



UKids - Presidents Circle

CENTER FOR CHILD CARE & FAMILY RESOURCES
THE UNIVERSITY OF UTAH

PARENT HANDBOOK



Academic Year 2017-2018

WELCOME TO UKIDS - PRESIDENTS CIRCLE CHILD CARE PROGRAM

*The Mission of UKids - Presidents Circle 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 tuition rate based on family income
- Non-traditional hours: 7:15 A.M. to 7:00 P.M. Monday through Thursday, 7:15 A.M. to 6:00 P.M. Friday (Fall and Spring semesters); 7:30 A.M. to 5:30 P.M. (Summer semester);
- Parent Night Out: free care for students' children one Saturday night per month (Fall and Spring semesters only)
- Team Tots: free child care while student parents attend Campus Recreation facilities
- Drop-in Care: drop-in child care for students and staff
- Finals Week Care: free care for students' children during Finals week

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



**UKids - Presidents Circle 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 UKids - Presidents Circle 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 Center for Child Care and Family Resources, 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 own optimal rate, using learning objectives from the Teaching Strategies program
- Learn in a natural play setting into which their specific interests have been incorporated through teacher planning
- 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 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. UKids - Presidents Circle 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. UKids - Presidents Circle is a non-denominational program; therefore, we respect all families' religious traditions. We encourage you to share your family's traditions with our children and staff.

Societal Values

The themes of gender and 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 UKids - Presidents Circle, 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.
- UKids - Presidents Circle 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 an individual 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) UKids - Presidents Circle 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 UKids - Presidents Circle staff member to discriminate in the enrollment of children and families at the Center 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

UKids - Presidents Circle is operated within the Student Affairs Division of the University of Utah. Children of University of Utah students have priority placement and subsidized fee options at the Center. Children of University of Utah 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.

Child's Age	Hourly Rate Range
12-36 months	\$7.00-\$8.00
3-5 Years	\$5.50-\$6.50

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

Faculty/Staff	\$7.50-\$9.50
Community	\$9.50-\$11.50

Our program also offers a sibling discount of 10%. Limited financial assistance is available for students from the CCAMPIS Grant administered through the Center for Child Care and Family Resources 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 Center for Child Care and Family Resources at the following emails:

CCAMPIS@sa.utah.edu
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. Please note UKids - Presidents Circle has a two-week adjustment period for new families during which either party may terminate child care arrangement with a 24-hour notice. No penalties will entail. If at any time after this trial period either party wishes to end the Service Agreement, a two-week written notification is required. (See page 10 for more details).

First Day Checklist

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

- Semester Service Agreement
- About Your Child form
- Up-to-date immunization record
- Family Photo for our classrooms to display

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):

Infant and Toddler – Purple, Yellow, and Green Rooms

As the parent of an infant or 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 (to be taken home daily)

- Pacifier if needed, stuffed animal/blanket (if needed for separation)
- 2 Complete changes of clothes (seasonal wear)

- Bib
- Sippy cup or bottle
- Breast milk or formula, or food cut to appropriate size
- Child-sized blanket and fitted sheet if your child no longer sleeps in the crib and will be here between 12:30 P.M.-1:30 P.M.
- Sunscreen (only if you prefer a special brand – otherwise, the Center will apply a generic SPF 50 UVA/UVB protection)

Items to leave at the Center:

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

Twos, Threes, and Preschool – Blue and Red Rooms

As the parent of a two-five year old, you are required to bring a bag with your child every day: a diaper bag or backpack, as appropriate for your child. Read over the lists below to determine which items are needed daily and which items can be stored at the Center:

Items for bag (to be taken home daily)

- 2 Complete changes of clothes (seasonal wear)
- Child-sized blanket and fitted sheet if child will be here between 12:30 P.M.-1:30 P.M.
- Soft toy for rest time (if needed)
- Water bottle or sippy cup
- Sunscreen (only if you prefer a special brand – otherwise, the Center will apply a generic SPF 50 UVA/UVB protection)

Items to leave at the Center:

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

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 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
- Redirecting children to focus on a different activity in a positive manner
- Telling children what they *can* do, rather than what they *can't* do
- Continually focusing on building self-help skills in order to strengthen self-esteem and positive self-image
- Using 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 7:00 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 Center for Child Care and Family Resources office. The Center is *closed* during all University holidays, as well as between semesters when school is not in session. Please use the link below to be directed to the academic calendars for more information:

<http://registrar.utah.edu/academic-calendars/>

Please note that we have an open-door policy with respect to families and caretakers in the Center. Families are welcome to visit classrooms or the office during any business hours.

