
Children's Center

Revised: 00.00.00

1. Eligibility

As a child care center we strive to serve all children ages two, three, four, and five and those needing care before and after Head Start. Children who were served previously are given priority for continuing enrollment in the Fall. Additional applications are then solicited and accepted with priority given to applicants in the order listed below:

1. Spaces are given first to those children who were enrolled previously provided their application is received by August 1.
2. Twelve spaces are reserved for children of University Apartment residents provided their applications are received by August 1.
3. Priority is given to children of UND students provided their applications are received by August 1.
4. Priority is given to children of UND faculty and staff provided their applications are received by August 1.

After August 1, spaces are assigned as applications arrive with the only exception being children with special needs. Because UCC serves as a professional development center for UND students-in-training, we reserve the right to limit the number of children with special needs that we serve. Our goal is to serve a population that includes children with special needs because this allows us to maintain an integrated setting and one in which special needs can be effectively met.

2. Enrollment

Your child is not considered enrolled until all required documents are completed and returned with a registration fee and parent(s) have attended a Parent Orientation Session. Required documents include:

- Application for Admission
- Child Information Sheet
- Educational Data
- Parent's Statement of Health of Child
- Official Document of Immunization
- Parent's Agreement
- Class Schedule
- USDA Form
- Proof of Child's Last Physical Exam
- Field Trip Permission Form

Please inform us of any changes in the above information given us throughout the year.

3. Hours

The University Children's Center is open Monday through Friday, 7:00 a.m. - 5:30 p.m. on an ongoing basis. Parents are given a calendar listing the days UCC will be closed for holidays and orientation/staff development. The morning session ends at 12:00 noon and the afternoon session begins at 1:00 p.m.

The Center closes at 5:30 p.m. and parents and authorized adults need to have children signed out by this time. We encourage you to be prompt because both children and teachers are expecting you at this time. The University Children's Center reserves the right to charge a late fee for children leaving the center after 12:00 p.m. for those attending a morning session and after 5:30 p.m. for those attending the afternoon session. The late fee is used to compensate the teacher with overtime pay. Late fees may be assessed at the rate below.

A late fee will be charged for children picked up after 12:00 p.m. and 5:30 p.m. at the following rate:

- o 1 - 5 minutes late: - \$5
- o 6 - 10 minutes late: - \$10
- o 11 - 15 minutes late: - \$15
- o 16 - 30 minutes late: - \$30
- o 31 - 45 minutes late: - \$45
- o 46 - 60 minutes late: - \$60

Late fee(s) are assessed separately from your regular bill. Late pick-up times will be determined according to atomic clocks in the building, not personal watches. If possible, parents should always call if they expect to be late.

NOTE: Law enforcement officials will be notified if children are not picked up after 60 minutes.

4. Registration

When children are enrolled, they are registered for care on those days UND is in session. When there is a break in the academic calendar at UND, the Children's Center remains open with the only exceptions being as follows:

1. The Center is closed for all UND holidays
2. The Center is closed for three or four days in late August for Fall Teacher Orientation
3. The Center is closed for a week in late December
4. The Center is closed for three days in early January for Spring Teacher Orientation

During breaks other than those listed above, i.e. Spring Break, the UCC does remain open and does provide care. During these breaks parents have the option of enrolling their child for this care or not enrolling their child. If parents choose to have care during Optional Care Sessions,

they must complete a registration form. Registration forms are placed in parent mailboxes a month in advance and must be returned to the UCC office by the deadline listed on the registration form if care is to be provided, as teachers will be assigned based on enrollment.

During the summer parents must register each month for those sessions they are needing care. Again, registration forms are placed in parent mailboxes a month in advance and must be returned to the UCC office by the deadline listed on the registration form if care is to be provided.

A UCC CALENDAR IS GIVEN TO EACH PARENT AT THE TIME OF ENROLLMENT LISTING THOSE DAYS THE UCC IS OPEN, CLOSED, OR OFFERING OPTIONAL CARE.

