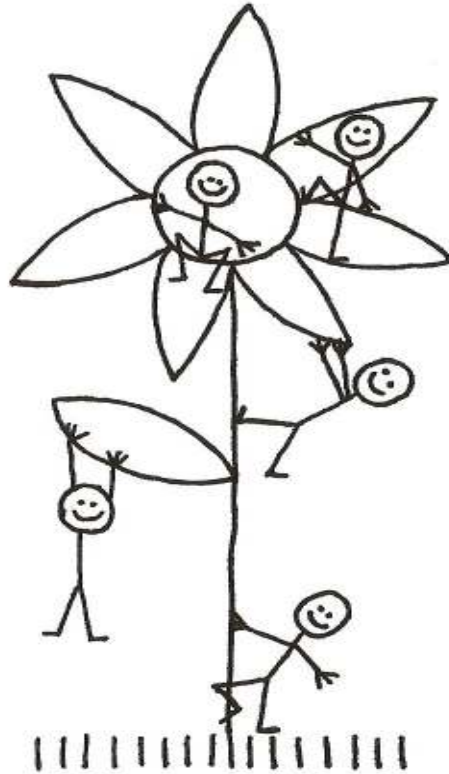


Teton Valley Learning Center



Teton Valley Community
85 East Howard, Driggs, ID 83422
208-354-2610



TETON VALLEY
LEARNING CENTER

Operated by Teton Valley Health Care

120 East Howard Avenue, Driggs, Idaho 83422 208-354-2610

Welcome to Teton Valley Learning Center. We are owned and operated by Teton Valley Health Care. Our mailing address is 120 East Howard, Driggs, Idaho, 83422. We are excited to serve your childcare needs. Our programs are centered on the natural curiosity and energy of young children. We are pleased to offer special activities and learning programs geared to the needs of children of different ages. Your child will be involved in a safe, stimulating and developmentally age appropriate environment designed to guide your child as he/she evolves to his/her greatest potential.

This manual is provided to help guide you as you get to know our facility and staff. The policies stated in this handbook are subject to change at the sole discretion of the Teton Valley Learning Center. We are committed to professionalism so please ask any questions you might have and we will be pleased to discuss them with you.

We are excited to provide carefully planned environments for your child to learn through discovery. Thank you for choosing Teton Valley Learning Center as your childcare provider. We look forward to growing with your child and your family.

Statement of Nondiscrimination

The Teton Valley Learning Center does not discriminate on the basis of race, sex, religion, ethnic origin, age, marital status, disability or political beliefs. This is true both in the administration policies and in the admission of children.

Teton Valley Learning Center's Mission Statement

We strive to provide each child with the opportunity to grow into a unique, responsible individual, by recognizing that children are best understood in the context of family, culture and society.

We are committed to providing a safe, healthy, and happy environment to enhance your child's learning and development, including social, emotional, intellectual and physical needs.

We believe a positive parent/caregiver relationship is important in the successful operation of the Learning Center. We strive to maintain active communication between parents and ourselves.

We try to always be patient and compassionate while recognizing each child's individual needs.

We will promote your child's:

- Self esteem Self acceptance Self responsibility
- Expression of Self Use of imagination Creativity
- Self awareness Healthy development
- Positive interactions with others

Ethical Responsibilities to Children and Families

As developed by the National Association for the Education of Young Children, we will:

- Be familiar with the knowledge base of early childhood education and keep current with knowledge through continuing education.
- Develop relationships of mutual trust with the families we serve.
- Respect the dignity of each family and its culture, customs and beliefs.

- Respect families' child rearing values and their right to make decisions for their children.
- Communicate each child's progress to parents within the framework of a developmental perspective and to help families understand and appreciate the value of developmentally appropriate childhood programs.
- Help family members improve their understanding of their children and to enhance their skills as parents.

Open Door Policy

Teton Valley Learning Center believes strongly in the importance of successful, open communication between parents and staff. We care about your child's happiness and their achievements while at the Learning Center. We encourage parents to express any questions, concerns or comments they have anytime. We promise to do the same.

Program Structure

Our educational structure will be focused on activities that meet the needs of different age groups. The children's activities will follow a theme based curriculum with new concepts, letters and colors being introduced each week. We will then allow the children to express their interests and use their imaginations to help decide what more they wish to learn about each week's theme. We are excited to present curriculum which will enhance the children's imaginations, creativity and independence.