Families may sign up for part-time hours, with a minimum of 4 hours/week (2 hour blocks/day minimum) and a maximum of 20 hours/week.

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

You are required to sign your child in and out of the program each day using the EZ-Care2 Time Clock computer. 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. The staff often 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. *After 5 minutes late, your family will be charged \$1.00 a minute until the child is picked up.*

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 at least 48 hours before the desired start date, and (if approved by the Director) will become an amendment to your Service Agreement. Administration staff will not check availability or accommodate requests until the proper form is submitted. *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 hours' 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. Extended hours are intended to be used on an occasional basis to help accommodate student families. 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 will be added to your ledger to be reflected in your overall tuition payments.

Official confirmation from administration staff is required for both schedule change and extended hour requests to take effect. Only requests submitted on the proper online form will be accommodated; therefore, any email or phone requests will be directed back to you with the proper form.

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 a parent or 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, and this person may be asked to show ID. For reasons of safety and confidentiality, please do not give out the door code or your EZ-Care2 Time Clock 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 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 make a payment by the due date. Failure to pay the following day will result in a fee of \$10.00 per day for every additional day the payment is not received.

If a tuition payment for child care services is more than two weeks overdue, your child/children will not be allowed to attend pending approval from the Director and payments being current. If there continues to be an outstanding balance 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. *Families with 2 or more late payments in the semester will be subject to loss of priority placement for the next semester and or disenrollment.*

Tuition must be paid online at <http://asuu.childcare.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 in the marked spots. Cars staying over 10 minutes will be ticketed. Parking for no more than 10 minutes is also allowed at the meters on Presidents Circle; 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 nearby Park building. There is ramp access to the building on the North side of the building.

ADDITIONAL PROGRAMS

Drop-In Care

UKids - Presidents Circle offers drop-in care during Fall and Spring semesters. Drop-in care hours are Monday-Thursday 5:00-7:00 P.M. Parents must call or email to check availability for the day/time that care is needed. A Drop-In Care Punch Card must be purchased prior to the day of care. An up-to-date copy of your child's immunizations, as well as the Evening Care Waiver

form, must be provided. Parents may find additional information as well as purchase punch cards at <http://asuu.childcare.utah.edu>. See chart below for punch card prices.

Punch Card Prices	6 weeks- 2 years old	3-7 years old
Student Families	\$49 for 8 hours	\$36 for 8 hours
Staff/Faculty Families	\$63 for 8 hours	\$49 for 8 hours

Punch cards are also available to enrolled families who have received the CCAMPIS grant. These CCAMPIS punch cards will be provided to families by the Center for Child Care and Family Resources office, are good for up to 8 hours of care, and may be used to pay for extended hours anytime of the day throughout the semester. Please note that every CCAMPIS family is given *one* punch card per child per semester.

Punch cards purchased online by either enrolled or non-enrolled university affiliated families may only be used from 5:00-7:00 P.M. Monday-Thursday, in accordance with the drop-in care program.

Team Tots

UKids - Presidents Circle offers free child care for student parents while they workout at the Student Life Center during Fall and Spring semesters. Team Tots care is only available Tuesday and Thursday evening, during a two hour block in between 5:00-7:00 P.M. Parents must check availability by calling or emailing UKids - Presidents Circle prior the time care is needed. Parents must show their UCard to verify student status, as well as complete the Evening Care Waiver form.

