

**University of Minnesota
CHILD DEVELOPMENT CENTER
PARENT POLICY
HANDBOOK**

July 2011 to June 2012

Revised June 2011

TABLE OF CONTENTS

Table of Contents	1
Mission	3
History	3
Special Features	4
Operating Budget	4
Services	4
Eligibility Requirements	5
Applying for a Waiver of Affiliation	5
Times and Limits of Program Operation	6
Parking	6
Arrival and Departure	6
Evacuation and Taking Shelter	8
Research Activities and Permission	8
Admission Policies	10
Pre-Admission	10
Enrollment Forms	10
6-Week Surveys	10
Parent Information	11
Affirmative Action	11
Waiting List Policies	12
Order of Priority	12
Part Time Enrollment	12
Sibling Priority Policy	12
Movement/Transition to Older Groups	13
The Staff	14
Employment	14
Professional Training and Instruction	14
Staffing Composition	15
Parents Hiring UM CDC Staff to do Private Child Care	16
Program Philosophy and Practices	17
Center Philosophy	17
Diversity, Multiculturalism and Anti-Bias	18
Challenging and/or Hurtful Behavior	18
Guiding Children Towards Self-Regulation	19
UM CDC's Referral Process	21
Mandated Reporting Responsibility	23
Suspected Child Abuse/Neglect & Car seats	24
Touch and Nurturing	24
Parent Participation	25
Parent Consultative Committee	25
Other Parent Participation Functions	25
Parent-Teacher Conferences	26
Assessment	26
Cultural Sensitivity and Language	27
Two-Way Daily Communication	27
Visitors	28
Adult Visitors	28
Non-Enrolled Children and Teenage Visitors	28
Enrolled Sibling	28
Fees and Payment	29
Income Reporting	29
Payment Policies	29
Non-Sufficient Funds Checks	30
Service Charges/Penalties	30
Financial Assistance	31

Vacation Policy.....	31
Leaves of Absence	32
Summer Leave of Absence Policy.....	32
Medical Emergency Leave of Absence Policy.....	32
Behavioral Developmental Leave of Absence Policy.....	32
Medical Emergency Enrollment/Attendance Policy.....	33
Enrollment Withdrawal	34
Parental Notice of Termination of Care.....	34
Program Notice of Termination of Care.....	34
Children Transitioning to Kindergarten.....	34
Late Pick-Up Policy	35
Unavoidable Detention.....	35
Emergency Situation.....	36
Late Pick-Up Charges.....	36
Grievance Procedures	37
General Grievance Procedure.....	37
Grievance of Notice of Termination.....	37
Program Information	38
Food Program.....	38
Special Diet.....	38
Food Brought from Home.....	39
Field Trips and Transportation.....	40
Outdoor Activities.....	40
Air Quality.....	40
Nap Policy.....	41
Clothing.....	41
Toys.....	41
Birthdays.....	42
Holidays.....	42
Last Day Celebrations.....	42
Other Celebrations.....	42
Health and Safety Policies for Parents	43
Emergency Card/Contacts.....	43
Health Record Information.....	44
Medications.....	44
Exclusion of Ill Child.....	45
Diarrhea Exclusion.....	46
First Aid.....	46
Care of Ill or Injured Children.....	46
Accidents and Injuries.....	47
Health Consultation Services.....	47
Insurance.....	47
Risk Reduction Plan.....	47
Emergency Preparedness.....	47
Emergency Closing and Evacuation.....	48
Missing Child Policy.....	48
Air and Soil Quality.....	48
Plants.....	49
Pets.....	49
Infant/Toddler Program.....	49
Breast Milk.....	49
Important Telephone Numbers	50
Days Closed.....	51

Mission Statement

The University of Minnesota Child Development Center is a model, demonstration and training site for early development and childcare with research opportunities to further knowledge of early development, education, and quality care for young children. Simultaneously it provides “fee-for-service” childcare for University of Minnesota affiliated staff, faculty, and students.

UMCDC (formerly UMCCC) was founded in 1974 and has been continuously accredited by the National Academy of Early Childhood Programs since 1987. It was recently accredited in April of 2010 (required every 5 years).

HISTORY

In June 1974, the Board of Regents of the University of Minnesota authorized the development of a Child Care Center to serve the functions in the mission statement.

To provide a model child care program to enhance training, observation, and research capability in the fields of child care, early development, pediatrics, and family studies at the University.

When the University of Minnesota Child Care Center (UMCCC) was founded in 1974 it was assigned for administrative purposes to the Institute of Child Development in the College of Education.

In January 1990, UMCCC was administratively reassigned to the Department of Transportation and General Services in Support Services and Operations. UMCCC is expected to maintain appropriate linkages to academic programs to accommodate student and faculty interests in teacher-training, research, practicums, and observation opportunities.

In September 1992, UMCCC was moved to its current location, at 1600 Rollins Ave SE, where it doubled its capacity. The Center was designed as a high quality child development and child care program.

In January 1994, UMCCC was transferred back to the administrative authority and interests of the College of Education, reporting directly to the Dean’s office, now the College of Education and Human Development.

In May 2011, UMCCC was renamed, the University of Minnesota Child Development Center (UMCDC) by the Board of Regents, to reflect the increase in research opportunities and as a student teaching site for University of Minnesota students.

SPECIAL FEATURES

Over the years UMCDC has maintained a model program with several unique features: an individualized infant care program, a toddler program, and a high quality preschool program; a sliding fee scale policy; and a Parent Consultative Committee, PCC, composed of elected representatives of UMCDC parents.

UMCDC is a member of the National Coalition for Campus Child Care, National Association for the Education of Young Children, and the North American Reggio Emilia Alliance.

UMCDC is licensed by the Minnesota State Department of Human Services Licensing and is accredited through the National Academy of Early Childhood programs of the National Association for the Education of Young Children.

Special features include:

- A commercial kitchen and highly nutritious child food program partially funded and inspected by the USDA-Child Care Food Program, Child Nutrition Section of the United States Department of Agriculture.
- Monthly health and safety observations and consultations; contracted with the Minnesota Visiting Nurses Association.
- A Director licensed in MN with a graduate degree in Early Development, experienced as a faculty member, and administrator of college/university and public programs in Early Childhood. The Director works collaboratively with CEED, the Shirley G. Moore Lab School and the Institute of Child Development, and on assignments by the Dean of CEHD or the Senior Associate Dean of Research.
- An Education Coordinator and trained and licensed Area Coordinators in Special Ed., in Elementary Education, Birth to 8 years, in pre-k and toddlers to coordinate outside referrals and consultations with appropriate University and community resources for assessment and advice regarding concerns;
- Linkages with University departments for playground inspection and/or consultations regarding the building and environmental matters, such as an Industrial Hygienist; research activities, and other services.
- A unique, creative facility designed and planned by our theme of respect for children and the adults who care for them.
- Auxiliary spaces for shared use functions such as the foyer courtyard, back 40 courtyard, atrium outdoor space, mudrooms, flex room, multi-purpose room, and a research suite.

UMCDC is located at 1600 Rollins Avenue S.E. Minneapolis, 55455 (on the southeast corner of 15th and Rollins Avenues across from Van Cleve Park.)

OPERATING BUDGET

Parent user fees support over 80% of UMCDC's operating budget. However, a major contribution is made each year by CEHD through a central allocation and other in-kind contributions. Other financial resources include the United States Department of Agriculture Child and Adult Care Food Program, County fee subsidies for qualifying parent clients; other government sponsored financial assistance programs, and private contributions.

SERVICES

UMCDC is currently licensed to serve 140 full time equivalent (F.T.E.) children between the ages of three months and pre-kindergarten in a group child care setting. (18 infants, 54 toddlers, 68 preschoolers).

A limited number of part time (M-W-F or T-Th full day), one per classroom, enrollment arrangements for all age groups are offered. A written request for part-time enrollment may be made upon application or any time thereafter. These requests will be filled as the preferred part-time arrangement becomes available on the basis of date of request with priority given to internal requests, a "match" must be found so that the pair is equal to one Full Time child.

Daily breakfasts, lunches and afternoon snacks are prepared on site following USDA child nutrition guidelines and served to all children at UMCDC. Monthly vegetarian or non-vegetarian menus are available.

In accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

ELIGIBILITY REQUIREMENTS

You must be an affiliated member of the University community to enroll your child or to keep your child at UMCDC. *One parent or legal guardian of an enrolled child or registered same sex domestic partner of an enrolled child's parent or legal guardian must meet one of the following requirements:*

1. Certified undergraduate student taking six or more credits per semester.
2. Certified graduate student taking three or more credits per semester or thesis only student submitting a letter from his/her advisor stating satisfactory progress is being made on his/her advanced degree.
3. Civil service or bargaining unit staff member with 50% time or more paid appointment at the University
4. Faculty or professional administrative position with 50% time or more paid appointment at the University.
5. Adjunct faculty, visiting faculty member, or non-paid intern with a letter from his or her Department Head stating the individual's relationship with the University.

UMCDC requires proof of affiliation each semester. Failure to respond to the second request for proof of affiliation will result in a charge of \$25.00 and may result in termination of child care services. One of each enrolled child's parents or guardians must be affiliated with the University in order for eligibility for enrollment to continue. (See definition of affiliation). **Affiliation is verified each fall and spring semester** using the PeopleSoft data base. Thesis-only students, visiting faculty or scholars, and non-paid interns must submit a letter from their department head or advisor indicating eligibility through the end of the semester at least two weeks prior to the start of the semester.

Eligibility requirements are waived during the summer months. UMCDC will expect appropriate affiliation of parents and legal guardians of children enrolled in the summer months to be proven for fall semester, or child care services will be terminated before fall semester begins.

It is the responsibility of the parent or legal guardian to notify the Enrollment Coordinator if loss of affiliation occurs at any time. A two week notice of termination of child care services will be given in situations where affiliation requirements are found not to be met and the Director or Enrollment Coordinator was not informed by the parent or guardian of the loss of affiliation.

If the parent or legal guardian has notified the Enrollment Coordinator of loss of affiliation and this is the first occurrence of non-affiliation during the entire length of the enrollment of the family, child care services may be continued until the end of the semester or for three months, whichever is less. If re-affiliation is proven for the next semester prior to the child's last day, child care services may continue.

Should loss of affiliation occur a second time, the parent or legal guardian is expected to notify the Enrollment Coordinator immediately. The parent or legal guardian must apply for a waiver of affiliation in order for child care to continue. The waiver process is described in the following section (APPLYING FOR A WAIVER OF AFFILIATION).

Applying for a Waiver of Affiliation

If parents wish to request a waiver of affiliation, they must apply to the Enrollment Coordinator. It should be kept in mind that it is very unlikely that the Enrollment Coordinator will grant such a request. However, since individual circumstances vary, parents are encouraged to bring their requests. The following steps should be followed in applying for a waiver of affiliation: (1). A written note should be sent to the Enrollment Coordinator indicating a parent's interest in applying for a waiver of the affiliation requirement. Indicate the semester in which this waiver would apply. (2). The Enrollment Coordinator will discuss this request with the Education Coordinator. (3). The Enrollment Coordinator will set up a meeting with parents requesting a waiver of affiliation to discuss the circumstances surrounding the situation. Then the Enrollment Coordinator will make their recommendation to the Education Coordinator. The Education Coordinator may accept or reject the Enrollment Coordinator's recommendation. The Education Coordinator or Enrollment Coordinator will communicate a final decision to the parent within five business days of the meeting.

TIMES AND LIMITS OF PROGRAM OPERATION

UMCDC is open five days per week, Monday through Friday, 52 weeks per year, closing on University holidays, University furlough, and eight days for staff development. A calendar of days closed is provided upon enrollment and is updated annually (located inside the back cover). The annual calendar is distributed to all parents and is posted in the reception area.

UMCDC's hours of operation are from 7:30 a.m. to 5:30 p.m. except on holidays, furloughs, and staff development days or during emergency weather conditions when the University announces it is closing. The radio is the primary source of information on University closing. All official University announcements regarding closing will be made exclusively through University Relations who will contact the wire services and the following radio and television stations: KUOM-AM, WCCO-AM, WDGY-AM, KSJN-AM, KSTP-AM, KSJN-FM, KEEY-FM, WCCO-TV, KSTP-TV, KMSP-TV, KARE-TV.

It is the policy and practice at UMCDC that an approved MN DHS qualified staff supervises all children at all times. Children are the responsibility of their parent, legal guardian, or designated alternate adult before and after the official opening and closing times of UMCDC (7:30 a.m. and 5:30 p.m.), and before the child is signed in or after the child is signed out each day on the sign-in/ sign-out sheet posted in his or her age group area. Children are not permitted to run in the hallways, nor are they allowed to open the Center door or exit without the parent. Parents are expected to enforce this rule/boundary. At UMCDC all MN Department of Human Services (DHS) qualified staff are responsible for their assigned area to protect the health and safety of all enrolled children.

PARKING

The parking lot is owned and managed by the University of Minnesota Parking Services, not the U of M Child Development Center. Rules for parking are prescribed and enforced by Parking Services. Please take caution to abide by the parking rules or expect to be ticketed.

All un-posted spaces are reserved for paid contract-parking customers. For information about obtaining a contract space call 626-PARK. Contract tags must be displayed in the front window of the vehicle while parked in the lot.

Marked/Signed spaces indicate approved, temporary parking for the following:

- Accessible reserved parking
- Short-term drop-off or pick-up parking for Child Care parents (20 minutes maximum)
- Metered parking (good for up to 4 hours). This is best used by visitors and parents who need to be at UMCDC longer than 20 minutes
- Official University parking space: must have an approved permit visible through the front window of the vehicle

Please comply with all signage, and drive slowly and carefully. Please do not park in the front pedestrian walkway.

