



ASUM
CHILD CARE PRESCHOOL
AND
FAMILY RESOURCES

**ASUM CHILD CARE PARENT HANDBOOK:
POLICIES, PROCEDURES AND CONTRACT**

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Due to limited enrollment capacity of the center programs and the need to maintain full enrollment at all times, all policies are followed. Please consider the policies to be in your child's best interest so that we may provide your child with a quality preschool and child care program.

ASUM Child Care, Preschool Centers

Welcome to
The Associated Students of the University of Montana (ASUM)
Child Care, Preschool Centers
www.umt.edu/childcare

The policies and procedures contained herein are current as of the date of publication and are subject to change as authorized by university officials.

Upon submitting the application, you agree to all the policies and procedure contained herein.

Mission and Philosophy

Mission Statement

ASUM Child Care Preschool and Family Resources' purpose is to provide high quality care and education for children (newborn to age 8) of University of Montana students, faculty and staff in an accredited developmentally appropriate program. A byproduct of our mission is the opportunity to provide employment opportunities for U of M students interested in working with young children.

Philosophy Statement

We strive to provide a rich environment for the emotional, social, physical and cognitive growth and development of each child, regardless of their ability. We want parents to be able to fully focus on their education or work. We understand that can only happen when they are able to leave their children in the care of our qualified teachers, confident that their infant, toddler or preschooler will receive the loving care and education they deserve.

Who is Served

Approximately 75% of our openings are reserved for activity-fee-paying students. Staff and faculty members are allowed to use the remaining 25%. On the rare occasion openings are not filled with student, faculty, and staff we may open the program to the community.

Program Funding

The Program is funded by student activity fees, parent fees, the University and USDA federal funds.

Program Supervision

The classrooms are supervised by a program director. We have two coordinators to directly assist with the management of the classrooms day to day.

Open Door for Parents and Visitors

Our door is always open to parents. Visitors are required to sign in and be accompanied by a staff member.

Concerns and Comments

Suggestions concerning program changes or additions can be made to the program director in person, via phone, email or mail.

This is a **nut free facility**. No nuts or nut products can come into the program, including non-edible nut products like lotions.

THE PROGRAM OFFICE

ASUM Child Care, Preschool and Family Resources
University Center, Room 119
The University of Montana
Missoula, MT 59812

Phone:

Director (406) 243-2542
Center Coordinator (406) 243-2588
Center Coordinator (406) 868-2278
Fax (406) 243-2531

Office Hours: M-F 9:30-3:30

Classroom Hours: M-F 7:30-5:30

CENTER CONTACT INFORMATION AND ENROLLMENT CHOICES

ALL classrooms require a minimum enrollment of 2 days per week

To allow for staff vacation time, thorough cleaning and maintenance some classrooms usually combine during breaks and at times when UM classes are not in session.

- Children's Early Learning Center I—McGill Hall 001A (2-3yrs)..... (406) 243-6300
 - Full day enrollment option only
- Children's Early Learning Center II (Infants) —McGill Hall 036 (0-23 months)..... (406) 241-9806
 - Full day enrollment option only
- Children's Early Learning Center III —McGill Hall 001A (19m-3yrs).....(406) 243-6300
 - Full day enrollment option only
- Children's Learning Center I—McGill Hall 001 (3-6yrs)..... (406) 243-2252
 - Full day enrollment option only
- Children's Learning Center II —McGill Hall 001 (3-6yrs)..... (406) 243-2252
 - Full day enrollment option only

You may bring your child at any time and pick your child up at any time, however **you are still billed for the contracted full day rate.**

Enrollment Information and Requirements

To Enroll in the Program or Be Put on Program Waiting List

1. Prior to completing and signing the application read through this policies and procedures contract information to ensure goodness of fit.
2. Complete the Application Contract, available at www.umt.edu/childcare, or in the program office, McGill Hall 021A. Return the form to the program office at McGill Hall 021A, vicki.olson@mso.umt.edu or fax (406) 243-2531.
3. The date the application form is received in the program office is your official wait list date.
4. You will be contacted when an opening is available or annually to update your interest in the opening or staying on the wait list.

Student Status vs. Faculty/Staff

Student Status

Must be enrolled for a minimum of 7 credits and must pay the ASUM activity fee.

Faculty and Staff Status

Any person employed by The University of Montana in a full or part-time position, not enrolled as a student and paying ASUM activity fee.

Enrollment Process

1. Families re-enrolling, including siblings of current enrollees, are given priority.
2. The enrollment process will begin and continue until all openings have been filled based on the following schedule.
 - Autumn semester enrollment begins around June 5th. A follow up confirmation will take place the end of July or first part of August.
 - Spring semester enrollment begins around November 15th.
 - Summer weekly enrollment begins around April 5th.
3. Two attempts by phone and/or email will be made to contact next applicants on waiting list.
4. If by the end of the 3rd day, we have been unable to reach you by phone, or you have not responded to our email we will precede to the next person on the waiting list.
5. Students have until the end of the 2nd week prior to the start of classes each semester, to fill all student spots.
6. At the beginning of the 1st week prior to the start of classes each semester, all remaining student openings are offered to Faculty/Staff applicants. If there are still openings remaining, they may be filled by community.
7. Once a Faculty/Staff child is enrolled you will **not** be asked to give up the spot to a student.