Finals Week Care

UKids - Presidents Circle hosts free child care for student parents during Finals Week. Priority is given to student families; however, staff/faculty and community members may utilize this service, depending on availability, at their regular hourly rate. Pre-registration is required with the Center for Child Care and Family Resources. Contact Sandy Bennett at sbennett@sa.utah.edu for more information and to register up to two weeks prior to Finals Week.

Semester Break Care

UKids - Presidents Circle offers limited care during semester breaks. Currently enrolled parents may apply for this service beginning two weeks prior to the break. Priority is given to families who are enrolled in the Early Head Start program, then to currently enrolled students. Staff/Faculty may utilize this service depending on availability. Parents must pay their regular hourly rate for the hours they request. Once the Break Care application is completed, and your child is accepted, you will receive a Break Care Service Agreement. Please be advised that CCAMPIS will only pay for hours used during Fall or Spring breaks. *The amount due must be paid prior to the days your child will attend.* We offer care during the following breaks:

- Spring Break
- Spring to Summer Semester Break
- Summer to Fall Semester Break

Fall Break

Parent Night Out

One Saturday each month the Center for Child Care and Family Resources provides free child care for student parents to have a night out. Parent Night Out alternates being held at ASUU Student Child Care and the Early Childhood Education Center. This service is free for students and costs \$5 for staff/faculty. Parents may sign up two weeks prior to the event through the Center for Child Care and Family Resources with Sandy Bennett at sbennett@sa.utah.edu. The dates of Parent Night Out can be found on the UKids - Presidents Circle website as well as [CCFR's](#).

Early Head Start

ASUU Student Child Care has partnered with Early Head Start to provide additional services for income-eligible families. Families must first be enrolled in UKids - Presidents Circle, and then may apply through Early Head Start to receive benefits such as free health screenings, disposable diapers and wipes, and other resources. For more information, contact the Director at asuuchildcare@sa.utah.edu.

UKIDS - PRESIDENTS CIRCLE 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 UKids - Presidents Circle understand the importance of this policy and feel uncomfortable when asked to discuss confidential issues concerning other children in the program. We encourage you to bring up child and Center issues with the Director directly.

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

UKids - Presidents Circle has five classrooms:

- Purple Room for children from ages 6 weeks to 12 months
- Green Room for children from ages 9 months to 18 months
- Yellow Room for children ages 12 months to 24 months
- Blue Room for children 2 to 3 years (or 3 to 4 years in Summer semester)
- Red Room for children 3.5 to 5 years of age (or 5 to 7 years in Summer semester)

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 learning centers and with each other. Children are encouraged to explore, at their own pace, activities and materials 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 curricula that are approved by our Curriculum Specialist and the Director, and that focus on the developmental needs of individual children as well as the group, all embedded in the children's interests. We utilize the Creative Curriculum's learning objectives, which are aligned with national Core Curriculum objectives. We strive to partner with you as a parent or caretaker regarding your child's care and education. Please take the time to review the weekly curriculum plan (which the teacher will email to you weekly), and plan to communicate daily with the teaching staff regarding goals you may have for your child.

We assess children for the purposes of supporting learning, identifying children's individual needs, program evaluation, and to obtain useful information regarding children's knowledge and skills. Through ongoing observations, teachers document what they observe by recording anecdotal notes using Teaching Strategies GOLD online portfolios. The results of assessments are used to get a picture of where each child currently sits on the developmental continuum, (which are called color bands). In addition, collected documentation and assessment information is used for planning curriculum and for improving the program as a whole.

Communication

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

- EZ-Care2 when you check your child in and out
- Our website at <http://presidentscircle.childcare.utah.edu>
- E-mail (please make sure we have an updated address for your family)
presidentscircle@sa.utah.edu
ukidspcpurple@sa.utah.edu
ukidspcyellow@sa.utah.edu
ukidspcgreen@sa.utah.edu
ukidspcred@sa.utah.edu

