University of Idaho Children’s Center Parent Handbook
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Our Structure

The Children’s Center is located on the campus of the University of Idaho. The purpose of the center is to provide quality care for the children of students, staff and faculty. While it has subsidy from the University in several areas, it is to be a self-supporting business.

The Director is responsible for setting policy, establishing the budget, and maintaining the manuals and documents necessary for the Center. An advisory committee may meet two to four times a year to advise on the above mentioned items and other policy decisions that become necessary throughout the year.

The center has an advisory group of parents who meet two to four times a year as needed to discuss specific goals which include facility improvements, NAEYC accreditation, communication and budget issues.

The Children’s Center does not discriminate on the basis of race, sex, national origin, religion, or physical, mental, or sensory disability.

NAEYC Accreditation

The Children’s Center is accredited by the National Association for the Education of Young Children (NAEYC) The Association administers a national voluntary, professionally sponsored accreditation system for all types of schools and child care centers. In order to achieve accreditation, the center voluntarily goes through a comprehensive process of internal self-study. An external professional review made up of qualified persons comes to verify compliance with the Associations’ criteria. Our first accreditation was in March 1995. This process is repeated every five years, with an annual report due each year. Accreditation ensures a high quality program, which provides a safe and nurturing environment while promoting the physical, social, emotional, and intellectual development of young children.

Our Philosophy

The Children’s Center offers a child-centered program. We believe that the best learning environment is one that honors each child as an independent decision
maker with valid feelings and thoughts. The teacher’s role is that of a facilitator. We strive to provide a variety of experiences for the child. We understand that a child must deal with real objects before he/she can learn concepts. We encourage self-help and independence, understanding that this leads to positive self-esteem.

**Our Objectives**

The program and policies of the UI Children’s Center have been designed to accomplish the following objectives:

- To provide an emotionally supportive and nurturing environment for all children in our care.
- To create a stimulating learning atmosphere.
- To provide multi-cultural learning environments for children which reflect a respect for individual differences.
- To provide activities which enhance each child’s social, emotional, and cognitive development.
- To create a positive and mutually supportive working relationship with the families of the children in our care.
- To encourage and promote a self-directed staff who work well together as a team and to promote continual staff development.

**Prior to Enrollment**

Beginning group care and being away from parents is often overwhelming for young children. In order to help make a smooth transition, we ask that you make arrangements to help your child become acquainted with the Center. Please plan some visits with your child to the Center where you may get to know the teachers and explore the room together before they actually begin attending the Center. Plan these visits to be a few hours each and then try to plan for shorter schedules the first few days if possible. If you are unable to do this before starting, we ask that you spend time with your child during at least the first week of starting and any time thereafter.

**Child Record Requirements**

Completed form required for admission on or before the first day of attendance.
• Completed enrollment packet signed by parent or guardian
• Health history; well-child examination within six weeks of enrollment
• Updated immunization records
• Food allergy/intolerance form completed and signed by a health care professional if needed
• Instructions from the licensed health care provider regarding prescribed emergency medications needed by the child (EPI pen, inhaler) and signed parent permission form

These forms give us important information regarding your child’s background, culture, values, home language, special needs, and health, as well as where you can be reached in case of an emergency and who is permitted to pick up your child.

**Proof of Immunization**

Parents are required to provide proof of updated immunization. As immunizations are updated, records of updates must be brought to the office for copying. Those children whose records are not current will be refused admission until proof of immunization is received.

Immunizations required and the manner and frequency of their administration shall be prescribed by the state board of health and welfare and shall conform to the recognized standard medical practices in the state.

If you choose not to immunize your child, you must sign the waiver required by the State of Idaho.

Failure to comply with this policy regarding immunization subjects a child to immediate dismissal from the Children’s Center.

**Health Examination or Yearly Physical**

The center requires the results of a recent health examination demonstrated through verification in a form from your doctor or by the department of health and welfare within six weeks of enrollment and yearly thereafter. It is required through the accreditation association that the “results of recent health examination” be a part of the child’s records. When your child goes for a well
exam, have the doctor sign the health screening form for the center records. Or you may have the records faxed to the center; our number is 208.885.2107.

Please keep all your child's records current. Inform us if there are any changes.

**Arrival and Pick-up**

When children are dropped off or picked up for the day, the following safety policies apply:

- When parked in the Children’s Center parking lot, the car engine must be turned off.
- Please do not leave children under the age of 12 unattended in the car.
- Before signing in and after signing out, please keep all of your children with you for safety reasons.

