Welcome!

Welcome to UVU Wee Care. This handbook contains information regarding our child care program. It is very important that you read this handbook and keep it handy as long as your child is in enrolled in the program. This handbook will answer many of the questions you may have about our program.

Please read through the entire packet carefully and have a good understanding of what is expected of both staff and parents at Wee Care. Each parent and staff member is responsible for knowing the current policies and procedures and adhering to them at all times.
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ABOUT US

Mission Statement

The Mission of the Wee Care Center is to assist in helping students graduate by providing quality child care and early education for the children of student parents at UVU and Turning Point.

Philosophy

**Wee Care is a place...**

...Where children are valued for their sense of wonder, their genuine curiosity and need to explore, and their natural desire to learn.

...Where Staff are valued for their ability to work together for the benefit of the children, for their commitment to continual program evaluation and improvement, for their energy and enthusiasm, for their ability to design and implement well-planned curriculum.

...Where Families are valued for the support they provide their children, for the partnerships they build with our staff, for their eagerness to help, and for their willingness to entrust their children into our care.

**Our Goals are too...**

Establish and Maintain

- A safe and healthy environment for the children
- Partnerships with parents and links to the community resources

**Encourage Children**

- Solve problems
- Gain confidence and build friendships
- Explore
- Manipulate and use the tools and toys around them to think critically

**Support Children’s need for**

- Creative expression
- increased independence
Hours/Days of Operation

We are open and follow the academic schedule of the University. Our operating hours are Monday through Friday from 6:45 AM to 6:00 PM.

Holidays and closures:
- New Year’s Day
- Martin King Luther Jr. Day
- President’s Day
- Spring Break
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Fall Break
- Thanksgiving Week
- Christmas Break
- In between all semesters

Staff and Child Ratios

Our staff is carefully chosen from a wide range of applicants. Some are chosen for their educational backgrounds or current education endeavors. All caregivers will be at least 18 years old and will have graduated from High School or have their G.E.D. Backgrounds are thoroughly screened through UVU and State licensing. Each caregiver goes through a background screening each year through childcare licensing.

Before being left with children, caregivers complete an orientation training that includes licensing rules, the centers policies and procedures, and various childcare topics. All caregivers are required to have a minimum of 30 hours documented each year. At least 10 hours must be in person training.

Staff have multiple opportunities to get additional training through a child care resources called Care About Childcare. These classes help professional development in early childhood education. Caregivers have an opportunity to be a part of a developmental career ladder recognized by early childhood education throughout the State of Utah.

All staff are required to obtain training and get certified in First Aid and CPR. They are also required to obtain a food handlers permit.
To operate with a high quality we keep lower ratios than state standards.

<table>
<thead>
<tr>
<th>Class</th>
<th>Teacher:Child Ratio</th>
<th>Maximum Group Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>1:4</td>
<td>8</td>
</tr>
<tr>
<td>1 Yr Olds</td>
<td>1:4</td>
<td>8</td>
</tr>
<tr>
<td>2 Yr Olds</td>
<td>1:6</td>
<td>13</td>
</tr>
<tr>
<td>3 Yr Olds</td>
<td>1:8</td>
<td>24</td>
</tr>
<tr>
<td>4-5 Yr olds</td>
<td>1:10</td>
<td>24</td>
</tr>
<tr>
<td>School Age</td>
<td>1:12</td>
<td>12</td>
</tr>
</tbody>
</table>


The Director or Manager will ensure that the ratios are adjusted to maintain the levels of supervision and care if we have more than the expected number of children, or fewer than the expected number of caregivers. This may be done by following the state ratios instead of our lower teacher to child ratios. This would be only in emergency and for a short period of time until an extra caregiver is available.

**Supervision and Accounting for Children**

We ensure that all children are adequately supervised during nap times, outside time, off site activities; our supervision includes maintaining minimum child to caregiver ratios. Supervision is maintained by making sure children can be seen and heard by teachers at all times.

Children will use bathrooms that are located in the classroom in which they are in. Children will be supervised while using the bathroom.

