

University of Idaho
Children's Center
Parent Handbook

Revised 2020

University of Idaho Children’s Center Parent Handbook

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UICC Philosophy

The UI Children’s Center offers a child-centered program with developmentally appropriate materials and expectations for children. 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, supporting children throughout their day. We strive to provide a variety of learning experiences for children to explore and engage in play, to enhance social, emotional, physical, and intellectual growth in young children. We encourage self-help and independence, understanding that this leads to positive self-esteem.

Program Structure and Services

The Children’s Center is located on the University of Idaho’s Moscow campus. The purpose of the Center is to provide quality care for the children of students, staff, faculty, and community members. While the Center is subsidized by the University in some areas, it is a self-supporting business operation.

The Director is responsible for setting policy, establishing the budget, and maintaining the manuals and documents necessary for the Center. A University Advisory Team provides support to the Center, meeting throughout the year on the above-mentioned items and other pertinent policy decisions that come up.

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

Classroom Structure and Teaching Staff

Red Room—Children 6 weeks to at least 1 year of age are in the Red classroom. There may be up to 6 children in the room at a time with 1 Lead Teacher and 1 Assistant Teacher at a 1:3 ratio.

Orange Room—Children 12 to 24 months of age are in the Orange classroom. There may be up to 10 children in the room at a time with 1 Lead Teacher and 1 Assistant Teacher at a 1:5 ratio.

Yellow Room—Children 24 to 36 months of age are in the Yellow classroom. There may be up to 12 children in the room at a time with 1 Lead Teacher and 1 Assistant Teacher at a 1:6 ratio. Yellow Room is the first classroom with child accessible toilets.

Teal Room—Children 30 to 48 months of age are in the Teal classroom. There may be up to 14 children in the room at a time with 1 Lead Teacher and 1 Assistant Teacher at a 1:7 ratio.

Green Room—Children 3-4 years old are in the Green classroom. There may be up to 18 children in the room at a time with 1 Lead Teacher and 1 Assistant Teacher at a 1:10 ratio.

Dark Blue Room—Children 4-6 years old are in the Dark Blue classroom. There may be up to 20 children in the room at a time with 1 Lead Teacher and 1 Assistant Teacher at a 1:10 ratio.

The Child Development Lab—Children 3-5 years old, attending morning preschool are in the Child Development Lab Preschool Classroom. There may be up to 18 children in the room at a time with 1 Lead Teacher and 1 Assistant Teacher at a 1:10 ratio as well as UI Student Teachers. The Child Development Lab operates as a morning preschool classroom, Monday—Friday 7:30am-12:30pm during fall and spring semester only.

Lead Teachers work the opening shift of 7:30am-4pm while Assistant Teachers work the closing shift of 8:30am-5:30pm. All classrooms are supported by work study and student staff. The work study and student staff schedules are made around the employees' University class schedules. UICC strives to have these staff members work in consistent classrooms so the children develop positive consistent relationships.

During the summer, when the University campus is operating on summer hours, the Children's Center will be open 7:30am-5:00pm.

UICC also has University observation and volunteer students working in the centers to complete assignments related to the education of young children. These individuals are always with staff of the program when working with children.

NAEYC Accreditation

The Children's Center is accredited by the NAEYC (National Association for the Education of Young Children) which holds us to the highest standards in the field. In order to earn and maintain accreditation with NAEYC, the UICC staff have prepared and maintained portfolios (for both classrooms and the overall program) providing evidence that we meet the requirements of each criteria outlined by NAEYC. Additionally, we have a site visit from the accreditation team at least once every 5 years with an annual report due each year between visits. UICC was first accredited in March of 1995.

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, motor, 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.

Visiting Prior to Enrollment

Tours of the center are offered to families who have been offered an enrollment spot for their child. Beginning group care and being away from parents can be 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. You are welcome to work with the Lead Teacher to plan a visit with your child to the classroom, where you may get to know the teachers and explore the room together before they actually begin attending the Center. Visits prior to the contracted start date require a parent to remain with the child at all times.

