

UNK Child Development Center

Family Handbook



2019

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1. PROGRAM OVERVIEW

1.1 MISSION STATEMENT

The UNK Child Development Center provides a high quality early childhood care and education program that allows each child the respect and opportunity to develop physically, socially, intellectually, and emotionally to his/her full potential.

1.2 PHILOSOPHY

The UNK Child Development Center provides a high quality early childhood care and education program that allows each child the respect and opportunity to develop physically, socially, intellectually and emotionally to his/her full potential. The classroom is a mini-society and teaching should reflect and establish the skills and talents necessary for each child to reach his/her full potential, while feeling loved and secure, and to provide avenues for future success in the larger technological, international society. Our teaching will reflect a high regard for each child's uniqueness with respect and understanding of societal and cultural diversity. This is done with sensitive, caring staff working in partnership with parents and families.

1.3 HISTORY

The UNK Child Development Center was originally established in 1948 as a Laboratory for preschool children. Construction was completed on Otto Olsen in 1955 and the current Center is located in this original site. The classroom was constructed with a one-way observation window that allowed viewing of the children. The Lab setting provided an opportunity for students studying the many aspects of early childhood an on-campus opportunity to observe and interact with children. In 1987, the Laboratory was renamed the Wilma A. Larsen Child Development Laboratory, to honor Mrs. Wilma Larsen upon her retirement as Family and Consumer Sciences Department Chair for her many contributions to the Lab and its program. The Observation Room was renovated and renamed the Jill Lynn Lindsay Preschool, Infant, and Toddler Observatory in 1990 and "dedicated in memory of her love of young children". This Observation Room provides opportunities for parents, students and faculty to observe children without disturbing their natural play environment.

In 2001, the childcare needs of the parents who are students, staff, and faculty members of the University became an issue of extreme importance to Chancellor Gladys Styles Johnston and the former Lab was licensed as a child care facility. Children six (6) weeks through six (6) years of age are provided a quality program that not only meets a child's physical needs, but also allows him/her to develop emotionally, socially, and intellectually through stimulating activities in a nurturing and accepting atmosphere. The Center promotes the University's educational mission by providing an environment where its' students can observe and interact with young children in preparation for future professional contact.

1.4 OBJECTIVES

The following objectives have been determined for the UNK Child Development Center:

- *To provide opportunities for our children to develop an understanding of self and others through developmentally appropriate activities, which encourage the development of physical, emotional, and social skills and intellectual growth.
- *To provide a program both indoors and outdoors which fosters optimal growth and development

through opportunities for exploration and learning while protecting and enhancing the health and safety of the children and adults.

- *To provide a program where parents are kept well informed about daily events at all times and are encouraged to be both observers and participants in their child's development.
- *To provide a staff that is caring, recognizes and meets the needs of the children, and promotes physical, social, emotional and cognitive development.
- *To provide a qualified Director who effectively attends to the needs of the children, parents, and staff, and conducts systematic evaluation of the effectiveness of the program and staff in meeting these objectives

1.5 PROGRAM

Play is the natural medium for young children to learn, grow, and develop. Play affords children opportunities to explore, discover, attempt varying roles, relate to others, and exercise creativity (Simlansky, 1990).

It is important children have the opportunity to explore the world around them while in a safe, nurturing environment. Opportunities will be provided for just such exploration, through play, as a part of the daily program. Programming will include Infants (six weeks - 12 months), Toddler 1's (12 months - 2 years), Toddler 2's (2 & 3 year olds), and Pre-k (3,4 & 5 year olds), plus opportunities for mixed-age group activities. Care for School aged child will be provided during the summer months.

All rooms utilize the GOLD assessment to evaluate the children's progress of development in the areas of Social-Emotional; Physical; Language; Cognitive; Literacy; Mathematics; Science and Technology; Social Studies; The Arts; and English Language Acquisition. This ongoing assessment tool will also be used to help plan learning activities based on the developmental needs of the children. Each child's progress will be reported to their parents or guardians in the fall semester and spring semester.

The Center will incorporate social skill development strategies designed by the Pyramid Model. This model provides support for children learning social competence and addresses challenging behaviors that may occur in the classroom.

1.6 DAILY SCHEDULES

Each classroom follows a daily schedule to provide a consistent and predictable routine for the children. See the *Daily Schedule* for your child(ren)'s specific age group. These are posted in each classroom.

The daily schedule for the Toddler 2's and Pre-k will include: large motor activities, both indoor and out; fine motor activities, with manipulatives in the pre-math area and with a variety of table toys; sensory play in water and sand tables; discovery and exploratory activities in the science and social science areas; language development in the reading & listening center, writing center, and dramatic play area; social skills in the dramatic play and puzzles and games areas. There will be multiple times when they will be read to and have the opportunity to read books themselves and also music and movement activities. The children will engage in a variety of small and large group activities designed around the thematic integrated curriculum, the Creative Curriculum. The Pre-k class will also use the Second Step curriculum to help foster appropriate social skills for the transition into a public school program.

