



# ASUU STUDENT CHILD CARE PROGRAM

THE UNIVERSITY OF UTAH

## PARENT HANDBOOK



**Academic Year 2014-2015**



## WELCOME TO ASUU STUDENT CHILD CARE PROGRAM

*The Mission of the ASUU Student Child Care Program is to provide access to high quality, affordable child care for student families at the University of Utah.*

### **Program services include:**

- Part-time care – 20 hours per week maximum while student parent attends class
- Curriculum for children 12 months through 5 years of age (up to age 7 in the Summer only)
- An hourly pay rate based on income
- Non-traditional hours – 7:15 a.m. to 9:00 p.m. M-Th, 7:15 a.m. to 6:00 p.m. F (Fall/Spring Semesters only) Summer hours 7:30 a.m. to 5:30 p.m.
- Parent Night Out - free care for student's children one Saturday night per month (Fall/Spring semesters only)
- Team Tots - free child care while student parents attend Campus Recreation facilities
- Finals Week Child Care - free care for student's children during finals week

The Center receives financial support from the Associated Students of the University of Utah



**ASUU Student Child Care Program is accredited by the National Association  
for the Education of Young Children**

### **ADMINISTRATION**

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*Policies and procedures are set by the ASUU Advisory Board*

**ASUU Student Child Care Program Provider Identification  
# 87-6000525 (For your yearly income tax purposes)**

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## **GOALS & PHILOSOPHY**

The philosophy of the ASUU Student Child Care Program is to provide an environment where children feel safe and are encouraged to explore materials, as well as their relationships with peers and adults. We believe that children learn by doing and thrive emotionally, socially, physically, and cognitively when they are actively engaged with their environment. The program is administered through the Child Care Coordinating Office with program and policy development guided by an advisory board comprised of University specialists and parents whose children attend the program.

### **Goals for each child include helping them to:**

- Move along the development sequence at his/her optimum rate using learning objectives from Teaching Strategies
- Learn through identifying children's interests and incorporating them into a natural play setting
- Develop positive attitudes toward school and learning
- Develop positive work habits and skills, such as: attention span, organizing work, and following a daily routine
- Develop foundations for reading, writing, visual skills, auditory skills, left-to-right orientation, interest in printing, letter awareness, association of letter to sound, and rhyming, at his/her own development
- Develop a love for literature and to become familiar with literacy and language
- Develop cognitive skills such as: problem solving, synthesizing, analysis, and classification
- Develop the foundations of mathematics, one-to-one correspondence, counting association of set to symbol, part/whole relationships, and measurement and graphs
- Develop language skills, including speech and listening skills at his/her level of development
- Learn the social skills of compromise, cooperation, negotiation, and verbal assertiveness along with other developmentally appropriate social-emotional skills
- Develop large and small motor abilities
- Develop and understand the importance of creativity

### **Diversity**

We welcome every opportunity to expand the children's view of the world as a place rich in many cultures, races, religions and customs. ASUU Student Childcare Program is open to all families, regardless of ethnicity, religion and sexual orientation. We will work with families to provide an inclusive preschool environment for all children. Diversity extends to the family structure as well, and we are committed to the philosophy of treating all family situations equally and without bias. ASUU is a non-denominational program; therefore we respect all family's religious traditions. We encourage you to share your family's traditions with our children and staff.

### **Societal Values**

The theme of gender/racial equality and respect for the earth are an integral part of our philosophy and demonstrated in the following ways:

- We use non-gender specific titles such as; 'fire fighters' and 'police officers'

- We expose children to non-biased professional role models through literature, dramatic play and special classroom guests.
- We incorporate environmental awareness and respect in all areas of the curriculum.

## **SPECIAL NEEDS POLICY**

*“Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports.”*

**Definition of Early Childhood Inclusion**, excerpted from: “A Joint Position Statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC), April 2009”

Our goal is to meet the needs of every child at the ASUU Student Child Care Program, by acknowledging that all children have their own special needs at one time or another. We are often the first educators to identify these needs, and we see facilitation of early intervention services as a critically important aspect to our work with young children. We closely watch the development of all the children in our care and, should we have a question, we will take the following steps. Throughout this process, we ensure that the confidentiality of every child is protected:

- We will document development and note when behaviors seem outside the developmental range over time for children of this age (through anecdotal notes, and samples of work) and meet with the director.
- We will contact the family and communicate our concern in writing and verbally. We will request their permission to arrange for a screening. Should the family agree, we will help to coordinate a screening through the appropriate school system or agency for that family.
- If the family refuses to pursue a screening or consult with their child’s school system, and the need presented by the child requires additional programmatic resources, families may be asked to assume the costs of those additional supports for their child’s inclusion in the program. The Director will be responsible for the hiring and supervision of the additional staff.
- Should the screening indicate an area of concern in a child’s development, teachers, director and parents will meet with the special needs coordinator for that school system or agency and develop a plan for the child in writing.
- Typically these plans will involve modifications to our classroom environment or practice, and guidance will be provided to teachers to support their work.
- In some cases, a school system may recommend that a child be enrolled in a different program, where there may be more resources available to provide early intervention.

- In some cases, certain adaptations to our program may be impossible (an additional teacher at the cost of the family, for example) and we may recommend a different placement for the child. Please know that wherever possible, we will draw upon all resources to meet the child's needs.
- The ASUU Student Child Care Program may determine that we are not able to serve the child. Staff and administrators will let the family know as early in the year as possible if this is a possible outcome, so that the family can pursue other placement options. The family will be notified verbally and in writing.
- The program has three considerations when asking a child to leave: a) has implementation of strategies over time resulted in improvement, or have the concerns persisted or escalated? b) Is the program able to meet the needs of the individual child and the needs of the group as a whole? c) Is there a safety issue regarding the child or other children in the classroom? Each case is considered on a case-by-case basis, and the program will apply every recommended strategy to support the child's progress before considering termination.