ARRIVAL AND DEPARTURE

- *Upon arrival, parents and children must wash hands (per NAEYC Accreditation Standards). **Parents must sign in their child each morning upon arrival** in order to transfer responsibility of care from parent to authorized UMCDC staff. **After the child is signed in, the parent brings the child to the group to be assimilated and to allow UMCDC staff to help in the transition of the parent's departure.***
- ***Upon departure, parents must sign out the child and let the teacher know he or she is departing.** Once the child is signed out, he or she is no longer the responsibility of UMCDC staff. **Children are not permitted to run in the hallways or out the doors. Parents are expected to enforce this rule/boundary.***

Children are encouraged to arrive at UMCDC between 7:30 and 9:30 each morning to enable them to participate in the full program. Children cannot arrive in the building before 7:30 a.m. This is the teacher's time to set up activities and prepare the room for the day.

Parents (or authorized adults) must sign in and out each day in their child's bungalow or at the field trip or evacuation site and accompany children into and out of the building at all times. **Signing your child in and out is a legal matter that is required by MN DHS Licensing. Teachers use the sign-in sheets to keep track of the children** who are present.

If you will be away from your office or regular schedule, **be sure to leave a phone number where you can be reached in case you are needed for an exclusion or an emergency. A fine is assessed if we are unable to reach you within one hour.** (See **SERVICE CHARGES AND PENALTIES**)

Late Arrival/Evacuation/Field Trip: If you will arrive later than your usual drop off time, please call UMCDC and leave a message for your child's teachers. If your child's group is on a field trip when you arrive, **it is your responsibility to await their return or to take your child to the field trip site.** If your child's group is in the process of evacuating the building or taking shelter when you arrive or are leaving, please see **EVACUATION AND TAKING SHELTER.**

Parents should be in the building by 5:15pm to pick-up, dress, and sign out their child in order to ensure departure by 5:30pm, when the building is closed.

Late Pick-up: The building closes at 5:30pm: you should no longer be in the building. All children must be picked up at UMCDC by 5:30 p.m. If you will be late, it is helpful if you call before 5:00 p.m. to let teachers and your child know. A late fee is charged to parents who arrive after 5:30 p.m. (see **LATE PICK-UP POLICY** for payment details). Chronic lateness is defined as arriving after 5:30 p.m. more than 3 times during a semester and is cause for termination of child care services. **Children benefit from routine arrival and departure times;** parents are urged to keep regular schedules whenever possible. Regular arrival and departure times are necessary for optimum and appropriate staffing, and for staff to complete their duties with no one in the classroom from 5:30-5:45 pm.

Prior notification is required for anyone other than the child's parent (custodial parent) or legal guardian to pick up a child.

UMCDC staff will not release a child to anyone other than the child's parent (custodial parent) or legal guardian unless we have been notified in advance by the child's parent or legal guardian that an alternate will be picking up the child. We will not release the child to either of the emergency contacts listed on the Emergency Card unless the parent or guardian has informed us in advance that the emergency contact is the alternate pick-up person for a specific day or days. The exception to this would be in the case of an exclusion or an emergency and **only then if the *authorized to pick up and transport* "yes" boxes under the emergency contact's name on the Emergency Card have been checked.** For example: The child has not been picked up by 5:30 p.m. and we have not heard from nor been able to contact the child's parent (custodial parent) or guardian, an emergency situation exists. We would then call the emergency contacts. The child would be released to that individual if s/he has been authorized on the Emergency Card to pick up and transport the child.

UMCDC is required to document in the child's record the names, addresses and phone numbers (or any legal restraining order or court divorce record of court ordered custodial agreement) any individuals authorized by the child's parents or legal guardians to transport the child to and from UMCDC. A Child Pick Up by Authorized Alternate Form must be completed in advance by the parent, legal guardian, or UMCDC staff person at the direction of the parent or legal guardian over the phone and signed and dated by the person completing the form. If a UMCDC staff person is completing the Child Pick Up by Authorized Alternate Form, the identity of the parent or legal guardian will be verified with a photo ID on an official document, e.g. Driver's License, Passport, etc.

If UMCDC staff has never met the authorized alternate, they will be asked to provide photo identification.

EVACUATION AND TAKING SHELTER

To comply with the Department of Human Services licensing rules and for the general safety of the children and the staff, UMCDC conducts fire and tornado drills. Tornado drills are usually conducted on the first Wednesday of the month, April through October. Fire drills are conducted once a month on a random day and time. **NOTE: If the fire alarm is going off, do not assume that it is a drill.**

In the event the fire alarm is sounding, parents must follow these procedures:

If the fire alarm sounds as you are dropping off your child, but your child has not yet been signed in:

- **Proceed to the designated evacuation site.** If you have not reached your child's bungalow, the designated site is the sidewalk south of the main entry on the parking lot side of the fence. If you have entered the bungalow, follow your child's teachers and group outside. **Remain with your child until the "all clear" is announced.** *Fire drills are of a very short duration. It takes less than two minutes to evacuate the building and a very short time to determine everyone is out and to sound the "all clear".*

If the fire alarm sounds while you are in your child's bungalow for pick up:

- Follow your child's teachers and group outside and remain with your child. Do not stop to dress your child. Do not remain in the bungalow. Do not assume that it is only a drill and you do not have to participate. Someone from administration checks all rooms to ensure that no one has been left behind, but this may not be possible in the event of a real fire. *The "all clear" signal cannot be given until everyone is out. Leaving the building as quickly as possible is crucial in case of fire, but also minimizes the amount of time children and staff have to be outside during a drill*

If the fire alarm sounds as you are in the hallway leaving the building with your child (i.e., your child has been signed out):

- Proceed to the main entry and leave.

Tornado drills:

In the event a tornado drill is in progress, parents should proceed to the designated shelter site. The designated site is the side 1 crib room for Infants and the Multi-Purpose room for everyone else. If you choose to leave during a tornado drill, remember to sign your child out. Your child's teachers will have the sign in/ out sheets with them. **In the event of a tornado warning, you are to seek shelter in the Multi-Purpose room and remain until the danger has passed.**

RESEARCH ACTIVITIES AND PERMISSION

Research projects conducted at UMCDC are sponsored and supervised by a faculty member and are reviewed and approved by the University of Minnesota Institutional Review Board (IRB): Human Subjects Committee. UMCDC's Education Coordinator and the Director further screen, then approve or deny all proposals for research.

Research opportunities are a major purpose and portray the mission statement of the Center. Families who attend the Center are asked to participate and thus contribute to approved research projects throughout the year. These research projects are designed by faculty and graduate students from the Institute of Child Development or other departments within the University.

The procedure for involving children from the Center is as follows: (1) Faculty members/graduate students write a summary of the proposed research. (2) The proposal is approved by the University Committee on the Use of Human Subjects (3) and then by the Director of the program and/or Education Coordinator. (4) The proposal is then reviewed by the Area Coordinators involved. (5) Once approved, the researcher spends several hours in the classroom getting to know the children in the group. (6) After the children are familiar with the researcher, they may be invited to the UMCDC conference room or remain in the classroom or go to the research site to participate in a project. Projects usually consist of playing a game, answering questions, or completing a task. To respect children, they always have the right to say "no" to participating or by stopping at any time.

Most children seem to enjoy this novel experience. A list is kept of each child participating, and it is posted in the classroom. Before studies are initiated, a summary (i.e., Request for Research Population) is sent home through the Parents Mail. These summaries are distributed in advance to all families in the participating classrooms. All studies are also posted on the Parent Bulletin Board, which is located in UMCDC's foyer and in the Bungalows. Parents having questions or concerns may contact their child's teacher, the Education Coordinator, Director, or the researcher conducting the project.

***All individuals (i.e., teachers, students, faculty and researchers) who have contact with children have had criminal background checks conducted by the Minnesota Department of Human Services and complete a Confidentiality Statement.**

ADMISSION POLICIES

PRE-ADMISSION

Parents must first meet with the Enrollment Coordinator and/or Director to review enrollment forms and UMCDC's policies. Payment of a deposit plus registration fee is required in order to secure enrollment. The enrollment packet is given to parents upon receipt of the deposit. Both the deposit and the registration fee are non-refundable.

Before a child may start attending, parents must visit the program and have an intake with the child's Area Coordinator. The child **cannot** begin attending UMCDC without a current, signed **IMMUNIZATION RECORD** and the completed **EMERGENCY CARD**.

Enrollment of a sibling does not usually require a meeting with the Enrollment Coordinator. The registration fee and other charges will be billed to the family's existing account. The payment of a deposit in advance is not necessary to secure enrollment for the sibling. An intake meeting with the child's area coordinator is still required.

ENROLLMENT FORMS

When your child is accepted in the UMCDC program, you are given this handbook (which includes health policies), and several required admission forms. You must read, understand, and agree to abide & implement all policies in this handbook; the Center will ask you to sign and date a form stating this. You will also receive a Child Care Program Plan from your child's Area Coordinator.

State child day care licensing rules prohibit the enrollment of any child without a signed physician's statement declaring the status of the child's health and immunization schedule consistent with current medical standards. **ENROLLMENT AGREEMENT FORM, UNIVERSITY AFFILIATION, REDUCED FEE APPLICATION FORM, EMERGENCY CARD, RESEARCH PERMISSION, and other forms must be completed and submitted before the child is enrolled and may attend.** The **EMERGENCY CARD** must be kept current by each parent. We ask that student parents also submit their class schedules each semester.

In the case of separated or divorced parents, UMCDC's enrollment agreement is with the University-affiliated parent or legal guardian. This is the parent responsible for meeting all obligations of the enrollment agreement.

UMCDC, as part of the University of Minnesota, is subject to the Minnesota Government Data Practices Act. UMCDC gives written privacy rights statements when collecting private or confidential information on parents or children enrolled. This written statement is included on the forms we use to collect private or confidential data and includes the reason the data is being collected, how we will use the data, with whom we will share the data (University of Minnesota Department of Audits, Community Services Department of Hennepin County, etc.), whether the client may refuse or is legally required to provide the data and the consequences of refusing to supply the data. While the University Attorney's Office serves as the general Responsible Authority for the University of Minnesota, the Director of UMCDC is delegated the Responsible Authority for the Child Development Center.

6-WEEK SURVEYS

Initial Enrollment: When your child has been in attendance for 6 weeks, you will receive a questionnaire to be returned to the front desk. The survey is reviewed by the Director, Education Coordinator, and Area Coordinator. The questionnaire helps us to better understand how you are initially experiencing this program and to make improvements, if necessary.

Inter-Bungalow Movement: Six weeks after your child transitions from one area to another (infants to toddlers or toddlers to preschool) you will have an opportunity to complete another questionnaire.

PARENT INFORMATION

Mailboxes: Parents are assigned a mailbox for each child. Please check your parent box daily.

Bulletin Board: A parent bulletin board is located on Administrative Avenue and on Toddler Lane. Information is also posted on the kiosk in the waiting area as you enter. Each area maintains a special parent-staff communication board in the classroom, usually near the sign-in/out sheet.

Child Care Program Plan: Each bungalow has an area packet containing a written Child Care Program Plan that is given to parents upon their child's enrollment into that age group. This plan describes all aspects of the area: developmentally appropriate goals and objectives, recording and reporting of children's developmental progress (social, emotional, physical, and intellectual growth), involvement and responsibilities of parents, staffing, and the classroom's daily schedule. Please refer to the area packet whenever you have questions about your child's classroom, or discuss your questions with the Area Coordinator.

Who to see:

Director - regarding UMCDC program policy, legal compliance, management matters, staff training, and University research and other issues

Enrollment Coordinator/Administrator - regarding enrollment/disenrollment and/or waiting list questions, affiliation, leave of absences, program policy, front desk matters, exit interviews if needed, and calendar/meetings with the Director

Accounts Specialist - regarding parent fee payments, Child and Adult Care Food Program (CACFP) updates, and affiliation

Education Coordinator - regarding child development, family concerns, staffing, teacher training curriculum and exit interviews if needed.

Area Coordinator - regarding operations or procedures and routines within your child's bungalow

Teacher & Assistant Teacher - regarding day to day contact with your child, routines, assessment and development

AFFIRMATIVE ACTION

As part of the University of Minnesota, UMCDC is an equal opportunity employer and educator. The program offers a non-sexist, non-racist, multi-cultural, anti-bias curriculum and does not discriminate against staff, parents, or children on the basis of sex, race, creed, color, national origin, or physical or mental disabilities.

WAITING LIST POLICIES

ORDER OF PRIORITY

UMCDC maintains a lengthy computerized waiting list. ***When submitting an application for your unborn child, UMCDL requires documented evidence from your physician of a confirmed pregnancy at/after the first trimester.*** The date of application, preferred start date, and the age of the child determine a child's position on the external waiting list. As openings at UMCDL occur, enrollment of a child in any one of our three age groups is determined by these criteria in the following priority order:

1. Internal movement – moving a child from a younger bungalow to an older bungalow on the basis of the child's age and available opening. (Movement within the bungalow, from the younger room to the older, is determined by the teaching staff).
2. Child of a full time UMCDL staff member.
3. Child currently enrolled at UMCDL on a part time schedule returning to a full time schedule or vice versa.
4. Previously enrolled child returning from an approved and paid leave of absence. (See SUMMER LEAVE OF ABSENCE POLICY under FEES AND FEE PAYMENT)
5. Sibling of a child currently enrolled or enrolled at the time of the sibling's conception or initial adoption application. (UMCDL application form must be submitted and application fee paid. Prior payment history will be considered before an offer of enrollment is made).
6. Child on the waiting list.