**Sign In! Sign Out!**

Staff members are in place to greet parents when they arrive and depart. Sign-in sheets are located in each classroom. Please sign your child in and out each day in order for us to have an accurate count of the children in our care. **Parent’s full legal signature is required.** Help us keep your child safe from traffic by teaching your child to always stop at the front door and wait for you before leaving the building. Children wash hands when entering the classroom.

**Release Policy**

Teachers are authorized to release children only to persons listed on the emergency card pick-up form in addition to the custodial parent/guardian. Teachers are required to ask that person for photo identification. **Persons picking up a child should be prepared to show photo identification.**

The teacher is responsible for releasing children to appropriate persons. If a custodial parent/guardian has asked someone different to pick up a child, that person should be instructed to talk to a teacher, show identification and sign the child out before taking him or her.

**If A Parent Does Not Arrive To Pick Up A Child When The Center Closes At 5:30 PM:**
The program ends promptly at 5:30 PM. If a parent/guardian does not show up to pick up their child by 5:30, the teachers will immediately call the parent/guardian and emergency contacts. If the child remains at the Center at 6:00 PM without communication from the parent/guardian and no designated person arrives to pick up the child, then the police will be contacted and a police officer will come to the Center and take the child to the police station.

Parents will be required to pay the late pick-up fee of one dollar ($1.00) per minute for the first three occurrences and five dollars ($5.00) per minute for any additional occurrences.

**Items to Bring for Your Child:**

- A complete set of labeled change of clothes to leave at the center – shirts, pants, underwear, socks, shoes, etc.
- Dress children in play clothes. Children play and work hard and should not have to worry about staying clean.
- In the winter, children should have jackets, hats, boots, snow pants, and mittens/gloves.
- In case of emergencies, we provide your child with extra clothes. Please wash and return them.
- We are not responsible for lost clothing or other articles.

Protect your child from the sun! Please send sunscreen and a hat labeled with the child’s name for wearing outdoors. We require your written permission to apply your sunscreen.

- Towel and bathing suit for summer water play.
- A blanket for rest time. Please launder weekly.
- Red through teal room only: Diapers and wipes, diaper ointment if needed. We require your written permission to apply your diaper ointment.

**Adult and Child Food Program**

We participate in the USDA Child and Adult Care Food Program (CACFP) and have the following policies:
• Meals are made available to enrolled children when they are developmentally ready for solid food through age six. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, material status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

**Right To File A Complaint**

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint within 180 days of the date of the alleged discriminatory action.

If you wish to file a Civil Rights program complaint of discrimination, a log book is located in each classroom and at the front desk. If you need assistance completing the formal complaint form, please see the front desk and someone will assist you. Verbal complaints are documented as well and the Director will forward all complaints on to the State Agency within three working days.

• Menus are posted weekly and are available at the front counter.

• The USDA CACFP requires ALL enrolled families to fill out the Enrollment Income Eligibility Application form at the time of registration. Loans, grants and scholarships do not count as income, but need to be documented. Income from jobs does count as income. This information is kept confidential.

• For any children who have food allergies, the USDA CACFP requires that a food allergy Medical Statement Form must be completed by the child’s health care provider listing what substitutes can be safely offered. Please talk with the director about food allergies your child may have.

• With consent of the parent or guardian, the teacher may post a picture of the child with allergies with a description of the allergy.
• Meals are served family style. Children are encouraged to serve themselves if they are able to do so. While children are encouraged to try at least one bite of each food item, they are not forced to eat all the things they don’t like. A child may request seconds and the teacher will encourage healthy portions and balanced choices by modeling for them.

• Developmentally appropriate table manners and etiquette will be modeled and encouraged for all children. We would like to be sensitive and considerate of all family cultures on this matter.

• Teachers sit at the table with children during meal times as good role models. Any parents who are visiting the Center at meal/snack time are also encouraged to sit at the table beside their children.

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• USDA requires that we offer specific amounts of the following:

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<th>Breakfast</th>
<th>Lunch:</th>
<th>Snack:</th>
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<td>11:30-12:15</td>
<td>2:30-3:15</td>
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<tr>
<td>Milk</td>
<td>Milk</td>
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<tr>
<td>Fruit or Vegetable Grain</td>
<td>Meat or Alternative</td>
<td>2 of the following:</td>
</tr>
<tr>
<td></td>
<td>2 Vegetables or 1 vegetable &amp;</td>
<td>Vegetable</td>
</tr>
<tr>
<td></td>
<td>1 Fruit or 2 Fruits</td>
<td>Fruit</td>
</tr>
<tr>
<td></td>
<td>Grain</td>
<td>Meat or Alternative</td>
</tr>
<tr>
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• If your child will not be here during the meals and snack time, please make alternate arrangements for your child to eat. We are unable to hold meals for your child due to health regulations.