5. Registration Fee

A non-refundable registration fee of \$30.00 is paid annually by parents when registering a child in the fall. Parents who register for the first time during the Summer Session pay a one-time-only registration fee of \$20.00 for the summer session.

6. Tuition

Tuition is billed monthly and is payable in advance with no charge for University scheduled holidays or those days UCC is closed for orientation. No credit is given for storm days or other causes over which we have no control. Your childcare bill is given to you on or before the first of the month and is to be paid on the first day of child care each month. Please deposit payment (in envelope) in safe located inside office door. It is suggested you retain all receipts for income tax purposes. The Federal Tax Identification number for University Children's Center is 45-600-2491. Please make sure to keep this number for your tax records. UCC does not automatically send year-end tax statements, but will compile a statement upon request by parent.

Families with overdue accounts will be asked to withdraw from the Center. All child care fees must be paid in full before a child will be enrolled for another semester. UND employees are requested to consider regular payroll deductions for their child care fees.

7. Change in Attendance

- 1. Withdrawal from the University Children's Center:** can be made only at the end of the month (or on the last day of child care that month), and requires that a written, dated, and signed withdrawal Form be given to the Director two weeks in advance. If a child does not attend the Center for two weeks and a signed and dated notice is not given to UCC, the child will be taken off the roster, and the space will be reassigned to another child. The parent will be charged for prior schedule through the end of the month, whether the child attends or does not attend.
- 2. Absentee policy:** If a child is absent for a week or more due to vacation or illness, half of the regular fee will be charged. This applies only to periods of one continuous week or longer and can be applied to no more than **two** weeks (Finals week(s) included, for which all parents are charged) during the nine month academic school year. Parents will need to

complete a written, dated, and signed Change of Schedule to receive this reduced rate of tuition. **During the Summer Session there will be no credits or refunds given for illness, vacation, or early withdrawal.**

3. **Additional Care:** If a parent needs one or two hours of care in addition to their child's regularly scheduled hours or an additional half day of care, this can be arranged at the discretion of Office Personnel. Arrangements need to be made in advance with office personnel and a written, dated, and signed Change of Schedule Form completed. Parents will be charged an additional hourly rate for one or two hours, or an additional half-day rate for a half-day. This additional fee will be assessed separately from the regular bill. This policy applies when additional care is requested on those days Preschool Special Needs and Head Start are not in session, and additional care is requested. Extra hours and days may not replace a day that was originally scheduled (i.e. switch Tuesday with a Wednesday).

8. Storm Days

In case of severe weather conditions, the Children's Center closes only when the University does. Please listen to KNOX or K-LITE 104 radio stations for school closing announcements. **No credit is given for storm days or other causes over which we have no control.**

9. Arrival and Departure

Upon arrival, parents **must sign their child in at the sign-in counter in child's color area** indicating the current time and the expected departure time. The attendance sheets provide us with an accurate minute-to-minute picture of who is in attendance. In the event of an emergency in which evacuation is necessary, the attendance sheets will help us determine which children are in attendance. The University Children's Center cannot be responsible for any children until they are formally signed in. As you sign in, encourage your child to put their coat and/or other belongings in his/her cubby. Please be sure the teacher is aware of your child's arrival. When picking up your child, please **indicate to the teacher that your child is leaving and sign out with the time and your signature.** On those days when someone other than the parent is going to pick up the child, please inform office personnel and the child's teacher. This person will be asked to show a photo ID before the child will be released.

10. Parent Involvement

UCC strives to be a partner with parents in providing care for the child. Parent involvement and interaction with children are welcomed throughout the day, and parent-teacher communication is encouraged and valued. Following are ways we encourage parent involvement:

1. **Parents are welcome to come any time** to play with their children, join in a group activity, or have breakfast, lunch, or snack with their child's "family" for a minimal fee. On the days a field trip or special project is scheduled, parental help will be very much appreciated. Parents are encouraged to share special hobbies, interests, or talents.
2. **Parent Orientation:** All parents are asked to attend an Orientation Session to review the philosophy, program, and policies of UCC.