Parents are required to check their children “In” and “Out” at the kiosk using their ID Code. Teachers are required to write down when a child arrives and departs on their attendance sheets and during major transitions such as going outside or on field trips.

If there is an emergency, teachers will take their attendance sheet outside with the children so each child at the center can be accounted for.
ENROLLMENT

Non-Discrimination Policy

In accordance with federal laws UVU Wee Care is prohibited from discriminating on the basis of race, color, national origin, religious affiliation, genetic information, sex, age, or disability for both caregivers, children and families.

Enrollment and Eligibility

UVU Wee Care accepts children ages 6 weeks to 12 years old.

Parents must be a Student of UVU, Turning Point, or a UVU Employee. Enrollment is based on a first come first serve criteria. However, priority is given to single parent families. If single parent families miss priority registration they will be taken in the order that they apply. Priority registration will be announced on the website and by other various ways.

Parents must register and be accepted each semester. The application will be posted on the website or may be picked up the week prior to registration. Forms that must be included in order to process the application are:

- Application packet completely filled out and signed. Packet includes:
  - Enrollment form
  - Health assessment for each child
  - Food program form (IEF)
- Updated Immunization record or exemption
- Proof of eligibility for Pell Grant
- 2 Months pay verification (check stubs, divorce decree, support order, Medicaid card, case number)
- Previous years Tax return (1040 only the front page)
- UVU detail class schedule

Confidentiality and Release of Information

All records of staff and families are confidential and are securely kept on site for 3 years. Information is not released without written consent from parent. There is information that is
reported to UVU financial aid in order to receive funding through grants. Authorized individuals from Child Care Licensing will have access to review required information.

Wee Care participates in a federal food program. The paperwork is kept separately from parent files and is locked at all times. It is only available for review by authorized individuals from the Federal Food Program.

**Orientation and Acceptance into the Program**

Parents should be notified of acceptance into the program primarily by email. Notification will be sent when the application is complete, processed, and the schedule is accepted. This could take up to 2 weeks to process.

Parent Orientation is required prior to children attending. If parent has attended a previous orientation than the following semester orientations are optional. Orientation will be held three different nights and will last approximately 45 min. Please prepare for this and prepare so that children do not attend this orientation. This should be signed up for when you are notified of acceptance into the program.

**Fees**

Parents are responsible for all of the hours that they reserve for the semester. The payment is for the “slot” that Wee Care holds for the child. There will be a drop date. This drop date is the same as what the University uses for their classes. The spot may be dropped before the “drop date” and the parent will not be responsible for the full semester payment. If the spot is dropped after the drop date the Parent is still financially responsible for the agreement even if the child does not attend. Fall and spring semesters are a 16 week financial agreement. Weeks of spring break and Thanksgiving break are not included due to closure of the center.

When completing an application there is a $15 per family non-refundable registration fee. When accepted into the program parents will receive a financial agreement with the rates according to an income sliding scale. There will be a $25 per child supply fee included in the financial agreement.

A one time access fee of $15. This is the UVU card that is coded for access to the building. If UVU card is lost or broken the fee will need to be paid again.

A late pick-up fee of $1 per minute per child will be assessed when a child is left beyond the Center’s operating hours. If a child is picked up after agreement hours, there will be a $10 per child fee. These fees are not an agreement to provide after hours service.

Children may have the opportunity to participate in special programs with an additional fee.
First months tuition is due at the time of acceptance and financial agreement is signed. Tuition is due on the 1st of each month. A late fee of $5 per day will be applied for any payment made after the 5th of the month. We will not accept a payment in full until after the semester drop date.

Any returned checks will need to be immediately taken care of at the UVU collections office. Returned checks carry a $25 fee.

Payment is accepted in the form of checks, cash, and credit card. Checks should be made out to: UVU Wee Care. Checks may be dropped off to any front office staff or the wooden drop box located in the reception area.

**Changes in Enrollment**

There will be no schedule changes applied the first 2 weeks of the semester (unless dropping from the program). Additional hours not included may be submitted and will be charged the full tuition rate.