**Our policy for inclusion of children with special needs is as follows:**

- a. The ASUU Student Child Care Center will integrate children with disabilities and other special needs (such as chronic illness) and children without disabilities in all activities possible.
- b. Children with special needs and their families shall have access to and be encouraged to receive a multidisciplinary assessment by qualified individuals, using reliable and valid age and culturally appropriate instruments and methodologies, before the child starts in the facility. The multidisciplinary assessment shall be voluntary and focus on the family's priorities, concerns, and resources that are relevant to providing services to the child and that optimize the child's development.
- c. The Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) and any other plans for special services shall be developed for children identified as eligible in collaboration with the family, representatives from the disciplines and organizations involved with the child and family, the child's health care provider, the staff of the facility (depending on the family's wishes), and the agency's resources and state laws and regulations.
- d. If a child has an IEP or IFSP, the Director will be responsible for coordinating care within the facility and with any caregivers and coordinators in other service settings, in accordance with the written plan.
- e. A child with special health care needs shall have a special care plan on file that includes emergency contact information, health provider, triggers, signs and symptoms of the condition and treatment instructions.

In all cases, we place the best interest of our children and families at the center of all plans, and work with the family and with community partners to ensure that the best plan is developed.

**Steps for Addressing Problem Behaviors:**

1. The behaviors of children shall be addressed by the classroom staff as outlined by our Positive Guidance Policy. This could include positive reinforcement for any appropriate behavior, redirection, reminders of classroom rules, modifying the classroom environment, or the teacher

may respectfully help the child gain control when necessary. Classroom staff shall observe all children and document these behaviors to help ascertain any patterns or precipitating factors of the problem behavior. At no time shall the staff use shaming, the withholding of food, or physical punishment of any kind.

2. When a child exhibits a problem on a continual basis that is not resolved through the appropriate behavior management strategies, the classroom staff will meet with the center director to document the problem behavior and ask for further guidance.
3. If the behavior problem is still not resolved, the Director will request a meeting with the child's parent(s), to discuss the problem behavior. The Director, Parent(s), and Teaching staff will collaborate on the development of strategies to resolve the problem behavior. During this process, the teaching staff will keep the Director and Parent(s) informed of the progress in resolving the problem. Observations will be documented, and a copy will be given to the Parent(s) as well as placed in the child's file. If a child's behavior results in the injury of another child or staff member, that child's parent(s) will be notified as soon as possible and written documentation will be given and placed in the child's file.
4. If the center staff feel that they need further assistance in resolving the behavior problem, the program may, with parental permission, request the assistance of an outside agency. If the center staff feels the behavior may result in a special need, the program may, with parental permission, refer the child for an evaluation. If the parental permission is refused, and the problem behavior continues, the continued enrollment of the child will be reconsidered with the provisions of # 6 listed below.
5. If the results of an outside evaluation suggest the need for accommodations of special needs, the program will provide these or other appropriate accommodations as long as they are not an undue hardship on the program as outlined by the Americans with Disabilities Act (ADA). In some cases, certain adaptations to our program may be impossible (an additional teacher at the cost of the family, for example) and we may recommend a different placement for the child. Please know that wherever possible, we will draw upon all resources to meet the child's needs.
6. If all of the above steps fail to resolve the behavior problem, the program may ask the parent(s) to obtain care for their child at another center. The program will provide the parent(s) with 2 weeks' notice, except where such notice is not reasonable because of safety concerns, and will try to assist the parent(s) in obtaining alternative care and resources.
7. Written documentation of all of the steps above will be provided to the parent(s) and placed in the child's file.

## **NON-DISCRIMINATION POLICY**

**It is unlawful for any ASUU Student Child Care staff member to discriminate in the enrollment of children and families at ASUU Student Child Care Program on the basis of race, color, religious creed, handicap, ancestry, national origin, age, sex, veteran status, disability, marital status, sexual orientation, pregnancy or citizenship status.**

# **ENROLLMENT POLICY**

ASUU Student Child Care Program is operated within the Student Affairs Division of the University of Utah. Children of University Students have priority placement and subsidized fee options at the center. Children of University students will continue to be eligible as long as one parent maintains a registered student status. If the parent loses his/her student status at any point during the academic year, he/she may no longer be eligible for priority student placement and rates. A weighted criteria scale based on student demographics is used to determine final enrollment. While University faculty, staff, post doctorates and visiting scholars are not eligible for subsidized care, we welcome their participation in our program if student slots are unfilled. Members of the community with no University affiliation are also welcome, if availability permits.

## **Rates**

Students pay an hourly rate (basic rate chart below) based on the child's age, family size, and socio-economic status.

<b>Child's Age</b>	<b>Hourly Rate Range</b>
12-36 months	\$6.50-\$7.50
3-5 Years	\$5.00-\$6.00

Faculty, Staff, and Community families pay a fixed rate (basic chart below) based on the age of the child.

<b>Faculty/Staff</b>	\$7.00-\$9.00
<b>Community</b>	\$9.00-\$11.00

Our program also offers a sibling discount of 10%. Limited financial assistance is available for students from the CCAMPIS Grant administered through the Child Care Coordinating Office and the "School-Life" Scholarship fund through the Associated Students of the University of Utah (ASUU). If you are interested in applying for aid, please contact the Child Coordinating Office at the following emails:

[CCAMPIS@sa.utah.edu](mailto:CCAMPIS@sa.utah.edu)  
[childcarescholarship@sa.utah.edu](mailto:childcarescholarship@sa.utah.edu)

New families are encouraged to set up a tour of the program and meet the teachers prior to enrollment. Once enrolled, families are invited to an orientation meeting at the beginning of the semester to become familiar with program policies and procedures, while their child spends some time in their new classroom with their new teachers. New families are also welcome to help their child transition to the program by spending time with them for a while in the classroom on their first day or two.

