

# Toddler Learning Time

**Handbook 2025-2026**



**Our program is designed for children 2-3 years of age and based on a commitment to offering children an educationally sound and joyful experience where they can learn about themselves and about the world around them.**

✓  
**Variety of meaningful and interesting experiences**

✓  
**Develop your child's cognitive, social, and physical skills**

✓  
**Have fun learning through play!**



**304-728-3207 ~ [info@jcprc.org](mailto:info@jcprc.org)  
[www.jcprc.org](http://www.jcprc.org)**

**235 Sam Michaels Lane  
Shenandoah Junction, WV 25442**

# Toddler Learning Time Classes

Dates: September 2, 2025 - May 21, 2026

*Children must meet the minimum age by September 1, 2025*

Monday/Wednesday  
9:00 AM - 11:00 AM  
Ages 2 - 3



Tuesday/Thursday  
9:00 AM - 11:00 AM  
Ages 2 - 3



One Time Non-Refundable Registration Fee: \$50.00

One Time Non-Refundable Supply Fee: \$75.00

Monthly Tuition \$150.00

Non-refundable registration and supply fees must be paid to complete enrollment and hold your child's spot.

Two payment options are available:

- Pay 2025-2026 tuition in full (10% discount if paid in full at time of registration).
- Monthly automatic recurring payments beginning August 1 (ending April 1).

*There is a \$20 fee for late/missed payment and risk of the child being dismissed from the program.*

The refund and withdrawal policy, along with necessary forms, can be found on our website at <https://jeffersoncountywv.myrec.com/info/default.aspx>

*No refunds or make ups will be issued for missed or cancelled class days.*

# Holidays & Weather

*Weather closures and delays will be communicated as needed.*

Holidays are as follows:

- October 13 - Columbus / Indigenous Peoples' Day
- November 4 - Election Day
- November 11 - Veterans Day
- November 24-28 - Fall Break
- December 22 - January 2 - Winter Break (tentative)
- January 19 - Martin Luther King Day
- February 16 - Presidents Day
- April 6 - April 10 - Spring Break (tentative)



Holiday celebrations and special activities will be communicated to you by your teacher.

For information about birthdays, please speak with your teacher.

Classes will hold a celebration in late May, your teacher will communicate details with you closer to that time.

# Expectations & Behavior

- Please drop off and pick up your child promptly at the scheduled start and end times.
- Late pick-up may result in a \$5.00 late for the first 15 minutes, followed by \$1.00 per minute. Repeated late pick-up may result in dismissal from the program.
- Please walk children to and from the door of their classroom.
  - Do not leave children, including siblings alone or unattended at any time.
- Please check your child's backpack and your email daily.
- Please dress your child in comfortable play clothes and sneakers that can get messy and are weather appropriate, layers are great!
- Please send your child with a backpack large enough for a standard size folder and include:
  - An extra set of clothes
  - Refillable water bottle
  - Snack
- Please do not send toys, electronics, money or other items from home.
- We will do our best to support your child. If behavior is severe, unsafe or redirection and other support is not sufficient staff will communicate with you and there is potential for suspension or dismissal from the program.

# Discipline

## Purpose

- To guide children during camps and programs to develop a healthy behavior pattern that contributes to their overall well-being. Following these guidelines may help facilitate a successful camp or program.
- Program staff in the care or custody of children during camps or programs are responsible for following this SOP.
  - Expectations for participants to follow during camps and programs:
    - Listen to and respect staff
    - Respect other participants, treat others as you would want to be treated
    - Respect facility property and program supplies/equipment
    - Keep hands, feet and other objects to yourself
    - Participate in activities
    - Use an inside voice when inside
    - Clean up after yourself
    - Be positive and have fun!
- Staff should use the following steps when participants are not able to follow the above expectations:
  - Redirection
  - Verbal Warning
  - Time out away from the group
  - Behavior/Incident report send home (must inform parents each time a report is made, child behavior may be documented as few as once and not more than 3 times)
  - Meeting with supervisor, necessary staff, parent(s), and child. (At this time suspension or removal from the activity will be discussed).
- Situations that will result in an automatic behavior warning, incident report, or removal from program, are:
  - Stealing
  - Use of profanity
  - Violence (hitting, kicking, biting, punching, etc.)
  - Property damage
- If a child engages in behavior which poses a threat of bodily harm to himself, others or facility property, an immediate meeting with parent(s), or guardian may be called. An immediate suspension or expulsion may result.



# Health

- \*Children must be toilet trained to participate in the program.
  - \*If your child is not toilet trained, please email the instructor for information on how your child might still be able to participate.
- Please try to schedule medicine to be given at home, if your child must receive or bring a medication with them (such as an inhaler or epi-pen) complete and provide a medication or epi-pen form. This can be found on our website or by requesting one from the office.
- Children should remain home due to the following:
  - Fever of 100 F or higher within the past 24 hours
  - Rashes of unknown cause
  - Vomiting or diarrhea within the past 24 hours
  - Lice or Nits
  - Severe cough or difficulty breathing
  - Contagious illness
  - *If your child begins to show signs of illness after being dropped off, you will be called and may need to pick them up.*
- If changes to health or allergy information occur during the year, please notify the instructor and recreation coordinator.
- In the event of a medical emergency, 911 will be called and your child will be taken to the hospital. We will contact parents/caregivers as soon as possible.



Ms. Heidi is the Lead Teacher for Toddler Learning time. If you have questions, you can contact her at: [hcitro@jeffersoncountywv.org](mailto:hcitro@jeffersoncountywv.org)

Ms. Heidi Citro has been with Jefferson County Parks & Recreation for over 10 years. Ms. Heidi has taught fitness classes for all ages, children's athletic classes, and run summer camps. Ms. Heidi took on the role as a lead Toddler Learning Time teacher in 2019 and added a second Toddler Learning Time class in 2023 in response to community need. Ms. Heidi enjoys witnessing the toddlers learn, grow, and develop their personalities and is looking forward to another great year of Toddler Learning Time!