****During current Covid-19 precautions, tours must take place after the center is closed and all children have left for the day****

Child Record Requirements

Completed forms required prior to your child's first day in the program:

- Completed enrollment packet signed by parent or guardian, including signed Enrollment Contract and Vandal Card Access sheet
- Health Screening Form (signed by your child's doctor and updated annually) and current Immunizations (updated annually regardless of any changes as required by licensing)
- Food Allergy/Intolerance form completed and signed by a health care professional if there is a known allergy with a medical protocol in the event of suspected exposure. If medications are listed on the medical protocol form, all listed medications must be provided by the parent to UICC prior to the child's first day and replaced in advance of expiration dates listed on the medications.
- UICC Personal History Form, Health Form, Emergency Permissions Agreement, Gritman Treatment Release, Skin Protectant Form, Home Language Survey, PEDS Form, and the CACFP Income Eligibility Form for our Meal Grant Program.

These forms provide us with important information regarding your child's interests, 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. Parents are encouraged to provide updated information to us if changes occur. We will send your child's information home annually for parental review to try and prompt needed updates.

This list includes current enrollment forms but is subject to updates as needed for program operation

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, emailed to uikids@uidaho.edu or faxed to the center (208.885.2107).

Immunizations required, along with 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 for an exemption.

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. You may have the records faxed directly to the Center (208.885.2107).

Please keep all your child's records current and inform us of any changes.

Arrival and Pick-up

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

- Use your four-digit code to sign your child in/out of the Center at drop off and pick up. Each authorized person has a unique code.
- 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.
- Parents are required to obtain a Vandal Card if they do not already have one, which will be activated to be used for door access. For maintained security of the building, this

card along with the parent's code should never be shared. Each authorized adult will have their own unique code.

Signing In and Out

Staff members are in place to greet parents when they arrive and depart, and parents are required to bring children into the classroom. Sign-in laptops are located in each classroom and at the front desk. Please sign your child in and out each day in order for us to have an accurate count of the children in our care. Parents are required to use their four-digit code to sign their child (ren) in and out. 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 and adults must wash hands when entering the classroom. If another authorized person will be dropping off or picking up your child, please have them use their own sign in code.

Release Policy and Late Pick Up Procedure

Teachers are authorized to release children only to the persons listed on the enrollment paperwork or authorized pick up documents submitted after initial enrollment is processed or listed on the annual enrollment update. **Persons picking up a child should be prepared to show photo identification, before a child is released to them.** If you would like to check if someone is authorized to pick up your child, please email uikids@uidaho.edu or call 208-885-6414.

The teacher is responsible for releasing children to appropriate persons. If a custodial parent/guardian has asked someone different to pick up a child, they should notify the office and the teacher. This person will need to ring the doorbell. Once let in the building, they will be asked to show identification and sign the child out before taking him or her. Each authorized person for a child has a sign in/out code. Please do not give your code to your authorized persons. We can provide them with their specific code when they pick up.

If a parent or authorized pick up person does not arrive to pick up a child when the center closes at 5:30 PM (or 12:30 for CDL morning preschool class) the following protocol will be followed:

Teachers will immediately call the parent/guardian. If we are unable to get ahold of a parent/guardian, we will call the listed emergency contacts. If a child is not picked up, the closing admin as well as a teacher will remain until the child is picked up.

Parents will be charged a late pick-up fee of one dollar \$1.00 per minute **per child** for the first three occurrences and five dollars \$5.00 per minute for any additional occurrences. Parents should make every effort to pick their child up prior to the center closing.

Items to Bring for Your Child (please label with first name and last initial):

- A complete set of labeled change of clothes to leave at the center--shirts, pants, underwear, socks, shoes, etc.
- 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.
- A blanket for rest time. Please launder weekly and return.
- If your child uses--diapers, wipes, and diaper ointment. We require your written permission to apply your diaper ointment.
- Season appropriate attire to keep at school (take home weekly to wash and bring back)
 - In the winter, children should have jackets, hats, boots, snow pants, and mittens/gloves. Waterproof if possible. Labeled if possible.
 - In the summer, children should have a towel, bathing suit and water shoes or sandals for summer water play. Please send sunscreen with written permission to apply, as well as a hat and water shoes or sandals. Labeled if possible.