Teton Valley Health Care staff, Hospital Board members and Hospital Foundation Board members and Board alumni may register immediate family members into our programs. This includes children and grandchildren only. You will pay the discounted employee rate for your children. You will pay the discounted rate for your grandchildren only if they are in your direct care.

Teton Valley Learning Center will provide child care for children ages six weeks old to kindergarten aged children. We will also have limited space available for before and after school kindergarten aged children.

Teton Valley Health Care staff who have children older than kindergarten age may have their children attend the Learning Center. Due to the nature of the Hospital population we serve, our schedule will vary a little but will always follow Idaho's staff to child ratio law.

Hours of Operation

The Learning Center will be open from 7:30 am to 5:30 pm, Monday through Friday. The Learning Center will be closed all major holidays which include: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after Thanksgiving and Christmas Break (Christmas Eve Day through New Year's Day. We will re-open January 2nd. We love to provide quality care for your children and these breaks will assure rest and rejuvenation for both our staff and your child.

Rates

- | | |
|---|-------------------|
| • Infants 6 weeks through 18 months (full day) | \$34.00/ day |
| • Infants 6 weeks through 18 months (half day) | \$22.00/ am or pm |
| • Children 18 months through 5 years (full day) | \$32.00/ day |

- Children 18 months through 5 years (half day) \$20.00 / am or pm

TVLC is introducing a half day option to replace the hourly choice. A half day is defined as any period of time less than or equal to four hours and must be registered for either morning (8:30-12:30) or afternoon (12:30-4:30). Early drop offs and late pick ups will be considered a full day and charged accordingly. Please be sure to specify on your registration form, which session you would like your child to attend. We will no longer use the hourly option.

You will be billed every two weeks. The billing period will end every other Friday and you will be responsible to collect your bill by the following Monday. Look for signs alerting you that payment is due. You will find your bill in the black Parent File Box by the sign in sheet. Your bill must be paid in full by the following Friday. If your bill remains unpaid on the following Monday, your child may not be allowed to return to the Learning Center until it is paid in full. Please keep all receipts (your bill is your receipt) for your records and tax purposes.

If your child attends the Learning Center on a drop-in basis, you will be billed after your child has attended, but will still be expected to follow the same payment schedule.

Cancellation policy

TVLC requires a two week notice of cancellations. This is necessary in order to have sufficient time to fill vacant spaces. In order to take advantage of this, a “Cancellation/ Change of Schedule” form must be completed and turned in to any Learning Center employee **at least** two weeks prior to the first cancelled date. Failure to do so will result in billing charges for your child’s current registered schedule. Last minute cancellations will be present on your bill.

Any time your childcare needs change and you would like to rearrange the days your child attends TVLC, a “Cancellation/ Change of Schedule” form must be completed and submitted to ensure proper documentation.

Scheduling Your Child

Teton Valley Learning Center provides care to children of Teton Valley Health Care employees and to the Teton Valley Community. In order to maintain proper staffing ratios, we need to know how many children will be using the Learning Center each day.

Child registration will occur twice a year. The summer semester registration will occur May 1st for the months of June, July and August. The fall (school year) registration will occur on August 1st for the months of September, October, November and December, January, February, March, April and May.

Once you have registered your child, your bill will reflect the days your child is scheduled to attend. You may use free day forms for vacation and sick days.

Hospital staff will receive first priority in the registration of their children and grandchildren. After all Hospital staff have registered, we will register community children who already attend Teton Valley Learning Center. If there is still space available, we will register children who are on the waiting list. Community children may only register for one semester at a time and will not be guaranteed a space the following semester.

If at any time you need to unregister your child from Teton Valley Learning Center, you must provide a two week notice or you will continue to be billed for two weeks of care. For the Learning Center to remain viable, once you remove your child from a registered position, we must fill that space with a new registrant. If you would like to re-register your child, you will only be allowed to return if there is space available. If you are an employee of Teton Valley Hospital and space is not available, you will need to wait until the next semester registration. If you are a community member, your child's name will be placed on our waiting list.

