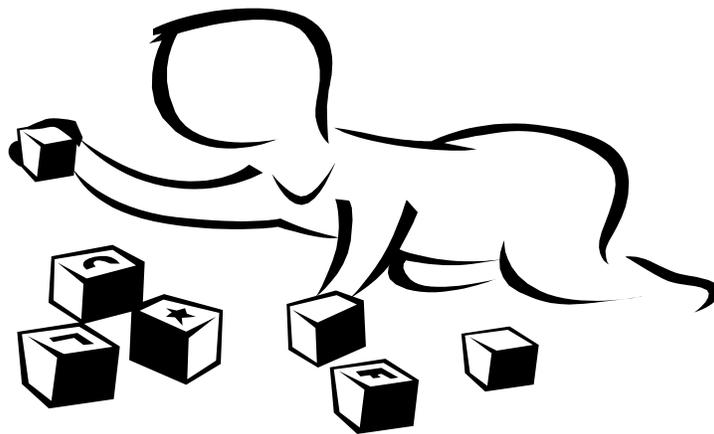


**Fowler Elementary School District No. 45
Western Valley Child Care Center
Tuition Based Infant/Toddler Program**

**Parent Handbook
2019-2020**



**Western Valley Child Care Center
6250 W. Durango Street
Phoenix, AZ 85043
623-707-7260**

Mrs. Wastjer, Special Education Director

Mrs. Camu, Head Start/Early Childhood Director

Fowler School District Mission Statement

Fowler District, in partnership with parents, students and community, provides positive, safe, nurturing schools that foster self-esteem and respect for others. In this partnership, each student is challenged by a relevant, success-oriented education promoting self-directed, life-long learning.

Program Philosophy

The philosophy of the Western Valley Child Care Center is premised on the belief that all children, when challenged with developmentally appropriate activities and the guidance of nurturing, skilled, and creative educators with a clear understanding of child development, the support and membership of a community, and caring, involved family; will succeed to the greatest of his/her abilities.

Program Goals for Children

The Western Valley Child Care Center strives to provide experiences to meet the individual needs of all children enrolled in the program.

The curriculum will:

- build self esteem
- foster creativity
- increase communication skills
- develop self control and responsibility
- develop fine and gross motor skills
- promote early literacy skills
- model and support socialization with other children and adults
- model and support problem solving, making choices and decision-making skills.

About our Program at the Child Care Center

- We understand that children are motivated from within by a natural curiosity and a thirst for knowledge.
- Our positive atmosphere encourages a child's natural curiosity and foster a love for life long learning.
- Respect and celebrate each child's uniqueness and individuality.
- Provide an atmosphere that nurtures and supports each child's learning style.

Statement of Child Care Services

The Western Valley Child Care Center:

- Is a state-licensed child care facility operating under:
- License: CDC14053
- Is licensed to care for the following ages of children:
 - Infants 6 weeks to 12 months
 - One year olds
 - Two years and children turning three during the school year

Hours of Operation

Hours: 7:00 a.m. to 4:00 p.m. or 7:30- 4:30 for Infant and Toddlers

The WVCCC will be closed during Fowler School District holidays and intersessions.

Registration and Enrollment of Children

A registration packet containing the following is required to be completed for each student at the time of initial enrollment AND annually at the beginning of each school year for returning students:

- Proof that student's immunizations are up to date. A copy of the immunization record is to be kept in the school file. The Western Valley Child Care Center nurse must verify an original copy of the immunization record. Please make an appointment with Nurse Julie Davis at Western Valley Child Care Center 623-474-7266
- **An emergency card for the Western Valley Child Care Center and for the school nurse must be completed before a child enters the program.**
- For new enrollment only: Non-refundable registration fee of \$50
- Consent form giving or denying permission for child to be photographed or videotaped

Placement of Children

Classrooms at the Western Child Care Center are divided into the following age groups:

- Tadpoles-Infants 6 weeks to 12 months
- Caterpillars- 1-3 year olds

*Please note: A child may be temporarily placed in another classroom for a period of time if needed. Program must maintain student/teacher ratio in accordance with Arizona Department of Child Care Licensing.

Wait List for Placement of Children

The Western Valley Child Care Center maintains a current wait list for the program.

Withdraw/Dis-Enrollment of Children

The Western Valley Child Care Center requires a written two-week notice mailed or hand-delivered to Mr. Vincent Medina, Head

Start/Early Childhood Director, to remove/dis-enroll a child from the center.

Charges, Fees and Payment Requirements

Tuition

Full Time Tuition

- Infants 6 weeks through 12 months and walking \$160.00 weekly (5 days a week)
- Children 1 year and walking-2 years of age \$140.00 weekly (5 days a week)
- The Child Care does not provide services on an hourly basis.

1. No reduction in tuition is made when a child is absent for any reason, including illness.
2. Tuition for childcare is to be paid 1 week prior to receiving services.
3. Payments must be made in the form of check, cashier's check or money order payable to *Fowler Elementary School District*. No cash will be accepted.
4. Automatic payroll deduction is available to all Fowler employees. For more information, please contact Head Start Secretary Annette Zamora.

Discipline Policy:

The Western Valley Child Care Center is a place where children are treated with respect and dignity. All staff work to ensure that each child is developing a positive sense of self-worth. Staff creates a safe environment for children, with opportunities to practice self-control and problem solving. The following techniques are used to promote disciplined behavior:

- Modeling of appropriate behavior by adults.