Infant and Toddler programs will be planned using the Creative Curriculum to assure the individual needs of each child are met in the areas of physical, social, emotional, and cognitive development. Children will be exposed to a variety of experiences to enhance growth and development in these areas, to include being read to. Children will participate in self directed, center based play. This approach encourages learning through child directed, hands on experiences. We believe this is the best way to tailor our program to meet each child's individual needs and to encourage each child to successfully develop to

his/her full potential. Families will receive monthly activity calendars via e-mail to inform them of upcoming themes and activities.

1.7 DAILY INFORMATION SHEETS

Every family at the center will receive a daily report of their child's day. These daily report sheets are laminated sheets placed in the child's mailbox at the end of the day. These daily report sheets provide the parents information about their child's day including how the child ate during the day, activities the child participated in, children their child played with, and diapering or toileting documentation. When parents have finished reading about their child's day, we ask that the sheet be returned to the Daily sheet holder by the mailboxes so they can be used the next day. In the event that your child needs diapers or wipes, a laminated note will be placed in their mailbox. After receiving this notice please place it in the Daily sheet holder so it can be reused.

1.8 TRANSITIONING TO A NEW ROOM

For a child to be moved to the next room, a number of factors are taken into consideration. Some of these factors include the child's age, developmental progression, and availability in the next room. In some cases input from the teachers and a parent is solicited prior to the room change. When it becomes time for a child to move to a new room, parents will receive a Room Change Notice. This notice will give parents important information about what to expect when their child moves to the new room. It will give parents information about their child's new daily schedule, items requested to be brought, and who their child's new teachers will be. In the weeks prior to the actual room change we will have the child meet the new teachers, visit the room, and even participate in activities in the new room in small time increments.

2. CENTER LOCATION, HOURS AND DAYS OF OPERATION

2.1 LOCATION

UNK Child Development Center is located on the first floor, south end, of Otto Olsen. This location allows parents to conveniently visit their children while working or attending classes at UNK. The location also enables faculty to use this facility as a observation site for students studying all aspects of child development.

2.2 HOURS OF OPERATION

The Center will be in operation 7:00 AM to 5:45 PM, Monday through Friday. The Center will be closed on the following days:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Friday after Thanksgiving Day
- Christmas Day
- The week between Christmas and New Year's Day

2.3 SPECIAL/WEATHER CLOSINGS

The UNK Child Development Center closes when the University of Nebraska at Kearney campus closes. This may be due to inclement weather or special circumstances. This may include full or partial days. Information will be distributed via television, internet, and radio. The Child Development Center will remain open if only classes are cancelled.

2.4 CENTER SIGN UP DAYS

During the academic year for days there are no classes but campus is still open, the Center will designate these days as sign up days. Families will be responsible to sign their children up for care on these days on sign-up sheets on the Information bulletin board. Children that are not signed up on these days will not be able to attend as staffing will be based on the number of children signed up. Standard fees include these days.

3. ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

3.1 ENROLLMENT REQUIREMENTS

Parents must complete all forms in the Enrollment Packet, including the Child Care Time Slot Contract. A \$50.00 non-refundable family deposit is required to attain enrollment. Enrollment is on a first come, first serve basis with priority given as follows:

1. Full-time children of full-time faculty, staff, and students.
2. Full-time children of part-time faculty, staff, and students.
3. Permanent part-time children of full-time faculty, staff, and students.
4. Permanent part-time children of part-time faculty, staff, and students.
5. Drop-in children.

3.2 FULL-TIME AND PART-TIME DEFINITIONS

Children are considered Full-time status if they are scheduled to attend the Center more than 25 hours a week or if their schedule varies from week to week.

In order for a family to qualify for the part-time rate their scheduled attendance must meet the following requirements:

1. Attendance must be under 25 hours a week with a set schedule.
2. Their attendance schedule must meet one of the following permanent schedules:
 - a. Monday through Friday between the hours of 7:00 a.m. and 1:00 p.m.
 - b. Monday through Friday between the hours of 12:00 p.m. and 5:45 p.m.
 - c. Monday, Wednesday, Friday between the hours of 7:00 a.m. and 5:45 p.m.
 - d. Tuesday, Thursday between the hours of 7:00 a.m. and 5:45 p.m.

******A Family may change a child's part-time schedule to another option only if the Center is able to accommodate the change.

******* If a child's weekly attendance is over 25 hours, the family will be charged the full-time rate for the week.

3.3 CENTER WAITING LIST

In the event that the Center enrollment is at capacity, families wishing to enroll will be asked to complete the waiting list form located on the UNK Child Development Center web page on the UNK website. When there is an opening in a room the Director will find a child to fill the opening by starting at the beginning of the waiting list looking for a child in the same age group of the opening and schedule needs. The waiting list priority is based on the date the family submitted the waiting list form, then full time versus part time care.