PART TIME ENROLLMENT

UMCDL has a limited number of part time enrollment schedules, one set per classroom, in each age area. Children in part time enrollment arrangements share a full time enrollment slot. One child attends on Monday, Wednesday, and Friday and another child attends on Tuesday and Thursday. UMCDL does not offer any other part time scheduling arrangements.

While a **PART TIME REQUEST FORM** must be completed and returned to the Enrollment Coordinator at least two weeks in advance of the requested start date for a part time arrangement, there is no guarantee that a part time spot will become available. Requests to return to a full time enrollment schedule must also be made in writing at least two weeks in advance of the requested start date.

The date the request is received, as well as the availability of the requested enrollment arrangement, determines if and when the change of schedule can be accommodated. There may be a waiting period before a change of schedule can take place.

Children on a part time enrollment schedule who are old enough (defined by MN DHS) to move up to the next age group may need to wait until a part time "match" occurs in the older group. Moving in chronological order may not always apply for part time schedules.

SIBLING PRIORITY POLICY

In order that we may better serve their families, **siblings of enrolled children at UMCDL have a priority status** on the waiting. Prior parent fee payment history will be considered before an offer of enrollment is made. A sibling born after the older child is no longer enrolled at UMCDL has priority status as long as he/she was conceived (or the adoption process started) prior to the older child's departure from UMCDL. An application for the sibling must be submitted and application fee paid.

*Abusive and/or disrespectful behaviors or verbal threats while on the waiting list may result in immediate removal from the waiting list. **UMCDL will not tolerate such behavior.**

MOVEMENT / TRANSITION TO OLDER GROUPS

Movement between the areas (from Infants to Toddlers or Toddlers to Preschool) is based on the availability of an opening and the age of the child. Intra-bungalow movement (movement from the younger room to the older room in the same bungalow) is determined by the Enrollment Coordinator, Area Coordinator, and primary teachers. It is also dependent upon availability of an opening. Factors in addition to the age of the child may be considered in intra-bungalow movement, such as length of time in the classroom.

Chronological age is the major factor determining who will move from a younger bungalow to an older bungalow when an opening becomes available.

An exception may be made to chronological age movement if the teacher, the parent(s), and the Education Coordinator agree to have the child wait in the younger area until they are developmentally ready to move. Exceptions could be made to avoid having the child go through a transition prior to leaving the program or to complement room dynamics, or to balance the gender make-up of a classroom.

A child on a part time enrollment schedule may move out of chronological order, depending upon the availability of the same or requested part time enrollment schedule in one of the older bungalows. A child in a full time enrollment schedule moves into a full time enrollment schedule unless the parent(s) request a move to part time.

The child's Area Coordinator notifies the parent(s) when movement is going to occur. Children and parents are to visit the area to which they are moving, prior to movement actually taking place.

We understand that many parents have an interest to suggest a particular bungalow, however we regret that **parental preference for a child to be placed in a specific bungalow cannot be a consideration for movement. When an opening becomes available for the chronologically eldest child to move to the older area, they must move to the older area or leave the program.** A parental request for the child to remain in the younger classroom for other than developmental reasons cannot be honored unless it is for the purpose of sparing the child from going through an additional transition prior to the family leaving the program.

THE STAFF

EMPLOYMENT

Background: All UMCDC employees are in conjunction with the University's Department of Human Resources application and employment system. All employees must pass the MN Department of Human Services Applicant Background Study.

Full time Staff: UMCDC full time staff are civil service or bargaining unit employees of the University. Salaries of civil service and bargaining unit staff are determined by compensation plans developed by and agreed to by the University of Minnesota. Area Coordinators must have at least three years demonstrated experience teaching young children as well as supervisory experience. Full time teaching staff are educated and experienced in early childhood education and many hold degrees and/or teaching certificates.

Part time staff: Part time staff are referred to UMCDC by the University's Department of Human Resources and are either student or technical bargaining unit University employees. UMCDC administration staff screen, orient, and supervise all accepted referrals.

A committee chaired by ICD or CEED, a parent and an UMCDC staff, the Education Coordinator, and one other person determine permanent appointments of the Director position at UMCDC with final approval by the Dean of the College of Education and Human Development.

PROFESSIONAL TRAINING AND INSTRUCTION

Each year the Director and teaching staff in group child care programs are required by state law to participate in relevant training equal to 1 to 2 percent of annual hours worked. Additionally, teaching staff that hold current MN licensure must complete 125 Continuing Education Unit's every 5 years.

UMCDC provides on-going comprehensive staff development opportunities including weekly staff meetings, quarterly area meetings, special workshops, Regents scholarships for accredited courses offered at the University, Staff Development Days, and professional conferences. Staff participate in pediatric first aid, CPR, OSHA, AND Shaken Baby training. Infant staff are trained in SIDS (Sudden Infant Death Syndrome).

Staff Development Days are included in your weekly fees (see **DAYS CLOSED** inside the back cover).

STAFFING COMPOSTION

ADMINISTRATION

- 1 full time Director
- 1 full time Education Coordinator
- 1 full time Administrator/ Enrollment Coordinator
- 1 part time Accounts Specialist
- 2 full time Principal Office Specialists
- 1 full time "Floating" Teacher
- 1 part time Student Secretarial Assistant/Receptionist
- 1 part time Student Building and Grounds Worker

FOOD PROGRAM

- 1 full time Cook
- 1 full time Senior Food Service Worker
- 1 part time Student Kitchen Helper

INFANTS

- 18 FTE children ages 3 to 16 months old in one bungalow, two classrooms (1:3 ratio)
- 1 full time Area Coordinator*
- 2 full time Teachers
- 3 80% to 100% time assistant teachers
- Regular part time student child care workers to meet ratio

TODDLERS

- 54 FTE children ages 16 to 33 months old in two bungalows, four classrooms (1:4 and 1:5 ratio)
- 2 full time Area Coordinators*
- 4 full time Teachers
- 4 full time Assistant Teachers
- Regular part time student Child care workers to meet ratio

PRESCHOOL

- 68 FTE children ages 33 months to pre-kindergarten age in two bungalows, four classrooms (1:8 and 1:9 ratio)
- 2 full time area coordinators*
- 6 full time teachers
- 3 75% to 100% time assistant teachers
- Regular part time student child care workers to meet ratio
- *Area Coordinators are also part of administration

PARENTS HIRING UMCDC STAFF TO DO PRIVATE CHILD CARE

UMCDC does not approve or give references for any full or part time teaching staff or student child care workers. UMCDC will not provide lists of "babysitters" or allow posting at the Center.

Parents may request and employ UMCDC full or part time staff to independently perform child care services outside of their paid scheduled work time. UMCDC staff may accept or reject such requests and are free to establish their own pay level and work agreements. Both parties must understand that UMCDC and the University of Minnesota bear absolutely no legal or professional responsibility for such private, independent "babysitting" arrangements. UMCDC maintains the following requirements related to this type of parent/caregiver relationship.

1. **ARRANGEMENTS TO HIRE AND TO BE HIRED** These arrangements must not be made during the employee's paid job responsibilities at UMCDC. Employees of UMCDC are not to be approached while they are at work. Phone calls must be made before or after work hours rather than while the employee is working in the classroom.
2. **PRIVATE CHILD CARE NOT PROVIDED ON UMCDC PREMISES.** Employees of UMCDC may not provide private child care on UMCDC premises. A UMCDC employee may perform parent authorized drop off and pick up of children only outside of their paid UMCDC work time to sign the child in or out.

Exceptions:

- Staff Parent When a UMCDC staff member provides child care for their own child at the end of the day while on paid work time, it must be done in compliance with DHS teacher/child ratios and with the knowledge and approval of the employee's supervisor
 - In the event of an emergency. Exceptions may be made on an individual, as needed basis in an emergency situation such as UMCDC closing early, an automobile accident involving the parent or parent designated pick up person, etc. However, even in emergency situations, the employee's paid work time must not overlap with private child care provision. (See #4 **CONFLICT OF INTEREST**)
3. **PARENT AUTHORIZED PICK UP.** Parent authorized pick up of a child by a UMCDC employee must not overlap with the employee's paid work time or closing responsibilities. (See #4 **CONFLICT OF INTEREST**) Parents must provide authorization each time that an alternate to the parent is picking up the child.
 4. **CONFLICT OF INTEREST** An employee must never accept payment from a parent to provide child care services while he/she is working on a paid assigned UMCDC work schedule.
 - Teaching staff may not take children into their classrooms for the purpose of providing individual child care while they are signed in as UMCDC staff.

The employee must not display behaviors or attitudes that show preferences or prejudices regarding any child for whom he/she has provided private child care. Both of these situations represent a conflict of interest and put the employee in violation of University of Minnesota policy.

5. **CONFIDENTIALITY** Information gained from private in-home child care arrangements by UMCDC employees must remain confidential. Information, other than that shared with all parents about UMCDC, its family clients, or its staff, is not to be shared by UMCDC employees with parents employing them to provide private child care.
6. **TERMS OF AGREEMENT.** The terms of the agreement (to hire and be hired) between the parent and the employee must remain strictly a private agreement. UMCDC and the University of Minnesota cannot be held liable for any disagreement or dissatisfaction between the two parties.

PROGRAM PHILOSOPHY AND PRACTICES

CENTER PHILOSOPHY

Philosophically, UMCDC is based on socio-cultural and social constructivist theories and inspired by the schools of Reggio Emilia and Pistoia, Italy. The Center is accredited by the National Association for the Education of Young Children, NAEYC with which UMCDC practices are aligned. Some examples of the theoretical work on which the center draws are Vygotsky, Piaget, Erickson, Honig, Gonzalez-Mena, Katz, Pruett, Rinaldi, Edwards, Gandini, Lally & Mangionne.

Teachers see themselves with children as facilitators, co-researchers and co-constructors of psycho-social, motor and cognitive development. Teachers develop and create curriculum around children's interest(s), observations, assessment and their knowledge of development. Thus, the curriculum is a balance of teacher and child initiated projects and activities. Teachers view children from the perspective of an asset model that is that children are born with curiosity, a desire to learn. The role of caregivers (teachers & parents) is to assist nature.

The physical **Environment** incorporates natural elements and is meant to be sensory rich and engaging to children. Simultaneously, the Bungalows are "homey," walls, shelves and closet areas organized and uncluttered. Like cities in Italy, the environment is seen as the "third teacher". Therefore, attention is given to the bungalow foyer, "play castles and classroom(s), to lightscapes, natural elements e.g. plants, furniture, equipment, and materials for projects and activities.

Curriculum(s) in the classrooms provide a framework for developmentally appropriate experiences to engage children, give them opportunities to explore, problem solve and investigate. In infancy this curriculum is primarily embedded in routines, caregiving relationships and practice of basic physical development. In toddlerhood time is given to curriculum based in play, psycho-social and cognitive domains while continuing to work on a variety of motor skills. For children in pre-k there is a new mastery and sense of competence from the earlier years which leads to an increase in cognitive domain activities and projects. As stated in the teacher section, curriculum is responsive to children's interests and needs while developing curriculum to meet the stated goals of the program.

Readiness is looked at developmentally. The indicators in the assessment tool that UMCDC uses are progressive and give a picture of each child's progression. A significant indicator of readiness and of success throughout life is "self regulation." This includes perseverance, the ability to wait, to meet one and another's needs, to share and to self calm. We assist in the development of self-regulation and readiness with routines so that children can anticipate, thus helping them to wait, to learn some ways to self calm and by setting boundaries that make children feel safe and secure, mentally and physically. Through our interactions, routines, explorations, guided activities and small group projects we exercise these skills. Our aim is that when children leave for school they have a basic taxonomy of cognition, a working model to acquire knowledge about things they want to or will need to learn at school. This model includes basic steps for children and caregivers to use when engaging in explorations, problem solving, individual, small and large group activities. The steps include naming/identifying comparing/find likeness, contrasting/find difference, seeing patterns, finding or predicting "what's next", generalizing, creating, and problem solving.

Assessment is an integral part of our program to support children's learning and development of curriculum. We use a variety of methods such as observations, work samples, photos and the CA Dept. of Education/Child Development Division assessment tool, *Desired Results*. We do not use "tests", we choose to use "naturalistic assessment" that is teachers use daily interactions, activities, individual, large and small group activities and projects to document development.

Assessments are done on an ongoing basis. Every full time child is assessed in the first 60 days of enrollment; part time children are assessed in the first 90 days. Infants and toddlers are assessed three times a year; pre-k children are assessed twice a year. Dates for the next assessment are marked on the front of the assessment tool so that timelines are adhered to.

Teachers coordinate the schedule to meet with parents during Center hours. Teachers are required to make and to document/log three attempts to meet with parents at the close of each assessment period. These assessments, using the *Desired Results* tool and other documentation are used in the conference process. In addition, parents

are asked a week to ten days prior to the conference to fill out a *Desired Results* form to give input to the assessment process. If concerns arise via teachers, supervisors and/or the parents we begin to discuss how to help strengthen the child.

Assessments are kept in confidence therefore, not stored in the classroom. We do not want parents to compare their child to another or to have unauthorized personal look at sensitive material. Any deviation from this policy of confidentiality will be investigated and staff held accountable for any infraction.

In a more serious developmental lag or concern we begin the steps to arrange for a developmental screening and referral for diagnostic assessment (see **Referral Process**).