## First Day Checklist

Returning families are required to resubmit the following paperwork only once a year:

- Semester Service Agreement
- About Your Child form
- Record Card
- Physical Examination form
- Parent Agreement form
- Child Admission Agreement & Health Assessment form
- Up-to-date immunization record
- Family Photo for our Sharing Board

**Please provide the following items on or before your child's first day at our program (ALL items MUST be labeled with your child's first AND last name):**

### **Toddler Room (Yellow Room)**

As the parent of a toddler you are required to bring a diaper bag with your child every day. Read over the lists below to determine which items are needed daily and which items can be stored at the center:

#### **Items for bag (Taken Home Daily)**

- Pacifier if needed, stuffed animal/blanket (if needed for separation)
- 2 Complete changes of clothes (seasonal wear)
- Bib
- Sippy Cup/Bottle
- Child-sized blanket and fitted sheet (Mandatory if child will be here between 12:30pm-1:30pm)
- Sunscreen (if you prefer special brand - center uses SPF 50 UVA/UVB protection)

#### **Items for Center:**

- Diapers (large bag, and then as needed throughout semester)
- Wipes (as needed throughout semester)

### **Twos Room (Green Room)**

As the parent of a two year old you are required to bring a diaper bag with your child every day. Read over the lists below to determine which items are needed daily and which items can be stored at the center:

#### **Items for bag (Taken Home Daily)**

- 2 Complete changes of clothes (seasonal wear)
- Child-sized blanket and fitted sheet (Mandatory if child will be here between 12:30pm-1:30pm)
- Soft toy for rest time (if needed)
- Water bottle/Sippy Cup
- Sunscreen (if you prefer special brand - center uses SPF 50 UVA/UVB protection)

#### **Items for Center:**

- Diapers (large bag, and then as needed throughout semester)
- Wipes (as needed throughout semester)

### **Preschool Rooms (3-5years: Blue and Red Rooms)**

- Complete Change of Clothes (seasonal wear)

- ❑ Child-sized blanket and fitted sheet (Mandatory if child will be here between 12:30pm-1:30pm)
- ❑ Soft toy for rest time (if needed)
- ❑ Water bottles labeled
- ❑ Sunscreen (if you prefer special brand - center uses SPF 50 UVA/UVB protection)

## **POSITIVE GUIDANCE POLICY**

Our goal in guiding the children is for them to move towards controlling their own behavior. We avoid using techniques that will damage the children’s good feelings about themselves or others.

We begin by arranging the environment to prevent discipline problems. This includes planning interesting activities, not asking children to be still for too long, and meeting their needs for food, rest, and active play.

When children do misbehave, we positively guide them in finding a better way to solve the problem. When misbehavior includes destroying or abusing materials, the children will be given the chance to use the materials again in an appropriate manner, but if continued the materials may be put away until another day when the child will be given another opportunity to use it appropriately. When children disrupt group activities, they can choose to participate without interrupting or choose another activity which would not interrupt the group time. Small and large group activities are always optional in all classrooms.

If your child has had a difficult time, the staff will give you a verbal or written, “Just To Let You Know”, behavior report which summarizes your child’s day. We will then work together with the family to assure consistency at home and at school in working with the child, and all will be discussed in a confidential manner that is respectful to your family.

### **Our Methods of Positive Guidance Include:**

- Encouraging children to solve problems through the use of words
- Learning to acknowledge feelings and associate feelings with actions
- Redirect children to focus on a different activity in a positive manner
- Tell children what they can do, rather than what they can’t do
- Continual focus on building self-help skills in order to strengthen self-esteem and positive self image
- Positive reinforcement and acknowledging appropriate behavior that should be continued in the future
- Assisting children in planning actions and language for similar situations in the future
- Modeling kind, patient, and gentle actions, words and behavior

## **OPERATIONAL POLICIES**

The hours of operation for Fall/Spring Semester are from 7:15 a.m. to 9:00 p.m. Monday through Thursday and 7:15 a.m. to 6:00 p.m. Friday. Summer hours of operation are Monday through Friday 7:30 a.m. to 5:30 p.m. We are open during finals week, however it is by appointment only through the Child

Care Coordinating office. The Center is **closed** during all University holidays, as well as between semesters when school is not in session.

### University Holiday Closures:

#### Fall Semester

Labor Day Holiday	September 3
Fall Break	October 8-12
Thanksgiving Break	November 22-23
Holiday Recess	December 16-January 6

#### Spring Semester

Martin Luther Jr.	January 21
Presidents' Day	February 18
Spring Break	March 10-17
Semester Break	May 1-9

#### Summer Semester

Memorial Day	May 27
Independence Day	July 4
Pioneer Day	July 24
Semester Break	August 4-22

**Due to staffing requirements, we are unable to give tuition credit if a child does not attend during their scheduled hours (illness, vacation, appointments, etc).**

### Sign-In & Sign-out

***It is mandatory that you sign your child in/out of the program each day using the EZ-Care Time Clock.***

Our staff assumes responsibility for your child once they are signed into the program. Parents must bring children all the way into their classrooms and acknowledge a staff member upon arrival and pick-up.