3.4 TITLE XX ENROLLMENT AND REQUIREMENTS

Families that enroll their children at the Child Development Center who receive Title XX aid for their child care expenses must meet the following requirements:

1. A Provider Authorization from your case worker for the enrollment fee and child care reimbursement must be received at the Center prior to your child(ren) attending. Families will be notified when their authorization is due to expire and will be responsible to contact their case worker to renew their authorization period.
2. Children must be authorized and scheduled for more than 6 hours per day for every day of the week.
3. In the event that your child does not attend the Center on a normal scheduled day (this excludes special "Sign Up" days), the family is responsible for a non-attendance fee of \$14.00 payable to the Center. Failure to pay this fee may result in termination of the child's enrollment.
4. Family Fees designated by DHHS are due by the last day of the month, payable to the University of Nebraska at Kearney with "Child care" written in the memo line of the check.

4. FEES AND PROCEDURES FOR PAYMENT

4.1 FEES

Monthly fees vary depending on your child's age and their scheduled time at the Center. There is no refund for missed days as billing is based on a child's schedule, not attendance. In the event a family wishes to change from full-time to part-time or part-time to full-time, those changes can be made at the beginning of a month only.

- A. All families with a parent employed by the University of Nebraska are required to participate in Payroll Deduction. For bi-weekly paid employees, fees are divided in half and taken out of the first and second payment of each month. For monthly paid employees, fees are taken at the end of the month like other benefits.
- B. Families that do not have a parent employed by the University of Nebraska will be required to enroll in the Direct Debit program. The monthly fees will be debited out of the enrolled checking account on the 5th of each month, unless the 5th falls on the weekend, then the balanced will be taken on the following Monday.
 - a. In the event the Direct Debit is returned due to insufficient funds, a \$35.00 fee will be added to the family's account and the balance must be paid within 5 days of notification.
- C. Families enrolled in the Summer Fun Club program only and do not have a parent employed by the University of Nebraska will be allowed to pay by check. Payment for the week is required on the first day of the week.

4.2 ABSENT LUNCH FEE

If your child is scheduled to attend the Center during Lunch time, we will order a lunch for your child from the food service provider. In the event that your child will not be attending the Center during the lunch time, it is your responsibility to notify us either by telephone or writing it in the Center Communication notebook prior to 9:00 a.m. that day. If we do not receive notification by 9:00 a.m. that your child will not be at the Center for lunch and we order your child a lunch, you will be charged \$2.50 to reimburse the Center for the lunch that cannot be claimed with the Federal Food Program. Please do not e-mail your notification as there are days e-mails are not read until after 11:00 a.m.

4.3 ABSENCE POLICY

If your child is gone for a scheduled extended amount of time from the Center, the part time rate for your child's age group will be charged to your account to retain your child's position in the center. Your payment should be received the same as your contracted pay schedule.

4.4 LATE PAYMENT POLICY

For families receiving Title XX reimbursement with a family fee, these family fees are due by the last day of the month. Failure to submit the family fee by the last day of the month will result in a \$5.00 charge being added to your account. Child Care can be terminated for failure to pay.

4.5 RETURNED CHECK FEE

There is a \$35.00 charge on ALL returned checks. If the Center receives a returned check, checks will no longer be accepted from that party.

4.6 LATE PICK-UP FEES

Children picked up after 5:45 p.m. will be charged \$1.00 per child for every minute after the closing time. If late more than three (3) times, that fee will be increased to \$2.00 per child per minute. This fee is due upon pick-up. The Center has no choice but to call appropriate authorities if a child has not been picked up by one-half hour after closing and if no relative or emergency person can be located. We would appreciate notification if your child(ren) will be staying later than their scheduled time to accommodate staffing changes.

5.FAMILY PARTICIPATION AND INVOLVEMENT

5.1 PIK GROUP

The Parent Advisory Group (PIK- Parents Involved for Kids) normally meets monthly to discuss issues related to Center programming. All parents are invited to attend and participate in the PIK group. Classroom reports are given at each meeting.

5.2 PARENT/TEACHER CONFERENCES

Parent-Teacher conferences will be held twice during the school year. These conferences are designed to keep communication lines between the parents and teachers open. During the conferences teachers and parents will discuss developmental assessments of the child, transition to a new room, day to day concerns, and any other issues the parent would like to discuss with their child's teacher.

5.3 PARENT RESPONSIBILITIES

Please abide by the following rules so we may provide the best possible service and care for your child(ren).