• We request that parents do not take food out of the center. Please give children enough time to finish eating before leaving. Our Health and Safety Handbook contains complete details for infant and young toddler feeding.

Nap/Rest Practices

We offer a supervised rest period to any child who is five (5) years of age or younger and in care for more than six (6) hours or showing a need for rest. We
allow a child 24 months of age or younger to follow an individual sleep schedule, and plan alternative quiet activities for the child who does not need a rest per licensing requirement.

Infant program follows the individual sleep schedule for each individual. Teachers may hold or rock a child briefly before putting them to sleep in cribs. Infants are placed on their backs to sleep in a crib and are not allowed to sleep in a seat/car seat.

**SIDS Policy:**

All infants must be laid down to sleep on their backs ONLY. In order for infants to be placed in any other position other than backs for sleeping, a written instruction is required from the child’s health care provider stating that an infant should be laid down in a different position, what that position is, date, and signature of parent and health care provider. Please remember no heavy quilts, stuffed animals, or pillows are allowed in the crib per NAEYC standard.

**Safety and Health**

UICC has a detailed health and safety policy handbook that is available at the front desk for parents to read. Parents may request a copy of our health and safety handbook. This handbook is reviewed each year by the Region II Health Consultant.

**Daily Health Checks**

Teachers perform a health check of each child as he or she arrives at the Center and continually throughout the day. Teachers look for changes in behavior or appearance that may indicate a change in a child’s health. The sooner the child is identified as being sick, the sooner you can attend to the child’s health needs. This also helps to reduce the spread of infection.

Teachers check for:

- Behavior (Is it typical for this time of day?)
- Appearance-skin (pail, flushed, rash, warm)
- Eyes, nose, mouth (any drainage, frequent rubbing of eyes, sores), breathing (normal or different, cough), report by parent or child how they are feeling
or acting, sleeping normally, eating/drinking normally, bowl and urine habits normal, any other unusual event occurring.

If the daily check is done while the parent is present, and if the child is not acting normal, he or she will be sent home with the parent immediately. If during the day, the teacher feels the child is acting ill for him or her, they will then determine if the child needs to go home and notify the parent to pick up the child.

**Procedures for Excluding Ill Children from Regular Child Care:**

In order to keep all of our children healthy, ill children with fever, vomiting, diarrhea, or a communicable disease will not be permitted at the Center while they are sick. Parents should make alternate arrangements for their child when he/she is ill. We follow physician recommendations on the length of time a child should remain at home after an illness. Most physicians recommend that a child stay home 24 hours after beginning medication, except in cases of ear infections or a non-contagious condition, though a child with discomfort may not be able to participate in group activities at the Center and should be. Children with the following symptoms will be excluded from care:

- Fever of 100 degrees Fahrenheit (auxiliary) or 101 oral or higher and/or any of the following:
  - Earache
  - Headache
  - Sore throat
  - Rash
  - Fatigue that prevents participation in regular activities
  - Vomiting (two or more times within 24 hours)
  - Diarrhea (three or more watery stools or one bloody stool within 24 hours)
  - Rash, especially with fever or itching
  - Eye discharge or conjunctivitis (pinkeye) until clear or until 24 hours of antibiotic treatment
  - Sick appearance, not feeling well and/or not being able to keep up with program activities
• Open or oozing sores, unless properly covered with clothes or with bandages and 24 hours has passed since starting antibiotic treatment, if treatment is necessary.
• Lice, nits or scabies: For head lice, children may return to the Center after treatment and nit-free. For scabies, return after treatment
• Signs of irritability or confusion

**Children must be free of the above symptoms for 24 hours without medication before returning to the Center or have a note from a health care provider stating a safe return date.**

Important: Parents should keep child home if he/she has had a fever within the last 24 hours if children have had other illness symptoms listed above.

All teachers and volunteers will follow the same exclusion criteria as children.

If your child becomes ill at the Center:

1. The teaching staff will call you to come pick up your child.
2. If you cannot be reached, we will begin calling your listed emergency contact numbers.

**Important:** Please keep your child’s file up-to-date with phone numbers with classrooms or offices where you can be found, your child’s doctor, and persons to call in case of an emergency.

**Medication:**

The UI Children’s Center does **not** administer pain medication, cough syrup, antibiotics, allergy medication or any prescribed medication UNLESS the purpose is to save a child from a life-threatening condition. This type of medication would include the use of an inhaler or EPI pen as prescribed by the licensed health care provider. Each staff member is familiar with and trained on the proper use of these emergency medications.

Staff will apply sunscreen, diaper cream and/or insect repellent (if the local Health District recommends insect repellent) with written parental permission. Those specific over-the-counter medications, must be supplied by the parent and labeled
with the child's first and last name. Teachers will check expiration dates and will not apply expired OTC medication, creams or lotions.