- Providing a learning environment full of interesting materials that encourage exploration and learning.
- A consistent schedule is offered, yet filled with ever changing activities based on the children's interests and abilities.
- Consistent communication between the family and teachers.

Staff uses positive guidance to assist children in learning self-control. These guidance techniques include:

- Encouraging appropriate behavior by encouraging children to make choices.
- Helping children understand the rules.
- Helping children explore more acceptable activities.
- Helping children understand the consequences of their actions.
- Provide opportunities to develop social skills such as: cooperating, negotiating, and communicating to resolve issues.
- Teaching staff and school personal will follow the established Discipline Policy while promoting positive social interactions between students. In the case of a peer on peer biting incident, staff will utilize the following guidelines.
 1. Staff will provide immediate attention to any student who is bitten.
 2. Staff will utilize the assigned health assistant to assess any injury or need for medical attention.
 3. The parents of both students will be notified in person or by telephone and in writing.
 4. The appropriate staff will complete an injury report or any other necessary documentation. One copy will be sent home and one will be kept documented in the school office.
 5. A classroom safety plan will be developed in effort to prevent future occurrences of biting.
 6. In the event that a student does not respond to the appropriate interventions, director, staff and

parents/guardians will meet to discuss continued placement in the program.

Crying Policy

*In the case of excessive crying the parent/guardian or authorized emergency contact will receive a telephone courtesy call.

*If the child does not respond to support from the teaching staff, a second telephone call will be made to parent/guardian or other authorized emergency contact to pick up the child.

Child Admission and Release (Drop off and Pick up)

Signatures are required for both drop-off and pick-up of children at the front office, and in the child's classroom.

Arrival at the Center

- The Child Care Center opens at 7:30 a.m.
- Caregivers cannot accept children prior to 7:30 a.m.

Departure from the Center

- The Child Care Center closes promptly at 4:30 p.m.
- Any child not picked up by 4:30 p.m. will be considered a late pick-up.
- After 3 late pick ups, the Child Care Center reserves the right to charge a late fee \$10.00 every 30 minutes.
- For the safety of all children, individuals who are picking up children must show picture identification. Parents/guardians should always have their photo identification with them in case of a substitute caregiver/ substitute receptionist.
- All individuals picking up students must be authorized on the blue emergency card.
- If there is legal issue that could affect the drop off or pick up of a child, please make an appointment to speak with Mr. Vincent Medina, Head Start/Early Childhood Director.

Visitation Policy

Parents are always welcome to visit or stop by to spend a few minutes with their child. When visiting please:

- Sign-in on the visitor's log in the front office. It is required to include full name and the arrival time.
- Wear your badge.
- Be mindful of the classroom routine and activities throughout the day including naptimes.
- As you leave the center, please sign out in the front office. It is required to include full name and the departure time.

Meals and Snacks

Food allergies

- Please inform the Western Valley Child Care Center Head Start/Early Childhood Director, and the Western Valley School nurse of any food allergies that your child may have. A physician's note is required.
- Due to severity of certain peanut and other nut oil allergies, the Western Valley Child Care Center is a peanut-free facility. Peanut butter and any other items containing all nuts or nut oils are not permitted in any classroom on site.

Infants under age 1

- Parents/guardians provide milk for infants.

1 – 2 year olds

- Parents are required to bring:
 - ✓ Breakfast
 - ✓ A.M. Snack
 - ✓ Lunch
 - ✓ P.M. Snack
 - ✓ Any drinks needed throughout the day other than water.

Items your Child Needs to Bring

Each child is required to bring the following:

For infants only:

- Milk labeled with child's first and last name.
- Sufficient amount of baby food, toddler food, cereal, and soft table food.
- A weekly quantity of diapers and baby wipes.
- A gallon-sized Ziploc bag with change of clothing and bibs. The Ziploc bag should be labeled with child's first and last name. This clothing will remain in the classroom for emergency purposes.

1-3-year-old:

- A gallon sized Ziploc bag with a change of clothing including socks and underwear. The Ziploc bag should be labeled with child's first and last name. This clothing will remain in the classroom for emergency purposes.
- Sunscreen should be labeled with first and last name.
- A blanket, pillow and pillowcase labeled with the child's first and last name.
- A weekly quantity of diapers and baby wipes.
- Breakfast, a.m. snack, lunch, and p.m. snack (daily basis).

Illness

For the health and safety of all children and staff it is recommended for ill children not to attend the program.

A child who is experiencing one or more of the following symptoms needs to remain at home until s/he has been symptom-free for 24 hours:

- Vomiting
- Red throat
- Unexplained rashes
- Swollen glands
- Diarrhea
- Fever of 101 within the last 24 hours without fever reducer
- Inflammation of the eyes
- Continuous barky cough (aka croup)
- Any communicable diseases

If a child begins to exhibit one or more of the symptoms as listed above while at the center:

1. Parent will be contacted via telephone to pick the child up immediately.
2. The child may not return to the center until s/he has been symptom-free for 24 hours or with a note from the child's doctor stating that the child is no longer contagious.
3. If a child is placed on antibiotics, s/he MUST have received a minimum, of 24 hours worth of dosage before returning.
4. If medication needs to administered, parents must provide written permission allowing center to administer any medications. Prescriptions must be checked into the nurse's office at the Western Valley Elementary School. All prescriptions must be labeled with the child's name and the physician's information.

*Parent please sign below acknowledging that you have received a copy of the Parent Handbook, and agree to all conditions outlined in the Parent Book.

Parent Signature:

Date Given: _____