- A. Your child must always be brought into the Center, clocked in, and taken to their classroom. When leaving the Center, please make sure your child's teacher is aware that you are taking your child.
- B. Whenever a change occurs in the family's information on file, it is the responsibility of the parent to provide the current information to the Center. The Nebraska Department of Health and Human Services licensing procedures required accurate, updated files.
- C. All immunizations must be current and documented on the child's file within the first 30 days of his/her starting date. Please notify us as your child receives additional immunizations.
- D. If your child is going to be absent for any reason, please notify us in advance or by 9:00 a.m. that morning. Families will be charged \$2.50 per child if we order a lunch for their child(ren) and the child(ren) does not attend that day.
- E. Children should not bring toys to the Center except if requested by the teacher. This eliminates problems with loss, sharing, and breakage. Toy guns and weapons are not allowed on any occasion.
- F. Please dress your child appropriately for the Center. Make sure clothing is comfortable and washable. Provide warm clothing, boots, hat, and mittens in winter. Outdoor play is very important. Each child should plan on outdoor play when the weather permits. Sunscreen and a water bottle needs to be provided by the family for each child.
- G. Please provide an extra set of clothing (pants, shirt, socks, and underwear) in case your child spills or someone else spills something on their clothing. Bring these to the Center as soon as possible, clearly marked with the child's name.
- H. All supplies (extra clothing, etc.) must be clearly marked with the child's name and stored in his/her cubbie.
- I. All blankets and pillows for nap time must be provided by the family. Blankets and pillows will be sent home each Friday to be laundered.
- J. If your child has borrowed clothing from the Center, please launder them and return them as soon as possible.
- K. Parents may visit children anytime during the day.
- L. Children must be picked up on time. We realize emergencies can cause parents to pick up their children later than scheduled. If this happens, please call so we can make the proper arrangements (See LATE FEES). Children will not be dismissed until the parent/guardian comes into the Center to check them out.
- M. Please write any information about your child that is important for all staff to know in the Center Information notebook by the Check-in Clock. All staff members are required to read this notebook frequently during the day to stay up to date on children information.

- N. If your child is to be picked up by someone other than the parent/guardian, the Director or staff must be notified either in writing or verbally. We will not release any child to any person not known to us. Please have anyone other than yourself, bring a picture i.d. to the Center with them when picking up your child.
- O. It is the parents' responsibility to communicate with the staff about any health/medical problems your child may have.
- P. Open communication between home and the Center promotes the growth and security of the child. You are encouraged to call, email, or send notes to the Center staff whenever a question arises. Please read all parent newsletters and other information sent home.
- Q. On Center days deemed "Sign up days", it is the parent's responsibility to sign their child(ren) up for child care on designated sign-up sheets. These days include any days that there are no classes, but campus is open or other days before or after a holiday. This policy is in place to ensure the center will be able to provide necessary staffing. If a child is not signed up to attend but the parent wishes the child to come, it must be approved by the director.

5.4 ARRIVAL AND DEPARTURE

Two parking stalls on the west side of Otto Olsen, outside the west building entrance, will be available for drop-off and pick-up. You may also park on the east side of the building for drop-off and pick-up if space is available. All children must be brought into the center by a parent/guardian and must be signed in and out. Children must be taken to their classroom when arriving, and the parent/guardian must inform the classroom teachers when they are taking their child.

5.5 WITHDRAWAL

If you no longer require child care, please provide a two weeks written notification of your child's last day in program.

6. BEHAVIOR MANAGEMENT POLICY

The UNK Child Development Center uses positive guidance and redirection of the child's behavior. The goal of discipline is to help children build their own self-control; and to modify behavior that is socially unacceptable or non-productive in nature. Discipline is guidance and learning, not punishment. Techniques used will be applied in a way to maintain or enhance the child's self-esteem. Consequences will immediately follow the behavior. Talking with children after they gain self-control will help them understand why the behavior is undesirable. A child may be asked to take a break or have a cool off time, if the child is having a hard time controlling their behavior. These are used just to stop the unacceptable behavior and let the child gain their composure. Discipline of a child shall be administered by the staff as follows:

- The use of discipline shall not be humiliating, frightening, or physically harmful.
- Discipline shall be consistent and individualized for each child and appropriate to the child's level of thinking.
- It shall be directed toward teaching the child acceptable behavior.
- It shall not be associated with food, rest, toilet training, or isolation.
- A variety of discipline techniques will be used, as not all techniques work with all children at all times. These will include:
 - Redirection
 - Behavior Modification
 - Natural and Logical Consequences

- Take a Break

In the event a child has to be removed from the classroom setting and has not regained control after 15 minutes or has caused bodily harm to another child or teacher, the parent will be notified and the incident will be documented. In the event that two (2) documented incidents occur in one day, the child will be sent home for the remainder of the day. In the event that the child develops a behavior pattern that disrupts the classroom on a regular basis, the parents will be contacted to meet with the Classroom teacher and Director to develop a mutually agreeable plan to address the behavior.

In the event that a child causes bodily harm to another child, depending on the severity of the incident, the child may be sent home for the remainder of the day.

The UNK Child Development Center reserves the right to remove any child or family from the program based on the child's compatibility with the Center.

6.1 BITING POLICY

Biting is a behavior that is both age and stage appropriate for children under the age of 3 years. Even in high quality settings, where staff is vigilant, a variety of activities are available, and all preventative strategies are used, biting may still occur. Understanding the reasons for biting, taking the necessary preventative measures, and communicating with families will hopefully bring an end to the problem. We understand the frustration from both sides of a biting incident and our staff works very hard to ensure that the biting incident is handled in a way that respects both families involved in the incident.

We handle biting incidents as follows. The child who is bitten is attended to immediately. We take the child to a quiet area and examine the wound and comfort him or her. The Teacher and the child who bit the other child, clean the wound thoroughly and put ice on it to prevent swelling. If the skin is broken we contact the parent to let them decide if they wish to seek medical consultation. After the child is taken care of, we focus on the biter. We tell the child in a firm voice "no biting" or "biting hurts" to communicate the seriousness of the child's act. We also explain how to touch others gently and demonstrate acceptable behaviors. If the incident happens repeatedly, we have the child continue to help the child that was hurt, but the attention given to the biter may vary to avoid establishing a predictable and routine pattern, which might become positive reinforcement to the biter.

