving.

If inappropriate behavior or something of a more serious nature occurs that is a threat to the safety of the child or other children, these matters will be discussed with the parent of the offending child so that a plan of action can be made. If the problem cannot be resolved within a reasonable amount of time then arrangements may need to be made for the child to receive other care.

The guidance of the children shall be the responsibility of all staff members. Such discipline shall be in compliance with the licensing requirements set down by the West Virginia Department of Health and Human Resources. Included within these requirements is the following statement:

Staff shall not use or threaten to use spanking or other forms of physical or psychological punishment. Staff shall not use or threaten to use punishment which in humiliating or damaging to children in any way.

Behavior such as hitting, pinching, shaking, threatening to physically hurt, or verbally demean others is unacceptable for staff, parents, and children while at Teays Valley Child Development Center.

Incident reports, Accident reports, Disciplinary Notifications, and My Day reports are forms used to inform parents about their child's day. These completed forms reflect your child's behavior throughout the day.

The basic method of offering alternative activities to a child who is having behavioral difficulty may be used. This method focuses on directing the child's attention away from the problem and toward something "new." Teachers encourage the child to control his/her own behavior, cooperate with others, and solve problems by talking things out. For children over the age of three, the method of consequences in discipline is a "time out" chair. The child whose behavior becomes persistent and unacceptable will be placed on the chair for a short period of time (one (1) minute per year of age) and will be permitted to enter into further social activity when he/she has gained an acceptable understanding of the misbehavior and gives some evidence of willingness to cooperate by conforming to the prescribed guidelines of behavior. If a child over the age of three, is unable to establish proper behavior by the above procedures, a behavior contract will be instituted. If this contract is broken, dismissal from the program is possible. In any case, we desire for the parent/guardian and TVCDC to work together to discipline your child in a way that will be beneficial to all of us, especially the child

Teays Valley Child Development Center has the right to dismiss a child from the program if he/she causes repeated emotional or physical harm to other students or staff. Teays Valley Child Development Center prohibits corporal punishment on its premises and during off-site activities by both staff and parents. Teays Valley Child Development employees are mandated reporters of any suspected child abuse and/or neglect.

Biting causes more upset feelings than any other behavior in child care programs. It is important for the provider and parents to address this behavior when it occurs. Children may bite for many different reasons therefore a child that has shown the desire to bite will be watched carefully to try and determine any "triggers".

When a child bites (or intends to bite) another child the staff will quickly, but calmly intervene. Staff will briefly talk to the offending child about how biting is not acceptable. For a child with limited language the child will simply be told "no bite" or "biting hurts".

The staff then point out how the biter's behavior affected the other child/ "You hurt him and he is crying". The bitten child will be encouraged to tell the biter how he/she feels and will be comforted. If the skin is broken, the wound will be washed with mild soap and water, bandaged and then an ice pack will be applied to prevent swelling. The biter will be encouraged to help the other child be getting the ice pack, etc. Teaching staff will closely "shadow" any child who bites.

The parents of both the bitten child and the child who bit will be notified. Staff will report what happened without naming or labeling the child who bit.

A plan of action will be made with the parents of the child that bit on how to prevent and handle future biting. If biting continues, a meeting with the parents of

the child who is biting will be made to plan a more concentrated plan of action that may include a referral to WV Birth to Three Services.

When the child bites, the child will be removed from the area or activity where the biting took place and the child will be redirected to another activity if a child still continues to bite or does not seem to mind the consequences, the parent will be recommended of the possibility that the child may need an environment with fewer children or with more one-on-one adult attention.

COMPLAINT/GRIEVANCE PROCEDURE

If a parent, guardian, or staff member has a complaint, first address it with the child's classroom teacher. If no resolution is found, then address the issue with the supervisor. If there is still no resolution, then schedule an appointment with the director within five days. The complaint must be in written form. The Director will respond to the complaint in writing within five days.

If any parent, guardian, or staff feels their complaint has not been resolved or they have been discriminated against in any manner, such grievance must be in writing for the Director to submit for review. The TVCDC Board will consider the grievance, Director's response, and take appropriate action within two weeks.