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, without regard to race, color, national origin, sex, or disability. Cycle menus are posted weekly and are available at the front desk.
- The USDA CACFP requests 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. This information is kept confidential.
- For any children who have food allergies, the USDA CACFP requires that a food allergy/intolerance 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.
- Any modified diet requests for reasons other than medically identified allergies/intolerances must be submitted by the parent in writing to the director. These will be reviewed and approved on a case by case basis.
- Meals are served family style. Children are encouraged to serve themselves if they are able to do so. While children are encouraged to try the menu items provided, they are not forced to eat any components they do not wish to try. A child may request seconds and the teacher will encourage healthy portions and balanced choices by modeling for them.

- Developmentally appropriate table manners 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 mealtimes as role models. Any parents who are visiting the Center at meal/snack time are also encouraged to sit at the table beside their children.
- USDA requires that we offer specific amounts of the following:

Breakfast 8:30 AM-9:00 AM	Lunch 11:30 AM- 12:00PM	Snack 2:30 PM-3:00
Milk	Milk	2 of the following: Milk
Fruit or Vegetable	Meat or Meat Alternative	Grain
Grain	2 Vegetables, 2 Fruits, or 1 Vegetable and 1 Fruit	Fruit or Vegetable
	Grain	Meat or Meat Alternative

- If your child will not be here during a meal or snack time, please make alternate arrangements for your child to eat. If you know in advance, please let us know to help us prepare the correct amount of food for the day.
- 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.

Nap/Rest Practices

We offer a supervised rest period to any child who is in Red through Green Room. We follow the individual rest patterns of the infants in Red Room. Orange, Yellow, Teal and Green Room have quiet time for nap after lunch, from 12:30-2:30 daily where children are offered a cot to rest on. Children are not forced to nap but are given the opportunity. If after 30 minutes the child is not showing signs of tiredness, they will be offered quiet activities on their cot while their peers are resting. Infants are placed on their backs to sleep in a crib and are not allowed to sleep in a seat/car seat. The group care environment restricts our ability to accommodate parent wishes for a child to not nap, prior to being in Dark Blue. A child may be offered quiet activities but if they show signs of tiredness, we will not prevent them from sleeping.

Safe Sleep Policy:

All infants must be laid down to sleep on their backs ONLY with only a loose pacifier in the crib with the child. Please remember no heavy quilts, stuffed animals, or pillows are allowed in the crib per NAEYC standards and safe sleep guidelines. The center will use wearable sleep sacks for children 12 months and younger.

Health Management

If you know your child is ill, please keep them home until they are no longer exhibiting symptoms. This will help eliminate the spread of illness within the center. The Children’s Center uses guidance provided by best practices for the field of childcare in determining what symptoms are excludable as well as what the return stipulations are for a child after having symptoms. Teachers will use the Health Management Form when a child needs to be excluded from the center’s care. The following are symptoms that will require your child to be excluded:

Excludable Symptom	Return Stipulation
Fever: 100.1 or higher taken under the arm	Fever is below 100 degrees for 24 hours WITHOUT fever-reducing medication (Tylenol, Motrin, Advil etc)
Vomit: Any time a child vomits	No vomiting for 24 hours while on a normal diet.
Diarrhea: Sudden onset of loose stools or more than one abnormally loose, runny, watery or blood stool.	No diarrhea for 24 hours and a regular bowel movement while on a normal diet.
Skin Lesions or Rashes: Severe, weeping or pus-filled.	Free of severe, weeping or pus-filled lesions or rashes, OR a medical diagnosis from a Physician so UICC can determine when the child can return to group care.
Head Lice: Lice and/or nits observed in child’s hair.	Louse and Nit free.