If your child needs prescribed medication during their day at the Center, parents are encouraged to make arrangements to come to the Center at the time the medication is needed and administer it to your own child.

Outdoor Play

Twice a day, outdoor play is provided for full-day program even when the weather is cold and when weather, air quality and environmental safety conditions do not pose a health risk. Children who are well enough to attend the Center are expected to participate in outside activity. Please dress children appropriately.

Injuries

All injuries sustained at the Center will be recorded on an accident report form. The report is provided to the parent, and a copy is reviewed by the director and then filed. If injury requires medical treatment, we will notify the parent/guardian. If we are unable to reach the parent/guardian immediately, we will call the following:

(1) The persons you have listed to be notified in case of emergency;
(2) Your child's physician;
(3) 911 if needed emergency care

Emergency Plan Information for Parents

The UI Children's Center follows the emergency/disaster plan as directed by University of Idaho.

- Fire Drills
  Fire drills are held once a month. If there were to be any need to clear the Center, the standard fire drill procedure would be used. During such an emergency, staff carry emergency contact information in case we are unable to return to the Center. Parents would then be notified.
• Safety Inspections
Safety inspections are made routinely by the University of Idaho safety inspectors. Please notify the front desk if you notice something unsafe or unhealthy.

Child Abuse Reporting

Employees at UI Children’s Center are mandated reporters for child abuse and neglect. We are required to report immediately:

• Any instance where any Center employee has reason to suspect the occurrence of any physical, sexual or emotional abuse or child neglect, child endangerment or child exploitation must be called into CPS intake line.
• If there is immediate danger to a child, we must make a report to local law enforcement.

We are required to cooperate with authorities if they come to the Center to visit with a child. However, we will always request that the teacher be present with the child to help ease the child’s concerns.

Staff

Teachers have a Bachelors’ or Associates Degree in Early Childhood Education, a CDA (Child Development Associate) certificate, or a degree in Elementary Education, with Child Development courses. Teaching staff are required to participate in a Statewide Professional Development System through IdahoSTARS.

Curriculum and Assessment:

UICC teaching staff are observers who are sensitive to their students’ family values, culture, identity, and home languages. They continually observe children’s play and interactions to:

• Determine child’s interest
• Determine developmental levels
• Assess the need for assistance or support
• Assess the need for modeling appropriate play or behaviors
• Determine when to re-direct or re-establish limits

Each child will receive a developmental assessment—ASQ, within 90 days of enrollment. Ages and Stages will be completed by the teacher as well as the parent. Curriculum goals and objectives guide teachers’ ongoing assessment of children’s progress. During Parent-Teacher Conferences, teachers will discuss scores, set goals and review parent requests.

If there is a concern about a child based on their ASQ scores, teachers are asked to share their concern with the parent and offer outside resources for further assessment.

If the parent or the teacher feels further diagnostic assessment may be necessary, a scheduled one-on-one conference with the teacher should be arranged. At that time, outside resources will be offered to the family. The parent will initiate contact with the outside professional and a signed release will be required to share any information regarding the child.

Confidentiality:

Information regarding children and families enrolled in our program will be maintained in a confidential manner, and will not be disclosed to unauthorized persons unless there is a written permission from the parent/guardian.

Parental Involvement

The relationship between the parents and the Children’s Center is very important to us. Good communication on a regular basis leads to responsible handling of the individual child’s needs and supports the child’s natural and healthy spontaneity and self-expression. Parents are encouraged to share ideas, materials, time or anything else that you feel supports the family-like learning environment at the Center.

The Children’s Center is your child’s “second home”, the place where they spend a significant part of their day. The staff and Director strive to provide the children with a healthy environment, and the best resources available to enrich their experiences. Because the Center operates within a tight budget, parents can help
provide services and goods for the Center, which might not otherwise be “in the budget.” Participating in these activities also provides you an opportunity to be involved in your children’s “second home”, to show them the Children’s Center is important to all of us.

There are many ways to participate in the program. Advisory Board Meetings, which are held each semesters, field trips, parent conferences, and often, lists of items needed for school projects such as wood or jewelry, mending of doll clothes, aprons, books and more.

**Eligibility**

Children of faculty, staff or full-time students (eight credits or more) between the ages of six weeks and six years are eligible to attend the center. To qualify for the student rate you must have registered for eight or more University of Idaho credits and provide verification of University of Idaho status. The fee statement that you receive when you register provides that verification. Graduate students must be registered for eight credits to receive student rates.

Students, staff, or faculty who are no longer with the University must notify the Center. The child may stay enrolled at the Center at the Non Student rate.