DIVERSITY, MULTICULTURALISM AND ANTI-BIAS

The University of Minnesota Child Development Center demonstrates an ongoing commitment to integrate diversity in every aspect of its program. Because children live in a diverse and complex world, they interact daily with people different from themselves. The curriculum helps children develop, explore and strengthen their self and group identities, while interacting respectfully with others in a multi-cultural environment. The curriculum is a proactive approach to reduce prejudice and promote inclusiveness and diversity. The teaching staff guides children to think about unfairness and asserting themselves and others in the face of bias. This teaching approach values diversity and challenges bias. We teach children to recognize and respect both likenesses and differences among individuals. The philosophy at UMCDC is a commitment to address bias and practice our value for diversity in a developmentally appropriate way for pre-K. UMCDC strives to balance its institutional culture with individual cultural interests of the families it serves. Respect for the Center's diverse community is reflected in UMCDC philosophies, policies, Developmentally Appropriate Program curriculum, assessment and program goals.

CHALLENGING AND/OR HURTFUL BEHAVIOR

Challenging or hurtful behaviors e.g. biting, hitting, kicking are identified as **hurtful or challenging behaviors**. UMCDC has procedures and policies in place to deal with these. We believe that most **hurtful or challenging behaviors** are a young child's inexperienced attempt to meet his or her immediate needs or frustrations. The teacher's role is to create an environment that is uncluttered, organized and engaging for the children in the classroom. We support and assist children in their interactions with one another. From infancy on we work with children to meet and satisfy their needs and desires while modeling and giving them opportunities to exercise and strengthen their competency in conflict resolution and self-regulation.

At about age 3, children are fascinated with the concepts of good and bad, and act out of roles that depict these concepts. In our experience, these play activities are not intended to harm another person, but rather indicate an attempt to experiment with power and the behaviors associated with power figures. While we do not interpret these activities as desiring to hurt, we understand that these behaviors can be frightening to other children, or accidentally hurtful. For this reason, we prohibit bringing certain items to the Center, such as weapon facsimiles, or other toys that suggest or promote these activities or TV "violence".

A primary focus of curriculum activities is to develop self-regulation and conflict resolution skills. We interpret some activities, as mentioned above, as children's attempts to experience being strong and powerful. If this is the case, we look for alternate ways for children to experience being strong, powerful and competent. Examples are: being the teacher's helper, having special jobs (carrying the clipboard to the next activity, showing younger children how to do things, etc.), providing an interesting and challenging environment, instead of power rangers working to engage the children in powerful community helper roles such as firepersons, nurses & doctors, and redirecting potentially fear producing activities.

GUIDING CHILDREN TOWARDS SELF-REGULATION

Self regulation is an important indicator and predictor of success throughout life. It begins in infancy by a child being in a nurturing environment with responsive caregivers. When an infant is cared for in a consistent, predictable manner they come to be attached and trust that “the world is an okay place”. As they grasp this they are comforted and learn to stop crying, that is to regulate the crying when they are responded to. This is the beginning of self-regulation. Simultaneously, they begin to learn “self-calming” e.g. they may learn to suck their thumb, rub a cheek on a satin blanket trim, and/or use a pacifier. Self regulation is made up of: impulse control, seeking other’s to help regulate, responsiveness to support, self comfort/calming and focusing attention, and perseverance. These components are taken directly from the CA Dept of Education/Child Development Division developed by West Ed/PITC (Program for Infant and Toddler Caregivers) assessment tool used at UMCDC. You might want to read the progression of these components in your infant’s binder or discuss in a conference (the assessment tool is birth to 36 months). The next indicators of self regulation use the next level of the assessment tool, from 36 months to 5 years. At this level, impulse control is measured with self and with others (friends, classmates), that is in such things as “turn taking” and the “shared use of space”. These will be in your child’s pre-k binder and a copy of the tool is posted in your Bungalow. It has been our experience that children vary a great deal, some walk early, some walk later, some talk early, some later, some toilet learn early, some later, and some develop stronger self-regulation early and some a bit later. As children get toward the age of five they begin to develop greater awareness of social and other rules. This means that they can begin to play games and can wait a turn or do so if reminded by an adult, or they may remind others to follow a rule, “You can’t cross the street alone; wait on the curb until the teacher or your mom/dad is here. You may notice they can focus or refocus themselves during a story or story time circle. Also, rather than grabbing a toy back, they probably use a conflict resolution technique or seek the help of an adult. Self regulation is important for a myriad of reasons, among them, key to the child, is the ability to establish relationships, to have friends and a sense of belonging (community) with others. Unregulated children often feel left out, unsure, and unhappy. We strive to assist your child in building the skills that lead to self-regulation. At home you may have many ways to build on these around play dates, meals, baths, and sleep time, etc. Boundaries, consistency, predictability (around routines), your engagement and responsiveness assist your child develop self-regulation.

As a Child Development Center licensed by the State of Minnesota , Department of Human Services Rule #3, UMCDC must abide by the following guidelines 9503.0055 BEHAVIOR GUIDANCE.

Subpart 1. General requirements.

Must develop written behavior guidance policies and procedures, and the license holder (UMCDC) must see that the policies and procedures are carried out. The policies and procedures must:

- A. ensure that each child is provided with a positive model of acceptable behavior;
- B. be tailored to the developmental level of the children the center is licensed to serve;
- C. redirect children and groups away from problems toward constructive activity in order to reduce conflict;
- D. teach children how to use acceptable alternatives to problem behavior in order to reduce conflict;
- E. protect the safety of children and staff persons; and
- F. provide immediate and directly related consequences for a child's unacceptable behavior.

Subpart 2. Persistent unacceptable behavior.

Must have written procedures for dealing with persistent unacceptable/challenging behavior that requires an increased amount of staff guidance and time. The procedures must specify that staff:

- A. observe and record the behavior of the child and staff response to the behavior; and
- B. develop a plan to address the behavior documented in item A in consultation with the child's parent and with other staff persons and professionals when appropriate.

Subpart 3. Prohibited actions.

Must have and enforce a policy that prohibits the following actions by or at the direction of a staff person:

- A. Subjection of a child to corporal punishment. Corporal punishment includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- B. Subjection of a child to emotional abuse. Emotional abuse includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
- C. Separation of a child from the group except as provided in subpart 4.
- D. Punishment for lapses in toilet habits.
- E. Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- F. The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- G. The use of mechanical restraints, such as tying.

For children with mental retardation or a related condition or children under the age of five, as specified in parts 9525.0004 to 9525.0036, physical and mechanical restraints may be permitted if they are implemented in accordance with the aversive and deprivation procedures governed by parts 9525.2700 to 9525.2810.

Subpart 4. Separation from the group.

No child may be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior which have been ineffective and the child's behavior threatens the well being of the child or other children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff person. When separation from the group is used as a behavior guidance technique, the child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation, and the child must be returned to the group as soon as the behavior that precipitated the separation abates or stops. A child between the ages of six weeks and 16 months must not be separated from the group as a means of behavior guidance.

Subpart 5. Separation report.

All separations from the group must be noted on a daily log. The license holder must ensure that notation in the log includes the child's name, staff person's name, time, date, and information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in care. If a child is separated from the group three times or more in one day, the child's parent shall be notified and notation of the parent notification shall be indicated on the daily log. If a child is separated five times or more in one week or eight times or more in two weeks, the procedure in subpart 2 must be followed.

Subpart 6. Children with mental retardation or related conditions.

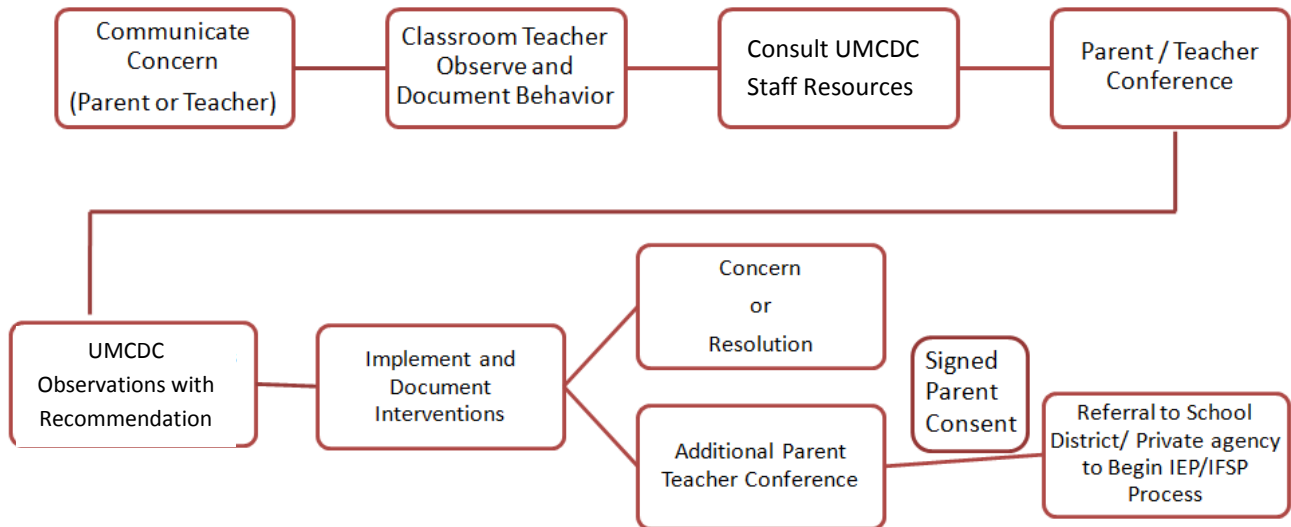
For children with mental retardation or related conditions or children under the age of five, as specified in parts 9525.0004 to 9525.0036, the standards governing the use of aversive and deprivation procedures in parts 9525.2700 to 9525.2810 apply.

STAT AUTH: MS s 245A.02; 245A.09; 252.28; 256B.092
HIST: 13 SR 173; 18 SR 2244

UMCDC'S REFERRAL PROCESS

1. UMCDC teaching staff will communicate with parents regarding the concern or behavior.
2. UMCDC teaching staff will observe and document children's behavior(s) at the onset of a concern regarding personal or developmental behavior.
3. UMCDC teaching staff will request the Area Coordinator or Education Coordinator to conduct an observation of the behavior(s) of concern.
4. UMCDC teaching staff will receive communication regarding the observations within two weeks.
5. UMCDC teaching staff, Area Coordinator, and/or the Education Coordinator and/or will meet with the parents to discuss the behaviors, observations, and create an Individual Child Care Plan, which parents must sign within 30 days.
6. **Resources:** If it is indicated that additional, professional observation is necessary, UMCDC teaching staff will provide parents with a list of potential resources outside of UMCDC that may provide the needed observations: (We ask that you complete the cycle of contacting and making an appointment and getting the results plan within 90 days of our conference meeting.)
 - Local school districts (free of charge)
 - Washburn Child Guidance Clinic (observations and consultation free of charge – participation in a day treatment program is charged to parents)
 - Fraser Child and Family Services (observations and consultation free of charge)
 - Life Track Resources (initial observations free of charge – use of program resources is billed to parents' insurance)
7. See **Behavioral/Developmental Leave of Absence Policy**
8. UMCDC teaching staff will work with observers and interventionists to arrange for observation and intervention times that best meet the needs of the child within the context of the child's participation at UMCDC.
9. UMCDC teaching staff, parents, and intervention staff will meet periodically to evaluate the outcome of the intervention and the child's progress.
10. In the event that the UMCDC teaching staff, parents, and intervention staff cannot come to agreement about the outside professional observation and assessment and total program being offered to the child and family, enrollment may be terminated.
11. When a child's behavior results in either of the following situations, the Education Coordinator will meet with the child's family and teaching staff to set a date for termination of child care services:
 - The child's behavior poses a threat to the physical and emotional safety of other children and/or him or her and teaching staff can no longer assure the safety of all children in their care, and/or
 - If after several attempts at intervening with any specific behavior, such as developmental delay, UMCDC may decide the child's needs may not be met through enrollment here, or if teaching staff is only able to meet the needs of that individual child through frequent and persistent one-on-one care. This compromises our ability to adequately meet the needs of all of the children in care and also indicates that UMCDC is no longer the most appropriate environment for that child.

Referral Process



Twin Cities Resources: The Referral Process is done in a timely manner.

- ECE Screening– Find location for free screening at www.mnparentsknow.info or 651-582-8412
- Minneapolis Public Schools ECSE Screening– 612-348-TOTS
- Pacer Center – www.pacer.org or 800-537-2237
- Lifetrack Resources – www.lifetrackresources.org or 651-227-8471
- Fraser Child & Family Center – www.fraser.org

MANDATED REPORTING RESPONSIBILITY

Children need a safe, protected, nurturing environment that assists them to grow, learn, and feel loved by their caretakers. In order to grow and learn, children’s minimum needs for good nutrition, shelter, medical care, bathing, clean clothes, intellectual stimulation, appropriate guidance and boundaries predictability, love, a feeling of connection and a safe, non-violent home setting must be met. When these needs are not met, a child cannot grow and learn as easily.

If you are temporarily unable or unwilling to meet your child’s minimal needs, as described in the first sentence of this section, our staff is mandated by Minnesota State Law (Rule 3 DHS State MN 9503.0130) to file a report with a county child protection agency. It then becomes the role of the child protection unit to work with your family to insure that your child’s needs are being met.