In order to change a schedule a form must be filled out and approved before the child attends the changed hours. This could take up to 2 weeks to process. Changes are not guaranteed.

Tuition will be adjusted with a schedule change. A new financial agreement must be signed.

**Termination Policy**

If parents choose to withdraw their child/ren from the center Wee Care administration must be informed. The first months tuition will NOT be refunded. Every semester a drop date will be given. If you drop your schedule before this drop date payment for the Semester will not be expected.

Parents may be terminated from the program for the following:

- Failure to pay tuition.
- Failure to follow policies and procedures.
- Failure to have proof of children properly immunized or have exemption form on file.
- Failure to update the center of any information that is required to operate the center.

Wee Care reserves the right to dis-enroll a child if in the best interest of the child and or the Center. If a child is dis-enrolled, payment for the remainder
**Schedule**

All children must be signed in and out by a parent or authorized adult using the computer in the lobby.

Schedules are based on each semester and need to be requested at the time of registration.

Families will be billed according to the schedule that is accepted upon enrollment. Families will be billed whether or not children attend their schedule. Times cannot be exchanged due to center closures, vacations, illnesses, etc.

In the event of severe weather, we will follow the closing decisions of UVU. In the event that severe weather develops while children are with us, teachers will ensure that children are in a safe area of the center. Parents will be notified as soon as possible via phone, email, any means possible. Children will need to be picked up as soon as possible in the event of the center closing.
POLICIES AND PROCEDURES

Authorization to pick up a child

Only parents or persons 18 years or older with written authorization from parents will be allowed to pick-up children from the center. Staff may ask to see a picture ID of the person picking up the child. In emergency situations, parents may give verbal authorization to the center. The verbal authorization includes confirmation of identity.

In the incidence that there is custodial disagreements, current legal papers must be on file. Unless there is a court order prohibiting it, parents whose names are not listed on the enrollment agreement can pick-up their child.

If it is suspected that the person who is picking up the child is intoxicated or under the influence of drugs, staff will notify UVU Police.

Birthday Parties

Your child’s birthday is a special day to share with friends. If you would like to provide a birthday snack for your child, please plan the date and snack with your child’s teacher in advance. Due to allergies, we do not allow certain foods in the center. All treats or snacks must be store-bought and in the original packaging. We cannot permit candles. A staff member must serve the treat or snack to the children in the classroom.

Breastfeeding

Parents have the right to breastfeed or provide breast milk for their child. We provide a comfortable, private area which enables mothers to breastfeed their child. We also provide a refrigerator to store breast milk for the day. Breastmilk will need to be taken home or discarded at the end of each day. We are unable to store breastmilk for more than 24 hours.

Children’s Arrival and Parent’s Departure

When children arrive please ensure that they wash their hands. Ensure that children are walked to their classroom and that they are left with a teacher within the classroom that are being dropped off at. Children must be signed in and out.

Separation can be stressful for both parents and the child, especially in the early days. Please help us make this time less stressful by adhering to the following guidelines:
• Please give your full attention to your child, do not come in talking on your phone or be otherwise distracted.

• Please do not attempt to sneak out without saying goodbye to your child.

• Give your child a good-bye kiss and explain that it is time for you to leave and you will return later.

• As difficult as it may be, make your good-bye short and sweet, even if your child is crying. The longer the good-bye, the longer the child will cry.

• Our teachers are trained to handle these difficult, but normal occurrences. They will comfort your child and involve him/her in an activity.

• Do not linger around after you have said goodbye, this can confuse your child and prolong the crying.

**Field Trips**

Children enjoy the opportunity to explore and learn from the resources throughout the UVU campus and community. Parents will be notified in advance the date, time, and location of the field trip. Most field trips will be within walking distance of the center. While children are on a field trip they will have on them the Wee Care’s name, address, and phone number. If we will be using one of UVU’s vehicles, car seats will be required. Please note that all UVU vehicles are adequately insured. Field trips will primarily be attached to the summer program.