GENERAL DAILY SCHEDULE

- 6:30 Opening of the Center
- 7:00 Drop off to classrooms
- 8:00 Classes start morning activities (gym, music, crafts, learning activities, bible lessons, etc.)
- 8:30 Breakfast served
- 11:00 Morning activities concluded; Indoor or Outdoor free guided play
- 11:30 Lunch served
- 12:30 Bathroom time, indoor or outdoor free guided play
- 1:00 Children prepared for nap time
- 1:15 Nap time; children listen to music while they rest
- 3:00 Children awakened from nap
- 3:15 Bathroom time
- 3:30 Afternoon snack
- 4:00 Outdoor play or play in individual classrooms
- 4:30 Group activity
- 4:45 Guided free play
- 5:50 Room clean-up
- 6:00 Center closes

Specific schedules for each age level are posted in their respective classrooms.

DAILY ROUTINES AND THEIR PROCEDURES

Arrival:

1. As a child enters the Center, he or she **MUST** be signed by the parent or guardian with an assigned pin number on either the front or back time clock screen.
2. Children **MUST** be escorted into the Center by their parents/guardian and not dropped off at the door. For safety's sake, children must **ALWAYS** be left in the care of an adult, with the children being brought directly into the classroom.
3. We do not allow sack lunches, candy, games, or toys brought into the Center. This applies to **ALL** children. The Center's staff is not responsible for toys brought from home. War and toy guns are not permitted.
4. The attending teacher then makes a quick check to determine if the child has any sign of fever or contagious illness. If the child is sick, he/she will not be admitted to the Center, and the parent must make other arrangements for the care of the child.
5. When the child brings a blanket for nap and a change of clothes, the parent should put these items in the child's cubby or hook. If the child doesn't have a cubby, the teacher will assign one to him/her.
6. If the child is on medication, the parent must have physician's written order for medication, and the parent **MUST** sign a medicine form indicating the times and dosages to be administered to the child. Prescription medicines must be accompanied by a pharmacist's instruction label which includes the child's name.

Dismissal:

1. When a parent/guardian arrives to take a child home, a teacher may assist them in locating any papers, clothing, medicines, blankets or other desired items.
2. Any incident involving the child that the parent should be aware of will be documented on an appropriate report form for the parent to sign before the child leaves the center.
3. A child will not be permitted to leave the Center with anyone other than his/her parent or guardian, unless the person is on the emergency pick up form.

4. When a child leaves the Center, he or she **MUST** be signed by the parent or guardian with an assigned pin number on either the front or back time clock screen.
5. If a child is not picked up by 6:00 p.m., the teacher will call the parents or person listed on the emergency form and tell them that the child needs to be taken home.
6. Any parent that arrives late (after 6:10 p.m.) must pay a set fee for each additional ten minutes that the child remains in our care.

DIAPER CHANGING AND TOILETING POLICIES

Sufficient diapers and wipes are to be supplied by the parent/guardian. All diaper changes are logged in the infant/toddler book for children ages six weeks to two years. Potty charts are used in the two and three year old classrooms to document all diaper changes. The diapering procedures from NAEYC are followed and are posted in each diapering station.

Toilet training for each individual child occurs over a period of time that can range from a few weeks to several months and include several stages of development. Regressions are not unusual during the process. Parents should let the staff know when the child is ready to toilet train.

The staff at Teays Valley Child Development Center are supportive of parental efforts to assist the child with toilet training and will never show disapproval when accidents occur. Success will be met with encouragement. Please make sure there are several extra changes of underwear and pants with your child, as accidents will occur when transitioning from diapers to underwear. Because accidents will occur and regression is possible, patience is necessary as the child learns to use the toilet.

TRANSITION POLICY AND PROCEDURES

Daily Transitions:

There are several transition times throughout the day. Transition times for children are from classroom to music class, gym class, playground, and cafeteria. Teays Valley Child Development Center recognizes these transition times to be fun and educational. The following steps are used to make transitions easier:

1. Allow adequate time to prepare children prior to the transition to let them know what to expect and what is to follow.
2. Teachers will plan ahead to have all materials ready in order to provide a smooth transition.
3. Staff members model and demonstrate appropriate behavior during transition time.

4. Staff members give specific directions that consist of no more than three commands at a time.
5. Songs, finger plays, exercises or stretching, and similar activities are used for short waiting times.

Class Transitions:

Children primarily transition from their current class to the next class once a year (usually August). Periodically, a child may be moved to the next class if the child is developmentally ready, there is availability, and with parental consent. Open house is scheduled annually, in August, as a means of welcoming new and current students to their new classrooms. Children and parents get to meet the staff, view the classroom, and ask any questions they may have in order to provide a smooth transition for the child.

Program Transitions:

It is recommended that the parents and child pay a preadmission visit to the facility in order to prepare the child for the preschool experience. During this visit, the parent is to be informed of the facility's policies and program, and receive a curriculum overview. The parent and child will get to visit his/her classroom, meet the teacher, and visit other rooms, such as the music room, cafeteria, gym, and playground to become familiar with the Center.