### Early Arrival & Late Pick-up

When you are late your child begins to feel worried and uncomfortable and the staff becomes anxious due to the fact that other children may be arriving; creating a situation where the center is out of state licensing adult/child ratio compliance. Dropping off early can create a similar scenario, unless you stay in the classroom with your child until your scheduled drop-off time. ***You will be charged your hourly rate if you bring your child in before or pick up after your contracted time.***

### Schedule Change & Extended Hour Requests

We understand that class schedules can change, and we will accommodate those changes pending availability and the Director's approval. All changes to your schedule shall be submitted on the "**Schedule Change Request**" form and (if approved by the director) will become an amendment to your Service Agreement. **Also, please note that after the first schedule change, all subsequent changes will be subject to a \$25 fee.**

**Extended hours may be available upon request and pending the Director's approval, however 24 hour notice is required.** We ask that you refrain from requesting hours on the day you need them, or on a regular basis to respect our need to accommodate them with staffing. In the event a family is utilizing extended hours too frequently, it will be at the program's discretion to not accommodate those requests. Any extended hours will be charged your hourly rate, and be added to your ledger to be reflected in your overall tuition payments.

## Authorization to Release Child

*Your child must be picked up by an adult who is at least 18 years old and listed on your record card.* In order for your child to be released to a person other than parent/legal guardian, permission must be given to the teacher in writing. Verbal permission is not enough. Only those individuals on your record card are allowed to pick up your child (this person may be asked to show ID). For reasons of safety and confidentiality, please do not give out the door code or your clock-in/out codes to persons who will not be regularly picking up. ***We will NOT release a child without written permission.***

## Legal Custody

The center cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child. In most cases, both parents have equal custody rights, unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties we strongly urge you to keep the center director fully advised of circumstances that affect your child and their drop off and pick-up routines at the center.

## Withdrawal

Two weeks advance notice in writing must be given for withdrawal of a child from the center in order that consideration may be given to the enrollment of another child. If two weeks notice is not given you will still be charged tuition for two weeks after the child's last day of attendance, except for extenuating circumstances.

## Tuition and Fees

Your Service Agreement includes your rates and tuition fee schedule, and will be given to you prior to the first week of the semester. Tuition must be paid by the identified dates on your service agreement. ***Please note that an additional amount of \$20.00 will be added to your balance if you fail to pay a payment by the due date. If a tuition payment for child care services is more than two weeks overdue, your child/children will not be allowed to attend until fees are current. If there continues to be an outstanding at the end of the semester, balances will be turned over to University Collections and will result in a hold being placed on student registration and records and/or balances withheld from University employees' wages.*** There will be no reimbursement for unused childcare due to illness, vacation or other absenteeism.

Tuition must be paid online at <http://asuuchild.utah.edu> and a \$1.00 service fee will be charged. Sorry, we cannot accept cash or check.

## Parking

There are 7 shared 10-minute parking slots in the front of the building that are used on a daily basis by over 200 families. A special 'Preschool Parking Pass' can be obtained from the director in order to park there. Cars staying over 10-minutes will be ticketed. Parking for no more than 10 minutes is allowed at the meters, however your Preschool parking pass must be visible and your hazard lights must be flashing to ensure you do not receive a parking violation. Campus shuttles stop in front of the building. There is a ramp access to the center on the North side of the building.

## **ASUU STUDENT CHILD CARE PROGRAM'S CONFIDENTIALITY AGREEMENT**

All records provided regarding your child and family finances are confidential. We also ask that you respect this confidentiality by not asking staff to discuss your child or other children outside of the center. The staff at ASUU Student Child Care understand the importance of this policy and feel uncomfortable when asked to discuss confidential issues concerning children in the program. We encourage you to bring up child and center issues with the Center Director.

All information about families and staff, including life circumstances are kept confidential. No personally identifying information will be released or discussed outside the program.

### **PROGRAM CURRICULUM**

ASUU Student Child Care has four distinct classrooms:

- The Yellow Room for children from ages 12 months to 24 months
- The Green Room for children ages 24 months to 36 months
- The Blue Room for children 3 years of age (3-4 years of age in the Summer)
- The Red Room for children 4 to 5 years of age (5-7 years of age in the Summer)

All classrooms utilize the Creative Curriculum approach to learning, which is a comprehensive, rigorously researched curriculum model that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child. Each classroom environment is set up around learning centers:

- Creative Art
- Library
- Dramatic Play
- Blocks
- Science/Discovery and Math
- Music and Movement
- Writing (for children 3+)

We believe children learn and develop skills and confidence through active engagement with these centers and each other. Children are encouraged to explore activities and materials at their own pace which have been planned to stimulate each of the four developmental areas (social/emotional, physical, language, and cognitive). It is our goal to create a nurturing environment where a child's natural love of learning will thrive. Each teaching team plans weekly to create developmentally appropriate plans that are approved by our Curriculum Specialist and that focus on the developmental needs of the individual children, as well as the group, and that are embedded in the children's interests. We utilize the Creative Curriculum's learning objectives, which are aligned with national Core Curriculum objectives. We desire to partner with you regarding your child's care and education. Please take the time to review the weekly curriculum plan (emailed to you), as well as communicate daily with the teaching staff regarding goals you may have for your child.

## COMMUNICATION

Communication is a critical component of a quality program. Please watch for announcements through:

- EZ-Care2 when you check your child in/out
- Our website at <http://asuuchildcare.utah.edu>
- E-mail (**please make sure we have an updated address for your family**)
  - [asuuchildcare@sa.utah.edu](mailto:asuuchildcare@sa.utah.edu)
  - [yellowroomasuu@gmail.com](mailto:yellowroomasuu@gmail.com)
  - [greenroomasuu@gmail.com](mailto:greenroomasuu@gmail.com)
  - [blueroomasuu@gmail.com](mailto:blueroomasuu@gmail.com)
  - [redroomasuu@gmail.com](mailto:redroomasuu@gmail.com)
- Flyers on the Parent Board above the check-in computer or on the entrance door
- Signs posted on the classroom door
- Monthly Newsletter (emailed and online)
- Activity Calendar (emailed and on Parent Board)
- Children's Daily Forms/Chart (Yellow, Green, and Blue rooms)

Sharing information is not always easy since parents and teachers are busy. If you have a concern or special insight that would help us with your child, please make an effort to visit with your child's teacher, call and leave a message, or drop a note for the director at the office. This will make things go smoother for your child, you, and the Center.