ukidspcblue@sa.utah.edu

- Flyers on the Family Board above the check-in computer, or on the main door
- Signs posted on the classroom door
- Monthly Newsletter (emailed and online)
- Activity Calendar (emailed and on the Family Board)
- Children's Daily Forms/Chart (Purple, Green, Yellow, 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 more smoothly 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. Children are assessed at the end of each semester. UKids – Presidents Circle uses the Teaching Strategies GOLD online curriculum system. Teaching Strategies GOLD allows you to access your child's online assessment profile, so that you may stay involved in your child's early childhood learning experience. You will be invited via email by your child's teacher to create a login to access your child's individual portfolio. Children are assessed if they attend between the hours of 7:15-4:00 P.M. Children who attend after 4:00 P.M. will be observed, but not formally assessed. At the end of each of Fall and Spring semesters, 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 teacher(s) will begin the conference by asking if you have any questions regarding your child's development, so he/she can best know what areas of development to focus on.
- The teacher(s) will then 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

UKids - Presidents Circle 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 and interns participating in the classroom through the Department of Family and Consumer Studies. Student teachers, interns, and volunteers are always under the supervision of a UKids staff member and never left alone with children. All staff, substitutes, students, and volunteers go through a state background check and UKids - Presidents Circle 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 accreditation standards, all classroom teachers have or are working toward a bachelor's degree in a child and family-related field. Teacher assistants have various amounts of experience and education related to the development of children or are 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 current CPR and First 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, please dress your child in shoes that permit running, climbing, and balancing. Children who are over the age of 1 who are brought without shoes will not be allowed to remain in the Center until proper shoes are provided. 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 two changes of clothing, to be used in the case of an accident (potty, spilled milk, etc). *Please label all of 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. Please also remember that in order to protect young infants, uncovered outdoor shoes are not allowed in the Purple Room. There are disposable booties to slip over your shoes located by the door, and a shoe cupboard if you prefer to remove shoes entirely – please either wear the provided booties or remove your shoes before entering the Purple Room at any time.

Toileting

Children do not need to be fully potty trained prior to enrolling in any 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 is how we give them privacy while still following Utah 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 or any of your listed emergency contacts, then we will try to contact you at school through your professor or by sending 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 volunteer or visitor acts inappropriately in the classroom, or is not following program policies, they may be asked to 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's teacher to ensure that you have something productive to do while in the classroom (e.g. reading to the children, working on a science project, helping supervise a walking field trip, etc.)
- Washing laundry for the classroom
- Making things like play dough, "welcome" door signs, etc. for the classroom
- Cleaning or maintaining the playground
- Donating items (recyclables, extra stationary, etc.)
- UKids Child Care Program Advisory Board – let the Director know you are interested and she will send you an invitation 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 are invited to attend if they would like to. In addition, parents may request conferences throughout the semester with the Director or the lead teacher of their child's classroom.

The UKids Child Care Program Advisory Board consists of many key players of ASUU and UKids - Presidents Circle, and we invite and encourage all parents to participate if they are able. 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 (standard fitted crib 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 to 5 years of age. We ask that there are no drop-offs or pick-ups between the hours of 12:30 P.M. - 1:30 P.M., 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 and sheets must be taken home daily and be washed at least weekly.*

Outdoor Play

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

- During “Orange” or “Red” air quality as defined by the Utah Department of Environmental Quality (during “Yellow” air quality, 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)
- During strong 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.* Unless otherwise specified on the application, all children will have sunscreen with SPF 50 or higher applied to them at school.

Toys from Home

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

- Comfort toy to make the transition easier
- Scheduled “show-and-tell” in your child’s classroom
- One soft sleeping toy (must be able to fit in child’s bin or bag)

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, while maintaining the sense of routine that children depend on. Each individual classroom has an area where the schedule, weekly lesson plan, 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.