**Part-time and Sibling Enrollment**

For the full day program, priority is given to full-time clients and siblings of children already enrolled. Part-time will be considered if space is available. Part-time—meaning full days but attend less than five days per week. An example is Monday, Wednesday, Friday, or Tuesday, Thursday. Please check with the front office regarding part-time openings. Part-time rates are slightly higher. Half-day rates are the same configuration as full-days.

Due to the need to plan for stable student-teacher ratios, the center does not allow “swapping” or “trading” of days in part-time enrollment scheduling. If you would like to bring your child an extra day, please call in advance. Sometimes space is available. If there is room for your child, you must pay the daily rate.

**Fees and Scheduling:**

**Hours:** 7:30 am- 5:30 pm, Monday through Friday, year round.
Closed: All Official University holidays: please see university holiday schedule for dates. Also we will be closed for staff training days.

- **Security Deposit:** The last month’s tuition is to be paid in advance at the time your child is enrolled in the Center. This amount can be paid over your first three months at the Center. The Children’s Center requires 30 days **written** notice when your child will be leaving the Center. The deposit will be applied to your account when notice is received. If 30 days written notice is not given, the deposit will be forfeited. For families with more than one child, there will be a maximum security deposit. If the maximum security deposit is less than your monthly charge, you will be responsible for the difference when you give notice that your child is leaving the center. If you have two or more children in the center at the same time, the security deposit will have a cap for both children.
- **Tuition Fees:** Tuition is charged on a monthly basis. There is a check drop box at the front counter for your convenience. You will find your receipt in your parent mailbox. If rate increases, parents will receive 30 days notice of new rates.
- **Payments:** Tuition is due in full on the first of the month. A bi-monthly payment plan may be set up with the office. A five-day grace period is given and payments received after the 5th (and the 20th if using the bimonthly payment plan) will be late. A $20.00 late fee will be added to your account. Payments, which are two weeks late, will be cause for termination of your contract and your child’s space will be filled. Any money due the school upon termination will be sent to the University for collection. You will be responsible for any charges incurred due to collection. The above policy will be strictly enforced.
- **Extra-Care Charges:** Care not covered in your regular contract, will be figured using the daily rate. These rates are posted in the office. You must reserve and pay for extra care in advance if available.

Sibling Policy: The Children’s Center will apply a 10% discount to the accounts of families with more than one child attending the center. The 10% discount will be deducted from the tuition of the oldest child. The office will provide the following services to families in reference to accounts and financial matters:
Note: Charges are made on a monthly basis only and NO credits will be given for closures on the above listed days.

We reserve your child’s scheduled hours at the center, so the fees must be paid whether your child attends all the times indicated or not. Hourly rates or partial time blocks are not available. **Refunds or credits are not given for absences.**

**Absences:**

The Children’s Center operates on a monthly budget with expenses that occur whether or not an individual child is present. Therefore, we do not reduce the monthly charge for absences due to vacation of illness.

Please notify the center by 8:00 a.m. if your child is going to be absent for any reason. This helps the teachers plan the day, assists the office in monitoring illnesses, and allows us to maximize the use of our food program because we prepare meals for the number of children we are expecting, but only get reimbursement for children who actually attend on any given day. Please let your child’s teacher know in advance of any vacation plans so we may adjust the staffing and ratios accordingly.

**Financial Services Provided by the Office:**

The office will provide the following services to families in reference to accounts and family matters:

- Monthly receipts are provided to every family in the parent mailboxes. These receipts are printed on the day of the deposit (the 5th and 20th of each month). These monthly receipts are your proof of payment and should be saved for tax purposes.
- ICCP forms and other forms concerning childcare expenses will be completed and returned in the parent mailbox. Please allow at least 24 hours for processing of these forms.
- Our tax ID number is 826 000 945. Please note this number for future reference. Your parent mailbox number will be assigned at time of enrollment. Please fill in #___ for your reference.
**Student Rates:**
Student rates are available to families where one or both parents are students taking eight undergraduate or graduate credits.

**Cancellation/Change of Enrollment**

We require written notification two weeks in advance of the last day of attendance or change of schedule. Parents/guardians who fail to provide written notice two weeks in advance of their departure will be charged two weeks beyond the last day of child’s attendance.

**Policy Changes:**

UICC reserves the right to make any necessary changes to our policies as the need arises. There may be unforeseen circumstances which require changes to the policies and/or schedule stated in our handbook and center forms. We will make every attempt to give families as much advance notice as possible.

**Transportation:**

UICC does not provide transportation to or from the Center.