**\*\*\* YOUR input is very important and always welcomed\*\*\***

## PARENT TEACHER CONFERENCES

A large component of our program is partnering with your family to meet the goals of your own education, as well as your child's. The teaching staff works hard, along with the support of the Curriculum Specialist, to observe, assess, and create developmentally appropriate experiences that meet the goals of your children. At the end of Fall/Spring semester, we will hold Parent Teacher Conferences. Our expectation is that you partner with us, and attend the conference for your child/children in order to maximize your children's learning experience, and prepare them to enter grade school with the necessary school readiness skills.

### *What to Expect at Your Parent Teacher Conference*

- Your child's teacher(s) will have compiled daily observations and an assessment portfolio, individualized for your child, prepared for your conference. The assessment portfolio is updated monthly and emailed to you so you are always kept up to date about your child's development.
- The teacher(s) will begin the conference by asking if you have any questions regarding your child's development, so he/s he can best know what areas of development to focus on.
- The teacher(s) will then proceed to go over those areas of development, highlighting strengths and areas of growth, as well as next steps individualized for your child.
- The teacher(s) will also present photo documentation of your child's development, creative artwork, and writing samples.
- Before the conference concludes, you and your child's teacher(s) will set goals, and discuss areas that you would like to focus on for the remainder of your time in our program, both at school and at home.

## **PROGRAM STAFF**

The ASUU Student Child Care Program is supervised and coordinated by the director. Each classroom is guided by the Curriculum Specialist who works collaboratively with the teachers to develop a developmentally appropriate curriculum based on the children's interests. Within all classrooms there are assistants that work with the teachers to create a warm and positive environment that meets the needs of each child. At times we also have student teachers/interns participating in the classroom through the Department of Family and Consumer Studies. Students are always under the supervision of a staff member and never left alone with children. All staff members are encouraged to contribute ideas and experiences to the center. All staff, substitutes, students, and volunteers go through a state background check and ASUU Student Child Care Program orientation before their first day with the children.

## **STAFF QUALIFICATIONS AND DEVELOPMENT**

The Center Director, has received her Master's Degree in Early Childhood Development and Early Intervention, a Bachelor's Degree in Psychology/Sociology, and has several years of administrative and management experience in Early Childhood Settings.

The Assistant Director/Curriculum Specialist has a Child Development Associate Credential and a Bachelor degree in Human Development and Family Studies. She also has several years of preschool teaching experience at various programs, training experience with Child Care Resource and Referral, and administrative and management experience in an early childhood setting.

In accordance with our NAEYC standards, teachers have or are working toward a bachelor's degree in a child and family-related field. Teacher's assistants have various amounts of experience and education related to the development of children or taking college classes in the general area. All staff must demonstrate a high level of comfort with children and be at least 18 years of age. Staff members are observed and evaluated frequently to ensure a high level of quality interaction. We ensure that there are always plenty of staff members on site that have CPR and 1<sup>st</sup> AID certifications and a Food Handlers Permit. All staff members are required to obtain 20 hours of continuing education annually by attending staff trainings, college courses, conferences, and/or workshops.

## **CLASSROOM POLICIES AND PROCEDURES**

### **CLOTHING**

**In order to allow maximum freedom in the experiences your child may engage in at the center, we suggest that casual clothing be worn - comfortable, easy to manage when needing to use the restroom, and completely washable.** We believe in hands on learning which means your child may get messy! Also, dress your child in shoes that permit running, climbing, and balancing. Gross motor development is a major task of early childhood. Western boots, flip-flops, and ill-fitting shoes may limit your child's ability to engage in gross motor activities. All children need to bring a change of clothing in the case of an accident (potty, spilled milk, etc). **Please LABEL ALL your child's clothes with his or her first AND last name.**

Clothing should reflect the season, as children go outside daily. Please be aware of the temperature and dress your child accordingly. A good rule of thumb is that it is better to overdress than underdress your child, as they can always remove layers if they get too warm throughout the day.

## **TOILETING**

Children do not need to be fully potty trained prior to enrolling in our 3 year old classroom. When the parents and staff feel a child is ready, they can work together to create a supportive, positive approach to toileting. Older children are encouraged to use the toilet several times a day. The routine helps the younger children realize what is being asked of them. We never force a child to sit on the toilet. Our bathroom is an 'Open Bathroom' where the children use the toilet together. If a child asks to use the bathroom alone then staff stand with their backs to the child to give them privacy. The state of Utah requires us to be with the children at all times so turning our backs gives them their PRIVACY but enables us to still follow State and NAEYC guidelines.

## **HAND WASHING**

All staff and children are required to wash their hands upon entering our classrooms. When you and your child arrive at school, please assist your child in this procedure. We require the children to wash their hands often at school. This enables us to decrease the exposure to communicable diseases.

## **CHANGE OF ADDRESS AND PHONE NUMBERS**

**If your address or phone number changes, please contact the office immediately.** If we do not have the current phone number, it is difficult to notify you should an emergency occur. Emergencies can happen and if we cannot reach you we will try to contact your professor or send the campus police to your class.

## **VOLUNTEER POLICY**

Families are always welcome and encouraged to volunteer and spend time in the classrooms. We ask that families assist the teaching staff in promoting our program policies and program mission. Disciplining of any child, including that family's child, must be left up to the teaching staff in order to ensure consistency with our positive guidance policy. In the event a family is inappropriate in the classroom, or is not following program policies, they may be asked to immediately leave the classroom, and this will be left up to the Director's discretion.