****A Doctor’s note DOES NOT supersede the UICC return stipulations****

****Current Covid-19 precautions have extended the return stipulation from 24 hours symptom free to 48 hours****

If your child has an excludable symptom, you should make alternate arrangements for your child until they have met the minimum return stipulations. If your child has had an excludable symptom while at home the child must stay at home until they have met the return stipulation. Following these guidelines will limit the spread of illness throughout the center. Please note that even though a health care provider might provide a note indicating they may return to care before the child has met the return stipulation, it does not supersede the requirements to return to the Children’s Center.

When it is determined a child needs to be sent home, the teacher will call the parents to inform them of their child’s condition and let them know they need to be picked up. Parents should

pick the children up as soon as possible but not in excess of 1 hour from when the first contact is made. If we are unable to connect with a parent, after 1 hour we will begin contacting the emergency contacts listed on your enrollment paperwork.

Medication Administration

The Children's Center does not administer medication to children unless the purpose is for life saving measure as prescribed by a health care provider (epi-pen, inhalers, seizure medication etc.) We require the medication to be accompanied with the prescription and any physician instructions for administration. When the medication is accepted at the center there is an additional form to be completed giving permission for UICC to administer the medication.

Staff will apply sunscreen, diaper cream, lotion and chapstick with written parent permission. These items must be provided by the parents, be un-expired and labeled with the child's first and last name. Teachers will monitor expiration dates and send home for replacements as expiration dates approach. Staff are not able to apply any expired products to a child.

If your child requires a dose of medication during the time they are in care at the center, parents may come and administer the medication to their child.

Outdoor Play

Outdoor play is provided frequently during our program, year-round, and daily when possible. There are certain temperature and air quality measures we will check for and adapt accordingly to keep children safe. Some conditions might limit our time outside while others might require us to stay inside entirely. Please provide weather appropriate clothing for your child to be outside in all weather conditions.

Injuries

Teaching staff will document injuries sustained at the center on a report that will be provided to the parent. We will inform parents by phone or at pick up, depending on the injury. If an injury seems like it warrants urgent medical attention, we will call parents. If we are unable to get in contact with parents, we will reach out to emergency contacts immediately as well as 911 if deemed necessary.

Emergency Plan Information

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

- Fire drills are completed once per month for the children and staff to practice evacuating the building as quickly and safely as possible.

- Earthquake and lock down drills are conducted every other month. Each classroom completes them within their own schedule, practicing what to do in the event of an earthquake or a lock down.
- Safety inspections are completed routinely with our campus and community partners to ensure our building is operating as safely as possible.
- In the event the Children’s Center required a full evacuation, we would follow the fire drill procedure practiced monthly, with the addition of moving through the outside playground gates to the front of the building and relocating across the street at the transit center. This evacuation is practiced during the summer months.

The children’s center maintains a 3 day non-perishable emergency food supply for in the event of emergency or natural disaster.

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 reported to the Idaho 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 or ask questions. However, we will always request that the teacher be present with the child to help them be as comfortable as possible.

Staffing

Lead Teachers have a bachelor’s degree in Early Childhood Education, Elementary Education, or a closely related field. Assistant Teachers have an associate degree in Early Childhood Education or a closely related field, a CDA, or are willing to obtain a CDA within 6 months of being hired. Student Staff and Work Study Staff are attending the University of Idaho in a related field to Early Childhood Development, Education, or have experience working with children. All staff go through an onboarding process to the center as well as going through the Idaho Stars introductory 12 hours of training related to working with children in Early Childhood Care settings.

Curriculum and Assessment

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

we can best serve children through planning for their individual strengths, needs, and interests. In addition, teachers use the Idaho e-learning guidelines to ensure we are providing curriculum across all of the domains. Teachers plan weekly curriculum based on the individual's groups interests and these are extended when appropriate to deepen the learning opportunity. Weekly Curriculum Plans are submitted to the Program Supervisor for review and posted in the classroom for parents.