9503.0130 REPORTING.	
Subpt 1. Abuse; neglect. The license holder must comply with the reporting requirements for abuse and neglect specified in Minnesota Statutes section 626.556	
Subp. 2. Other reporting. The license holder must inform the commissioner within:	
A. 24 hours of the death of a child in care in the center	
B. 24 hours of any injury to a child in care in the center that required treatment by a physician	
C. 48 hours of the occurrence of a fire during the hours of operation that requires the service of a fire department; and	
D. 24 hours of the use of any emergency medical service by a child while in care	

Minnesota Child Abuse Laws – Code Section 626.556

What Constitutes Abuse	Physical or mental injury inflicted on child other than by accidental means or which can't be reasonably explained; any aversive or deprivation procedures; sexual abuse, neglect–failure to protect a child from conditions which endanger the child's health; discipline which is not reasonable
Mandatory Reporting Required by	Professional and professional's delegate in healing arts, social services, hospital administration, psychological treatment, child care, education, law enforcement, clergy (for information received while engage in ministerial duties), any other person may report
Basis of Report of Abuse/Neglect	Knows or has reason to believe a child is being neglected or physically or sexually abused (or has been in preceding 3 years)
To Whom Reported	Local welfare agency, police department, county sheriff, or agency responsible for investigating the report
Penalty for failure to report or false reporting	Failure to report: misdemeanor; failure by parent, guardian or caretaker; gross misdemeanor if child suffers harm: if a child dies, felony and imprisonment for 2 yrs. And/or \$4000 fine; knowing or reckless false report: person civilly liable for actual damages suffered and punitive damages and attorney's fees

As mandated reporters, UMCDC staff are required to make a report if there is “reason to suspect” that a child is being neglected or abused or subjected to witnessing domestic abuse, or has been within the past three years. (Please see the resource guide for mandated reporters located in the child’s area of enrollment, MN State statute code section 626.556.)

Should you have difficulty in providing for your own child’s emotional or physical needs, or safety you are encouraged to ask for help. Our staff can help you find a community resource that can offer assistance. Some 24-hour community resources which can help you when you find that you are experiencing more stress than you can handle, include:

- Parents Anonymous 651-487-2111 or 1-800-621-6322
- Minneapolis Crisis Nursery 763-591-0100
- Ramsey County Child Protection 651-266-4500
- Hennepin County Crisis Hotline 612-379-6363
- Hennepin County Child Protection 612-348-3552
- Warmline 612-863-6336

MANDATED REPORTING

e.g. SUSPECTED CHILD ABUSE/NEGLECT & CARSEATS

All child care staff are required **by Minnesota law** to report any suspected incidents of **child abuse or neglect** to appropriate authorities, see **MANDATED REPORTING RESPONSIBILITY**.

This includes seeing children who are not placed in car seats. Effective June 9, 2009, Minnesota's seat belt law is a primary offense, meaning drivers and passengers in all seating positions must be buckled up or in the correct child restraint. Law enforcement can stop motorists directly for seat belt violations, including unbelted passengers. A seat belt ticket can cost between \$25 to more than \$100.

Effective July 1, 2009, a child who is both under age 8 and shorter than 4 feet 9 inches is required to be fastened in a child safety seat or booster seat that meets federal safety standards. Under this law, a child cannot use a seat belt alone until they are age 8 or 4 feet 9 inches tall – whichever comes first. It is recommended to keep a child in a booster based on their height, rather than their age.

Car Seats

www.buckleupkids.state.mn.us — However, please note, as per April 2011 newsletter, that federal guidelines have changed (use newsletter)

TOUCH AND NURTURING

Physical touching is an important part of the care and nurturing of young children. Children feel loved, accepted, and supported through the sensations of touch by nurturing adults and peers. However, physical touch should be respectful of children's body cues and only occur with their permission. Nurturing touch is necessary for every child's emotional growth. Affectionate nurturing includes: hugging, holding on lap, rocking, carrying, rubbing or patting backs, cuddling, and hand holding. Children always have the right to refuse these touches except for safety purposes.

Staff members are trained to be sensitive to children's requests for physical interaction and responses. They model appropriate nurturing touches.

Except for safety or cleansing, children will always have the right to refuse touch. Children are also taught to respect adults' and other children's touch preferences.

It is our policy to inform parents of the nature and type of routine physical contact that your child will experience. Please feel free to discuss or question anything you read in this document.

While tickling may be an appropriate form of playful touch, it is kept to a minimum because of its potential for getting out of hand.

Personal care touch includes diapering, cleaning, dressing, feeding, and naptime routines, and is done in a gentle and respectful manner. It will also include face and hand washing, assisting with toileting, examining rashes and unusual marks, nose wiping, assisting with necessary clothing changes and first aid treatment.

Genital areas are gently touched for purposes of cleansing and only when age appropriate.

First aid is administered by appropriately trained staff as gently as possible and always accompanied by verbal explanation and appropriate comfort.

Physical intervention occurs when necessary for the safety of children and staff, or to provide the least restrictive guidance necessary in a given situation.

Children are taught through interactions, modeling and verbal guidance to use words rather than physical reactions to settle their differences with others.

PARENT PARTICIPATION

PARENT CONSULTATIVE COMMITTEE

Purpose: UMCDC's Parent Consultative Committee (PCC) supports parents and families and works closely with the Director and the Education Coordinator. The Committee is not an approving body. Its role is to provide feedback to the Center administration on matters of policy, to help with fundraising and other Center-based activities that benefit from parent involvement, and to convey information to parents. **All center parents are welcome and encouraged to become members of the Parent Consultative Committee.** All parents are also welcome to attend the monthly PCC meetings regardless of membership.

The Parent Consultative Committee confers with the Director and the Education Coordinator or committees on topics of interest, such as:

- Parent involvement
- Fundraising
- UMCDC's strategic plan
- Parents' perspectives
- Events
- Annual surveys and other activities that help maintain our high quality child care program.

Primary responsibilities of each Parent Consultative Committee member include:

- Attendance at scheduled monthly meetings
- Communication with other parents to provide genuine and effective representation of parent perspectives and to maximize parent involvement in center activities
- Participation in fundraising activities and recruitment of parent volunteers for activities such as Week of the Young Child, Peace and Kindness Week, Literacy Week, Spring Clean Up, and Backyard Project
- Recruitment of parents to serve on the Parent Consultative Committee

Other Parent Consultative Committee activities include:

- Organizing center-wide social events such as potluck dinners or welcome to new parents.
- Providing background information to parents with questions about the Center (or Center policies and procedures)
- Providing parent representatives in each bungalow to coordinate bungalow and/or teacher/classroom needs to the parent community and assist with communication

OTHER PARENT PARTICIPATION FUNCTIONS

UMCDC staff offer several ways for parents to be involved in the program:

- Area family potluck dinners, classroom play dates, or parent teas are scheduled throughout the year.
- Active parent participation is needed on the following UMCDC strategic committees of the staff: Nature/Science, Parent Partnership, and Curriculum (Materials).
- Parents are invited to participate and help with field trips.
- Parents are welcome to visit UMCDC and observe their child anytime, but you are encouraged to consult with the Area Coordinator for purposes of space, schedule, and materials.
- Parents' expertise and talent is welcome in many other ways...please let us know what interests you.
- A written parent evaluation of UMCDC is conducted annually and other routine questionnaires ask for your input about how well we're doing with your child such as the 6 week parent questionnaire.

Note: Remember that UMCDC has an "Open Door Policy."

PARENT-TEACHER CONFERENCES

1. Parent-Teacher developmental conferences are offered twice a year (MN DHS Licensing 9503.0045). UMCDC offers an additional conference for infants and younger toddlers.

9503.0045 CHILD CARE PROGRAM PLAN

Subpart 1. General requirement. Must develop a written child care program plan, and the license holder must see that it is carried out. The child care program plan must:

- H. specify that the intellectual, physical, social, and emotional progress of each child be documented in the child's record and conveyed to the parent during the conferences specified in part 9503.0090, subpart 2;

You will be asked to fill out a form before each conference and to think about one or two strengths of your child and/or share any concerns at the conference. Either parents or staff may call for additional conferences as needed.

2. For all children anticipating kindergarten entrance in the fall after their 5th birthday, teachers use UMCDC's Assessment Tool.

3. If parents are applying for their child to attend a private school, kindergarten or other placement, a fee of \$75 will be assessed for every private school application form completed at time of request. Parents *must* notify teachers and complete the required paperwork at least two weeks in advance of the time that they want the form to be submitted to the private school as UMCDC must hire a substitute and maintain ratios.

ASSESSMENT TOOLS AT UMCDC

The teaching staff use a variety of tools to assess development. Among those used are "work samples" (for the older children), photos, checklists, anecdotal notes, children's direct quotes and a developmental assessment tool known as "Desired Results". "Desired Results" was developed by West ED/PITC (program for infant & toddler caregivers) and the CA Dept. of Education/Child Development Division. *Assessment is done naturalistically, that is children are never put in a "testing" situation. By this we mean that these aforementioned ways to assess are done while the children are at work or play. Note: Binders never leave the Center. However, you will be given a copy when your child goes to kindergarten or leaves the program.*

An unmarked copy of the assessment tool, "Desired Results" is in each classroom. Also, you will find a copy of your child's developmental profile, Desired Results in their individual binder in the Bungalow area coordinator/staff office which you can ask to see on request.

CONFIDENTIALITY AND "EVERY CHILD IS AN INDIVIDUAL"

You are always welcome to ask to see your child's profile and/or your child's "developmental Desired Results binder" (or to request a conference). A variety of regulations and guidelines of "best practice" ranging from University policy to MN Dept. of Human Services – Licensing, and criteria requisite to NAEYC accreditation require data privacy and confidentiality of your child's information. We know, as do you, that children develop unevenly. Some children walk at 10 months, others at 14 months, some children's toilet learning is early, other's later, the same with talking and other skills. It is best to not compare your child with another. Your child's development may be quite uneven from one domain to another e.g. from motor to speech. This is expected; we look at each child as an individual and as part of a group. We plan carefully to help facilitate him/her progress in this natural human unfolding.

Who has access to your child's developmental profile?

The teachers in your child's classroom and Bungalow area coordinators have access. No students (CCW's or other UMCDC teaching staff have access, except in case of transition to the next age group). UMCDC's Education Coordinator and/or Director have access as well.

All other instances of assessment or screening must be done with parental consent e.g. calling in a school district because of a concern, to observe for purposes of diagnosis.

ASSESSMENT TRAINING

Training is done at orientation and/or on staff development days. The classroom teacher is responsible to mark the assessment tool after talking and reviewing the photos, gathering work samples, writing down quote(s), anecdotal note(s) or an observation(s) by you. The assistant teachers support the classroom teacher by assisting in taking photos, documenting and gathering information.

PURPOSE OF ASSESSMENT AND HOW TEACHERS USE

Teachers assess your child individually and how they work with other children, in groups and with assistance (scaffolding). They, also, look at the group profile. Teachers, “use assessments to refine how they plan and implement activities to integrate their teaching and the curriculum. Teachers meet weekly to do this for their classroom and for review with the area coordinator. Teachers develop short and long range plans for each child and the group based on children’s knowledge, skills, interests and other factors.” From: Developmentally Appropriate Practice in Early Childhood Programs – Serving Children from Birth through 8 yrs. Copyright 2009 NAEYC

FREQUENCY OF ASSESSMENT AND YOUR INPUT

As you know we often share information, and you give us information formally or informally in a daily or weekly basis. Please know that you are always welcome to ask for a meeting to discuss any joys or concerns that you have. We invite you to share your observations from your child’s time with you to contribute to our assessment process. These can be verbal, in writing, a work sample of your child’s, a photo, quotes or narrative of a visit, travel or an experience(s) with your family. When we work as partners, communicating and sharing we feel that we’ll both do our best for your child.

We observe your children daily; it may be informally or formally. In all areas we mark the tool and hold conferences with you twice annually. The first time assessment conference is offered after we complete the first “Desired Results”; this is done within 60 days of enrollment if your child is full-time, or 90 days if your child is part-time i.e. if your child attends T, TH or M, W, F.

CULTURAL SENSITIVITY AND LANGUAGE

If at any time you would like to discuss matters related to your child, family and your culture, our practices, curriculum or assessment in regard to cultural sensitivity we welcome the opportunity to discuss these.

Language should not be a barrier to our communication in any way around assessment or in other ways. Please let us know if we can assist you with translation or interpretation.

TWO-WAY DAILY COMMUNICATION

Daily contact between parents and teachers is an essential component of high quality early development programs. By sharing information concerning your child’s activities and welfare, we can together work toward meeting your child’s developmental needs in a partnership approach. If your child is sick or will be absent for any other reason, parents are asked to call and leave a message by 9:30 a.m. to explain the reason. If the child will be late we also want parents to call.

Teachers of infants and toddlers provide parents with daily written notes about the child’s food intake, elimination, sleeping patterns, mood and general behavior.

Daily notes are a DHS licensing requirement for infants and toddlers.

Teachers of preschoolers do not provide the same kind of daily notes because preschool children are more verbal and there are more children in each classroom.

VISITORS

ADULT VISITORS/TOURS

Because UMCDL is a model demonstration, training and research site, many visitors want to observe and/or participate in the program in a variety of ways. We receive many types of requests for visitations. It is a policy requirement **that all visitors and parents must sanitize their hands at the front desk. Visitors must sign in at the front desk and wear a nametag.** Further policies related to the specific type of visitor include:

Parents of enrolled children: The UMCDL “open door” policy invites parents to visit or observe the program at their convenience. It is advisable that you check first with your child’s teachers. Parents wishing to join their child for lunch must purchase a lunch ticket for \$3.00 at the front desk by 5:00 p.m. the day before and notify the bungalow. *The kitchen may or may not be able to accommodate your lunch request if requests are erratic.* If payment has not been received for your meal ticket by the end of the month, your child’s account will be billed for amount due.

Tours & Potential waiting list parents must schedule a time to visit in advance by calling UMCDL. Regular tours lead by the Center’s Director or Educational Coordinator are offered every other week by calling or contacting the front desk. Tours cannot exceed five people. Parents who have been offered an enrollment space will be offered a tour. Questions related to the waiting list should be directed to UMCDL’s Enrollment Coordinator. See UMCDL’s website (www.education.umn.edu/childcarecenter) for tour dates and times.