If your child is not scheduled on a guaranteed, regular basis, we may occasionally have space to care for your child on a drop in basis. If you are trying to schedule your child to drop in, please call the Learning Center by closing time at 5:30 pm or wait until the next business day. Please respect our staff by not calling them at home to schedule your child. Thank you.

Please remember your child must be registered and their immunization records must be on file to attend the Learning Center even on a drop in basis. If we do not have space for your child and we must say no, please understand it is for the safety and well-being of all the children in our care.

We appreciate you alerting us to cancellations as early as possible so we may try to provide care for a child of another family in need.

Arrival and Departure Procedures

- It is mandatory that each child be signed in and out upon arrival and departure each day. It is very important that the daily sign in sheet be completed, as this will be used to take attendance throughout the day and in case of emergency.
- All messages and special instructions for the day must be written in the comment box on the daily sign in sheet, such as if your child is in need of prescribed medication, or if your child will be picked up by someone other than a parent.
- Please inform a staff member of the arrival of your child. Verbally inform them of any special instructions and physically hand them any medications including written instructions.
- On your child's record form, you may designate responsible adults who may remove your child from the Learning Center without prior notification. Please notify the supervisor or primary care giver if an unauthorized person will be picking up your child. We are unable to release children to anyone not properly authorized. If staff is unfamiliar with the person picking up your child, we will ask to see their identification before releasing your child.

Late Policy

Parents who leave their child in the care of Teton Valley Learning Center after closing time will receive one verbal warning. The Learning Center operates on atomic

clocks, so please set your clocks accordingly. After the initial warning there will be a late charge of \$2.00 per minute per child added to your bill. If you are late arriving to pick up your child more than three times in six months, a meeting will be scheduled to determine possible termination of your child from our care. Please respect the personal time of the Learning Center staff and pick up your child on time.

Visiting Your Child

We are excited about the location of the Learning Center. It will allow you to be a greater part of your child's care and early education process. Please visit your child at any time. If you have ideas about an activity, or would like to lead the children in an activity, please see the supervisor about scheduling a time.

Methods and Techniques for Guiding Behavior

Teton Valley Learning Center has an exciting policy on how to help your child maintain appropriate behavior. Our role as adults and care givers is to provide a safe, consistent environment and to be positive role models. We will communicate our expectations for your child in a clear, fair, respectful way. We believe discipline is the process of teaching self directed, socially acceptable behavior. We will guide your child in taking responsibility for their actions and in following reasonable expectations. We will use methods such as positive reinforcement, redirection and encouragement. In extreme circumstances, if these methods do not bring about positive behavior, the provider will use Love and Logic methods and your child will be excused from the group for a period of time. Once the child expresses that he or she is ready to return to the group, the provider and child will discuss the events and options for making better choices in the future. Your child will be encouraged to be an active participant in the discussion and problem solving ideas for future situations.

If a child is continually disruptive, the supervisor will meet with the child's parents to devise a plan to correct the problem. If the devised plan does not correct the problem after a defined amount of time, we reserve the right to ask that the child be removed from the center.

Immunization Requirements

The State of Idaho requires that we have on file, a copy of your child's immunizations records or record that your child is in the process of receiving immunizations. Teton Valley Learning Center requires that all children in attendance be immunized for the safety of all the children. No child may attend the Center unless his or her immunizations are up to date and on file. This must be signed by a physician or a representative of District Seven Health. Please remember to present an updated copy of your child's records with each new immunization.

Health Policy

Because we love your children, we follow the advice of District Seven Health Department in preventing children and staff with certain symptoms of communicable diseases from attending Teton Valley Learning Center. It is important for the health of our staff and other children that we strictly follow this policy. We ask that you help us by doing the same. If your child has any of the following symptoms or if you are suspicious

that your child might be coming down with these symptoms, please do not allow your child to attend the Learning Center:

- FEVER-temperature of 101 degrees or higher, sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- DIARRHEA- three or more watery stools in a 24-hour period, especially if the child seems lethargic or ill.
- VOMITING- two or more times in the last 24 hours.
- PINK EYE OR CONJUNCTIVITIS.
- APPEARANCE or behavior- unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- SORE THROAT- especially with a fever or swollen glands in the neck.
- LICE or SCABIES- Children must not return to childcare until they are free of lice and eggs.
- If your child requires one-on-one attention and is uncomfortable, they need to be at home.
- If symptoms are questionable, Teton Valley Health Care's own Infection Control Nurse will be consulted.