At enrollment, every family will receive a developmental screening tool, the Ages and Stages Questionnaire (ASQ). This should be completed by the parent and turned in to the classroom Lead Teacher for review and scoring. Curriculum goals and objectives will be set in order to support the child's needs. ASQs will be provided prior to parent teacher conferences so they may be included in the conversations with parents and teachers. Conferences happen twice per year (April and October) and additionally as needed.

If there are any developmental concerns that the teachers have about the child's development based on their observation and interactions, a meeting will be held with the parents. Resources will be provided for outside support and assessment to further support the child. If it is deemed necessary, the parent will initiate contact with outside professional resources as well as sign a release if there is a request for the Children's Center to provide any information regarding the child. The Children's Center will partner with families and outside support team members to best support 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.

Enrollment Fee, Tuition, and Deposit Charges

Upon accepting an enrollment spot for your child at the Children's Center, you will be charged a non-refundable enrollment fee of \$100 per child.

A deposit charge is applied to all family accounts that is equal to one month's tuition with a maximum of \$1000 per family. The deposit is held on file while your child attends the center. It can be paid over the first 3 months of enrollment in partial payments. As your child's tuition decreases through transitions to the next classroom, the deposit is partially refunded to match the new monthly tuition. The deposit on file is refundable when a written 30-day notice of withdraw is submitted to pay for the last month of tuition. Essentially families are pre-paying for their last month of tuition.

Tuition is billed monthly based on the classroom the child is enrolled in as well as the parent student status. Current tuition rates are listed on our website. In order to receive student rate for childcare tuition, at least one parent must provide proof of full-time enrollment at the University of Idaho for each semester. Full time status is as follows: 12 undergraduate credits, 9 graduate credits, or 10 law credits. These documents can be obtained through VandalWeb and emailed to uikids@uidaho.edu. In order to receive student rate tuition for the summer, proof of fall enrollment must be provided. The month following a parent graduating, tuition will be billed at the non-student rate.

When children transition from one classroom to the next, the new tuition rate will be billed at the beginning of the following month. Transitions are contingent on classroom availability, child readiness, and parent/teacher collaboration.

Tuition is billed on the 1st of each month and due by the 5th. Parents can choose to split their payments, paying the first half by the 5th and the second half by the 20th of the month. If payments are not received by the 5th and the 20th of the month, families will be charged a \$20 late payment fee. Monthly tuition cannot be rolled over to the next month, tuition must be paid in the month it was charged and the child attends.

Monthly tuition statements will be emailed to families. The email will include a link to make a payment through the University of Idaho's MarketPlace. The Children's Center does not accept payments in the center.

Childcare tuition is reviewed and adjusted annually if deemed necessary to maintain our budget responsibility. If an increase is warranted, the new tuition rate will be communicated in July and go into effect in September.

Note: Charges are made on a monthly basis only and NO credits will be given for closures, transitions mid-month, vacations, or in the event a child is sick.

Financial Documentation

The front office will provide monthly tuition statements and end of year statements by email. If you need a printed copy, please stop by the front desk and let us know. We can also complete the provider portion of ICCP documentation. Our tax ID # is 82-6000945.

Withdrawing/Requests for Enrollment Changes

For withdrawing: We require 30-day written notification in advance of the last day of attendance for families withdrawing from the center. Families will be billed 1 month's tuition from when we are informed they will be withdrawing.

For Schedule Increases: Requests to increase schedules will only be granted if there is availability within the classroom. A start date will be agreed upon and tuition adjusted on a pro-rated basis until the following full month.

For Schedule Decreases: Requests to decrease schedules require 30-day written notice.

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 notice as possible.

Transportation

UICC does not provide transportation to or from the Center unless there is an emergency. In that case we will use the Emergency Transportation Agreement and follow our Emergency Evacuation Plan.

Field Trips

Parents, as an integral part of the UICC, are welcome and encouraged to be involved in field trips when their schedules allow. 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. When a field trip includes the children leaving the University of Idaho campus, a signed parent permission slip will be required for a child to participate. If a parent decides to not allow their child to attend a field trip, their child will join a classroom in the center that is not going on the field trip.