University and community people: If a general interest in the overall program and/or facility is desired, we will try to schedule these during routine tour times.

Special educational and/or individual visitations: Sometimes it is necessary to plan individualized tours and informational visits due to the nature and purpose of the visit. Examples of these special visitors include: University recruitment, pediatric residents, student interns, researchers, potential employees, faculty and student groups, in-service observations by community early childhood staff, and visiting scholars.

NON-ENROLLED CHILDREN AND TEENAGE VISITORS

School age children: A child under the age of 16 years who has attended a kindergarten program is, by state Rule 3 day care licensing standards, “considered a school age child and **cannot be present in the Child Development Center.** The only exceptions here are when the child accompanies the parent or staff person into the classroom to drop-off or pick-up an enrolled child.

Teenagers over the age of 16: If a teenager requests to participate in the program, **prior approval by the Director and/or the Educational Coordinator** is required. They must wear a nametag and their name must be written in the weekly staffing schedule. A volunteer, between the ages of 16 to 18, **cannot be left alone with the children** and must be closely supervised at all times by an area coordinator, teacher, or assistant teacher.

Preschool age child: A child who has never attended kindergarten is, by state licensing standards, defined as a preschool age child. Visits must not exceed ½ hour and must have prior approval of the Director or Education Coordinator and the area coordinator. The parent must accompany and supervise the child at all times, since that child is not legally enrolled.

UMCDL RESERVES THE RIGHT TO DENY VISITATION TO ANY ONE AT ANY TIME FOR THE PURPOSE OF PROTECTING THE RIGHTS OF CHILDREN, PARENTS AND STAFF AND ITS PROGRAM WORK LOAD.

ENROLLED SIBLING

Due to Department of Human Services, State Licensing, Rule #3, staffing and group size requirements, we are unable to permit visits during the program day between infants and their toddler or preschool age siblings.

In the case of an emergency, ratios can be met by staff by merging within the age span between the oldest child and the youngest child in the group being visited is less than 36 months.

FEES AND PAYMENT

INCOME REPORTING

Families with a gross annual household income less than 125% of the state median income for a family of four are eligible for a less than maximum service fee. A REDUCED FEE APPLICATION FORM must be completed upon enrollment and each October, February and May thereafter in order to qualify for a reduction of the weekly parent fee rate.

In accordance with UMCDC's sliding fee scale policy, fees are determined on the basis of the preceding year's actual reported gross annual income for the household in which the child lives. (If a joint custody arrangement exists, a copy of the court order must be submitted and fees will then be based on 70% of the combined gross annual income of both households.)

If the anticipated gross annual income for the current year is expected to be at least 10% greater or less than the actual gross annual income reported for the preceding year, the AMENDED INCOME portion of the form must be completed.

Each February, UMCDC collects actual gross annual income information for the previous year and compares it with actual or estimated income previously reported. If there is a discrepancy greater than 10% that places you in a new income category, you will be billed for the difference between what you paid and what you should have paid, back to the date you last submitted income information. Since this can result in a substantial assessment, a repayment plan can be worked out with the accountant. **If you over-estimate your income resulting in overpayment of fees on your part, we regret to inform you that no refund will be issued.**

Income is defined as money earned or received by household members before deductions. Salaries, wages, tips unemployment compensation, interest, dividends, grants, income from rental property, etc. all qualify as income for the purpose of determining the fee. Loans are not regarded as income.

In February, copies of all W2 forms must be attached to the REDUCED FEE APPLICATION FORM. In May and upon enrollment a copy of the 1040 income tax form or equivalent must be attached. In October it is not necessary to attach supporting documentation unless specifically requested

Failure to comply with the due dates of the thrice yearly REDUCED FEE APPLICATION FORM updates will result in you being charged at the highest rate for your child's area of enrollment until this form is turned in. We will credit your account for the difference when we finally do receive this form but will charge a \$20.00 penalty fee to your account unless you have ignored the third notice.

If your gross annual income places you in the highest income category, it is not necessary to submit a REDUCED FEE APPLICATION FORM.

PAYMENT POLICIES

UMCDC is a non-profit University department relying on revenue from parent fees for most of its operating expenses. It is essential that fees be paid promptly and regularly.

Fees must be paid **in advance** on a bi-weekly basis. A schedule of billing and payment due dates is given to you upon enrollment, distributed to all parents annually each June, and posted next to the deposit box by the front entrance.

Fees are based on enrollment schedule rather than on actual attendance. Sick days, vacation days, holidays, staff development days and emergency closings are considered to be part of the enrollment schedule.

Billing statements for child care serviced will be mailed to the address listed on the emergency contact card.

Payment is due upon receipt of the billing statement and will be considered past due if not received by the day designated in the line items of the billing statement. Payments **must** be attached to the bottom portion of

your invoice. Payments not attached to your invoice will be returned to you, which could delay processing and result in a late fee. If you do not receive your invoice, please see the Account Specialist for a copy.

A finance charge of \$1 or 1% of the past due balance rounded to the nearest dollar (whichever is more) will be added on to the next billing statement **and the balance must be paid in full within 5 program days or child care services may be terminated.**

After termination of service, uncollected payments are referred to the University's business office for collection. This may result in legal action being taken including garnishment of wages.

If special circumstances occur and you cannot follow the fee payment policy, you must discuss this matter with the accountant or the Enrollment Coordinator immediately. An individual adjusted payment plan may be submitted for approval by the Director.

Any discrepancies or disagreements concerning your billing statement should also be discussed immediately with the accountant.

Payment by check, **made payable to the University of Minnesota.**

Checks may be deposited in the drop box across the hall from the reception desk. Your check will serve as your receipt.

Cash payments may be made at the reception desk and require that you wait for a receipt at time of payment.

NON SUFFICIENT FUNDS CHECKS

We will charge a \$35.00 handling fee for the processing of any check returned to UMDC due to insufficient funds. Upon receipt of the second Non Sufficient Funds check, all future child care tuition payments must be paid by cash, cashier's check or money order.

SERVICE CHARGES / PENALTIES

In addition to the finance charge assessed when parent fees are not paid in a timely fashion, UMDC has found it necessary to impose service charges or penalties in other situations of parental non-compliance with University policy, State Department of Human Services Rule #3 licensing regulations, or UMDC operating policies. Parental non-compliance with policies not only requires additional time and effort on the part of UMDC staff, it may also put UMDC in a position of non-compliance with other governing agencies and subject it to fines or other penalties.

The additional charges UMDC will assess are as follows:

1. A check returned for non sufficient funds-- \$35.00 (See **NSF CHECKS** under the heading of **FEES AND FEE PAYMENT**).
2. Late pick-up charge--\$20-50 depending on frequency, per **each fifteen minutes** (See **LATE PICK-UP POLICY AND PENALTY**).
3. Failure to respond to the second request for proof of University affiliation--\$25 (See **ELGIBILITY REQUIREMENTS** under the heading **GENERAL INFORMATION**).
4. Failure to comply with the due dates of the semester **REDUCED FEE APPLICATION FORM** update-- \$20.00 (See **INCOME REPORTING** under the heading of **FEES AND FEE PAYMENT**).
5. A) Incorrect, incomplete or outdated information on the **EMERGENCY CARD** is a MN DHS Licensing infraction. When this is found, such as, UMDC being unable to reach you to pick up your child within an hour-- \$30.

B) Failure to respond to the second request that you update your child's **EMERGENCY CARD** is a MN DHS Licensing infraction-- \$50 (See **EMERGENCY CARD** under the heading of **HEALTH AND SAFETY POLICIES FOR PARENTS**)

C) Incorrect, incomplete or outdated information on the **EMERGENCY CARD** regarding your child's Health Care Provider--\$100. (See **EMERGENCY CARD** under the heading of **HEALTH AND SAFETY POLICIES FOR PARENTS**)

6. Failure to respond and to pick up, within an hour of notification, an ill or injured child-- \$30(See **CARE OF ILL OR INJURED CHILDREN**).
7. Failure to respond to the second request for updated or current health record information-- \$30 (See **HEALTH RECORD INFORMATION** under the heading of **HEALTH AND SAFETY POLICIES FOR PARENTS**).
8. Failure to respond to the second request that you provide diapers for your child-- Once you owe the Center 1 diaper, your account will be billed \$20 (See **DIAPERING** under the heading of **INFANT TODDLER PROGRAM** in the **HEALTH AND SAFETY POLICIES FOR PARENTS** section).

Note: Failure to submit the state required medical and emergency information beyond the third request will result in termination of child care services.

FINANCIAL ASSISTANCE

Various child care assistance or subsidy programs are available to help qualified families pay for their child care arrangements. In order to determine if your family qualifies for any of these programs, please call the following numbers:

In Minneapolis call: Greater Minneapolis Day Care Association 612-341-0737

Hennepin County Child Care Subsidy Information 612-348-5937

In St. Paul call: Resources for Child Caring 651-641-0305

Ramsey County Community Human Services 651-266-3836

The Student Parent HELP Center at the University of Minnesota offers a variety of programs for financial assistance for child care to undergraduate students. Call 626-6015 for more information.

In counties other than Hennepin or Ramsey, call your local county social services office for child care financial assistance information.

Also see UMCDC enrollment packet and/or Community Binder at the front desk.

VACATION POLICY

Parents are required to pay for all enrolled days even when their child is not in attendance.

Please complete and return the Center provided "Attendance Calendar", indicating planned vacations between semesters and during the summer months. This information makes it possible to fully comply with MN DHS Licensing standards for ratios, plan staff vacations, reduce staffing costs, and/or provide for short term or early enrollment of other children.

Please notify the Enrollment Coordinator and your Bungalow as soon as possible before taking vacation. For extended vacation periods, refer to UMCDC's **SUMMER LEAVE OF ABSENCE POLICY. Absence**

LEAVES OF ABSENCE

SUMMER LEAVE OF ABSENCE POLICY

An enrolled child may take an extended leave (6 weeks or more) in the summer (first day after spring semester finals through last day before fall semester begins) from UMCDC provided that a Leave of Absence request is applied for at least two weeks before the departure date and the leave of absence fee is paid. The fee is based on the requested return date and must be paid in advance. **Payment of this fee does not guarantee re-enrollment on the requested date or in the same bungalow.** Another child will be enrolled on a permanent basis to fill the space left by the child on leave. A minimum \$300 waiting list fee per child will be charged for the three month period. Any leave longer than the summer three months will be charged at the regular UMCDC tuition rate to hold your place; this is due in advance of each month of it being held. The child on leave will be given priority placement on the waiting list or anytime thereafter. Priority placement does not supersede all other priority positions on the waiting list; see **WAITING LIST POLICIES: ORDER OF PRIORITY.**

MEDICAL EMERGENCY LEAVE OF ABSENCE POLICY

In the event a child enrolled at UMCDC becomes seriously ill and/or whose health is threatened with an unusual medical emergency condition, the Director may waive the requirement for a two week advance written notice of withdrawal.

A written statement from the child's health care provider will be required, indicating the date of onset and the nature of the health crisis.

If the parents plan to re-enroll the child at a later date, UMCDC will waive the requirement for a \$300 holding fee per three month period to keep the child's name on the top of the waiting list and every attempt will be made to re-enroll the child on or close to the preferred re-enrollment date.

BEHAVIORAL/DEVELOPMENTAL LEAVE OF ABSENCE POLICY

In some situations, UMCDC may not be able to meet the needs of an individual child, as the Center is unable to provide the "least restrictive environment in which a child may experience success." When a child's behavior results in either of the following situations, the Education Coordinator will meet with the child's family and teaching staff to set a date for termination of child care services:

1. The child's behavior poses a threat to the physical and emotional safety of other children, and/or him or herself, and/or teaching staff can no longer assure the safety of all children in their care,

and/or
2. Through extensive attempts at intervening with any specific behavior, such as developmental delay, UMCDC has exhausted the available program, staff, community and professional resources. Teaching staff is only able to meet the needs of that individual child through frequently or persistent one-on-one care. While this compromises their ability to adequately meet the needs of all of the children in their care, it also indicates that UMCDC is no longer the most appropriate environment for that child.

The director may waive the requirement for the family's two week advance written notice of withdrawal. Intervention agencies include local school districts, certified guidance clinics, or other social service agencies. In anticipation that the combination of intervention services and UMCDC termination will result in the desired behavioral/developmental education plan, parents may choose to have their child's name place on a waiting list for re-enrollment at a later date. UMCDC requires a \$300 holding fee per three month period to keep a child's name on the top of the waiting list.

Conditions for Re-enrollment

1. A representative of the intervention agency or diagnostician
 - Observes the anticipated room of re-enrollment, and
 - Meets with the family, UMCDC Education Coordinator and teaching team prior to the reenrollment date to discuss the feasibility of the written educational/service plan and
 - Translates that plan into the context of UMCDC's Individual Child Care Program Plan.
1. The child has received intervention services for the behavior(s) or concern, and
 - The provider of intervention services documents that the child is now able to participate in a full-day group childcare program without requiring extraordinary accommodations that comprise the teacher's ability to care for the other children in care, and without posing a threat to the safety of children, him or herself, and staff or licensing standards and
 - The placement is evaluated after 2-4 weeks of re-enrollment to determine if UMCDC is the most appropriate environment for that child.
2. The child continues to receive intervention services for the behavior(s) or concern because the child's anticipated success in a full-day group childcare setting is dependent upon continued intervention services

MEDICAL EMERGENCY ENROLLMENT / ATTENDANCE POLICY

A signed statement from the child's health care provider must be submitted documenting the onset of the medical emergency plus an estimated date when it is anticipated the child will be well enough to resume regular attendance.