**Field Trips:**

Parents, as an integral part of the UICC, are welcome to be involved in field trips. The infant and toddler classes have buggies available for walking field trips around campus. The preschool classes take a number of walking field trips around campus. Occasionally the preschool classes may ride the city bus for field trips with an advance notification of these field trips to parents. Field trips are planned in weekly curriculum plans. Announcements of field trips will be posted in advance of the trip so parents can be aware of when their children will be gone from the center.

When children are going on field trips that require transportation, parents will be notified ahead of time and may give children permission to go or parents may request that children stay at the center instead. We provide other activities for children who do not go on field trips.
Schedule Changes

Schedule changes require 30 days notice and the Director’s approval. Some examples of schedule changes include going from part-time to full-time or changes from AM to PM. Schedule changes will be allowed on a space available, first come basis. If we are able to accommodate your change before 30 days we will do so.

Hours

The Children’s Center is open from 7:30 a.m. to 5:30 p.m. Monday through Friday, year round.

Your pre-planned schedule as listed on your contract needs to be followed. Any changes need to be pre-approved by the office for staffing purposes. Any permanent changes should be made through the office.

Holidays/Dates of Closure

The Children’s Center will observe the same major holidays as the University of Idaho. In addition to these days, we will be closed for three teacher workdays each year as well as two weeks during the winter break. In order to maintain our accreditation, NAEYC requires that we plan a program in-service training. These days will allow time for staff training, program planning, and room preparation. A calendar of dates will be available from the office.

Transition from Room to Room

Children transition from room to room when the following requirements and needs have been met:

- Age of child
- Child’s individual needs and developmental level
- Teachers have worked collaboratively with parents and informed them of transitional guidelines
- Parents have had an opportunity to observe (if desired) the classroom their child will be transition to.
• Time of year-semesters
• Availability in next classroom

Our goal is to keep infants, toddlers and twos with their same teachers for nine months or longer.

When all of these criteria have been met, teachers will spend a week or so visiting the transitional room with the children who will be moving up. Children will transition when they are ready and comfortable. This happens more quickly for some children. We want the child to feel successful, engaged and free from worry.

**Holiday Celebrations**

In consideration for families with different religious views and family preferences, and because some holidays are inappropriate for some age groups, holidays may be celebrated differently in each class. Parents are encouraged to share family traditions and holiday celebrations. You will receive information from your child’s room through the newletters explaining the activities.

**Birthday Celebrations**

Birthdays are a special part of everyone’s life at the Children’s Center. Your child will be honored by special recognition in their classroom on their birthday. We ask that parents do not use the center for parties for their children, but rather celebrate in their own way at home. Due to the conflict with the USDA meal requirements, dietary concerns, and respect for individual families’ differing beliefs in celebrations, we request that any treats are store-bought and packaged with ingredients clearly labeled.

**Special Needs Policy**

1. All families will be treated with dignity and respect for their individual needs and/or differences, and confidentiality is maintained.
2. Children with special needs will be accepted into our program under the guidelines of the American Disabilities Act (ADA). Requests for reasonable accommodation will be promptly considered.
3. A written individual health care plan must be provided from the parent/guardian and health care provider related to medications, specific food or feeding requirements, life-threatening allergies, treatments and special equipment or health needs. The parent must provide/arrange
training to teachers on any procedures that will be done to the child while in care. Teachers will receive updated trainings on specific special needs that are encountered in their classrooms. Parents/guardians are encouraged to invite teachers to IEP meetings.

4. Children with special needs will be given the opportunity to participate in the program to the fullest extent possible. The center will cooperate with other agencies that could provide services on-site. Teachers will seek written permission from parents to consult with other agencies or to exchange information prior to consulting with other agencies.

Fragrance-Free Environment:

University of Idaho Children’s Center strives to maintain a fragrance-free environment. UICC requests that all spaces used by the children, teachers and visitors remain free of chemical-based scented products or tobacco smoke. Please do not wear excessive perfume, scented lotions or hair products, smoke from tobacco products and other strong odors on your body or clothing while in the UICC. *We have children and teaching staff who have health issues and are extremely sensitive to strong odors such as perfumes and tobacco smoke.* No smoking is permitted in the presence of children.

Diapering:

Parents may bring any brand of disposable diapers, wipes, and diaper cream they prefer. We need parents’ written permission and instructions in order to apply the diaper cream for your children. Most parents bring a package of diapers, wipes, and diaper cream (if desired) which we label with your child’s name and we notify you when your diaper or wipes supply is getting low. The Center is not responsible for furnishing diapers, wipes, or diaper cream. The fee will be assessed to your account if you fail to provide us with the supply in timely manner. Records are maintained regarding diaper changes for infants and/or bathroom trips for toddlers. Please check your child’s diaper cubby daily to ensure adequate supplies available.