Enrollment Options for U of M Students:

Semester Enrollment

- All classrooms are open all University class days and finals week. Enrollment is from start date through the entire semester, including finals week. *If re-enrolling from Autumn or Spring semester—Forms will be made available at the centers, the middle of November and April.*

Winter, Spring & Summer Break Enrollment

- *At least one preschool, toddler, and infant classroom will operate during all breaks. This option is available to those enrolled autumn and/or spring semester. Students may choose the days needed. Students are billed only for the days pre-chosen for care surrounding the break. If enrolled the current semester, you are guaranteed placement IF enrollment form for upcoming break is completed and returned by set deadline, and bill is not overdue. Forms will be made available at the center.*

For Summers

- Students who were enrolled **all of spring semester** and do not know vacation days at time of summer enrollment, may later schedule up to 2 weeks of vacation time off (not billed) with 2 weeks' notice. Notice must be in writing.
- Enrollment is by the week with a minimum of 2 weeks and a minimum of 2 days per week used.

Note: If re-enrolling from spring semester to the next autumn semester, but NOT enrolling for the summer, we cannot guarantee autumn placement in the same classroom attended in the spring.

Enrollment Options for Faculty/Staff:

1. Yearly enrollment is from start date through mid-August.
 - *You are automatically enrolled for year round, including all breaks, and billed whether services are used or not. You will be asked to sign up for days intending to use during winter break, spring break and summer to allow for accurate staffing and ordering of food.*

- Summer school age child enrollment is on a weekly basis. You choose days and weeks needed. Billing is at a daily faculty/staff rate for summer school age child enrollment.
2. Re-enrolling for Upcoming Autumn
 - You must complete a new enrollment application and packet to remain in the program, unless you started after July 1st.

Note: If you reduce the number of days used, this includes summer, you are NOT assured of getting the same days back again at a later date.

Days Closed – In-Service Training

All centers are closed for 5 days during end of summer for in-service training, classroom cleaning, maintenance, set up and new enrollment conferences. Closed days will be announced prior to summer enrollment.

Days Closed for Holidays

All centers are closed University holidays, including the Thanksgiving travel day. All centers close at 3 p.m. on Christmas Eve and New Year's Eve.

Re-Enrollment

- Student re-enrollment is required **each** semester. Forms are provided. Re-enrollment is NOT guaranteed if account is past due or enrollment form is not turned in by due date. Faculty staff re-enrollment is required **each** fall.

Yearly Re-Enrollment

- Entire re-enrollment packet, with all forms completed, is required each fall. First option is given to those enrolled in the program the previous year and siblings of those enrolled the previous year.

Finals Week Enrollment

- Enrollment includes finals week. Billing includes finals week. Cancellation of services for finals week is not accepted.

Moving Enrollment from One Classroom to another Classroom

Who gets first option to move enrollment from one center to another:

1. Child readiness for moving from toddler to preschool - readiness skills include developing self help skills, feed and serve self at meal, prepare self to go outside, etc.
 2. An opening at desired classroom must be available.
 3. Original wait list/enrollment date applies for child moving from one classroom to another.
 4. Infants are required by state licensing regulations to move out of the infant center to Early Learning I or III classroom when they turn two.
- Please keep in mind that an important bond will have been developed between child and teachers, possibly making this transition disruptive and disconcerting for your child.

First Time Enrollment Packet and Conference

Enrollment Packet for 1st Time Enrollment

1. An enrollment packet, with the following documents is mailed to each parent upon initial enrollment:
 - Background Information for Child Enrolled
 - Goals for Child
 - Permission to Participate and Consent for Release
 - Permission to Share Information
 - Authorization to Share Health Information
 - Immunizations
 - Emergency Contact and Parental Consent

- Over the Counter Medication
- Non-Ingestible Over The Counter Medication Authorization Form
- CACFP Meal Benefit Income Eligibility Form
- Allergy and Special Diet Alert
- Special Dietary Needs
- Illness Exclusion Policy
- COVID-19 Illness Exclusion Attachement

Additional infant enrollment forms

- Infant feeding schedule
 - Infant medical release
2. Packet is required to be completed and in the center or program office a **minimum of 24 hours prior to the start of care.**
 3. Packets are NOT accepted on the first day of care. NO EXCEPTIONS.
 4. Child is accepted into care ONLY if packet is complete, with child's official immunization record included.

Enrollment Conference for 1st Time Enrollment

1. An enrollment conference is arranged for first time enrolled children.

Re-Enrollment Packet and Conference

Re-enrollment Packet

1. A new enrollment packet is required to be completed annually.
2. Re-enrollment packets are distributed in July.
3. Re-enrollment packets are due as indicated in the packet.

Re-enrollment Conference

1. For re-enrollment with child moving from one center to another center, a conference is arranged with new teachers.
2. For re-enrollment with child returning to the same center, a conference is scheduled only upon parent request.

SCHEDULE CHANGE AND WITHDRAWAL INFORMATION

Schedule Changes – Dropping or Adding Days/Hours of Care

All enrollees-- All schedule changes must be in writing and approved by the office. Schedule changes made after the deadlines will be assessed a processing fee. Autumn and Spring semester schedule changes must be made within the first 10 days of the semester to avoid the processing fee. Summer semester changes must be made within the first 10 days of the start of summer schedule. Unused days or holidays cannot be traded for other unscheduled days. An occasional day may be able to be added should there be reenrollment space and it be convenient for the classroom and teacher. No more than 3 per semester.