If your child's illness requires a prescription medication, they must have taken that medication for 24 hours before returning to the Center. Any medication which must be given at the center, must bear its original prescription or manufacturer's label and be in a safety lock container. A medication release form must be filled out and given to the childcare provider before we can administer any medication.

We regret any inconvenience this may cause. We will strictly enforce this policy to ensure that all children in our care and our staff are not exposed to unnecessary communicable diseases. If you have questions please discuss them with us, however, the Supervisor reserves the right to make the final decision.

Emergency Procedures

In the event of an accident or emergency involving a child at Teton Valley Learning Center, the following procedures will be followed:

- In cases where a child sustains a minor bump or scrape, the Center's staff will notify the parents with an incident report, which will be written on the back of your child's daily progress report or in your child's locker.
- In the case of an emergency, it will be reported to the Supervisor or primary child care provider. First aid will be administered as required. The parent will be notified immediately.
- In the event of a medical emergency, the hospital will be notified and a member of our staff or the hospital staff will transport the child.
- It is important to keep your child's record form current and on file in the Center, which will go with the child to the Emergency Room.
- Each of Teton Valley Learning Center's staff is certified and current in CPR and infant rescue breathing.

Rest and Relaxation

All children will have quiet time each day. Children who have attended the Center all day will nap at this time or rest quietly for at least 30 minutes. Your child will be provided with his or her individual sleeping cot or crib. This will allow your child to relax in his or her own quiet space. To better prevent the spread of communicable diseases and to help your child stay healthy, please provide your child with a pillow and blanket, which can be left at the Center in his or her locker.

Outdoor Play

Your child will go outside each day for fresh air and exercise, except in extreme weather. Play is a primary means by which young children experience socialization. Play helps children learn problem-solving skills. Interactions with others around the same age facilitate pro social skills such as sharing, taking turns and cooperating. Please help us help your child develop these skills by providing your child with the appropriate outdoor clothing for the changing weather conditions each day.

During the summer months please provide your child with a light jacket, summer clothing, an extra change of clothing and sun screen. Optional items include a hat and sunglasses. During the winter months please provide your child with warm outdoor clothing including a hat, snowsuit, gloves and boots and an extra change of clothing. If your child is sent to the Learning Center without these items, he or she will still go outside to play. Thank you for your cooperation.

Nutrition

Your child will be provided a morning and afternoon snack. Children will be encouraged to try new foods, but will never be forced to eat particular food items. We ask that you provide your child with a nutritious lunch.

All lunches need to be prepared ahead of time. Remember cold lunches are best, but we are happy to heat your child's lunch in the microwave. Please do not send meals which are not already prepared. Please send all need-to-be-heated items in a microwave safe container. Please be sure all containers are clearly labeled. We will provide adequate refrigeration space for food which needs to be kept cold. Please remember to alert staff on your child's record form of any food restrictions or allergies your child might have. We understand there may be a time when you forget your child's lunch. We will be happy to serve them lunch, which will include a \$3.00 charge.

Parents of infants or toddlers may provide milk bottles, which are already prepared. If you would like to leave a bottle and a can of formula for our staff to prepare, you may do so. If your child uses a sippy cup, you are welcome to leave one at the Center. We provide water, milk or juice with each meal. Mothers who breast feed your child are encouraged to do so. Please feel free to visit the Center at any time to breast or bottle feed your child. We are happy to work with your infant's changing schedule.

What to Bring

We ask that you provide the following labeled items when appropriate. If your child regularly attends the Learning Center, he or she will be assigned a locker where all of their belongings may be kept. If your child attends the Center on a drop-in basis, he or

she will have a locker where they may place their belongings for the day. It is important that your child has these items available:

- Diapers, wet wipes and diaper ointment
- Your child's daily lunch
- Baby food
- Bottles or sippy cups
- At least one change of clothing for accidents, spills, messy art activities, etc
- A blanket and pillow and special security item for nap time
- Appropriate outdoor clothing (Summer and Winter clothing)
- Sunscreen (hat and sunglasses optional)
- Slippers...during the winter months and mud season the children will be asked to remove their shoes at the door .