To support a smooth transition from Preschool to Kindergarten, teachers help prepare students through daily activities, books, and circle time discussion. Parent/teacher conferences are scheduled at the end of the year (May) to discuss the child's progress and Kindergarten readiness. Parents have the opportunity to ask any questions they may have about their child's progress and/or transition to Kindergarten.

LUNCH AND SNACK PROGRAM

The Teays Valley Child Development Center offers an excellent menu for breakfast, lunch, and snack for the nutritional well-being of your child. These menus are prepared fresh daily and offer a variety of foods spanning a period of five weeks. All of our meals meet the meal pattern requirements of the Child Nutrition Program.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

**(1) MAIL: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;**

(2) FAX: (202) 690-7442; or

(3) EMAIL: program.intake@usda.gov.

This institution is an equal opportunity provider.

HEALTH AND SAFETY REQUIREMENTS

Food Program:

Our Center highly values the role nutrition plays in the growth and development of the preschool child. Therefore, we plan and prepare, to the best of our ability, a well-balanced nutritional food program for the children who receive our services.

Our food program consists essentially of breakfast items at 8:30-9:00 am, a hot lunch served at 11:30-12:00 pm, and an afternoon snack at 3:00-3:30 pm. These menus are displayed in the dining area and on the bulletin board.

In addition to our compliance with the nutritional requirements established by the Child Nutrition Program, our facility also meets all state and local health department standards.

If your child has specific food allergies, please indicate these to us so that we may post them in the kitchen, classroom and not serve those foods to your child. The Center shall make substitutions in foods for participants with a disability that restricts their diet provided there is proper medical documentation. At the Center's

discretion, substitutions may be made in foods for non-disabled participants who are unable to consume the regular meal because of medical or other special dietary needs. A special dietary needs physician's medical statement is available for your physician to fill out with instructions for the child. This is a requirement that we must have on file by the Department of Education. A written care plan from the parent stating any foods to be avoided, any foods to be substituted, and any need for special feeding utensils is required in addition to the special dietary needs form.

Health and Safety Requirements for the Children:

1. At the time of enrollment, the parent is to complete the application, which includes the child's health and developmental information, current report of a physical examination, immunizations and a list of allergies, if any.
2. On the enrollment form specify preferred hospital where child may be treated for an emergency. If it is life threatening emergency the child will be taken to CAMC Teays Valley Hospital to receive care as soon as possible. A staff member will accompany and remain with the child during the care treatment until parents or guardians arrive. A parent's or guardian's signed and notarized permission for emergency medical services is required at the time of enrollment. An accident report form shall be completed by the staff person in charge at the time of the accident.
3. A current written statement from a physician describing a child's health status is also required. This statement should indicate any unusual conditions of which the staff must be aware. A separate certificate must also include a record of the child's immunizations. Both require a physician's signature.
4. If a child starts running a fever of 100 degrees or above, vomiting, and/or diarrhea, a teacher will call the parents or guardians and will remove the child from the classroom until the child can be picked up. The child shall not return to the Center until, for at least twenty-four (24) consecutive hours, the child has been free from a communicable disease, has not vomited or had diarrhea, and has been without fever (without fever reducers).
5. The Center must have written permission from a child's physician before administering medicines. Prescription medicine must be accompanied by a pharmacist's label which includes the name of the child and the dosage directions.
6. Children will brush teeth after lunch. Parents will provide a toothbrush and toothpaste labeled with the child's name on them.
7. Fire drills are required twice a month. Before our first fire drill, the teacher will talk to the children explaining why and what to expect.

8. Direct supervision through interaction and engaging with children of qualified staff ensures safety and reduces the risk of harm. The playground equipment and rock wall (located in the multipurpose room) is designed for safe play.

PARENT-CENTER COMMUNICATIONS

The basis of good parent-teacher relationships involves responses to parents by the staff members, acceptance and willingness to share knowledge, a humility which communicates to the parent that the teacher doesn't know everything and a real respect for the child and the child's relationship with the parents. The staff of the Teays Valley Child Development Center desires to act in this manner so that the parents will feel welcome as well as important to the successful operation of the school.