3. **Parent-Child Orientation:** All parents and children are invited to attend an hour-long Open House before the first day of care. Parents and children are introduced to teachers, their Color Area, and other children in their family so they are familiar with the Center before arriving on the first day of care.
4. **Daily Communication:** Parents and teachers are encouraged to exchange phone calls, written notes, and chats upon arrival or departure.
5. **Parent-Teacher Conferences:** Conferences are held early in the fall and again in the spring. In the fall, teachers and parents share information about the child's interests, strengths, and any goals they see as being important to work towards. At the end of the semester, parents will be provided with a written description of their child's physical, social, emotional, language, and intellectual growth and development. In the spring, teachers meet with parents again to share this description of a child's progress. Additional conferences can be arranged whenever desired.
6. **Special Events:** Parents are invited to Family Night each semester. In addition teachers make an effort to invite parents to special events during the year.
7. **University Children's Center Parent Connection (UCCPC) Meetings** are held each month. Parents are surveyed as needed to determine the time and day of the month that is most convenient for parents to meet. It is an opportunity for the Director and parents to update one another about good things we see happening at UCC, and also express any concerns and problem-solve together. This is an information discussion group that is open to all parents.
8. **Parents may also be invited to a Descriptive Review of their child.** This is an in-depth discussion of the child with both teachers and parent(s) contributing their knowledge of the child and together making recommendations that will benefit the child.
9. **Whenever you have a concern you would like addressed, please proceed as follows:**
 - a. Arrange to talk with your child's teacher at a convenient time. Please do not address this concern in the Color Area at a time when the teacher needs to be caring for children.
 - b. If you feel the need to speak with your child's teacher immediately, please inform the Director and arrangements will be made to relieve the teacher.
 - c. If there is a concern that needs to be shared with the Director and the Director is available, please feel welcome to come into the office to visit. If the Director is meeting with another person, please wait until she is free. If you are unable to wait, please leave a message and the Director will contact you to arrange a meeting as soon as possible. If the Director is unavailable, please leave a note expressing your concern and arrangements will be made to meet with you at another time.

UCC requests that parents address concerns in a manner consistent with UCC policy; children, parents, and UCC staff members are asked to voice their concerns to one another directly in a manner that displays respect, and with an attitude that displays confidence in our ability to work together to effectively address the concern.

With physical and sexual abuse so prevalent in our society, we want parents to be assured that a background check is completed on each staff member and that it would be the exception for a staff member to be alone with a child. For children's protection and for our staff's protection,

staff work together in full view of one another, and are rarely, if ever, alone with a child. If a parent should ever suspect physical or sexual abuse, they are asked to please discuss their concern with the Director immediately.

11. Food and Toys

The Children's Center encourages healthy eating on a regular basis. No food items can be brought into the Center. Therefore, parents are encouraged to make sure that children finish eating their breakfast or lunch before coming to the Center.

If parents choose to bring a "gift" for members of their child's family, they are encouraged to discuss possibilities with your child's teacher. Gifts such as stickers, special art materials, (glitter, wiggly eyes, pipe cleaners, etc), individual bubbles or a special game, book or puzzles are preferred.

It is necessary to be aware of all children's backgrounds (ex. medical conditions) and thoughtfully consider the implications to each family's beliefs, traditions, and practices when acknowledging individual birthdays within the Center.

The toys provided at the Center are shared by all the children who attend. When a child brings his/her own toys from home, it may be hard to share with the other children or it may get lost or broken. It is natural for your child not to want to share his/her toy, but this does create a problem with the other children. Therefore, we ask that your child NOT bring toys from home, unless it is for a special event (please, no toy weapons). If your child brings a special book or record to share, please give it to the teacher so it can be kept in a safe place. **Make sure all items are labeled.** The Center will not be held responsible for lost or damaged toys or books.

12. Outdoor Play

Outdoor play is an important part of each day. Children play outdoors for part of each morning and part of each afternoon. Children must bring appropriate clothing for outdoor play each day they come to the Children's Center. A wind chill temperature chart will be consulted on days when the wind chill is extreme to determine whether or not children will go outside for at least a breath of fresh air.