Staff/Faculty -- Days dropped are NOT assured of reinstatement for later enrollment. This includes days dropped during summer unused days or holidays cannot be traded for other unscheduled days.

[Schedule Change Drop/Add Form](#)

Withdrawal from Services

Students --**10 days notice must be given** when canceling services to receive billing credit. Notice **must** be in writing using the program's Withdrawal Form.

Not Showing up After an Opening has been accepted

A “No Show” termination is billed for 10 days of care, a \$25 registration fee and a \$10 processing fee. Enrollment termination within one week prior to the start of classes is billed for one week of care, a \$25 registration fee and a \$10 processing fee. Enrollment termination before one week prior to the start of classes is billed a \$10 registration fee.

Staff/Faculty – **30 days written notice is required.**

Withdrawal forms are available online and in the office. [Withdrawal from Services Form](#)

Withdrawal within Last 3 Weeks of Semester

Withdrawing your child from the program **within the last three weeks**, (finals week included) will result in your being billed at a daily rate for the **remainder** of the semester, unless the opening can be filled. (This is because it is often impossible to fill an opening at this time.)

Summer Withdrawal

Withdrawing after enrollment may not be accepted. Billing is at the full rate unless we are able to fill placement.

BILLING AND PAYMENT

Absences

1. Classroom teacher must be notified when your child is absent and reason must be stated (licensing requirement).
2. *Billing credit is NOT given for any absent days regardless of reason. NO EXCEPTIONS*
3. Billing credit is NOT given for contracted days during finals week that are not used.
4. After 3 consecutive days of no call absences, child care services may be terminated. Billing will include 10 days for lack of withdrawal notice and applicable fees.

Billing

1. Billing starts from approved enrollment start date and is as contracted.
2. Additional days used that are not contracted are billed at the daily rate. You will be asked to adjust your schedule if repeatedly (more than 3 per semester) requesting additional days.
3. Billing is done for the upcoming month in advance.
4. Advance payment is due by the date indicated by UM Business Services.
5. Late payment fees are assessed by UM Business Services for bills not paid by due date. ASUM Child Care cannot remove late payment fees.
6. Bills are put onto the parent’s U of M Cyber Bear account.
7. Please talk to the director with any billing (not payment) questions: 243-2542
8. If desired, your entire semester’s bill can be put on your account at the beginning of the semester for your convenience by either marking appropriate choice on application or by written request to director.
9. Financial aid may be used to pay your child care account.
10. All payments and payment questions are handled by the University of Montana Business Services: 243-2223

Finals Week Billing

1. No credit is given for days not used during finals week. Extra days used during finals week are not billed.
2. Cancellation is NOT accepted within the last 3 weeks of any semester, including finals week, unless the opening can be filled.

Payment

1. Payments are to be made to Griz Central as per UM Business Services policy.
2. The ASUM Child Care Preschool Program office does NOT accept payments.

Outstanding Balance and a Registration Hold

1. Registration for classes may be prohibited if account is past due as per UM policy.
2. ASUM Admin requires ASUM Childcare to terminate the care for students, faculty or staff with an outstanding balance of more than 60 days.

Past Due Accounts

1. If an account is in default, U of M will initiate collection proceedings on unpaid principle and allowed interest, as well as any attorney fees or other costs or charges necessary for collection of any and all balance due.
2. If account is referred for collection, the account may be reported to your credit as a collection item.

Summer Time Swim Lessons & Billing

Summer Swim Lesson and Billing

1. Swim lessons, at the Grizzly Pool, take place for a period of 2 weeks during the summer.
2. Children must be a minimum of 3 years old to participate in lessons.
3. It is the parent's option to have child participate in lessons or not participate.
4. If you choose to enroll for swim lessons, the Grizzly pool fee will be added to your childcare bill (no credit will be given if child does not attend a swim lesson).
5. If your child is not enrolled at ASUM Child Care on a swim lesson day, it is the family's responsibility to take them to Grizzly Pool for their lesson.

Rates

Rates for U of M Students (Minimum of 2 days per week enrollment)

1. Full Day-\$37.50 per day per child/\$40.00 per day per infant (newborn through 35 months)
2. Billing credit is **not** given for absent days regardless of reason.
3. A fee of \$1 per one minute is charged for failure to pick child up at closing time. If repeatedly or excessively late, you will be asked to find a different arrangement for your child and contract will be terminated.

Students are billed for winter, spring and summer break ONLY if enrolled.

Rates for Faculty/Staff (Minimum of 2 days per week enrollment; full days only)

1. 5 days per week - \$850 per month per child/\$900 per month per infant (newborn – 35 months)
4 days per week - \$680 per month/\$720 per month per infant (newborn – 35 months)
3 days per week - \$510 per month/\$540 per month per infant (newborn – 35 months)
2 days per week - \$340 per month/\$360 per month per infant (newborn – 35 months)
2. Occasionally used extra day - \$40.50 per day/\$43.50 per day infant (**Subject to approval of office and teacher. No more than 3 times per semester**)
3. Billing credit is NOT given for absent days regardless of reason.
4. No switching or trading days for holidays or days not used.
5. A fee of \$1 per one minute is charged for failure to pick child up at closing time. If repeatedly or excessively late, you will be asked to find a different arrangement for your child and contract will be terminated.