Classroom Transitions

Children transition from room to room based on the following criteria:

- Age of the child
- Child's individual needs and developmental level
- Time of year/enrollment transitions (UI semesters)
- Classroom availability

- Transition plan created and signed off by teachers, supervisor, director, and parents in agreement

Our goal is to keep infants, toddlers, and twos with their same teachers for 9 months or longer.

When all of the criteria have been addressed and it has been determined it is in the child's best interest to transition to the next classroom, the child will visit the next classroom as outlined in the transition plan agreed upon by all parties. As the child visits it will be determined whether or not the child needs any adjustments to the plan. If the transitional window of visiting needs to be extended for an individual child's needs, we will accommodate that. Each transition is individual and caregivers honor whatever length of time it takes. The child's tuition will be adjusted to the next room's rate on the following month's billing.

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 classroom newsletter explaining celebrations and activities.

Birthday Celebrations

Birthdays are a special part of everyone's life, and we look forward to celebrating many birthday milestones with your child. Your child will be honored by special recognition in their classroom on their birthday. Parents are not to use the center for birthday parties. If a parent wants to bring something in to celebrate a birthday, we encourage non-food options (i.e., parent comes in and reads a book, bubble party, cooking project (with center provided ingredients), dance party, special art project, etc.). In order to ensure the safety of all children in our program, no outside food products will be permitted.

Inclusion Policy

All families will be treated with dignity and respect for their individual needs and/or differences and confidentiality will be maintained.

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.

A written individual health care and/or education plan must be provided from a parent/guardian, signed by a physician and/or education specialist, specifically addressing a child's needs including but not limited to medications, specific food or feeding requirements, life threatening allergies, treatments and special equipment, and/or unique staff training needs. The parent must partner with the center staff to train teachers on any specific care for their child (by themselves or a medical professional) depending on the situation. Teachers will receive updated trainings on specific special needs that are encountered in their classrooms. The Children's Center encourages parents to include our staff in child IFSP/IEP meetings for their children. This partnership ensures a positive partnership with the purpose of supporting the child in the most consistent way possible. IFSP/IEP meetings can be held at the Children's Center; reach out to the Director or Program Supervisor for scheduling.

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 doing so.

Fragrance-Free Environment

UICC strives to maintain a fragrance-free environment. The center should be free of chemical-based scented products or tobacco smoke. We ask that individuals not wear excessive perfume, scented lotion, or hair products or have smoke from tobacco products and other strong odors on your body or clothing while in the center. We have children and 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 or on the Children's Center property. Teachers may not expose children to third-hand smoke. In the circumstance where a teacher smokes, they must wear a piece of clothing that does not smell of smoke when caring for the children.

Diapering

Parents must bring diapers, wipes, and diaper cream (if needed) from home to be used on their child while they are in care. We need written parent permission to apply diaper cream. We request that parents bring in a stock of diapers and wipes to be kept on site. Classroom teachers will let parents know when supplies need to be replenished. The Children's Center is not responsible for supplying diapers, wipes, or diaper cream. Records are maintained regarding diaper changes for infants and/or bathroom trips for toddlers. Diaper cream must have a valid expiration date. We will request an updated ointment when the expired one is sent home.

Parents who choose to use cloth diapers, must provide a wet bag for us to place soiled diapers in. The bag of soiled diapers must go home each day. Licensing and accreditation require that we place each soiled diaper into a plastic bag before storing in the parent provided bag. Teachers will place the soiled diapers just as they are into the plastic bag, it is not sanitary for us to remove fecal matter.