An incident report is completed for both the child who was bitten and the child who bit. With respect to confidentiality we do not report the name of the biter to the parents of the child who was bit.

Some of the strategies the staff may use to prevent biting incidents from happening include:

- We give children wet wash cloths or biting rings for biting on. This reduces the sensitivity to their teeth and gums, satisfies their biting needs and reduces the likelihood that they will bite other children.
- We stay close to children who are in a "biting phase" and try to be ready to intervene quickly before an incident occurs.
- We encourage children to use simple words to communicate their wants and needs. Each time there is a conflict, we remind the child how to say, "Stop", "No", "Don't", and "Please".
- We provide a generous variety of toys and materials that encourage children to stay involved. Since a large number of incidents occur when children fight over toys, we try to provide duplicates of favorite toys so children will not be tempted to fight.
- We use a lot of praise when children are playing cooperatively with one another. We try to catch the children being good!
- We may have the child "visit" another room to break the routine of the biting.
- We consult with parents of habitual biters to find out what strategies they are using at home to help eliminate the behavior.

6.2 TERMINATION OF CHILD CARE FOR BEHAVIORAL ISSUES

The child's adjustment to the program and the appropriateness of this particular child-care arrangement for an individual child may not be in the child's best interest. If we do not feel our program is meeting the child's needs, or because of concerns we might have for the Center, we reserve the right to terminate the child care arrangement on a timeline that is in the child's best interest.

7. HEALTH POLICIES AND CARE OF ILL CHILDREN

7.1 HEALTH REQUIREMENTS

Health Regulations are regulated by the Nebraska Department of Health and Human Services. For the protection of all children enrolled in the program, the UNK Child Development Center requires all children attending the UNK Child Development Center to be current in receiving the following immunizations recommended by the Center for Disease Control.

*DTaP	*Polio	*Hib	*PCV13
*Hepatitis B	*MMR	*Varicella	

Families are required to submit their child's current immunization records at the time of enrollment and any time their child receives new immunizations. (See **ENROLLMENT PACKET**) Exemption from this requirement is only allowed for children that have a medical reason not to receive an immunization. In that event, a parent may submit documentation by a licensed medical physician that immunization is not appropriate for stated medical reason.

7.2 ILLNESS EXCLUSIONS

- **Parents will be called to pick up their child(ren) from the Center and the child must remain out of the Center for at least 24 hours if:
 - *The child has a fever of 100° or higher.
 - *The child has diarrhea for the second time during the day.
 - *The child vomits.

The child should be kept home if he/she:

- *Has a heavy nasal discharge either green or yellow in color, which disrupts normal activity.
 - *Has symptoms of a virus.
 - *Has open sores or liquid filled sores, considered to be contagious, associated with a virus.
 - *Has other signs of illness (earache, stomachache, reddened eyes, rash, etc.)
 - *Is unable to participate in the normal daily activity/routine.
 - *Requires one on one care from the care provider.
- **These Illness Exclusion mandates are based on recommendations from the CDC (Center for Disease Control), American Academy of Pediatrics, and Mayo Clinic.

- ** Failure to comply with Center Illness Exclusion policies will result in the termination of the family's enrollment at the UNK Child Development Center.**

7.3 COMMUNICABLE DISEASES

The UNK Child Development Center will report cases of certain communicable diseases to the Nebraska Department of Health and Human Services and to the parents as soon as the disease is diagnosed by a physician.

DISEASE INCUBATION PERIOD

*Hand, Foot, and Mouth Disease	3-7 Days
* Chicken Pox	14 - 21 Days
*Impetigo	4 - 10 Days
* Lice or Crabs (Pediculosis)	7 - 10 Days
*Measles	8 - 14 Days
*Mumps	12 - 21 Days
* Pink Eye (Conjunctivitis)	24 - 72 Hours
*Ringworm (Tinea Infections)	10 - 14 Days
* Rubella	14 - 21 Days
*Scabies	4 - 6 Weeks
*RSV	Varies per case
*Rotovirus	Varies per case

RULES FOR ATTENDANCE

Child must be fever free for 24 hours and all sores must be dried and scabbed over.
Child must be absent until sores are scabbed over and dry.
Prescribed medication and 48 hours.
Child must be absent until area is clear.
Child must be checked before allowed to return.
Child must be absent for 7 days after rash appears.
Child must be absent until all swelling disappears
Prescribed medication and 24 hours.
Child must be absent until 3 doses of medication are given.
Child must be absent until treatment and negative under Wood's Lamp Test.
Child must be absent for 4 days.
Prescribed Medication and 24 hours.
Child must be absent for at least 5 days
Doctor's permission required

7.4 MEDICATION

Medication should be given at home, if possible. Our staff shall give or apply medication either prescription or nonprescription, only with prior permission and written instructions from the parent and physician. All medication must be signed in daily on the Medication Permission Form in the Infant room. Medication must be in the original container, stored according to the directions, clearly labeled for a named child with time and amount of dosage, and returned to the parent or destroyed when no longer needed. The Center will not share prescribed medication. The Center shall maintain a record as to the time and amount of medication given or applied. Labels of non-prescription medication (i.e. Tylenol, Motrin, cough medication) must list dosage instruction by age **and** weight of the child. If the label does not list specific directions, a physician must sign an Over-the-Counter Medication Permission Form. Medication must be given directly to the staff upon arrival. Children should not be allowed to carry the medication in or out of the Center, nor should medication be left unattended.