UKids - Presidents Circle Daily Schedule

7:15 A.M.-7:55 A.M.	Table Activities (classes combined)
7:55 A.M.-8:00 A.M.	Clean Up, Hand Washing, Classes separate
8:00 A.M.-8:55 A.M.	Interest Areas – Free Choice (8:45am bathroom/diapers)
8:55 A.M.-9:00 A.M.	Clean Up, Hand Washing
9:00 A.M.-9:20 A.M.	Morning Snack
9:20 A.M.-9:30 A.M.	Clean Up, Sunscreen or Coats
9:30 A.M.-10:00 A.M.	Outside or Gross Motor Activities

10:00 A.M.-10:05 A.M. Hand Washing

10:05 A.M.-10:20 A.M. Large Group Time

10:20 A.M.-11:25 A.M. Interest Areas – Free Choice (10:45am bathroom/diapers)

11:25 A.M.-11:30 A.M. Clean Up

11:30 A.M.-12:00 P.M. Outside or Gross Motor Activities

12:00 P.M.-12:05 P.M. Hand Washing

12:05 P.M.-12:45 P.M. Lunch

12:45 P.M.-1:45 P.M. Rest Time (12:45 P.M. bathroom/diapers)

1:45 P.M.-2:15 P.M. Quiet Table Activities (2:00 P.M. bathroom/diapers)

2:15 P.M.-2:45 P.M. Outside or Gross Motor Activities

2:45 P.M.-2:50 P.M. Hand Washing

2:50 P.M.-3:05 P.M. Afternoon Snack

3:05 P.M.-3:20 P.M. Large Group Time

3:20 P.M.-4:20 P.M. Interest Areas – Free Choice (4:00 P.M. bathroom/diapers)

4:20 P.M.-4:25 P.M. Clean Up

4:25 P.M.-4:55 P.M. Outside or Gross Motor Activities

4:55 P.M.-5:00 P.M. Hand Washing, Classes Combine

5:00 P.M.-5:55 P.M. Table Activities (5:45 P.M. bathroom/diapers)

5:55 P.M.-6:00 P.M. Clean Up, Hand Washing

6:00 P.M.-6:30 P.M. Dinner

6:30 P.M.-6:45 P.M. Large Group Time (Gross Motor Emphasis)

6:45 P.M.-7:20 P.M. Interest Areas – Free Choice

7:20 P.M.-7:30 P.M. Clean Up, Story Time

Transition to a New Classroom, Arrival, and Departure

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. 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 his or her transition.
- **Watch through 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 through the windows in the doors, 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 the lawn at Presidents Circle. In the case of a building evacuation, children will be evacuated to the 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 listed emergency 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, if you are a student. *It is critical that you let us know if your schedule changes.*

UKIDS - PRESIDENTS CIRCLE ALLERGY POLICY

Although UKids - Presidents Circle strives to be a peanut free environment and each classroom does its best to keep individual allergens from the affected children, *we cannot guarantee* our classrooms or shared spaces to be completely free from food allergens. Due to the fact that parents provide lunches for their children on a daily basis, it is extremely difficult for the staff to be completely sure that there are no peanut products of any kind in any child's lunch. Instead, we ask parents to mindfully exclude all peanut products from the lunches they send to school. If peanut products are found in your child's lunch, we will not be able to serve that food to your child, though we will our best to supplement the missing item with left-over food from our snack service. Of course we would rather err on the side of safety when in doubt about the contents of particular food items. Please label sandwiches that are made with other "nut butters," because if a teacher is unsure about 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.

UKids - Presidents Circle 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 UKids - Presidents Circle, he or she must be well enough to eat the 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 have disappeared or a note is obtained from your physician stating that your child does not have a contagious condition.

According to the Utah state licensing standards, children may not be in childcare if they are ill. Illnesses include, but are not limited to:

- Temperature of 101 degrees F or higher
- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Vomiting
- Diarrhea
- Conjunctivitis (May return to school 24 hours AFTER the initial dosage of antibiotic drops)
- Open skin lesions
- Head Lice
 - Parents must notify the teacher or administration that their child has/had lice.
 - The child may return to school after receiving a lice treatment and thorough head combing. Parents should wash all bedding at home, spray car seats/car fabric, rugs, etc.
 - When the child returns to school, the teachers will check the child's head to make sure there are no live lice, nits, or eggs.
 - After sending home the infected child, teachers will check each child's head, remove all soft materials from the classroom (pillows, toys, etc.) to be washed and bagged.
 - Parents should recheck their child's head in the next 3-5 days

Children may be sent home when the Center Director or an Assistant Center Director believes the child is too uncomfortable or unwell to remain in the center or poses a possible health risk to others in the center.