It is required that the parent will call/contact UMCDC each day to indicate whether or not the child will be attending that day. This is to help the teachers plan for the over-enrollment of the child who has a special medical condition.

ENROLLMENT WITHDRAWAL

PARENTAL NOTICE OF TERMINATION OF CARE

When you wish to discontinue enrollment at UMCDC, a written notice must be submitted to the Enrollment Coordinator at least two weeks prior to your child's last enrollment day. Parents providing a written notice three weeks in advance of their child's last enrollment day will receive a credit of \$25 on their parent fee account. Parents providing a written notice four or more weeks in advance of their child's last enrollment day will receive a credit of \$50 on their parent fee account. If parents request that an advance written notice of three or more weeks be rescinded, resulting in only a mandatory two-week advance notice, no credit will be given. Credits will appear on the final billing statement. All fees must be paid on or before the child's last official enrollment day at UMCDC.

We encourage parents to complete a departure evaluation survey on or before the child's last day. Teachers will make every effort to make your child's last day at UMCDC very special.

PROGRAM NOTICE OF TERMINATION

In the event that any of the following situations occur, enrollment may be terminated at UMCDC.

- (1) Late or Non-payment of fees by parent or legal guardian, i.e. 30 days in arrears.**
- (2) Willful misrepresentation of declared gross family income.**
- (3) Lack of required affiliation of a parent or legal guardian with the University of Minnesota.**
- (4) Failure to provide the required health, immunization, special medical updates and/or emergency information.**
- (5) Abusive and/or disrespectful behaviors/language (e.g. swearing, foul language), harassment and/or verbal threats toward staff, children, other parents or property of the Center.
- (6) Inability of UMCDC staff to care adequately for or to meet the child's needs. (See APPROPRIATE USE OF SPECIALIZED CONSULTANTS...) (See REFERRAL PROCESS)
- (7) Lack of cooperation from parents or legal guardians with the program's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings, conferences or use of outside resource or referral services for testing, diagnosis, and/ or Individualized Family Service Plan (IFSP) or Individualized Education Plan (IEP).
- (8) Chronic lateness in picking up child at end of the day (see LATE PICK-UP POLICY AND PENALTY).**
- (9) Outdated, incomplete or incorrect numbers on the EMERGENCY CARD resulting in no one being reachable within an hour of trying, for the third time in a calendar year.**
- (10) If unable to reach the child's physician *because* of out-dated or inaccurate information on child's emergency card for the second time during the family's enrollment history, the family's enrollment will be terminated**
- (11) Failure to pick up an injured or ill child within an hour of being notified, for the third time in a calendar year.**

A parent may grieve the notice of termination within two working days of its receipt--refer to Grievance Procedures--Grievance of Notice of Termination.

Children Transitioning to Kindergarten

Children who will be transitioning to Kindergarten must have a last day within the first two weeks of August and/or two weeks prior to Labor Day. It is in the best interest of transitioning children, as well as the center.

LATE PICK-UP POLICY

***Please call, if possible, when you know you will be late. A late pick-up charge will be assessed, but we won't worry about you and will be able to reassure your child regarding the time you will arrive.

BUILDING CLOSURE & LATE PICK-UP POLICY

The building is closed at 5:30 p.m.; everyone should be out of the building by that time. Therefore, you should be in the building to pick up your child by 5:15 p.m. because in the winter you have to dress your child and year round it is sometimes difficult to get your child(ren) to disengage in their play with friends. Teachers are paid to sanitize and complete duties from 5:30-5:45 (with no parents or children present). These duties do not include child care after 5:30 p.m.

A per child late fee is charged anytime parents or guardians arrive after 5:30 to pick up their child(ren).

If it is important to you to communicate with your child's teacher, please plan to arrive 20 to 30 minutes early, so you can make an appointment or have a chance to talk. By coming early your child can share things in the room or outdoors that they've worked on or made with you.

The definition of "late arrival" is entering your child's classroom at 5:30 p.m. or after. **NOTE:** Once a parent or responsible authorized adult is in the classroom, he/she is responsible for the child regardless of the time of day. **If you choose to arrive close to closing time, please be respectful to the staff and leave the classroom and Center as soon as possible.** Closing staff responsibilities include clean up, locking doors, and returning phone calls, and this is done in the last fifteen minutes of the Center's operation.

Late arrival is documented on the daily parent sign-in and sign-out sheet. The closing teacher circles the name of the child whose parent is late. The parent or authorized adult is required to initial the sign-in sheet when he or she arrives. **The teacher will enter the time.** Sometimes the child whose parent is late may be taken to another bungalow.

The late pick-up penalty amount is a set fee that will be added to your billing statement, see page 36.

If you have children enrolled in different bungalows you are still required to have each child signed out and are responsible for each child by 5:30 p.m. or the late pick-up charge will be assessed.

It may be distressing for your child to remain in the classroom or another area after all of the other children have been picked up by their parents. **The closing staff will make every effort to reach the parent or other names provided on the child's EMERGENCY CARD** to ascertain who will pick up the child and by when.

When you arrive after UMCD has closed, ring the doorbell located on the wall on the right side of the door.

CARE OF ILL OR INJURED CHILDREN

See page 46.

UNAVOIDABLE DETENTION

In the case of car malfunction, traffic jam, snowstorm, stuck in elevator, etc., it is expected that you would be in contact with UMCD by 5:30 p.m. In the meanwhile, we try to reach by phone a person listed on your emergency card.

If we do not hear from you by 5:30 p.m. an emergency situation will be assumed and the following EMERGENCY SITUATION policy will be implemented.

EMERGENCY SITUATION

In the event of sudden illness, accident, hospitalization, etc. and the parent is unable to contact UMCDC and is unable to pick up the child and we have been unable to contact parents or other responsible adults listed on the child's emergency card by 5:30 p.m. and no one has contacted us, we will assume an emergency situation exists.

UMCDC will first contact the University of Minnesota Police. After assessing the situation, UMPD will then transport the child to Community Based First Response at the Minneapolis Police 4th Precinct. If First Response is unable to contact a guardian/parent, Child Protection becomes officially involved, as a health and Welfare Hold is signed on the child, and the child is transported to St. Joes.

UMCDC's insurance policy does not allow staff to take children home with them.

A life threatening emergency causes significant distress to the parent and warrants only a flat late fee of \$10.00.

LATE PICK-UP CHARGES

LATE PICK UP CHARGES: Late pick up charges are assessed on a "frequency per semester" basis. A semester is defined as the first day of the semester until the last day before the new semester begins. Summer counts as one semester. Fifteen minute increments begin at 5:30 p.m.

1. First infraction per semester - \$20.00 for each 15 minutes late or portion thereof (per child).
2. Second infraction per semester - \$35.00 for each 15 minutes late or portion thereof (per child) plus warning of termination due to chronic lateness.
3. Third infraction per semester - \$50.00 for each 15 minutes late or portion thereof (per child) plus a notice of termination due to lateness will be given (see Grievance Procedures).

The situation of three late pick-up infractions being incurred in a semester is very rare. However, if it does occur, a notice of termination of child care services at least two weeks from the date of the third infraction will be assigned by the Enrollment Coordinator. The termination may be discussed with the UMCDC Education Coordinator. A hearing discussion must be requested in writing to the Education Coordinator within two (2) working days of the termination notice.

GRIEVANCE PROCEDURES

GENERAL GRIEVANCE PROCEDURE

The following procedure will apply when a parent has a concern or complaint about some aspect of the child care program:

If applicable, the parent shall discuss the issue with the Bungalow Teacher or Area Coordinator involved.

If no resolution is reached with the Bungalow Teacher or Area Coordinator, then the parent shall discuss the issue with the Education Coordinator.

If the Education Coordinator's decision regarding the matter is unsatisfactory to the parent, s/he may present his/her concern to the Director in person or in writing to the Director.

The final decision is made by the Director, as s/he shall have the sole discretion to affirm, deny or modify the Education Coordinator's recommendation.

GRIEVANCE OF NOTICE OF TERMINATION

Within two working days after receipt of the notice of termination, the parent shall give to either the Education Coordinator or the Enrollment Coordinator written notice of his/her intent to grieve.

The final decision is made by the Director, as s/he shall adopt, reject or modify the recommendation of the Education Coordinator and/or the Enrollment Coordinator within two working days after receipt of the recommendations. In the rare event of the Director's absence, the party will be notified and the decision made on his/her return. In the absence of the Director, the Enrollment Coordinator will make the final determination.

Regardless of the duration of the grievance process, the child or children of the parent who has received the notice of termination shall remain in UMCDC for a period of not more than three weeks after receipt of the notice.

PROGRAM INFORMATION

FOOD PROGRAM

Nutrition is a major factor in the physical, social, mental, and emotional development of children. The Center offers a good opportunity to establish nutritionally sound eating habits as well as an understanding of the relationship between food, serving portions, health, and growth.

Our goal is to have a positive influence in broadening children's food experiences while being conscious of young children's tastes, appetites, and choke-able food restrictions.

Nutrition education is integrated into the program through implementation of cooking projects and placement of a teacher at each table to serve meals family style. This provides an understanding of appropriate eating habits as well as an opportunity for social conversation.

UMCDC's menus are reviewed and approved by the USDA to comply with or exceed the minimum USDA Child Care Food Program requirements for meal composition and serving size.

UMCDC's cook is responsible for providing infants, toddlers, and preschoolers with a nutritious and balanced breakfast, lunch, and afternoon snack. A variety of high quality, wholesome, unprocessed foods that comply with or exceed USDA Child Care Food Program minimum requirements are offered: Whole grains, pastas and rice; unhydrogenated Sunbutter; limited meat; sparse use of sugar, salt, and butter; complementary proteins; yogurt; milk; fresh fruits and vegetables; and creative, well-prepared menus. Commercially prepared food is seldom served.

Four-week cycle menus are posted monthly on the Nutrition Boards on Administration Avenue and on Infant Lane Bulletin Board. Copies are distributed to parents in their mailboxes. Both vegetarian and non-vegetarian menus are posted on the menu bulletin board on Administration Avenue.

Each bungalow has posted the daily schedule of activities that includes the exact time when breakfast, lunch, and afternoon snack are provided. Parents are required to have their child in attendance during these meal periods in order for the child to be offered meals. Food cannot be saved for a child to be served by the parent.

We provide infants with commercial baby food and formula containing no added sugar or salt. Breast milk may be stored and served to attendants in accordance with Minnesota DHS licensing, or mothers may prefer to come to UMCDC and nurse in the room set aside for this purpose.

As part of our curriculum, food experiences may include food items that could be considered as treats (i.e. cookies, frosting, pudding, etc.)

We hope you and your child enjoy UMCDC's food program. Parents may purchase lunch, for \$3.00, if they notify the front desk no later than 9:00 a.m. on the day of your lunch visit.

SPECIAL DIET

Parents of children with special dietary needs must consult with UMCDC's cook as well as the child's Teacher regarding substitutions. If your child has an intolerance or allergy to a USDA Child Care Food Program required food (such as milk), a **SPECIAL DIET STATEMENT FORM**, available upon request from the front desk, **must be completed, signed by your child's health care provider and submitted to the cook before we can serve your child a menu substitution.** UMCDC is unable to refrain from serving a food item to your child unless your child's health care provider has signed the **SPECIAL DIET STATEMENT FORM**, even if the request is for one day.

Parent requests for vegetarian or religious/cultural substitutions are accommodated to a practical degree for feeding a large population of young children within government and program guidelines. The cook decides what vegetarian alternatives for meat, poultry, or fish are to be provided. These are usually cheese, Sunbutter, beans or eggs. Both vegetarian and non-vegetarian menus are posted on the menu bulletin board on Administration Avenue. Please ask at the front desk for a **VEGETARIAN DIET REQUEST FORM**, which must be completed before menu substitutions will be made.

FOOD BROUGHT FROM HOME IS RESTRICTED

For medically authorized special dietary needs, UMCDL reserves the right to require that parents provide the food substitutes from home. Such food must be brought into UMCDL on the day it is to be served, dated and labeled with the child's name and instructions for serving. UMCDL requires that these meals and/or snacks meet USDA CACFP (Child and Adult Care Food Program) Requirements, see chart below.

BREAKFAST

	Ages 1-2	3-5
Fluid Milk	½ cup	¾ cup
Juice or fruit or vegetable	¼ cup	½ cup
Grains/Breads		
<i>Bread; whole grain, bran, germ or enriched</i>	½ slice	½ slice
<i>Cold dry cereal; whole grain, bran, germ, enriched or fortified</i>	¼ cup	1/3 cup
<i>Cooked cereal, rice, macaroni and noodle products</i>	¼ cup	¼ cup

SNACK (Select two of the following components)

Fluid Milk	½ cup	½ cup
Juice or fruit or vegetable	½ cup	½ cup
Meat or meat alternate	½ ounce	½ ounce
Grains/Breads	½ slice	½ slice

LUNCH

Fluid Milk	½ cup	¾ cup
Meat or poultry or fish	1 ounce	1 ½ ounces
or cheese	1 ounce	1 ½ ounces
or cottage cheese, cheese food, or cheese spread	¼ cup	3/8 cup
or egg	½ egg	¾ egg
or cooked dry beans or peas	¼ cup	3/8 cup
or sunbutter, soynut butter or nut or seed butters	2 T.	3 T.
or soynuts, tree nuts, or seeds	½ ounce	¾ ounce
or yogurt, plain or flavored, unsweetened or sweetened	½ cup	¾ cup
or an equivalent quantity of any combination of the above meat/meat alternatives		
Vegetables and/or fruits (2 or more)	¼ cup	½ cup
<i>2 separate servings of vegetables and/or fruit</i>	<i>Total</i>	<i>Total</i>
Grains/Breads	½ slice	½ slice

Leftovers will be discarded that same day if not picked up by the parent. This is the only situation in which UMCDL permits food from home to be brought into the building, due to our need to control food allergies as much as possible.