In the event an EPI pen is required for a child at the center, the parents must submit a Student Asthma/Allergy Action Plan completed by the parent and Health Care Provider. A long term medication form must also be completed and kept near the EPI pen.

7.5 POLICY ON INFANT SLEEPING POSITION

The U.S. Public Health Department and the American Academy of Pediatrics strongly recommend that infants be put to sleep on their backs to reduce the chance of Sudden Infant Death Syndrome (SIDS). All infants at The UNK Child Development Center will be put to sleep on their backs in beds. A note from a physician, detailing the medical reason, will be needed if a parent requests their child to sleep in anything other than a crib. We do allow sleep sacks, with arms until the child starts to roll, without arms after the child starts to roll.

7.6 NAP/REST TIME

We provide cots and sheets for each child who naps. Families are responsible for bringing a blanket and pillow for their child. Naptime is scheduled daily at 12:30 p.m. for children in the Toddler, 2 & 3 Year Old, and Pre-K room. Adjustments to sleep time can be made as needed. Infants nap as needed. We ask all children 3 years and younger to sleep or rest during the scheduled Nap time.

7.7 ACCIDENTS

Scratches and scrapes are inevitable when children play or as they are learning to walk and are becoming more mobile. Minor accidents will be treated properly, immediately, with lots of care and attention, and an accident report completed. If a serious situation should arise, the parents will be notified immediately.

7.8 EMERGENCIES

In the event the parent cannot be reached, the emergency contact person will be called. If need warrants, the child will be taken to the hospital emergency room if parent or emergency contact person cannot be reached. Parents must keep emergency phone numbers and addresses current.

8. NUTRITION POLICIES

8.1 MEAL TIME POLICY

The children will be served breakfast, morning snack, lunch, and a snack in the afternoon. Please be aware of the children's eating times as we will not be able to serve children meals at times other than the scheduled meal times. If you are planning on bringing your child after the scheduled meal time, please plan on feeding your child before you come to the Center. Lunches will be catered by Chartwell's. Monthly menus will be posted in the Center and sent home via e-mail.

**All families are required to fill out a food program enrollment form upon enrollment in the program and then yearly after that.

8.2 MEAL TIMES

Meals will be served at the following times for each classroom:

	<u>Breakfast</u>	<u>AM Snack</u>	<u>Lunch</u>	<u>Afternoon snack</u>
Infants	Children are on their own eating schedule			
Toddlers	8:00 a.m.	9:30 a.m.	11:30 a.m.	3:00 p.m.
2 & 3 Year olds	8:00 a.m.	9:30 a.m.	11:00 a.m.	3:00 p.m.
Pre-k	8:30 a.m.		11:45 a.m.	2:30 p.m.

8.3 ALLERGIES AND FOOD REACTIONS

If your child has food allergies, the completed CACFP forms are required for him/her to receive alternative food options while at the Center. The center provides nutritious alternates for the children based on the CACFP meal patterns. Families are welcome to bring their own alternate food, if they prefer. The Child Development Center does provide a lactose free milk as an alternative for children who show lactose allergies.

8.4 PROVIDING YOUR OWN LUNCH

If a family chooses to provide their child's own food for lunch for reasons other than diagnosed food allergies, the meal must meet the USDA requirements per licensing regulations. If only one component of the meal is brought, the child may still participate in school lunch program. If the family chooses to bring the entire meal, the meal must include all the required components and serving sizes for the USDA requirements. The meal must include a meat or meat alternate, a grain, a vegetable, and a fruit. Serving size is dependent on the child's age. Please check with the Center director for required serving sizes per age. The center will provide the milk, unless milk other than our normally provided options are desired, then the family must provide their own milk. If the food brought for the child's lunch does not meet the required meal regulations, the center will provide the missing component(s) and the family will be charged \$.50 per item required to meet the licensing regulation. Please do not send Candy or food considered not nutritional (jello, snacky items). The food brought for the child's meal must also be prepared and ready to serve. We will only reheat food if needed. We do not have enough refrigerator space to store lunches sent from home, so we recommend that you send your lunches in an insulated lunch box with an ice pack. That will keep your child's lunch cold until meal time.

9. CHILD SAFETY CENTER POLICIES

9.1 CHILD ABUSE/NEGLECT

Under Nebraska law, staff members are mandated reporters of suspected child abuse and/or neglect. We are required to report any and all suspected cases of abuse and/or neglect to the proper authorities.