**Firearms**

Firearms and any other weapons are not permitted in the building or any place on the premises!

**Fire and Disaster Drills**

Practice fire drills are held monthly and disaster drills quarterly. We practice evacuating the classrooms, meeting on the playground, accounting for all staff and children, etc. We discuss the importance of the drills with the children and talk about any fears they may have. These drills are recorded and kept in the Manager’s office.

**Liability Insurance**

We have liability insurance through the University.
**Meals and Snacks**

Wee care food service complies with the local health department and all staff serving food have current food handler permits.

Meals are prepared onsite and include a nutritious breakfast, morning snack, lunch, and afternoon snack. Fresh fruit and vegetables are provided daily. Children are offered meals and snacks at least once every two hours according to the following schedule:

- **Breakfast** 7:45am-8:30am
- **AM Snack** 9:45am-10:15am
- **Lunch** 12:00pm-12:30pm
- **PM Snack** 2:30pm-3:00pm

Menus are posted on the Parent Bulletin Board and have been approved by USDA Child Care Food Program.

An allergy list is posted in the kitchen and in each classroom cupboard. Due to allergies outside food, candy or drinks, is not allowed unless approved by Wee Care management. If approved food or drink is brought from home it must be clearly labeled with the child’s full name and refrigerated, if needed.

**Media Use (Television/Computer/Video Use)**

There is great opportunity for technology and learning. Children under two years of age never watch TV or video or use computers. This technology is used as an educational tool for children and teachers have been instructed to adhere to the following guidelines:

- Movies, TV shows, and computer games must be approved by Wee Care management
- Movies may only have a “G” or “E” rating
- Parents will be informed of the movie and when the class will watch it. Movies will be only be shown once a month.
- All video games and programs on the Smart boards have an educational purpose and are part of the curriculum.
- Children are supervised and limited computer use for educational games or homework purposes in 15 minute increments.
• Children are never required to sit and watch TV and TV is not offered in place of learning activities.

• Devices used for adaptive functioning for any child are allowed.

Nap and Rest Time

Utah State Licensing requires all children to have a designated rest period each day. This rest time will not be scheduled for more than 2 hours. Our program provides an environment that has subdued lighting, minimal distractions, and low noise level for children to rest or nap. No child is forced to nap, and if they are still awake after 30 minutes, they can participate in a quiet activity such as reading a book, listen to music or a story, color, or other quiet activities. We provide cribs for infants and cots for toddlers and older children. Each cot will be labeled with the child’s name. We also provide each child with a sheet and a blanket. All nap time items will be kept in individually labeled cubbies. Cots and cribs are cleaned and sanitized weekly, or more often as needed.

While napping a child’s face shall NOT be covered by a blanket. Shoes must be kept on during nap time in case of emergency. If a child would like to wear slippers as an alternative to shoes this is acceptable, but will only during nap time. Parents must provide the slippers and slippers must have tread so that children will not slip and fall.

Cots must be placed at least 2’ apart.

During nap time the caregiver to child ratio may double during the two hour rest time. This applies to classroom’s that have children 18 months and older.

Outdoor Policy

It is extremely important for children to have outdoor play time on a daily basis. We will go outdoors every day, weather permitting, and spend 60 minutes or more outdoors per day(*See daily schedule). We use the Child Care Weather Watch chart to determine “weather permitting” conditions for outdoor play(http://www.c-uphd.org/documents/wellness/weatherwatch.pdf). We require each child to have appropriate winter clothes here at the center. Parents need to label children’s clothing. We apply sunblock on children and require a Topical Ointment form to be filled out.

If your child is too sick to go outdoors he/she is too sick to be in care that day. The only exception is when the air is too cold or there is poor air quality, children with asthma may stay inside with another class.
Photo Release

At Wee Care we love to enrich our program with pictures of children. This is a great way to see what we are learning and exploring. We mostly take pictures for display on our classroom walls and our parent’s personal use. Photos will be used for classroom and communication purposes (i.e. newsletters, what we did today displays). We need each parent to accept or decline photos of their child. Please initial the photo release form in the application packet. This helps us enhance our program.