Billing remains the same for winter session, spring break and summer even if days are not used.

RECEIVING ASSISTANCE WITH PAYMENT OF SERVICES

State/Agency Program Participants must understand and agree to the following:

1. **Participants will be given advance credit for what we predict that Best Beginnings will pay. Your co-payment will be put on your account every month.**

2. Upon receiving the actual Best Beginnings/other agency program payment I will make adjustments to your account accordingly. This usually occurs about the 15th of the month after services are provided.
3. Best Beginnings and some other state/agency programs will **ONLY PAY for actual days or hours used, whichever is less**. This may leave a significant balance not paid by Best Beginning/other agency, which is then the parents' responsibility to pay in full.
4. As per Best Beginnings/other agency policies, **Co-pay must be paid up to date.**
5. Best Beginnings/state/agency may not pay for absent days unless qualified for "certified enrollment" days. Billing for these days is put on the parents account to be paid by the parent.
6. Using the full time approved by Best Beginnings/other agency will result in less financial responsibility for the parent. Child must be in care at least 6.01 hour for Best Beginnings to pay for full day. Anything less than 6.01 hours will be paid at half-day rate.
7. Best Beginnings/state/agency does not pay for any late pick up fees or late payment fees. These fees are put on the parents account to be paid by the parent.
8. It is the parents' responsibility to pay for any and all balance on their account not paid by Best Beginnings/state/agency program.

If Financial Aid is paying for services, parent must understand and agree to the following:

1. Notify office that child care will be paid by financial aid.
2. The full balance for the semester as contracted will be put on the account at the beginning of the semester upon request by parent.
3. Financial aid will be used to pay account.

EARLY ARRIVAL AND LATE DEPARTURE

Early Arrival

No children will be accepted prior to center opening (7:30 school year).

Late Departure

Children must be picked up by the close of the day at 5:30. Failure to do so will result in late fees and possible dismissal of the child/family from the ASUM Child Care Program. Parents will be charged \$1 per minute starting at 5:30pm.

1st Time Late: Teacher will remind parent that we close at 5:30 and that their child needs to be picked up before that time and that they will be charged a late fee of \$1 per minute. Teachers will ask parents if they are in need of some options and refer to director.

2nd Time Late: You will receive the 1st notice with suggestions for alternative care.

3rd time late: The director will hand delivery the 2nd notice and discuss issues around your being late. During this time, the director will problem solve with parent, offering solutions such as arranging students to pick up their child, use of drop in centers and/or finding another program that better fits their needs. Parents will be required to sign letter stating that they understand the policy and if they are late again, they will be dropped from the program.

4th Time Late: Parent will be told that they need to find new child care. Parents will be given two days where they will be allowed to bring their child to the program, if needed, to find alternate care, however, if they are late again during that time frame, they will be done that day.

We understand that emergencies happen, but ask parents to call the classroom teacher as soon as possible. Advance notice of lateness does not protect the child/family from dismissal from the program. You will still be

charge the late fees. If more than one emergency happens in one semester, the director will contact you to discuss alternatives, and come up with a plan.

CHECKING CHILD IN AND OUT

Checking in/Out for Safety

It is imperative that you legibly sign your child in and out of the center **each day** on the form provided. This is very important for your child's safety, as well as being required by licensing, CACFP and subsidy agency regulations. Failure to do so may result in you being called to return to the center and sign your child in/out. And a fee may be assessed. Continual failure to sign your child in/out may result in a need to cancel your services. We must be able to read the times written.

HEALTH PRACTICES

Immunization Record

State law requires that every child enrolled in a child care program be adequately immunized at the time of enrollment. All records will be provided to appropriate authorities upon request.

Immunization Requirements:

1. Children must be minimally immunized prior to attendance in the program.
2. Children who are only minimally immunized must have and follow a physician's plan for bringing child's immunizations up to date or care must be terminated.
3. Children must be adequately immunized for their age to remain in the program. By 19 months they need to have 4 DPT, 3 Polio, 1MMR, 3-4 HIB, 1Var, 3 Hep B and 4 PCV.
4. Immunization record signed by health authority/physician is required prior to attendance.
5. Only a licensed physician's medical immunization exemption is allowed.
6. As per licensing requirements a religious/personal preference exemption is not accepted.

Infant Health Statement:

1. Children under the age of two years are required to have a statement signed by a licensed physician indicating child is healthy enough to participate in a child care setting.
2. Form is provided in enrollment packet.

Illness Exclusion

Enclosed in the enrollment packet is our illness exclusion policy. For the well-being of all of the children This policy will be followed.

Health Check:

1. Children will be visually checked according to licensing regulation for apparent illness and/or injury.
2. An apparently ill child will not be allowed to attend, as per Montana child care licensing and health department regulations.
3. Billing credit for the absent day is not given.

Notification of a Contagious Disease

If your child contracts a contagious disease, please notify our office immediately. We can attempt to prevent the spread of the disease or lessen its effects if we know about it.

Pollution Alerts

During severe air-pollution alerts, all children will remain indoors. We will follow the recommendations of air quality experts.

Extreme Weather Conditions

Children will remain indoors in extreme weather conditions, including cold, wind chill, and heat conditions. See center teacher for specific weather guidelines that will be followed.

Administering Medication

The ASUM Child Care Program believes that young children should be given medication as needed when parents are unavailable to administer the medication. However the administering of medication is a serious responsibility and safety procedures must be followed.