Ways for families to help out include:

- Volunteering in the classroom – make sure to coordinate with your child(ren)'s teacher(s) to ensure that you have something to do while in the classroom (reading to the children, working on a science project, helping with a walking field trip, etc.)
- Washing laundry for your child(ren)'s classroom
- Making things like play dough, "welcome" door signs, etc. for your child(ren)'s classroom
- Cleaning the playground
- Donating items (recyclables, extra stationary, etc.)
- ASUU Advisory Board meeting – let the director know you are interested and she will send you an invite when the final dates are set for these meetings

## **PARENT MEETINGS**

New families are required to attend the orientation meeting held at the beginning of their first semester. This meeting is held at the beginning of each semester, and returning families are not required to

participate in each after their first, but may choose to do so. In addition parents may request conferences throughout the semester with the director and lead teacher.

The ASUU Advisory Board consists of many key players of ASUU and the ASUU Student Child Care Program, and we invite and encourage all parents who can to participate. The Board meets monthly during Fall and Spring semesters. The advisory board's role has been critical to moving the center forward. Meetings usually encompass core activities of center operation (budget, enrollment, staffing) as well as current events and proposed center goals. In addition, we hope that parents can be the eyes and ears of your child's classroom, bringing us news of things they've done well and challenges that we need to address.

## **REST TIME**

We have mats and cots for the children to rest on. Children who are here at naptime should bring a small blanket and a sheet, and they are welcome to bring one soft toy for comfort. While all children may not sleep, they are all required to rest during this time. Please do not request for child to be kept awake during this time, as it is healthy for children to sleep if they are tired, and even a rest rejuvenates them for the rest of their day. Utah State Licensing requires nap time to be a part of the day for all children birth-5 years of age. We ask that there are no drop-offs or pick-ups between the hours of 12:30pm-1:30pm, as this time is critical in easing the children into a restful state. Parents may enter the room but are reminded that any loud disturbances may wake the children. **Blankets/sheets must be taken home daily and be washed weekly.**

## **OUTDOOR PLAY**

Outdoor play is part of the early childhood curriculum. During the winter your child needs a coat, hat, and gloves. During the summer your child will need come with sunscreen on, and the teachers will reapply as the day goes on. We will go outside every day except in the following cases:

- Orange or Red Air days (Yellow days we will limit outside time to 15 minutes)
- Temperatures above 99° (Temperatures between 90-99° we will limit outside time to 15 minutes)
- Temperatures under 30° (Temperatures between 30-32° we will limit outside time to 15 minutes)
- Snowstorms, rainstorms, or windstorms

All children will go outside, except for those who are restricted for medical reasons. **Medical restrictions must be in writing and signed by the child's physician.**

## **TOYS FROM HOME**

We encourage toys to stay home unless needed for the following.

- Comfort toy to make the transition easier
- Show and Tell in your child's classroom (these days are rare, so please check curriculum)
- **One soft sleeping toy (must be able to fit in child's bin)**

## **DAILY SCHEDULE**

Your child's classroom schedule is placed on the wall for all to view. We do our best to maintain flexibility within the schedule to make sure we are following the children's lead and accommodating their needs. Each individual classroom has an area where the schedule, lesson plans, and any changes that will be made to the routine or environment are posted. Please note when your child will be doing certain activities. This will enable you to talk with your child regarding what they did at school.

## **Summer Schedule 2014**

7:30am-9:00am	Open Centers
9:00am-9:15am	Snack Time
9:15am-9:30am	Sunscreen/Hand washing ( <i>Bathroom/diapers</i> )
9:30am-10:00am	Outside/Gross Motor
10:00am-10:15am	Large Group Activity
10:15am-11:15am	Open Centers
11:15am-11:30am	Sunscreen/Hand washing ( <i>Bathroom/diapers</i> )
11:30am-12:00am	Outside/Gross Motor
12:00pm-12:45pm	Lunch ( <i>bathroom/diapers after lunch</i> )
12:45pm-1:45pm	Rest Time
1:45pm-2:15pm	Quiet Activities
2:15pm-2:45pm	Sunscreen/Hand washing ( <i>bathroom/diapers after rest</i> )
2:45pm-3:15pm	Outside/Gross Motor
3:15pm-3:30pm	Snack Time
3:30pm-3:45pm	Large Group Time
3:45pm-5:00pm	Open Centers ( <i>4:00pm bathroom/diapers</i> )
5:00pm-5:30pm	Combine classrooms/Story Time

## **School Age Summer Schedule 2014**

7:30am-8:30am	Open Centers
8:30am-9:00am	Outside/Gross Motor
9:00am-9:15am	Snack Time
9:15am-9:30am	Large Group Activity
9:30am-11:00am	Open Centers

11:00am-12:00pm	Field Experience
12:00pm-12:45pm	Lunch
12:45pm-1:30pm	Quiet Activities
1:30pm-2:00pm	Outside/Gross Motor
2:00pm-3:00pm	Field Experience
3:00pm-3:15pm	Snack Time
3:15pm-3:30pm	Large Group Time
3:30pm-4:30pm	Open Centers
4:30pm-5:00pm	Outside/Gross Motor
5:00pm-5:30pm	Combine classrooms/Story Time

## Transition to a New Classroom

Transitions to a new classroom are done at the beginning of each semester and are based on the child's age. We do not move a child into a new classroom on their birthday, as it is easier for them to move up at the beginning of a new semester at the same time as their peers rather than going to a new classroom with new children and new teachers. We also cannot guarantee there will be slots available in the next class up when your child has a birthday, so your child will transition the following semester.