When a child becomes ill at the center, parents will be called. It is UKids and Center for Child Care and family Resources policy that an adult must pick up the child within 30 minutes of being notified. Failure to pick up in a timely manner will result in a late pick up fee (*see Fees – Late Pick-Up Fees*). UKids Child Care Programs must know where a parent can be reached at all times or UKids Child Care Programs will contact the University Police Department to assist with locating a parent.

When a child's illness prevents him/her from participating in classroom activities or the child's condition is potentially contagious, the child will be removed from the classroom to an administrator's office. The child will be kept comfortable until his/her parent arrives.

Children must meet required criteria for return to our care, based on the recommendations of the Utah Office of Epidemiology, and must be diarrhea, vomit, and fever-free for a minimum of 24 hours without the use of fever-reducing medication. Please refer to the attached exclusion criteria list for details on individual illnesses and their respective policies.

Parents should notify their UKids Child Care Program office as soon as possible after their child has been diagnosed with a contagious condition.

Restrictions on classroom activities and/or outside play due to chronic non-contagious conditions must be documented by a physician. Reasonable accommodations will be made to meet medical recommendations, such as longer or more frequent naps. However, the center may not be able to meet all needs.

All UKids staff understand that sick children can interfere with jobs and school work, however, a contagious child affects the health of all UKids children, families and staff. Please do not ask us to allow your child to remain at UKids when he/she is ill.

If parents consistently send their ill child to the center or frequently do not pick up an ill child in a timely manner. UKids reserves the right to dismiss the child from their UKids Child Care program.

Children *must wait 24 hours after the last fever, vomiting or diarrhea episode*. If your child has Conjunctivitis, he or she cannot attend the Center until he/she has been on medication for 48 hours, as it is *a highly contagious condition*.

Injuries

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches during their early years. If an accident resulting in injury occurs at school, an "Incident Report" will be filled out and given to you to sign. You will receive the top copy (the original) of the report, and the bottom copy (the carbon) 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 *must be 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 Medical Request form. Medication Request forms are available in the Director's office or in the hallway at all times. *Please do not leave medication in bags from home*.

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, we 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.

Failure to provide up-to-date immunization records or an Exemption letter for your child will result in exclusion from UKids - Presidents Circle.

Nutrition

Meals and Snacks

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

Snack	9:00 A.M.
Lunch	12:00 P.M.
Snack	3:00 P.M.
Dinner	6:00 P.M. (Spring and Fall semesters only)

The daily snack menu is posted on the Family 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 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 (for example if your family is vegetarian, or as part of a religious practice), we ask that you provide an appropriate snack for your child to have during designated snack times. Always talk to your child's teacher about ways we can accommodate your family's needs.

Lunch Box Suggestions:

Every child *must* have a lunch if they attend 12:00 P.M. – 12:45 P.M., and a dinner if they attend 6:00 P.M. – 6:30 P.M. As meal times are a communal activity at our Center, no child should feel excluded from eating with the others, and so we allow no exceptions to this policy. All lunch boxes must be clearly labeled with the child's first and last name, as per State licensing rules.

To make the lunch or dinner 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 to avoid monotony.
- Select and prepare food that is appropriate for your child's age. Children in the Purple, Yellow, Green, and Blue 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 to avoid 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 just as well as any dessert 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

UKids - Presidents Circle 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 Center for Child Care and Family Resources (shauna.lower@sa.utah.edu). The Center for Child Care and Family Resources will respond in writing to the parents and schedule a meeting if necessary.

UKids - Presidents Circle 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. UKids - Presidents Circle 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 discrimination of staff or children.
7. Habitual late pick-ups



UKids - Presidents Circle

CENTER FOR CHILD CARE & FAMILY RESOURCES
THE UNIVERSITY OF UTAH