Promotion /Transition of Children

Typically children transition to the next classroom at the beginning of each semester. However, the decision to move your child into the next classroom is based on your child’s age, developmental readiness, and space availability in the next classroom. Parent’s wishes are always respected and valued, but may not always be granted due to the above.

Tobacco, Alcohol, Illegal Substances, and Explicit Materials

The following are prohibited anywhere on the premises or in the vehicles used by the center:

- Tobacco
- Alcohol
- Use or Possession of illegal substances
- Use or possession of sexually explicit materials.

Toys From Home

Please do not send toys from home with your children as they are often difficult to share or may get broken. We provide plenty of materials and activities to engage your child during the day. Some of the classes have a show and tell day where children can bring something special from home to share. Check with your child’s teacher to see when these days are scheduled.

Toys that resemble weapons are not acceptable at the center at any time.

We cannot be held responsible for any lost, stolen or broken toys.
Visitors and Building Access

All visitors should check in at the front desk. Parents are welcome at anytime during operating hours.

The building is secure and will be locked and monitored by all who visit the Center. Each parent enrolled will have access with their UV proximity card. Access is given each semester to enrolled families. Please have your proximity card with you each time you drop off and pick up your child.
Program

Curriculum Overview

Valuable social skills are developed by children in a group setting. The teachers provide opportunities for sharing, caring, and helping. The teachers plan for learning experiences that respond to children’s individual differences in ability and interests.

The physical space of each classroom is organized into different interest areas including, Blocks, Dramatic Play, Art, Library, Science, Math, Literacy, and Music and Movement. Interest areas offer multiple opportunities for children to explore, discover, play, and grow.

These Interest areas subdivide the classroom into spaces that accommodate a few children at a time. Children’s play tends to become more complex and elaborate in a smaller well-defined space where they can concentrate on their work.

Infant/Toddler Daily Schedule

Infants and toddlers follow their own individual daily schedule. This means that infants and toddlers receive bottles and naps as needed, diapers are changed every 2 hours or as needed. However, there is a schedule that is used as a guideline. This schedule is posted in the lobby on the parent board.

Program Activities

Throughout the year there may be opportunities for other additional activities for children. The optional activities and classes may come with an additional price.

Classroom Daily Schedules

Each class follows a daily routine. The day consists of two circle times, meals, two 30 minute outside times, Center time or interest areas, and rest or nap time. Bathroom room breaks and diapering are done throughout the day and when needed. However, bathroom breaks are on the schedule to help the structure and routine of a day. A child will never be told they cannot use the bathroom. **PLEASE SEE CLASSROOMS SPECIFIC SCHEDULE EITHER IN THE CLASSROOM OR ON THE FRONT BOARD BY THE OFFICES.**

The following is a basic schedule for the Center:
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45 – 7:30</td>
<td>Greet/Quiet Play</td>
</tr>
<tr>
<td>7:30 – 7:45</td>
<td>Clean Up/ Wash Hands</td>
</tr>
<tr>
<td>7:45 – 8:30</td>
<td>Breakfast</td>
</tr>
<tr>
<td>8:30 – 9:00</td>
<td>Circle Time</td>
</tr>
<tr>
<td>9:00 – 9:45</td>
<td>Theme Activities/Centers</td>
</tr>
<tr>
<td>9:45 – 10:15</td>
<td>Morning Snack/Wash Hands/Clean Up</td>
</tr>
<tr>
<td>10:00 – 10:45</td>
<td>Centers</td>
</tr>
<tr>
<td>10:45 – 11:15</td>
<td>Outside Play</td>
</tr>
<tr>
<td>11:15 – 11:45</td>
<td>Clean Up/ Wash Hands/Singing/Story</td>
</tr>
<tr>
<td>11:45 – 12:30</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 – 2:30</td>
<td>Nap time (&lt;span style=&quot;color: #999;&quot;&gt;Quiet table centers set up for Children not sleeping&lt;/span&gt;)</td>
</tr>
<tr>
<td>2:30 – 2:45</td>
<td>Bathroom Breaks/ Diaper Changes</td>
</tr>
<tr>
<td>2:45 – 3:15</td>
<td>Afternoon Snack/Clean up/Wash hands</td>
</tr>
<tr>
<td>3:15 – 3:45</td>
<td>Circle Time</td>
</tr>
<tr>
<td>3:45 – 4:15</td>
<td>Centers</td>
</tr>
<tr>
<td>4:15 – 4:45</td>
<td>Out side Play/Bathroom Breaks/Diaper Changes</td>
</tr>
<tr>
<td>4:45 – 5:15</td>
<td>Centers/Guided Activities</td>
</tr>
<tr>
<td>5:15 – 6:00</td>
<td>Open class room activities/Get ready to go home.</td>
</tr>
</tbody>
</table>
GUIDANCE AND SOCIALIZATION POLICY