It is also very important during the summer months for your child to be protected from the sun and bugs by using sunscreen and insect repellent. Parents must provide the child's teacher with a sun block or repellent of their choice. Parents are asked to apply it to their child(ren) before they arrive in the morning. Afternoon teachers will reapply before taking children out to the playground later in the day.

Children who are not well enough to play outdoors should remain at home.

13. Clothing

Children should be dressed in **wash and wear** clothing as many activities are messy (paint, paste, glue, clay, etc.). Children will need a full change of clothing in a labeled Ziploc bag so they may change during the day if necessary. Children will be playing outdoors every day and will need outdoor clothing suited to the weather. In spring and fall, it is helpful to dress children in layers, such as a sweatshirt and a windbreaker, so they can remove a layer as the day gets warmer. A raincoat and water boots make rainy days enjoyable. In winter, they will need a snowsuit, warm boots, warm mittens, a cap, and scarf (extra socks and mittens are helpful). It is wise to label all clothing as **we cannot be responsible for lost or stolen clothing**.

14. Fire/Emergency Drills

There will be one to two fire drills a month (alternating between morning and afternoon). A smoke detector alarm will be the signal for the drill. When the alarm sounds, teachers and children will gather in their color areas. Children and teachers should exit out the nearest available door. All children and teachers should wait until the Director, Administrative Assistant or Fire Marshal has given permission to return to the Center. In the event of real fire, teachers and children should evacuate to the Stanford Center Gym Area.

15. Field Trips

Teachers may take their group of children on field trips on- and off-campus. You will be notified and asked to sign a permission slip for any field trip. The children may be taken on field trips using the following types of transportation: a rented UND/ND State Fleet vehicle or Head Start bus. Please note that effective August 1, 1999, all children age (3) three and under must be in a car seat or booster seat.

16. Rest Time

Children who attend the Center all day have two options during rest time. They may rest for ½ hour, or be encouraged to nap for 1 - 2 hours. Parents and teachers will need to decide which options best meets the needs of the child.

Children who will be resting or napping will need two small blankets or two bath towels and a rectangular covered container for storing nap items. You may want to include a small, soft toy to help your child relax and rest. **You will want to label these items**. Please be certain that all items fit in the covered container as they can easily be lost. Blankets should be taken home and washed weekly. Please remember to return them.

17. Health Screening and Exclusion Policy

Children will not be permitted to remain at the center if the following conditions exist: vomiting or diarrhea within the past 12 hours, redness or spots on throat or neck, sore throat, infected tonsils, swollen glands, constant coughing, any discharge or redness of the eye which might indicate symptoms or signs of "pinkeye", any discharge from the nose or ears that is opaque, bloody, greenish or yellow, temperature within the last 24 hour period over 100 degrees, in addition to any signs of head lice or nits. The "no nit" policy is for control and prevention of

head lice outbreaks. Children can return to the Center with a re-admission slip from Grand Forks Public Health Department, or family physician, stating they are nit free.

Children with other symptoms of illness, including runny nose, headache, cough, or stomach ache will be evaluated by their teachers as to whether they should be at the Center in their condition. A child in attendance is expected to be able to participate in all daily activities (for instance, a child may not remain indoors during outdoor play). Please make certain that your child is feeling well enough to fully participate before attending the Center for the day. One guideline is to ask yourself, "Would my child feel better at home or at University Children's Center?" **It is very important for you to have alternate care arrangements.**

If a child becomes ill during the day, the parent(s) will be notified. If a parent cannot be contacted, the person on the emergency form will be notified. We will expect the child to be picked up promptly. The Center is not equipped with medical staff to provide care for sick children. Strict adherence to this policy will be maintained so other children are protected. UCC reserves the right to request written permission from a medical doctor for children to return to the Center who have been ill with a communicable disease or infection. We also reserve the right to request a written note from a medical doctor/nurse practitioner for children to return to the Center if we suspect children may have a communicable disease or infection.