Cloth Diapers:

- Parent/Guardian who wishes to use cloth diapers for his/her child must sign and follow the agreement as follows:
- Parent/guardian must provide one package of disposal diaper as a back up
- Parents/guardian must provide at least two *water tight/leak proof bags* for soiled diapers (We still have to put individual soiled diaper in a plastic
bag for licensing and accreditation compliance before putting them into the bag).

- Teacher must discard all soiled diapers at the end of the day if parents failed to take them home.
- Teachers are not responsible for removing or rinsing fecal matter from the diapers.
  If parent/guardian fails to take soiled diapers home in three occasions, UICC will no longer be able to use cloth diapers on your child.

The cloth diaper agreement form can be obtained in the infant and toddler room or the front desk.

**Behavior Management:**

Children’s developmentally appropriate social behavior, self-control, and respect for the rights of others are modeled and encouraged. Staff practice positive behavior management methods. Teachers help the children acquire socially appropriate behaviors and skills without hindering their self-esteem. Teachers reason with children why a certain behaviors such as, gunplay, swordplay or other violently aggressive behavior is prohibited at UICC, and offer acceptable alternatives.

**Behavior Management Practice:**

- Discipline shall be fair, reasonable, consistent, and related to the child’s behavior.
- Offer positive reinforcement for approved behavior (i.e. praise, a smile, nod of head).
- Offer an alternative activity when a child is misusing equipment or having difficulty playing with children.
- Ignore behavior if it is not disruptive or destructive.
- Discuss child’s behavior with him/her directly and individually.
- Isolate child with supervision when defusing situation or someone is going to get hurt.
- Discuss child’s behavior with parents and hold conference with parents, child, and teacher to discuss ways assisting child to acquire appropriate social skills.
- Time-outs are used only when a child’s behavior is dangerous to himself/herself or physically endangers another person. Time outs should be
no longer in minutes than the number of years old a child is. Time-outs are last resort and used infrequently.

Prohibited Methods of Behavior Management:

- Corporal punishment by any person on the premises, including biting, jerking, shaking, slapping, hitting, striking, or kicking the child, or other means of inflicting physical pain or causing bodily harm;
- The use of physical restraint methods injurious to the child;
- The use of a mechanical restraint for disciplinary purpose, locked time-out in a room or closet;
- The withholding of food or liquids as a punishment.
- Frightening or threatening (e.g. If you do not do this, the boogie man will get you.)
- Humiliating or degrading children in front of other children.
- Verbal abuse such as yelling, shouting, name calling, shaming, making derogatory remarks about a child or the child’s family, or using language that threatens, humiliates or frightens a child.

Reoccurrence of Disruptive Behavior:

Should disruptive and/or violent behavior continue on a regular basis in spite of teacher’s every effort to guide the child’s behavior, the lead teachers will discuss this behavior with the parents/guardians. As part of this discussion, that parent/guardian will be asked to collaborate in development of a timeline and behavior modification plans for the child at home and the Center to acquire socially appropriate skills. Once the agreement on timeline and goals is established, the teachers will provide daily information to the parent/guardian concerning the child’s progress. The teachers may suggest resources to assist the child and family. If the child continues to display socially unacceptable, disruptive and/or violent behavior despite these efforts, or the parent is no longer in agreement with the behavior modification plans, the Director, as a last resort, will give the parents/guardians a two weeks advance notice of termination of services for the child. Should this happen, the parents/guardians may take advantage of the Child Care Resource & Referral coordinator who may assist them in locating childcare.

UICC reserves the right to refuse and/or terminate service to anyone whose conduct is deemed unsafe by UICC staff and/or violates applicable rules/policies.
Biting Policy:

While biting may be a part of the developmental stage among children ages 12 to 36 months, NAEYC requires we maintain a safe and healthy environment for all children in our care. Anytime a child bites another person three times or more, or breaks the skin in a day, parents/guardians will be called to pick up the child immediately. If biting continues to be an issue, we will take the following steps to try solving the biting issue.

- The teachers will record each time a child bites or attempts to bite and will inform the parents/guardians in writing.
- Our Director and/or Program Supervisor will observe and give recommendations on behavior management plans with a permission of the parents/guardians.
- Lead teachers will call a meeting with the parents of the biter. At that time a plan to eliminate the biting behavior as outlined in “Reoccurrence of Disruptive Behavior” will be discussed.