- Each “round of medication” requires a new permission form. All forms are updated every 2 weeks.
- Only trained staff will administer medication
- A medication log will be maintained and completed at the time of administering the medication.
- All medication forms will become a part of the child’s permanent file.
- Medications will be stored in a locked box or in a refrigerated area separate for other items.
- All expired/unused portions of medications will be returned to parent or disposed as instructed.

Prescription Medication—At the ASUM Child Care Preschool classrooms prescription medications will be administered ONLY if the following conditions have been met:

- Parent/guardian must complete and sign the MEDICATION AUTHORIZATION FORM
- Parent/guardian must complete the *top section* of the MEDICATION ADMINISTRATION LOG
- Medication must be in its original container with the following information printed on the container:
 - Child’s name; name of the medication; medication expiration date; storage and/or disposal information; name of health care provider; date prescription was filled; dosage amount, times, and other pertinent information

Over the Counter (non-prescription) Medication- OTC prescription medication will be administered ONLY if the following conditions have been met:

- Parent/guardian must complete and sign the MEDICATION AUTHORIZATION FORM
- Parent/guardian must complete the *top section* of the MEDICATION ADMINISTRATION LOG
- Medication must be in its original container with the following information on the container:
 - Child’s first and last name clearly written on the container; name of health care provider who recommended the medication written on the container; manufactures label with the name of the medication; manufactures label with dosage instructions, amount and how often; and manufactures label with expiration date.

Special Medical Care Needs

The program will make every attempt to make reasonable accommodations to meet special care needs. The administering of special medical care must be approved by both U of M Legal Services and the Curry Health Center Director. A special medical care needs form must be filled out by a parent and signed by both parents. Adequate training must be provided to staff prior to the administering of any special medical care. Parent is expected to provide all special medical care supplies, and assist with training arrangements of the program staff.

Illness

In the event of an illness, your child will be isolated from other children, comforted, supervised, and you will be notified. If we are unable to reach you, we will call the person listed on the Parent Consent Form. Your child should be picked up within 30 minutes of us notifying you.

Emergencies

In the event of an emergency, St. Patrick’s Hospital will be used. If we are unable to reach you, we will call the person listed on the Parent Consent Form. We will follow the emergency procedure as posted.

Minor Accidents

All minor accidents and any first aid that is administered are recorded on an Accident Report form. You will be provided with a copy of the report and one copy will be placed in your child’s file.

Accidents that Require Medical Attention

If your child is injured and you decide to seek medical attention **and** intend to file a claim against the University's insurance you must use a care provider within the approved network.

Illness Requiring Medical Visit

Any child who is repeatedly ill, such as rashes that cover multiple parts of the body or a raspy cough that lasts for several days, may be requested to be examined by a physician prior to readmission to the center.

Child Abuse

Any suspected case of child abuse will be reported immediately to the appropriate agency. All staff are mandatory reporters.

Toilet Learning and Diaper Requirements

Toilet Training Requirements:

1. Children enrolled into the preschool classrooms do NOT need to have toilet learning mastered but should be working on it at home. Staff will work with parents in the preschool classroom to help with this process.
2. Children enrolled into the infant and toddler classrooms do NOT need to have toilet learning mastered. Staff will work with parents in the toddler classroom when child and parents are ready to begin the process. Toilet learning will not be done in the infant classroom as it is not developmentally appropriate for under two years old.

Diapering Items Supplied by Parents:

1. Disposable diapers/pull-ups are to be provided by parents. Plan on a minimum of 5 diapers to be used per day. Full day children are changed minimum of 4 times per day.
2. Disposable wet wipes for child in diapers/pull ups are to be provided by parents. Plan on 16 wipes to be used per day. We typically use at least 3 wipes per diaper change.
3. A fee of \$1 per diaper and/or day's use of wipes is assessed when program provides these items. You will receive notice when your child's supply of items is getting low.
4. Due to health department regulations, we can not accommodate cloth diapers. Please see director for more information about this policy.

Dental Health

Children will brush their teeth once per day after a meal. Toothbrushes are provided. For health reasons children will not use toothpaste but rather dry brush. School age children using the summer program are the only ones provided with toothpaste.

SAFETY PRACTICES

“Pick-Up” Substitute

Please let the teacher know when someone other than yourself will be picking your child up. This should be done directly to one of the teachers and not to student staff. You will also need to complete a “Pick-up” Permission Slip. Identification will be required by the person. Please advise them to have it available.

A child will not be released to anyone under the age of 12 years.

Permission by Phone for Picking up Child

If a situation arises that requires you to notify teachers by phone that someone other than yourself will need to pick up your child, you will be required to state your predetermined “personal password” (from

the enrollment paperwork) at the time of making the request. The password will provide proof to us that you are the one making the request.

Emergency Drills

Fire Drills are practiced regularly as required by licensing. We will make every attempt to not alarm your child. Lock down drills are practiced each semester. No one will be allowed to come or go during a lockdown drill (practice or real) for the children's safety.

In the Event of a Lockdown

If for any reason the centers must implement a "lockdown" all doors will be locked, blinds will be pulled and children will be moved away from full length windows. Parents, students and others will NOT be allowed to enter or leave the program until Campus Police has indicated that it is safe to end the lockdown. We will not put a note on the door saying we are in a lockdown to help ensure children's safety. Make sure all parents'/guardians' emails and phone numbers are listed on enrollment forms, or are provided to office, to ensure the office can contact you with information and updates in the event of a lockdown.