If children are exposed to a communicable disease, the Center will notify parents of the possibility of exposure, symptoms and period of incubation. This information will be conveyed in a notice that will be posted on the Parents' Bulletin Board.

Please call the Center if your child will be absent due to illness or for other reasons.

18. Medication

No medication will be administered to any child unless written permission and instructions from the parent are obtained. Prescription medications will be administered only to the child named on the label. Do not leave medication in your child's cubby or pockets. You must find a teacher, fill in the medication sheet, and give the medication to the teacher. All medication will be kept in the refrigerator in the staff area or in a locked cupboard, out of the reach of children, to protect it from accidental contamination and/or ingestion.

19. Incident/Illness Reports

When an injury occurs while your child is at the Center, the teacher will fill out an incident/illness report. A notice will be placed in your mailbox and the report will be on the Director's desk for **you to read and sign. Please leave the white copy on the Director's desk and keep the yellow copy for yourself.** It will explain what happened and what first aid was administered. This report will be kept in your child's file after you have read and signed it.

20. Emergency Information/Medical Emergencies

Every precaution will be taken to ensure the safety and well-being of your child at all times. Please keep us informed of **any changes in your phone number and address**. It is also important to let us know about any changes in your schedule. **Please inform the office of any change in marital status or of legal parental custody.**

The Center will not be responsible for anything that may happen as a result of false information given at the time of enrollment. In the case of a medical emergency, doctors will not normally treat a child until a parent arrives. The UCC staff will take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

1. A staff member will stay with a child while another staff member calls 9-911 to request help
2. A child will be taken to an emergency hospital in the company of a staff member
3. Staff will attempt to contact a parent or guardian
4. Staff will attempt to contact the parent through any of the persons listed on the emergency information submitted
5. Staff will attempt to contact child's physician

Any expenses incurred in the event of a medical emergency will be borne by the child's family.

21. Abuse and/or Neglect

Any suspicion of a child being abused or neglected (words of child or incidental bruises or marks that cannot be explained) will be recorded in Observations Journal and discussed with Color Area teachers and Director.

Color Area teachers and Director will decide which of the following step(s) are most appropriate:

1. Further observation and recording.
2. A meeting of parent(s), teacher(s), and Director.
3. Report to Social Services.

It is mandated by law that child care professionals report any suspected cases of child abuse to the appropriate authorities. (If in doubt, then report.)

When in doubt that an incident has been reported, UCC will contact GF County Social Services. The Director will be informed after contact has been made.

Child Abuse - Neglect (staff)

1. Any staff person accused of abuse or neglect will be summoned for a consultation with the director and administrative assistant.
2. The staff person will be relieved of his/her duties to meet with a Social Service Investigation team as needed after the University Children's Center has been notified of allegations.

3. If this individual is found guilty of alleged accusations, the person will be permanently relieved of all duties at the University Children's Center.

22. Intoxication Policy

According to the MADD web site, in 2002, 410 children under the age of 15 years old were killed in alcohol related crashes. Of these, over half were riding with a person who was intoxicated. According to the North Dakota State Law, driving a motor vehicle while under the influence, with a child in the vehicle, is an act of child endangerment.

The University Children's Center's first obligation is the safety of children. Teachers or other University Children's Center employees are instructed not to release a child to an adult who they believe is intoxicated with alcohol or other substances. Staff will detain any person picking up a child who they believe may be too impaired to safely transport and/or care for that child. Staff will then locate one of the emergency contacts provided by the parent. If an angry or hostile situation occurs, we reserve the right to contact the University of North Dakota Campus Police so that the safety of the child and staff is ensured. We also reserve the right to contact Child Protective Services, if necessary. Indicators of intoxication include the following:

- Difficulty with fine motor skills
- Balance and coordination difficulties
- Loud speech
- Slurred speech
- Boasting
- Stumbling
- Crude behavior
- Speaking incoherently
- Slow verbal response
- Bloodshot eyes
- Flushed face
- Alcohol smell from their breath