9.2 FIRE DRILL PROCEDURE

In case of a fire at the Center, the staff shall determine the safest route of exit and quickly and quietly lead the children to that exit and out of the building to the Fine Arts Building. The staff is required to keep a count of the children in their care at all times. In compliance with State regulations, we conduct fire drills monthly. A direct access line to the local fire and police departments is active.

9.3 TORNADO DRILL PROCEDURE

In case of a tornado warning, the staff shall quickly and quietly lead the children to an interior hallway away from windows. Children will be instructed to assume the "crouch and cover" position. Infants will be covered with blankets. It shall be the staff's responsibility to keep the children calm during these drills. In compliance with State regulations, we conduct a tornado drill four times a year.

9.4 EMERGENCY EVACUATION PROCEDURE

In the event the Center is required to evacuate the premises, the children will be taken to a safe place on campus. The children will remain in the designated evacuation location until either the parents pick their child up or we are allowed to return to the Center. A notification message via email and text will go out to all parents notifying them of the evacuation. Parents will be required to pick their children up if we are not able to return to the Center within an hour after notification.

9.5 SECURITY

Each room at the Center has a key code entry door. Parents and Staff will be given the code to access all rooms at the Center. The Child Development Center requests that this code is only used by parents and staff. University Campus Security will be notified immediately in circumstances detrimental to the Center's children, parents, or staff.

10. ADDITIONAL CENTER POLICIES

10.1 DRESS CODE

We ask that parents send their children in comfortable, play appropriate clothing. Please refrain from short dresses or have shorts on beneath. We highly recommend children wear tennis shoes daily. Flip-flop style sandals are not allowed at the Center.

10.2 FIELD TRIPS

UNK Child Development Center will take occasional field trips to different departments on campus. Parents will be notified prior to each field trip taking place.

10.3 VISITORS

You are welcome to visit the classroom at any time. All visitors must register with the office. Please enter quietly and do not talk in a loud manner that would disrupt the atmosphere. Please inform the staff if you have a special talent or interest you would be willing to share with the children and/or if you can assist with field trips or special projects. The Jill Lynn Lindsay Preschool, Infant, and Toddler Observatory is available for your use, also. Any visitor that is not approved to be in the Child Development Center will be asked to leave.

10.4 STUDENT VOLUNTEERS AND OBSERVATIONS

Students attending UNK may use the UNK Child Development Center to complete assignments required for their field of study. Students may volunteer in the classroom, facilitate an activity with the children, work one on one with a child, or simply observe and document activities at the center. Each student will have a completed background check done through the Nebraska Central Registry of Abuse and Neglect and the Nebraska Adult Protective Services Central Registry prior to starting their volunteer time.

10.5 CHILDREN'S MAILBOXES AND CUBBIES

The Center provides a mailbox and cubbie for each child attending the Center. The mailboxes are to be used for communication between teachers and parents, and a place for children to place their projects they want to take home. The cubbies are to be used to keep children's extra clothes, blankets & pillows for nap, coats, hats, gloves, and boots. We ask that families periodically organize their child's cubbie and take home any unnecessary items.

10.6 BIRTHDAYS

Birthdays are special events for children! If you are planning a birthday party at home and wish to invite children from the Center, please do not distribute birthday invitations at the Center. We request that you mail invitations to parents or call them. If addresses or telephone numbers are needed, please contact the Director and she will help you attain this information. We ask that families **do not** bring Birthday Treats (food) to the Center. We have children with food allergies and it is not safe for us to distribute food to children if we do not know all the ingredients. We will celebrate your child's birthday during the day.

10.7 DONATIONS

The Center encourages donations of household items such as tissue, first aid supplies, art supplies, napkins, paper towels, etc. Any donations, cash or materials, made to the UNK Child Development Center are tax deductible. Please contact the Director if you would like to make a donation. A receipt can be provided by the Director for your tax records.

10.8 AFFIRMATIVE ACTION

This facility will not discriminate against any child because of ethnic origin, sex, religion, or handicap.

10.9 LICENSING INFORMATION

This program is licensed by the State of Nebraska and will comply with the regulations of the State Department of Health and Human Services. Periodic inspections will be conducted by the Department of Health and Human Services and the State Fire Marshal to ensure the center meets or exceeds the standards.

11. CENTER PERSONNEL POLICIES

11.1 STAFFING QUALIFICATIONS:

11.1.1 Director Qualifications- The Director of the UNK Child Development Center must meet one of the following requirements:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education, or child/youth development;
2. Hold a bachelor's degree from an accredited college or university with at least six credit hours in early childhood education, education or child/youth development;
3. Have an associate degree from an accredited college or university in early childhood education, education or child/youth development;
4. Have a Child Development Associate Credential; or
5. Have a high school diploma or GED and 3000 clock hours of verifiable experience in organized group activities for children age birth to 13 as indicated by a positive reference from a former employer or supervisor

and:

- a. Have successfully completed six credit hours or 36 clock hours of Department-approved training in administration, early childhood education, education, or child/youth development. Business courses may be included, not to exceed one-half of the credit or clock hour requirement; or
- b. A written, Department-approved plan to acquire at least six credit hours or 36 clock

hours of Department-approved training in administration, early childhood education, education, or child/youth development, in a period not to exceed 12 months. Business courses may be included in the plan, not to exceed one-half of the credit or clock hour requirements.