A Child Who Leaves the Center or Playground

If your child is one who leaves the center site or playground, despite our best efforts to contain them, we may need to ask you take your child out of the program. We cannot assure your child's safety if your child is a "wanderer". We have many safety practices in place to prevent "wandering" such as door alarms and/or safety covers on doorknobs, locks on the gates of our playground and children that we know may wander being assigned to a lead teacher during fieldtrips.

Non-Custodial Parent and Restraining Orders

We must have a current signed restraining order if you wish for us to deny a parent access to his/her child. We are required to release children to both parents without a restraining order.

Releasing Information to Non-Enrolling Parent/Legal Guardian

If a person requests information about a child but is not the person who enrolled the child, we will release the information after person requesting information completes a request form and can prove to be the parent or legal guardian without a current restraining order. Please notify the office if you have any family issue in this area.

PROGRAM STAFF

Teaching Staff

Our AM and PM teachers are highly qualified and have experience working with young children. The teachers are responsible for the daily activity program and the management of the classroom operations. All teachers work as a team. Please talk to them about your child's day, any questions or concerns you may have, and pertinent information about your child or our program.

Teacher Aides/Student Staff

Teacher aides are students who are paid by the program to assist the teachers in the daily routine of activities. Occasionally students are assigned to the program from various departments on campus who receive credit for the work they do with the program. The students bring fresh energy and perspective to the program. They are not trained in the specifics of sharing information with families, however, so please direct all questions and concerns to lead or assistant teachers only.

THE CENTER CURRICULUM

All classrooms are licensed and accredited and we strive to meet the national care and education quality standards as well as all licensing and accreditation standards. The programs follow developmentally appropriate practices, including the use of Creative Curriculum.

The Daily Program

The program emphasizes developmentally appropriate activities and the expansion of experiences. Each day a variety of activities take place that promote pre-academic skills, language and literacy, self-help skills, social-emotional skills, large and small motor control and creativity through art, music, and movement. This is accomplished through open individual exploration of play, teacher-directed activities, and large and small group activities.

The Daily Schedule

A daily schedule and weekly lesson plan are posted at each center. Your teacher can show you where they are located. Some of the teacher-directed activities may include organized games, music, creative movement, literature, creative dramatics, finger-plays, poetry, language development, songs, concept development, special unit topics, and special projects.

Weekly Activity Plan

Approximately every two weeks the teacher chooses a theme from which to plan the learning activities for the children. Themes may include such topics as "Around the World", "Me and My Friends", and "Farm Animals".

Small and Whole Group Activities

Small group activities may include manipulatives, shelf games, puzzles, books, listening center, interest centers, discovery center and other learning centers. Whole group times are times when all of the children gather for dancing, singing, stories, sharing, and group discussions.

Learning Centers

The child's free choice of all materials and equipment available includes shelf and table toys, learning center materials, blocks, trucks, dramatic play, art, sensory table, unit activities, writing center and more.

Outside Play

Children play outside twice each day for at least a few minutes unless weather does not permit. (Each class may vary slightly, but usual times are 10:45-11:30 and 3:30-4:30) Please provide weather appropriate clothing.

Quiet Time

An age appropriate quiet time is part of every day's activities. See the center teacher if you have any concerns. Infants under one must sleep in cribs supplied by the program following safe sleep policy and procedures. Infants over one can sleep on a nap mat with written permission.

Early Care and Education Appropriate Practices

As established by the National Association for the Education of Young Children

Cognitive Skills

Appropriate

Inappropriate

Learning is through meaningful activities such as working with clay, blocks, games.	Focus on memorization, rote counting, drills, worksheets, and emphasis on writing.
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Problem Solving

Problem solving skills are learned through active exploration. Children are provided concrete activities and materials to manipulate.	Environment is highly structured. Worksheets and abstract materials dominate.
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Art and Creativity

Promoted through daily opportunities for expression and appreciation. Children experiment with a variety of materials.	Provided only when time permits. Art is coloring pre-drawn forms, copying adult made models.
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Gross Motor Development

Gross motor skills are developed through play through both planned and free choice movement activities.	Opportunity for large muscle development is seen as interfering with instruction time.
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Fine Motor Control

Fine motor skills are developed through play activities such as beads, peg boards, puzzles, cutting, pouring, drawing and pasting.	Fine motor activities are limited to handwriting, lesson sheets and coloring pre-drawn forms. Activities last too long or are too difficult.
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Self-Help Skills

Children are given the opportunity to dress, feed and care for themselves. Mistakes are seen as learning opportunities.	Staff perform routine tasks because it is easier or less messy. Adults show anger to accidents.
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Social Skills

Children are coached to learn and maintain appropriate behavior with others. Children are helped to learn alternatives to aggressive behavior. Self-regulation and problem solving are taught and emphasized.	Punishment and shame are methods used. Little effort is made to build a sense of community or problem solve.
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Field Trips

Field trips are a part of the program. You will always be notified in advance about field trips, and permission slips will be required. You will **not**, however, be notified in advance about walking trips the groups may decide to take in the university area, or about **regularly scheduled** outings that have been posted. Personal vehicles are NEVER used to transport children. Licensing regulations prohibit children under age four in care from riding the public transportation system.