The ways that we endeavor to relate to the parent element of our program are:

Parent-Teacher Communication:

1. through casual conversations at arrival and dismissal
2. phone calls (particularly when a child has missed school for undisclosed reasons)
3. parent-teacher group meetings
4. parent-teacher conferences
5. progress reports: (four and five year old preschool only) Briefly, the progress reports are completed at least twice in the school year and serve as a general indication to the parents of the child's progress in several basic developmental areas. Individual conferences may be arranged to clarify any questions the parent may have with reference to the information given on the progress report.
6. newsletters: The monthly newsletter serves as a means of communication between the Center and the parents, bringing their attention to several items of interest.

Parent Involvement

1. assist in making improvements to Center and playground
2. researching financial grants that might be available for early childhood programs
3. supervision on field trips
4. assisting with special activities at Center
5. collecting materials for the different interest centers
6. providing resource materials
7. visiting the Center as a resource person

Parent Teacher Meetings:

In an effort to have effective communication between the Center and parents, we will have a minimum of four parent teacher meetings each school year. One of the meetings will be held in late August and will be an informal open house. Parents and friends of children may come at this time and tour our Center, seeing the room and meeting the teachers. A second and fourth meeting will be an opportunity for you to meet privately at a scheduled time with your child's teacher in order to discuss your child's progress in our Center. A "Music Festival Program" will be scheduled so the children and staff will invite family and friends to come and share a wonderful evening of songs and a reception will follow the program.

Of course, you may schedule a meeting with any teacher or the director at any time.

Child Assessment:

Assessment services must be provided as indicated according to the individual assessment plan, including time frames. When any assessment results in a recommendation for further or additional services, the individual assessment plan must be reviewed and appropriately updated. Changes must be reviewed and approved by the person responsible for assessment services and any other medical or professional staff involved in the assessment and/or assessment plan. Assessment services are intended to provide an initial evaluation of the appropriate placement for the child.

All age groups (6 weeks- 5 years) are assessed routinely and documented at least twice a school year. These assessments serve as a general indication to the parents of the child's progress in several basic developmental areas. Individual conferences may be arranged to clarify any questions the parent may have with reference to the information given on the progress report.

LIABILITY INSURANCE COVERAGE

Teays Valley Child Development Center carries liability insurance through Brotherhood Mutual. The coverage includes the following:

- Bodily Injury/Property Damage
- Counseling Acts
- Sexual Acts (with screening)
- Discriminatory Acts
- Incidental Broadcasting and Publishing
- Computer Related Liability

Medical coverage is **NOT** included under Teays Valley Child Development Center's liability insurance.

INFORMATION DISCLOSURE AND PRIVACY ISSUES

The Teays Valley Child Development Center office and teachers will maintain confidential, private records for each student and his or necessary family information including attendance, fee payment and progress. Copies of any record may be requested from the Director only by custodial parents, legal guardians, or officer of the court. Student records will be kept in a locked room to assure their security against loss, thief, tampering, or unauthorized use. Financial records will be in the office computer allowing use with pass code only. Child care bills and other sensitive communications will be sent home in fashion that will prevent access of information by unauthorized individuals.

PEST MANAGEMENT PLAN

Child Care facilities are required to file a plan for the management of insects and similar pests. This plan is a part of the ongoing safety procedures of Teays Valley Child Development and is on file and available for review in the Directors office. An inspection of the building for pest activity will be done by Standard Exterminating Co., Inc. each month. Application of pesticides will be done at that time, if needed.

ASBESTOS MANAGEMENT PLAN

All schools are required to submit an Asbestos Management Plan. Teays Valley Child Development Center is committed to maintaining a safe and healthy learning environment for all children in our facility. In keeping with our commitment we are in compliance with the Asbestos Hazard Emergency Response Act. This information has been placed in the center's Asbestos Management Plan and may be viewed upon request.

The Teays Valley Child Development Centers' plan for asbestos control is on record with the United States Environmental Protection Agency and with the West Virginia Department of Education.

REPORT ABUSE AND NEGLECT

Child abuse and neglect is defined as: physical injury, mental or emotional injury, sexual exploitation, or negligent treatment or mal treatment of a child by a parent, guardian, or custodian responsible for the child's welfare.

Staff, parents, and other adults are advised to report any child abuse or neglect to the Director immediately verbally or by written notification. One may also report such instances directly to the Child Abuse Hotline, 1-800-352-6513.

HARASSMENT POLICY

The center will not tolerate any harassment. The Director is to be notified immediately of any harassment involving students, parents or staff.

FIREARMS POLICY

The center prohibits firearms unless carried by a regulatory or law enforcement professional in the line of duty. The center prohibits projectile weapons, including pellet or BB guns, darts, cap pistols, bows and arrows, slingshots and paint ball guns.