11.1.2 Teacher Qualifications -To be employed as a teacher in a licensed child care center, an individual who is not a certificated teacher must be at least 18 years of age and of good moral character, and must meet one of the following requirements:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
2. Hold an associate degree from an accredited college or university in early childhood education, education or child/youth development;
3. Have a Child Development Associate Credential; or
4. Have a high school diploma or GED; and
 - a. 1500 verified clock hours of experience in organized group activities for young children as indicated by a positive reference from a former employer or supervisor; or
 - c. Submit a written plan for Department approval to acquire at least three credit hours or 45 clock hours of training in administration, early childhood education, education, or child/youth development, in a period not to exceed six months. The licensee must maintain a copy of the written plan and Department approval for Department review.

11.2 STAFF TRAINING REQUIREMENTS:

11.2.1 Director Training Requirements: The Director of the UNK Child Development Center will be required to complete the following trainings:

1. DHHS approved Director Orientation
2. Safety Training
3. Child Care Management Training
4. Nebraska's Early Learning Guidelines Training
5. Must obtain a minimum of 12 clock hours of training annually

11.2.2 Teacher Training Requirements: The Center will ensure that each Teacher Completes the following trainings:

1. New Staff Center Orientation
2. Safety Training
3. Nebraska's Early Learning Guidelines
4. CPR/First Aid training
5. Must obtain a minimum of 12 clock hours of training annually

11.2.3 Support Staff Training Requirements: Support staff consists of any staff members who work 20 hours or less.

1. New Staff Center Orientation
2. CPR/First Aid training
3. Must obtain a minimum of 6 clock hours of training annually

11.3 STAFF DISCIPLINE PROCEDURE: Any employee who fails to satisfactorily perform the duties and responsibilities of his/her position or to comply with the Department of Health and Human Services Licensing Regulations or University policies, procedures, and regulations may be subject to disciplinary probation. The employee may be immediately dismissed from Center employment for any behavior deemed detrimental to the children,

parents, staff, and/or Center.

11.4 STAFF ILLNESS EXCLUSION POLICY

Center Staff will be required to be away from the Center if the following criteria are present :

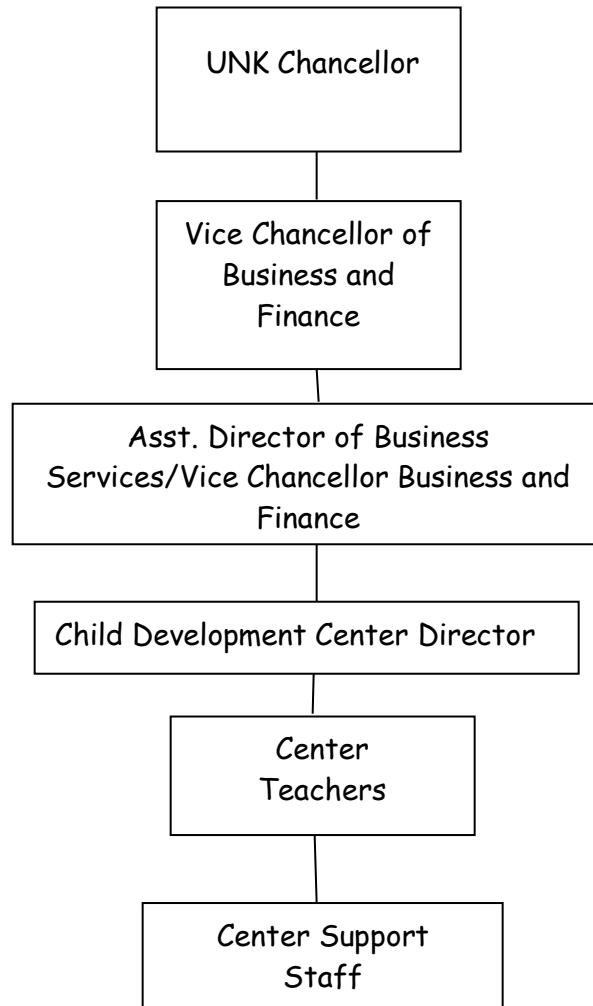
*The Staff member has a fever of 100° or higher.

*The Staff member vomits.

* The Staff member has attained a written note from a licensed health care provider.

* The Staff member is unable to provide care for the children due to illness.

12. ORGANIZATIONAL STRUCTURE



If you have questions or concerns, please contact the *Child Development Center* at 865-1576.

Authorized Representative:

Jon Watts, Vice Chancellor Business & Finance

Founders Hall, #100

2504 9th Ave., Kearney, NE 68849

308-865-8205

13. Review Receipt

I have received and reviewed the UNK Child Development Center Family Handbook upon enrollment of my child at the UNK Child Development Center. I understand that any questions regarding policies affecting the care of my child should be directed to the Center Director.

Parent Signature

Date

Parent Signature

Date

Please return this page only to the Child Development Center office.