Positive Guidance

Our daily schedule, curriculum plans, classroom arrangements, and staffing patterns are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships among adults and children. We guide children’s behavior and help them learn acceptable behavior and develop self-control. The goal is that children learn to make good decisions about how to act in specific situations. Consistency will be maintained in setting rules and limits for the children. We will use the following child guiding techniques:

• Focus on “Do’s” instead of “Don’ts”
• Establish eye contact and get down to the child’s level when speaking with children.
• Give choices whenever possible, but only when the child really has a choice.
• Encourage children to solve their own problems and work out conflicts.
• Re-direct a child to another activity.
• Use logical and natural consequences
• Change the environment to promote behavior change.
• Use mistakes as teaching tools
• Give limits and Security
• Teachers set the example.

Children have simple rules throughout the center and some basic rules within each classroom. The center rules are:

1. Keep our self safe
2. Keep our friends safe (including teachers safety)
3. Keep our toys and equipment safe.

If there is excessive amount of problems with these center rules and a child’s behavior becomes a serious safety issue for the other children or teachers, the parents may be asked to withdraw their child from the program.
Discipline measures will NOT include any of the following:

- Corporal punishment - including hitting, shaking, biting, pinching, or spanking, or any other measure that involves physical pain.
- Shouting at children
- Binding, or tying to restrain a child’s movement
- Use of abusive, demeaning or profane language
- Forcing or withholding of food, rest or toileting
- Confining a child in a locked closet, room or similar area
- Emotional abuse, including rejecting, terrorizing, ignoring, isolating, or corrupting a child.

Children are not physically restrained except as necessary to ensure their own safety or that of others, and then only for as long as is necessary to control the situation.
PARENTS IN THE PROGRAM

Communication

To keep families updated on what we are doing, we have an electronic sign at the front entrance that has useful information. Additionally, we will send an email of a monthly newsletter. Each class will provide information on what children have done for the day. Staff will be available at pick up time to address any concerns or questions you may have. Please feel free to communicate any needs, wants, and/or concerns regarding your child. It is only through good parent/provider interaction that good quality nurturing care can be achieved.

Grievance Procedure

In the event a problem exists we want to correct it as quickly as possible. At any time parents may speak with the Director or Manager of any concerns or problems. Please try and address concerns with teachers and have that open dialogue.

Mandated Reporter

As mandated by Utah State law, we are to report any instances of suspected child abuse or neglect. All staff have been trained to recognize indicators of abuse and how to report suspected abuse.

Newsletters and Other Forms of Communication

The primary form of communication will be by email. Please ensure that a valid email address is on file. A newsletter and calendar from the center will be sent out on a monthly basis via email.

Parent/Teacher Conferences

Parent teacher conferences are held twice a year, in the spring and the fall. These conferences are an informal get together that are combined with a “Spring Fling” and a “Winter Gala”. These are great events to get to know teachers talk with them and have some fun. Any parent is welcome to schedule a conference with their child’s teacher at any time during the year. We encourage open communication between parents and staff. Teachers maintain individual child portfolios which may contain: photographs, art work, writing samples or observations.
Parent Input

Families are always welcome to observe, participate, and volunteer in their child’s school activities. Input on activities, guidance, and other items are encouraged and appreciated.
HEALTH AND SAFETY

Accident/Incident Procedure

An accident is defined as:

1. an injury that leaves a mark or bruise or
2. an injury that needs a band aid or some other form of first aid.