Child Guidance and Discipline

Children in the center are within a wide range of development and our intention is to meet each child where they are and help support them while they are learning how to interact with their peers and environment around them. We want to ensure that children are safe with their own bodies, the bodies of their teachers and peers, as well as the environment around them. Our approach to discipline is the use of positive guidance and positive behavior interventions and supports. We spend time teaching children about emotions and effective strategies to use when they experience strong emotional feelings. We try to support empathy building, problem solving, and provide children with tools that empower them to solve their own problems or know how to get help when they need it. Teachers facilitate the development of self-control in children by using positive guidance techniques such as:

- Modeling and encouraging expected behavior
- Positively praising behavior when it occurs naturally
- Redirecting children to a more acceptable activity
- Setting clear limits
- Using positive “do-statements” with children so they know what behavior we want (ex: saying “gentle touches” while modeling instead of saying “no hitting”)

Teacher’s expectations match and respect each child’s developing capabilities, taking into consideration each child as an individual. We will use adaptive forms of communication with children when it seems it would be beneficial for the child.

UICC uses Positive Behavior Intervention and Supports (PBIS) to support children with program practices and strategies to support early social emotional development, problem solving skills and to establish consistency with program wide behavior expectations.

The Children’s Center Program Wide Behavior Expectations are:

BE Safe
Kind
Friendly
Work Together

The program uses the consistent behavior expectations across all classrooms to let children know in a positive way the behaviors that help us be a strong community. We also use targeted PBIS strategies and tools for children who might need additional support.

Child Guidance and Discipline (cont.)

Approved Practices

- Offering Choices
- Supportive re-engagement
- Prompting replacement skills
- Empathy statements
- Reflecting Emotions
- Prompting Self-regulation
- Problem Solving
- Environmental Adaptions
- Sensory Strategies
- Using visual tools (first/then or I feel/ I need charts)
- Developed promote relationships
- Physical comfort

Prohibited Practices

- Denial of basic needs
- Using food as a reward or punishment
- Rough handling
- Hitting, slapping, striking, or pinching
- Moving children forcefully and/or in anger
- Threats or other types or negative reinforcement
- Isolation (such as time out) or seclusion (separation from others)
- Removal excusal
- Speaking harshly or scolding
- Humiliation
- Name calling

Behavior Concern

There may be times where the frequency or intensity of a child's behavior warrants a concern for the development of the child or the safety of others. If a child's behavior is concerning to a Lead Teacher, they will work with the Program Supervisor and Director to discuss what behavior has been observed and what accommodations have been attempted. The Program Supervisor and/or the Director will make a classroom observation and meeting with the Teaching Team to discuss further ideas and adaptations to support the child involved. Behavior tracking will be done to identify patterns. The Lead Teacher will reach out to families, scheduling a meeting to discuss patterns and strategies between home and school so that we can provide the best care and support for the child in our care. In some cases, we may refer parents to the local school district or early intervention program for screening and/or evaluation.

Parent Teacher Conferences

Formal parent teacher conferences are held twice per year. The center is closed, and parents are invited to sign up for a time to come to the center to meet with your Lead and Assistant teacher. During these meetings, the teachers will share information with you about your child's growth, development and interests here at the center. For the duration of the conference with the teacher, care will be offered for your child in a shared classroom with a mixed age group.

Research and Observation

University of Idaho students observe and participate at the Center for the academic requirement for their coursework. They complete background checks with their University department. They are required to follow our program policies and procedures. Students are required to maintain confidentiality for children within their assignments, which typically reference an entire classroom. There will be times that students' projects require they observe an individual child and parent permission is obtained prior to the start of the project or assignment. Additionally, there may be opportunities for parents to elect to have their children participate in a research project. Information about research projects will be posted in the center and/or provided from the classroom teacher. Participation is optional.

Program Evaluation and/or Concerns

You will be given an opportunity to evaluate the program each year and provide input through our family surveys.

If you have a concern about your child, please address the classroom teacher first. If you still have a concern, parents are encouraged to set up time to meet with the Program Director. If the Director is unable to resolve the issue or come to an agreement on solutions, they may refer you to their supervisor. The University of Idaho Human Rights office also has mediators available to resolve 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.

If you have a concern about our program policies and procedures, parents are encouraged to discuss with the Program Supervisor and Director.

USDA Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

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