When your child does transition into a new classroom, we understand it can be intimidating for them. We want to make the transition into a new classroom as easy as possible for you and your child. Here are some tips on how to help your child transition to their new classroom:

- **Allow time for hellos and goodbyes.** At the beginning of the semester, you can expect some children to have difficulty with separation. Allow time for transitions from home to school by staying for a few minutes to help your child ease into an activity.
- **Reminders of home** can be helpful as well. Invite your child to bring a special object such as a stuffed animal or blanket for rest time. Bringing in a family picture to display in your child's classroom is another way to ease the transition.
- **Please do not sneak away when your child is distracted.** This can make transitions even more difficult and promotes mistrust. As the parent, it is important to be as calm and relaxed as possible. If you are nervous about leaving your child, or in a hurry to leave, it will make your child feel more anxious and uneasy about the transition. Tell your child goodbye and reassure them that you will be back.
- **The teachers are there to help make it easier on you.** You can be assured that your child's teachers will be there to comfort your child and provide activities to ease their transition.
- **Watch at the observation windows or call after a few minutes.** If the transition is difficult for your child, we understand that it can also be difficult for you. Feel free to spend time watching behind the two-way mirrors (if possible), or call/email us after you leave for reassurance that your child is warming up to the situation. We want both you and your child to feel secure.

# **EMERGENCY PROCEDURES**

## **Emergency Drills**

We are required by state licensing to do fire drills monthly, as well as other disaster drills once every 6 months. Fire drills are held on random days and times, and we evacuate to the grass field directly behind our playground. We set up many scenarios so that staff are prepared for anything. (Our fire escape route is up the stairwell at the north end of our center, however, we have exited through windows before☺).

As per University policy, during an earthquake drill we are required to evacuate to the southeast corner of President's Circle. In the case of a building evacuation children will be evacuated to Bio Kids playground or in case of inclement weather we will go to the Union Building. Look for signs posted on all building entrances for our location. Parents will also be contacted to pick up their child in case of an evacuation.

## **Evacuation Procedures**

In the event we cannot reenter the building, children will be taken to the Bio Kids Center playground located just below the campus bookstore. In case of inclement weather, children will be relocated to the Union Building. Signs will be placed on all building entrances as well as the center entrance, to inform parents of our location. Once we reach the relocation sight, we will contact parents or emergency contacts listed on the Emergency Record card.

## **Failure to Pick up Your Child**

In the event that a child has not been picked up 15 minutes after their scheduled pick-up time, we will call you. If we are unsuccessful, the Center will call the campus police and dispatch them to your class. Prior to calling security, every attempt will be made to reach a parent's cell phone or emergency contacts. **Please make sure your contact names and numbers are updated on your record card.**

## **Notifying the Center of Your Whereabouts**

Please list at least three adults that can be reached in the event of an emergency. Also required, is a copy of your updated student schedule. **It is critical that you let us know if your schedule changes.**

# **ASUU STUDENT CHILD CARE PROGRAM ALLERGY POLICY**

Although ASUU Student Child Care Program strives to be a peanut free/allergy free environment, **we cannot guarantee our classrooms to be a food allergen free zone.** Due to the fact that parents provide lunches for their children on a daily basis, it would be extremely difficult to ensure that there are no peanut products in every child's lunch. Instead we ask parents to exclude all peanut products from your child's lunch. If peanut products are found in your child's lunch we will not serve that food to your child and do our best to supplement with snack items. Please label sandwiches made with other nut butters, as if a teacher is unsure whether it is peanut butter we will not serve it. We will make sure to have all pertinent allergy information in your child's classroom with specific procedures in the event that a reaction does occur.

ASUU Child Care and its staff cannot be held responsible for any allergic reactions caused by contact with any allergen while a child is in the care of the center, whether it occurs inside or outside the facility.

## **HEALTH RELATED ISSUES**

In order for your child to attend the ASUU Student Child Care Program, he/she must be well enough to eat the meals and snacks provided by the center. They must also be able to go outdoors. If your child exhibits symptoms of illness (**fever, vomiting, diarrhea, sore throat, frequent cough, heavily running nose, frequent sneezing, unknown rash, Conjunctivitis (pink eye) etc.**) during the 24-hour period prior to scheduled attendance at the Center, your child **should be kept home** until the symptoms mentioned have disappeared or a note is obtained from your physician stating that your child does not have a contagious condition. Children must wait 24 hours after the last fever, vomiting and diarrhea episode. Please note with Conjunctivitis your child cannot attend the center until he/she has been on medication for 48 hours. **This is highly contagious.**

### **Sick Child Pick-up**

If your child is ill, you will be contacted immediately and will have 1 hour to make provisions to pick-up your child. If you cannot be reached, we will contact individuals on your emergency list to pick-up your child. **Please make sure your record card is updated.**

### **State Guidelines for Illness**

For the welfare of all the children in the center, the ASUU Student Child Care Program is required by the state to exclude a child from care if the following symptoms exist:

- 1) The child has an oral or rectal temperature of 100 degrees F or greater
- 2) Diarrhea, which is defined as an increase in number of stools compared to the child's normal amount, with increased and/or decreased stool water
- 3) Vomiting in the previous 24 hours
- 4) Mouth sores associated with the inability to control his/her saliva
- 5) Rash with fever or behavior change
- 6) Infected eyes with discharge, until 48 hours after treatment started by a physician
- 7) Infestation (scabies, head lice, pinworm), until after first treatment with a medicated product.
- 8) Impetigo, until 24 hours after antibiotic treatment has begun
- 9) Strep Throat, until 24 hours after medication started
- 10) Ringworm infection, until 24 hours after medication started
- 11) Chicken Pox, until one week after the onset of rash, or until all lesions have dried and crusted

### **Injuries**

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches during their early years. An "Injury Report" will be filled out and given to you to sign. You will receive top copy of the report, and the bottom copy will be placed in your child's file. If the injury is serious you will be notified by phone. If, in the opinion of our staff on duty, the injury warrants emergency treatment, an ambulance will be called and your child will be taken to the nearest medical facility (Primary Children's Hospital). You will then be notified immediately. Parents will be responsible for any costs incurred due to any emergency treatment.