Should your child be involved in a non-emergency accident/incident during the course of the day, a staff member will complete an Accident/Incident Report. Parents or guardians are required to sign any Accident/Incident Reports from the day at pick-up. A staff member will be able to discuss the matter with you at pick-up. Parents will receive a copy of the accident/incident form.

If a child is seen by a medical provider due to an accident or incident that occurred at the center management must be informed within 24 hours.

Children with Special Needs

We believe that every child should have a successful and meaningful experience. We will do everything we can to include every child; however, administration and the parents will work together to decide if we are able to accommodate a child with special needs. Upon enrollment, we would like a copy of your child’s individual plan to enable us to tailor the curriculum regarding any disabilities or other special learning needs.

Diapering and Clothing Policy

Diapering and Potty Training

It is the parent’s responsibility to provide diapers, wipes, and diaper cream for your child. It is also the parent’s responsibility to check periodically to see if or when your child needs more diapers, wipes, and cream. Diapers are checked at least every two hours and documented if the diaper is wet, soiled, or both. Staff take the following steps in each diaper change:

1. Get Supplies: wash your hands and bring the supplies you will need to the diaper changing area, including: a clean diaper, clean clothes (if needed), wipes, disposable gloves, and diaper cream on a tissue or paper towel.
2. Put on the Gloves
3. Bring child to the changing station.
4. Unfasten the soiled diaper.
5. Clean the child from front to back thoroughly.
6. Discard the soiled diaper and wipes in plastic lined, covered container.
7. Remove and discard disposable gloves.
8. Place a clean diaper under the child and fasten the clean diaper.
9. Wash the child’s hands and return them to the group.
10. Clean the diaper changing surface.
11. Sanitize the diaper changing surface. (Surface should remain wet for 2 Minutes)
12. Wash your hands.

When a child is ready for potty training the teachers will partner with parents to assist in the potty training process.

Pull-ups will be treated like a traditional diaper.

Children will not be diapered in the 4 and up classrooms.

Clothing

An extra pair of clothing in a bag with child’s name is required. If a child has an accident and soils their clothing we will put soiled clothing in a sealed ziplock bag and send them home to be cleaned. We are not allowed per licensing, to wash soiled clothing at the center.

❖ OPEN TOED SHOES ARE NOT ALLOWED IN THE CENTER
❖ SHOES MUST BE WORN WHILE AT THE CENTER FOR CHILDREN TWO AND OLDER

Emergency

There is a separate Emergency and Disaster Plan for The Wee Care Center

Medical Emergency

911 and parents will be contacted on any incident that requires immediate medical attention.

Evacuation

In the event that we need to evacuate from the Wee Care Center we will evacuate to the Early Education Building across the street to the Care About Child Care office located in the basement.
Guidelines for Exclusion Due to Illness

We do not care for ill children. Children should stay home when any of the following arise:

• The child is ill enough to require one on one attention in order to be comfortable.
• The child’s temperature is 100 degrees or higher (Please do not give your child a fever reducer and then bring them to the center).
• The child has profuse, thick yellow or green nasal discharge or discharge from the eyes or ears.
• Vomiting, (free form vomiting for 24 hours).
• Diarrhea, which is defined as 2 bowel movements with increased stool water within 30 minutes.
• If the child is diagnosed with any infectious disease, 24 hours after medication has begun.
• With influenza or other illnesses with fever, children shall be excluded from care until the child is without fever for twenty-four hours without the aid of a fever reducer.

If your child becomes ill while at the center, you will be notified to come and pick up your child immediately. If a parent cannot be reached within 15 minutes, we will call your emergency contacts. An ill child will be isolated from the other children and made comfortable until parents or an emergency contact arrive.