Parent Suggestions for the Curriculum Themes/Special Experiences

A form is available on the bulletin board for you to offer suggestions and activity ideas. We would love to have family members volunteer to present or otherwise help with any theme being presented.

CENTER GOALS AND DEVELOPMENTAL TASKS

1. Help the child to grow in independence; child begins to think of him/herself as a capable individual. We provide experiences that will allow the child to make decisions and choices.
2. Help the child learn to take turns, share and feel secure in the new environment.
3. Help the child to learn techniques of interaction that will bring him/her positive responses from others.
4. Help the child develop self-control and to work toward self-direction and self-regulating.
5. Help the child to understand appropriate behavior responses and the reasons for them.
6. Help the child develop an understanding of feeding, caring for and appreciating their body.
7. Help the child develop small and large motor control and skills.
8. Help the child to begin to understand and control his physical world.
9. Help the child develop intelligence by encouraging curiosity, thinking, reasoning, cause and effect and gathering and using information.
10. Help the child to learn new words and how to use words in his social and intellectual activities.
11. Help the child develop a positive self-concept by providing positive, happy experiences.
12. Accept pupil contributions without judgment.
 - Maintain a positive and supportive atmosphere.
 - Listen.
 - Be fair in discipline.
 - Praise and encourage children regularly, make praise specific.
 - Develop a sense of safety and caring.
 - Provide opportunity for child to express self freely.

MEAL SERVICE

Meals

The program participates in the Child Care Food Program, a USDA child nutrition program. Our program receives funds for the serving of nutritious meals and snacks in order to promote health and nutrition education for young children.

As a member of the program, meal patterns and serving sizes must be met. Children in attendance are served breakfast, lunch, and an afternoon snack.

Menus

Monthly menus are posted at each center. Copies are also available at the center.

Nutrition Requirements

Breakfast – Milk, Bread or Alternate, Fruit or Vegetable

Lunch – Milk, Meat or Alternate, Bread or Alternate, a Fruit and a Vegetable

Snack – 2 of the 4 food groups (crackers only 1x per week)

Skim milk is served as per USDA requirements to children over 2 years old. Whole milk is served to children under 2 years old. Formula or breast milk is served for infants under age 1.

Meal Preparation

All meals and snacks are prepared on site, using only precooked meats to help prevent foodborne illness, following state health department regulations.

Meal Service

Meals are served family style for children two and older. Children and adults sit at the table, pass the food to one another, and serve themselves. Toddlers are provided assistance as needed. Our goal is to make meal time a pleasant and social experience.

Questions

Specific questions about meals should be directed to the program director.

Civil Rights

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.
- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.
- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [Program Discrimination Complaint Form](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or

Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Food Allergies

All food allergies **must** be documented by a physician. We will make every effort to make reasonable accommodations, however you may be asked to provide alternate food items if we are unable to accommodate your needs. See director for more information. If bringing alternate food items, they must be healthy choices. Ask for "Food from Home Policy."

Vegetarian/Other Preference Diets

We will make every effort to accommodate a vegetarian/other preference diet with alternate foods we have available.

Regulations on Parents Providing Food

USDA regulations do not allow for you to provide some of the food and for us to provide some of the food. Either we provide all of the food or parents provide all of the food. See the director if you would like to provide the food for your child. All food provided by parent must be nutritious food items (meet CACFP standards).

Sippy Cups, Bottles, Pacifiers

We ask that you do not send sippy cups, or bottles, with your child, unless your child is enrolled in the infant classroom. Toddlers (enrolled in Early Learning Center I and III) may bring a pacifier to be used **ONLY** at rest time. No pacifiers will be allowed in the preschool classrooms. Infant families can bring bottles & pacifiers if used. Program provides Avent bottles and sippy cups.

FOOD FROM HOME

Sending Food with Child

We ask that you do not send your child to the program with any food, candy or gum. If your child arrives with food in hand, we will ask child to remain outdoors until food is eaten or give the food to the parent on arrival. Absolutely no nuts or nut products can be allowed.

Birthday Treats Brought to the Center

Birthday treats must be purchased items in a sealed container and must not contain any allergenic ingredients for children currently enrolled at that center or be made in a facility that also processes nuts. Sorry, we do not allow home baked items to be brought into the center.

CHILD'S PERSONAL BELONGINGS

Label Your Child's Clothing

Please mark all of your child's clothing that you want back, especially those that will be removed such as hats, mitten, coats, and snow pants. We cannot guarantee unmarked clothing will be returned to the correct child/cubby.

Clothing Items to Bring

You will need to provide a complete change of clothing labeled with child's name that can remain at the center. As your child's clothing is soiled, it will be sent home in a plastic bag and you will need to replace it.

Quiet Time Toy

If your child will be resting at the center you will need to provide a small quiet time "snuggly" item if your child needs one. Please keep these small and soundless.

Quiet Time Bedding

The program will provide each child two and older with a quiet time mat, sheet, blanket, pillow and pillow case. These items are laundered weekly. If you choose to provide your child's own blanket it must fit on the shelf and it must be taken home weekly and washed prior to returning item. Children under one year and those requiring more than one nap will sleep in a crib provided by program. No blankets or stuffed animals are allowed in the crib. Crib sheets are provided. Children one and over napping on a nap mat with parental permission will be provided mat, mat cover, and blanket.