EMERGENCY PLAN FOR SITUATIONS WHEN CHILDREN MUST REMAIN INDOORS IN A SHELTER IN PLACE (#1)

Warning is given (tornado, hurricane, earthquake or other)

All children and teachers leave rooms in the same fashion as for fire drills: **quiet, orderly, single file, walking behind teacher.**

Lead teachers and assistants take places at the front and end of lines to assure that all children are present.

Teachers take emergency forms and class list with them.

The classes will come to the closest hallway, away from all glass windows and doors. Close all window blinds and drapes to prevent injury from flying glass.

Each child will sit on his or her bottom. Some situations may require children to sit with head down toward the lap or knee. If necessary the head should be covered by the arms.

Each teacher and assistant will count the children to make sure all are present.

When the **all-clear** signal is given the children may sit up and look at their teacher for further direction.

Emergency supplies on hand include: bottled water, flashlights, rubber gloves, duct tape, plastic sheeting, portable radio, walkie talkies

Be aware, if an emergency arises, the children will be kept safe here at Teays Valley Child Development Center. Parents may call the child care 757-9165 to check status of any situation. If no answer, call 757-9166 or 757-9550.

EMERGENCY PLAN FOR SITUATIONS WHEN CHILDREN MUST REMAIN INDOORS IN A SHELTER IN PLACE (#2)

Warning is given (chemical release or other)

All children and teachers leave rooms in the same fashion as for fire drills: **quiet, orderly, single file, walking behind teacher.**

Lead teachers and assistants take places at the front and end of lines to assure that all children are present.

Teachers take emergency forms and class list with them.

The classes will come to Multipurpose/Gym located on the second floor.

Each child will sit on his or her bottom. Some situations may require children to sit with head down toward the lap or knee. If necessary the head should be covered by the arms.

Each teacher and assistant will count the children to make sure all are present.

When the **all-clear** signal is given the children may sit up and look at their teacher for further direction.

Emergency supplies on hand include: bottled water, flashlights, rubber gloves, duct tape, plastic sheeting, portable radio, walkie talkies

Be aware, if an emergency arises, the children will be kept safe here at Teays Valley Child Development Center. Parents may call the child care 757-9165 to check status of any situation. If no answer, call 757-9166 or 757-9550.

EMERGENCY PLAN FOR SITUATIONS WHEN CHILDREN MUST REMAIN IN THE CLASSROOM FOR A CODE RED SITUATION (LOCK DOWN)

Warning is given (violent or suspicious intruder or other)

All children and teachers stay in room with the door closed and locked: **quiet, orderly, and hidden from sight of the windows in door or hall.**

Lead teachers and assistants use closets, bathroom and half wall for hiding.

Teachers take out emergency forms and class list.

Each child will sit on his or her bottom. Some situations may require children to sit with head down toward the lap or knees. If necessary the head should be covered by the arms.

Each teacher and assistant will count the children to make sure all are present.

When the **all-clear** signal is given the children may look at their teacher for further direction before returning to normal activities.

Emergency supplies on hand include: bottled water, flashlights, rubber gloves, duct tape, plastic sheeting, portable radio, walkie talkies

Be aware, if an emergency arises, the children will be kept safe here at Teays Valley Child Development Center. Parents may call the child care 757-9165 to check status of any situation. If no answer, call 757-9166 or 757-9550.

EMERGENCY BUILDING EVACUATION PLAN

Fire-alarm sounds (fire, bomb threat, etc.).....

Children and teachers immediately stop what they are doing and line up at the classroom door.

Teachers carry emergency forms and class list with them which include parent contact phone numbers.

One teacher will lead the line and encourage children to walk in a quiet, orderly, single file line being careful to be quick but not pushing.

Another teacher will follow after the group after checking the room, bathroom, and so on for stragglers making sure all children exit safely.

The upper level classrooms will exit their rooms moving toward the closest exit and carefully line up on the parking lot beside the church.

The main level classrooms will exit their rooms moving toward the closest exit and carefully line up on the parking lot beside the church.

When reaching the outside station, teachers will count heads and report to the director that all children are present.

When the **all-clear** signal is given the children will look at their teachers for further directions as to re-entering the building.

If re-entry is impossible, parents will be called using cell phones to make emergency pick-up arrangements. If re-entry is impossible and weather is unfavorable, the classes will be escorted to Teays Valley Christian School to wait for further instructions. If Teays Valley Christian School is too close for safe housing, children will be moved to Lighthouse Baptist Academy in Hurricane, WV or closest Red Cross Designated Shelter.

10/28/16