If a communicable illness is discovered within the facility we will inform parents in writing and posting on the door of the classroom(s) the illness could affect.

Hand Washing Policy

Employees shall be instructed that hand washing is the single most important line of defense in preventing the transmission of disease-causing organisms. Employees and children will be instructed on the proper way to wash their hands. Proper hand washing steps are posted at each hand washing sink. Food preparation and diapering hand washing are not done in the same sink in any classroom. The following hand washing policy will be adhered to:

Staff

• Employees shall wash hands upon arrival at the Center;
• before handling or preparing food or bottles;
• before and after eating meals and snacks or feeding children;
• before and after diapering a child;
• after using the toilet or helping a child use the toilet;
• before administering medication;
• after coming into contact with body fluids, including breast milk;
• after playing with or handling animals;
• when coming in from outdoors; and
• After cleaning or taking out garbage.

Children
• Children shall wash their hands upon arrival at the Center;
• before and after eating meals and snacks;
• after using the toilet;
• after coming into contact with body fluids;
• after playing with animals; and
• when coming in from outdoors.

Drinking Water
Clean drinking water is provided to the children throughout the day. When children are outside there are drinking fountains that are accessible to children.

Health Policies
Parents are required to inform us within 24 hours when their child has been diagnosed as having any contagious disease.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and provide information to parents of all exposed children. We will notify parents of exposed children on the same day or within 24 hours by:
• Posting information for 5 days on doors of classrooms exposed.

Infant Room and Sleep Policy
In order to help with the cleanliness of the floor, it is required that everyone remove their shoes or place shoe covers on when entering the infant room.

Parents with infants are required to bring a clean bottle every time a child attends. Battles need to be taken home each day.

All infants under the age of 12 months will be placed flat on their backs for sleep in a safety approved crib. We take extra precautions pertaining to infants and sleeping. The following steps are considered our “safe sleep” policy:
1. If an infant falls asleep in anything other than a crib the child will immediately be placed in the crib for sleep.

2. Nothing will be placed in the crib with any child. This includes stuffed animals and loose blankets.

3. A sleeping blanket will be provided by the center.

4. Swaddling will not be practiced if the child is old enough to break out of the swaddle or is able to roll over.

5. Cribs will be labeled with the child’s name and if the child can roll over on their own.

6. Crib gates must be securely latched while children are in the crib.

Immunization Policy

All children must be fully immunized for their age level before entering any program in order to comply with State Licensing requirements. As your child receives more immunizations please notify management so that we may document the updated information. If you have reason that your child is not immunized, then you must provide us with a waiver from the State Health Department. If there is an outbreak of an illness (that immunizations cover) all children not immunized will be excluded from attendance until the outbreak is over as per Health Department regulations.

Medication Policy

A child may not receive medication of any type from our program unless a completed medication release form has been filled out and signed by the parent or guardian. This is required for any prescription and over-the-counter products including sunscreen, diaper cream or any other topical ointment. We ask parents to follow this procedure:

1. Fill out and sign the medication form (available from any staff member), advising the Center of the type of medication, amount, and time and frequency of dosage.

2. The medication must be in the original container and labeled with the child’s full name. The doctor’s labeled prescription must be on the container or box.

3. At the end of the medication period or at the end of each semester, parents must take home the unused medication or fill out a new form to continue the medication.

4. DO NOT put any medication in your child’s cubby, PLEASE give it to the teacher.

Medication will only be administered by a trained, designated staff member. The caregiver will be trained to: Check the label to confirm the name of the child, read the directions regarding administration of medication, and properly document administration or adverse reactions that might have occurred.
Medication records are kept for six weeks and then deposed of properly in order to keep confidentiality.

All medications are kept in the front office in a locked and secured container away from children. Medications stored in the refrigerator will be in a covered container with a tight fitting lid.

All topical ointments that are not prescription strength will need a Topical Ointment Form filled out dated and signed. Lotion, sunscreen, diaper cream, etc. will not be applied until form is completed and signed.

A new form must be filled out for each semester. Topical ointments must be taken home or we will discard them at the end of each semester.