No Toys Please

Do not send toys, dolls, books or other objects with child unless requested by the teacher, as we lack space to store items and they may get lost or broken. It is often difficult for a child to share their favorite items. If your child has a “special attachment” to a toy/blanket and can’t leave home without the item, please talk about it with your teacher at your enrollment conference. Child must be able to function throughout the day without constant contact with the item to be able to adequately participate in the classroom.

Lost Items

The program is *not* responsible for lost or misplaced items not labeled with child’s name. This includes spare clothing, outerware, toys, etc...

CHILD’S SPECIAL NEEDS

Birthday Invitations

Please see the center teacher before bringing party invitations to the center that do not include all of the children.

****Hugs****

There is always time for hugs, but obviously we cannot give all of our attention to one child. All of the children deserve some special attention.

Your Child’s Special Needs

Every child has their own special needs and every attempt will be made to attend to them. Please notify the lead teacher of any concerns about your child, and/or any difficult time your child or your family may be going through so we can provide the appropriate support or resources. We may request specific information/techniques to better meet your child’s needs.

BEHAVIOR GUIDANCE

Behavior Guidance

The intent of the program and staff is to direct the attention of the child to constructive behavior. Children are encouraged to use gentle touches, stay in their bubble space and use acceptable language. Continual disruptive behavior will be discussed privately with a parent and a plan of action will be made together. Teaching the rules, encouragement, redirection, appropriate choices and problem solving are the methods used most often by staff. The teacher may temporarily restrain a child if the child is injuring him/herself or others. If you desire more information on how this is applied in the classroom, please see the classroom teacher.

Corporal punishment, including spanking or other physical punishment, is strictly prohibited within the program by both staff and parents. Discipline that is humiliating, shaming, frightening or otherwise emotionally damaging is also prohibited as per state regulation.

ASSESSMENTS AND PARENT CONFERENCES

Pre-Admission Conference

The pre-admission conference is an opportunity for parent and teacher to meet, return completed paperwork and discuss any concerns in a quiet setting. A pre-admission conference is important and arranged prior to attendance in the program. This is also a time for you to turn in all required paperwork and relay your goals for your child to the center teacher. Your goals will be used to create an individual education plan for your child.

Other Conferences

We acknowledge that university parents are busy people. Parents are strongly encouraged, but not required to arrange a conference with the teacher at the end of each semester to discuss their child's progress and adjustment. Special additional conferences can be arranged upon parent's request. Please do not hesitate to schedule a conference if you desire to have one.

Child Assessments

The program uses a standardized assessment tool for assessing the children. You are welcome to review the assessment tool used by the program as well as the standardized validity reports for the tool prior to your child being assessed. You do have the right to refuse assessments.

Who Does Assessments

All program staff work together to complete the assessments of the children under the direction of the lead teacher.

Why are Assessment Done

Assessment results are used to aid the teachers in better planning a program of meaningful activities and materials that will meet every child's need and to provide information to you about your child's development and progress. Assessment results will be provided to you in writing with an opportunity to set up a conference for further discussion. Results are stored in a confidential manner and accessed only by lead staff.

Progress Assessment and Child Portfolio

Your child's progress will be assessed once each semester using a standardized tool. The first assessment will be completed by the 6th week of the first semester and the second assessment will be completed by the 12th week of the second semester.

Individual Education Plan

Other screening and assessment tools are available to aid in the development of an individual education plan for your child as needed. Individual goals are established and put into writing for every child. Parents are encouraged to regularly be a part of the decision making process for establishing these goals

Referral to a Specialist

After reviewing your child's assessment results, staff may discuss with you the possibility of having your child screened by a specialist. You will be the one to make all decisions in this matter. Staff will assist you with the referral and providing information upon your written request.

Screening Child's Vision and Hearing

If it can be arranged, students from various University departments will screen your child's hearing and vision. Results will be reported to you and maintained in a confidential manner.

PARENT INVOLVEMENT

Parent Participation

Parents are welcome to visit at any time, and are encouraged to assist with field trips and special events. Parents may also share skills and/or family customs. Check with the teacher if you have an idea.

Child Care Committee

Contact the program director if you would like to serve on the ASUM Child Care oversight committee.

Parent Communication

Teachers will make every attempt to keep you informed about your child's day. Teachers are typically available throughout the day for more detailed discussions if they are not directly involved with the children, such as circle times. Other times may also be arranged. Parents are encouraged to provide input into the daily curriculum, goals for the child and the child's routine.

Written Communication

You will be informed in writing of any accident, regardless of how minor, and receive a weekly report indicating how your child ate at lunch; lunch time news are not done during the summer break. You will also receive "Happy Notices" indicating tasks, dialogue or achievements your child has accomplished in addition to the written progress assessment reports on an individual basis.

Monthly Family Involvement Activities

Each classroom has a family involvement activity about once a month. The activities occur at different times of the day to allow all an opportunity to participate. Activities may include a family night meal or activity, joining us for breakfast or snack.

Program Evaluation and Regular Input

Parents are given an opportunity to annually evaluate the program. Also, located on the bulletin boards are comment cards and forms for offering themes, activity suggestions or other feedback to the teachers or program.

Problems and Concerns

Parents are encouraged to raise concerns and work collaboratively with staff to arrive at mutually satisfying solutions that can be incorporated into the regular classroom routine. Please report concerns and problems directly to the teachers, center coordinator or director rather than student staff.