Toilet Training Policy

Parents should talk with their child’s teachers when child shows the signs of readiness for toilet training. Toilet training usually begins at home prior to toilet training at the center. A well-established routine at home will help with success at the center. Teachers will ask children every hour to hour-and-a-half if they need to use the toilet. Additionally teachers will assist individual children when they ask to be taken to the toilet. Children may begin toilet training at our Center when they demonstrate the following signs of readiness for toilet training:

- Express verbally a need to go
- Follow simple instructions
- Understand words about the toileting process
- Regulate the muscles responsible for elimination
- Keep a diaper dry for 2-3 hours
- Get to the potty on her/his own
- Pull diapers or underpants up or down
Thick cotton training pants work best once the child is further in the process of toilet training. Due to the universal precautions to protect the safety and health of all children, the child should wait to wear regular underwear until they are fully trained with few accidents. Pull-ups are not advised because they are just like diapers and the child can’t tell when he/she is wet. Pull-ups may extend the toilet training process longer than using cotton training pants.

Using food as a reward for using the toilet is prohibited. We will use positive words with the children to encourage them and without shame or scorn when they have an accident. Accidents happen...sometimes often.

With staff's assistance, children should be able to change themselves when they have accidents.

Record will be kept for parents to check daily when their child was changed, used the toilet, etc.

Teachers will send soiled clothes home with the parent in a sealed plastic bag. NAEYC prohibits staff from rinsing out soiled underwear and other apparel for health reasons.

Parents/guardians must send an adequate supply of clothes when children are in the process of toilet training. Please send PLENTY of pairs of thick cotton training pants, pants, shirts, or dresses including socks. An extra pair of shoes is helpful in case children urinate on their shoes. Please dress children who are in the process of toilet training in clothes that are easy for them to remove or put on. Overalls, tights, dresses, and shirts with snaps in the crotch are not appropriate. Pants with elastic waists are preferred.

Frequent, open communication between parents and teachers is necessary to help all of us make toilet training successful for children.

**Parent-Teacher Conferences:**

We will be scheduling parent conferences twice a year to discuss your child's progress. These parent conferences are not required of parents, but we hope you will take advantage of this opportunity to visit with the teachers and share information about and set goals for your child. Because we are affiliated with the University of Idaho, we are able to recruit translators on an as-needed basis.
Sharing Home Culture/Occupations/Workplaces/Talents:

Invite us to visit you at your place of work, lab, or class. Do you have pictures, clothes, music, from a country other than the United States or your state that you would be willing to share with us? Do you have special interest/talents you would like to share? All classrooms welcome the diversity of families we serve.

Religious Activities:

- Religious activities at the center are prohibited. Celebrations of traditional American holidays as well as holidays our families celebrate will be limited to non-religious connotations.
- Teachers refrain from discussion of religion with children.
- If a child asks questions of religious nature, teachers will reply “Different families believe different things. I'll tell your Mom or Dad you would like to know about that.” We will inform you what your child asked so you can provide the answer you wish.

Research and Observation Policies:

- Many U of I students observe and participate at the Center for the academic requirement. They follow our guidelines and we do not allow them to interfere with our program plans for your child. They will keep confidentiality on their report/project. Occasional research projects may be conducted at the Center.
- They will request permission if you would like your child to participate. Participation in any research project is optional and the decision is made by the parents.

Resources:

Child Care Resource and Referral:
IdahoSTARS hotline offers a Child Care Resource and Referral Center 1-800-926-2588, or 2-1-1 from any Idaho phone, to advise you of area child care openings for any age child in centers or homes.
Discrimination

Teaching staff will counter potential bias and discrimination by treating all children with equal respect and consideration. Teachers will initiate activities and discussions that build positive self-differing abilities, and ethnic or cultural backgrounds that counter stereotypical limitations. Adults will avoid stereotypes in language references.

Evaluation of the Program

You will be given an opportunity to evaluate the program each year and give input. Parents are encouraged to participate in Family Surveys as well as Program Advisory Board.

Chain Of Command For Your Concerns

1. If your concern is about your child, please address the problem to your child's teacher first. If you are still unsatisfied, address the concern to the Director.
2. If you have a concern about our school's policies and procedures do not talk with the teachers. They have nothing to do with setting policies or procedures. Feel free to discuss any aspect with the Director or Program Supervisor.
3. If you wish to discuss any aspect of the school, please schedule an appointment with the Director.

Grievance Policy:

We are committed to provide quality childcare to all families and to resolve any issues that may arise. If you have concerns, please talk with the lead teachers first. If concerns are not resolved in a timely manner, you may discuss the issues with the Director or Program Supervisor. If the Director is unable to resolve your issues or come to an agreement on solutions, she may refer you to her supervisor. The University of Idaho Human Rights office also has mediators available to resolve problematic concerns including sexual harassment and human rights violations. UICC reserves the right to refuse and/or terminate service to anyone whose conduct is deemed disruptive or unsafe by UICC staff and/or violates applicable rules/policies.
Nondiscrimination Statement:

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual’s income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)