### **Medication**

The director will dispense prescription medication provided by parents for their children. Prescriptions should be current and clearly labeled with the child's name and in the original container. Over-the-counter

medicine must have a doctor's note in order for the staff to dispense to the child. Medicine will be given only if parents also provide a written request form. Please do not leave medication in bags from home. Medication Request forms are available in the Director's office at all times.

## **Immunizations**

Your child must be up-to-date on immunizations as required by the Utah Department of Human Services prior to enrollment at the Center. After admission to the Center, you are responsible for regularly updating your child's health files to reflect current immunizations.

If you opt out of having your child immunized, I must have a letter from the Board of Health on their "Personal Exemption Form." Those who choose this will be informed about health issues at the center and must assume all risks that result from communicable diseases that are passed in a group environment.

## **Nutrition**

### **Meals and Snacks**

Snack (provided by center) and lunch/dinner (brought from home) are served on the following schedule:

Snack	9:00 am
Lunch	12:00 pm
Snack	3:00 pm
Dinner	6:00 pm (Spring/Fall semesters only)

The daily snack menu is posted on the parent board behind the sign-in computer. The snacks are developed to provide children with nutrient rich foods. The Center uses the food groups and USDA recommendations as guidelines to our snacks, and our menu is approved by a registered dietician.

### **Special Diet**

It is your responsibility to notify the center if your child has a known food allergy and/or a specific diet. Please give us or fax us a doctor's signed statement to put in your child's file.

For parents who prefer to have their child on a certain diet, we ask that you provide snack for your child on the days that they attend, for example, vegetarian or religious preferences.

### **Lunch Box Suggestions:**

**Every child must have a labeled lunch if they attend 12:00pm-12:45pm or dinner if they attend 6:00pm-6:30pm, NO EXCEPTIONS.**

To make the lunch you put in the child's lunch box tasty and nutritious, consider the following tips:

- Create interest by having your child assist in food shopping and preparing lunch. Let your child make his/her own sandwich.
- Use a variety of foods for more nutrients and avoid monotony.
- Select and prepare food that is appropriate for your child's age. Children in the Yellow and Green rooms must have their food cut into half inch pieces as per Utah State Licensing.
- Try to include a protein, a whole grain, a fruit, a vegetable, and a dairy whenever possible.

- Try avoiding foods with excessive amounts of saturated fats, sugars and additives. Pre-packaged puddings, cakes and other snacks may seem convenient but offer little nutritional value and are hard on the budget.
- The program provides water all throughout the day. If you wish your child to have milk or juice, please pack it in their lunchbox for meal time only.
- Surprises do not have to be food. A messages such as “*You are wonderful! Love mom and dad*” can perk up a youngster’s day, as well as any treat can.

## **CHILD ABUSE REPORTING REQUIREMENTS**

- Any contracted, licensed, or certified agency, individual, or employee is responsible to document and report abuse, sexual abuse, sexual exploitation, neglect, maltreatment, and exploitation as outlined in the Provider Code of Conduct (Utah Department of Administrative Services) and cooperate fully in any resulting investigation.
- Any person will immediately report abuse, sexual and sexual exploitation, neglect, maltreatment or exploitation by contacting the Department of Child and Family Services within 24 hours.
- All reports and documentation made regarding situations will be made available upon request, or with court order when required by federal regulations, to appropriate personnel and law enforcement.
- All injury to children (explained or unexplained) shall be documented in writing and immediately reported to supervisory personnel.

## **FAMILY GRIEVANCE AND DISMISSAL POLICY**

ASUU Student Child Care Program administration and staff are committed to maintaining an open door, open-forum approach to problem solving and conflict resolution. If a family has a concern regarding the behavior of a teacher, the concern should be discussed with the director. If a family has a concern regarding the behavior of the director, they should speak directly to the director. If they feel their concerns still have not adequately been addressed, they should present their grievance in writing to the Child Care Coordinating Office ( [shauna.lower@sa.utah.edu](mailto:shauna.lower@sa.utah.edu) ). The Child Care Coordinating Office will respond in writing to the parents and schedule a meeting if necessary.

The ASUU Student Child Care Program reserves the right to withdraw a child or family from the center if it is decided that the relationship between the center, child and parent or guardian is not mutually beneficial. The most important factor is assuring the child is in an environment that best meets his/her needs. The ASUU Student Child Care Program is a unique setting with many transitions, which may not meet every child’s needs. A two week written notice will be given to the parent or guardian should the center decide to exercise this right to withdraw a child or family.

In extreme situations, the immediate removal of a child or family from the Center may be necessary. Reasons may include health and safety issues for the child or for the larger group of children or employees.

**Reasons for Dismissal:**

1. Child or parents needs cannot be met by the center.
2. Child appears to be a danger to himself, other children or staff, and behavioral issues cannot be resolved through a support process:
  - a. Documented concerns
  - b. Meeting with child's parents/guardians to develop a behavioral plan
  - c. Follow through with action plan which may include bringing in an outside specialist
  - d. Follow up meeting to discuss child's progress and subsequent actions
  - e. Continued enrollment or dismissal
3. Nonpayment or habitual late payment of fees
4. A family owing tuition at the end of the school year may not re-enroll their child until the balance due has been paid. A tuition hold may be placed on student parent records
5. Not completing and returning required enrollment forms promptly, including physical/medical information, emergency information, employment status, etc.
6. Physical or verbal abuse or intimidation of staff or children.
7. Habitual late pick-ups