FIELD TRIPS AND TRANSPORTATION

Field trips and supervised walks away from UMCDC are regular features of the educational plans for each age group. Children greatly enjoy their field trip experiences and the opportunity to explore and learn from the resources throughout our community. Parents are often invited to accompany the children on special field trips.

Examples of trips in strollers or supervised walks for infants or toddlers are to Van Cleve Park, Bierman Athletic Field, or other neighborhood practical life places. Favorite trips for older children include the Bell Museum of Natural History, parks, and several campus sites.

The methods of transportation are walking or using rented school buses. UMCDC's procedures in the case of field trips are as follows: A sign-up sheet is posted in the area notifying parents of the date, time, destination and means of transportation to each field trip at least one day in advance. Written parental permission is required before the child may participate in the field trip. A first aid kit is taken on all field trips along with your child's emergency card, the daily attendance sheet, and a cell phone.

When buses are used, seat belts are requested (but not guaranteed) with the rental vehicle. Rental vehicles are driven by paid and licensed drivers provided by the company from which the vehicles are rented. UMCDC maintains appropriate insurance levels.

If an emergency occurs, teaching staff is responsible for contacting UMCDC to make necessary arrangements or by making a call directly to campus or city emergency lines (911). Parents are informed of any emergency involving their child.

If your child's group is on a field trip when you arrive, it is your responsibility to await their return or to take your child to the field trip site.

OUTDOOR ACTIVITIES

Daily outdoor activities are planned for all children when weather permits (Zero degrees Fahrenheit windchill and above). Children will not be taken outdoors in severe or threatening weather.

It is the policy of UMCDC that all children who are well enough to be in attendance are well enough to participate in outdoor activities. Most health professionals recommend and Minnesota Department of Human Services Licensing require a daily dose of fresh outdoor air for young growing children, and if children are dressed appropriately, weather conditions should not pose an illness risk to them. The tasks of dressing and undressing are important learning activities for children. When children are in attendance at UMCDC it is expected that they are able to participate in all aspects of the child care program activities with reasonable comfort, including outdoor play. Children cannot be excused from the outdoor portion of the UMCDC program.

AIR QUALITY

Air quality is checked twice daily at www.airnow.gov . When the Air quality is in the unhealthy for sensitive groups (101-150), upon teacher discretion children will be allowed to play outside no longer than 15 minutes. When the air quality reaches the unhealthy group (151-200), children will not be permitted to play outside.

NAP POLICY

Each child is provided with his or her own labeled cot or crib and a sheet that is weekly laundered at UMCDC and when soiled or wet. Infants sleep routines are individualized and based on the child's needs. Toddler and Preschool children are helped to remain quietly on their cots for a minimum 30 minute rest period during the required daily group nap times.

If a child has rested quietly for 30 minutes and is almost asleep, the staff may allow the child to continue to lie on the cot and complete his/her nap. If the child does not fall asleep, he or she may be allowed to get up and move to the foyer for quiet play options, or may even be accompanied to the multi-purpose room for large motor play.

If the child does fall asleep, he or she will be allowed to sleep without adult interruption until the end of the group's nap period. When a child falls asleep during our quiet rest period it is because his or her body is tired and needs a nap.

If the child's parent(s) are concerned the child is sleeping too much at UMCDC, we will help the child wake up gently but only after 30 minutes of sleep and only if the child awakens to a gentle approach of awakening by the teacher. If the child does not awaken with the first try, another gentle approach will be tried after another 30 minutes of sleep. Staff will not forcibly awaken a child.

Between 2:45 and 3:00 p.m. for preschool or 3:00-3:15 p.m. for toddlers, children are awakened by the sound or the voices of teachers and other children, by lights being turned on and off, by music or an activity tape cassette being played, and by gently being awakened by the staff.

Infants are placed on their backs when put down for naps as required by law.

CLOTHING

Children should wear clothes that are comfortable, easily cared for and age appropriate. Each child needs one to three complete changes of clothing including underwear and socks. **Please do not bring clothing that is valuable or would be missed if lost, misplaced or dirtied.**

Please label all clothing (including boots, mittens and shoes). Unlabeled clothing can result in losses and mix-ups.

It is absolutely necessary that every child have available at UMCDC mittens, boots, shoes, hats, and snow pants in the winter and sleeveless or short sleeved tops, shorts, and shoes in the summer.

Flip-flop shoes, Crocs, or open toed sandals are very dangerous for children to wear at UMCDC. Do not send your child in these types of footwear.

Your child's teacher will give you a list of other items you need to provide (blankets, diapers, etc.).

TOYS

Toys brought from home present problems for the children and the staff. Personal possessions are often difficult to share or may get broken. Unless it is for a specific curriculum activity, **parents are asked to not allow the child to bring toys from home.**

Toys that resemble weapons are **not** acceptable at UMCDC.

Security items such as a blanket or "lovey" that comforts your child are welcome and kept in cubbies until nap time.

BIRTHDAYS

UMCDC recognizes that birthdays hold a special importance to your child. Therefore, teachers will provide an age appropriate celebration.

Since most families celebrate at home with a cake or a food treat and UMCDC must meet USDA Child Care Food Program requirements, teachers will plan developmentally appropriate ways to make your child's day special.

Examples of ways in which birthdays may be celebrated are:

- Popsicles will be served at group time or snack time.
- A necklace, crown or book may be made for the birthday child.
- The birthday child may be invited to help teachers with special tasks.
- Having part of group time focus on the birthday child.
- Posting a birthday banner.
- The traditional birthday song.

UMCDC finds that due to differences in individual family customs, food allergies, and economic status we **prohibit the following:**

- Treats brought to UMCDC by parents (i.e. cake, ice cream, etc.)
- Party favors (i.e. treat bags, balloons)
- Entertainment (i.e. puppet shows, clowns)

The bungalow may not be used as a place for making arrangements, picking up children, or passing out invitations to private birthday parties. This policy is intended to prevent hurt feelings among children and avoid program disruption.

A birthday is a day for your child to feel special among his/her peers. We hope that by teachers planning birthday celebrations, your child and other classmates will experience a joyful celebration that is self-enhancing, non-competitive, non-commercialized, and a pressure-free occasion.

NOTE: UMCDC will respect the parents' wishes in the event that customs or religious beliefs prohibit birthday celebrations.

HOLIDAYS

UMCDC does not celebrate religious holidays, attempt to provide religious education to children, or use religious symbols in the classroom. *However*, children and/or their parents may share their own individual holiday experiences with teachers and other children without censure. Children learn to respect and appreciate different cultural practices through child-initiated sharing.

UMCDC is closed on all University scheduled holidays and furloughs.

LAST DAY CELEBRATIONS

A last day celebration will occur if your child is leaving UMCDC. Check with your child's teacher for further information on last day celebrations in your child's classroom.

During last day celebrations, your child may be asked by other parents to be in a photo or class picture. UMCDC is not a public area so please be respectful and make sure you have consent to use pictures of children other than your own. However, you may not put such photos on Facebook, MySpace, blogs, websites, etc, that have been taken at UMCDC.

OTHER CELEBRATIONS

Events with special meaning to the Child Development Center community may be celebrated in a culturally sensitive and developmentally appropriate manner. Examples of current celebrations are Peace Week, Kindness Week, Week of the Young Child, Spring Playground Clean-Up Day, Planting Day, Reading Week, and season changes.

HEALTH AND SAFETY POLICIES FOR PARENTS

EMERGENCY CARD

NOTE: By Minnesota State Law (Rule 3, MN DHS 9503.0125), a child cannot be admitted to a group Child Development Center until a completed EMERGENCY CARD is received. You cannot leave your child at UMCDC until the front desk has received your child's completed EMERGENCY CARD

Required information: You must keep the information on your child's EMERGENCY CARD up-to-date. It must be updated whenever anything changes and at least once a year. Required information includes your work, home, and cell phone numbers; names, addresses and phone numbers of at least two people authorized to act in your behalf should we not be able to reach you; and your child's current health care provider's phone number. Students must provide current class schedules.

Inability to contact you: If we try to contact you *in the case of an exclusion or an emergency* and are unable to reach you within a half an hour because no one answers at any of the numbers you have provided on your child's EMERGENCY CARD or the information on your child's EMERGENCY CARD is outdated, incomplete, or incorrect, then your emergency contact will be called and must pick up within an hour. If you and/or the emergency contacts cannot be reached within an hour, a penalty of \$30 will be assessed and added to your billing statement, and you will be given a warning of possible termination of child care services. Your child will not be permitted to return to UMCDC until the EMERGENCY CARD has been updated. If this situation arises again within one year of the first occurrence, a penalty of \$50 will be assessed and added to your billing statement, and you will be given a notice of termination of child care services.

If the information regarding your child's health care provider is incorrect, a penalty of \$100 will be assessed.

The EMERGENCY CARD must be signed by you because it authorizes UMCDC to seek emergency treatment for your child if necessary.

EMERGENCY CONTACTS

Staff will only release a child to an adult specifically authorized on the child's **EMERGENCY CARD**. As an emergency contact they are authorized to pick up and transport if the parent or legal guardian has submitted **prior written notification** that this individual will be picking the child up on a specific day or days, or *it is an emergency situation and the parent(s) or legal guardian (s) cannot be reached*. Telephone instructions from the parent or guardian may be accepted if the staff person has determined that the individual to whom they are speaking is indeed the parent or guardian by using information in the child's file which only the parent or legal guardian would know. A **CHILD PICK-UP BY ALTERNATE AUTHORIZATION FORM** must be completed for each occasion a child is picked up by someone other than the legal guardians on the **EMERGENCY CARD**. In the case of prior written notification, the **CHILD PICK-UP BY ALTERNATE AUTHORIZATION FORM** must be dated and signed by the parent or guardian. In the case of telephoned instructions, in the case of prior written notification or by in the case of telephoned instructions, the **CHILD PICK-UP BY ALTERNATE AUTHORIZATION FORM** must be dated and signed by the staff member. After the child has been picked up, the **CHILD PICK-UP BY ALTERNATE AUTHORIZED FORM** is filed in the child's shadow file.

HEALTH RECORD INFORMATION

Two health record forms must be completed:

Note: By State Law (Rule 3) a child cannot be admitted to a group Child Development Center until a current IMMUNIZATION RECORD is received. You cannot leave your child at UMCDC until the front desk receives a current IMMUNIZATION RECORD.

IMMUNIZATION RECORD: This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission. Immunization records must be updated whenever your child receives additional immunizations. Failure to respond to the second request to provide an updated IMMUNIZATION RECORD will result in a charge of \$30.00 and may result in termination of child care services.

HEALTH CARE SUMMARY: This information must include the date of the child's most recent physical exam (within 6 months), and be signed by the child's source of health care. This form is due within 30 days of enrollment.

Re-examination: A new HEALTH CARE SUMMARY is required for children already admitted to the program. At a minimum, an updated report of physical examination signed by your child's source of medical care is required at least annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category.

Failure to respond to the second request to provide an updated HEALTH CARE SUMMARY will result in a charge of \$30.00 to be added to your billing statement and may result in termination of child care services.

You have the responsibility to inform UMCDC when your child has any special medical condition, needs, or allergies so that we can provide for appropriate care and support.

Dietary modification because of special dietary needs will only be made under the direction of a trained medical provider. Written permission from the child's parent/legal guardian and the child's health care provider is required.

MEDICATIONS

Parents are urged to give as many doses of medication at home as possible. If it is necessary for medication to be given at UMCDC, we will follow the procedure for medication administration recommended by the Minnesota Child Care Health Consultants. Prescription medications will only be given with written parent consent and written approval of the child's physician. Please complete the **MEDICATION FORM** if your child needs a medication while in our care. **Medications must be in their original container** and may be given only to the child for whom they are prescribed. Outdated/expired medications will not be given. **Over-the counter** medications require written parent consent and written approval of the child's health care provider with the exception of diaper rash products, Orajel, moisturizing hand lotion, insect repellents and sunscreens which only require written parent consent.

Permission by the health care provider for both over-the-counter and prescription medication must be for a specific condition and can only be in effect for 3 months.

The procedure for administration of medication is:

1. Wash hands
2. Check to see that the **MEDICATION FORM** has been completed and signed.
3. Before administering medication follow these 6 RIGHTS:
 - RIGHT CHILD
 - RIGHT MEDICATION
 - RIGHT TIME
 - RIGHT DOSE (Using a correct medication dispenser)
 - RIGHT ROUTE (Method of administering, ex: by mouth)
 - RIGHT CHILD'S MEDICATION RECORD
4. Administer medication
5. Return medication to proper storage out of children's reach
6. Wash hands
7. Record on right child's medication record and sign the form.

8. Information should be recorded for every dose even if medication is not given (ex: child absent or meds left at home)

EXCLUSION OF ILL CHILD

UMCDC is not a licensed “sick care program”. A child with any of the following conditions or behaviors that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others, **must be excluded** from our program according to MN Department of Human Services licensing requirements.

We will follow the exclusion guidelines listed below which are taken from INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS prepared by Hennepin County Community Health Department, Epidemiology Program. We **must exclude a child** with any of the following conditions:

Chickenpox	Until all the blisters have dried into scabs; usually about 6 days after rash onset
Conjunctivitis (Pinkeye)	Bacterial (with pus) until 24 hours after treatment begins. (Pink or red conjunctiva with white or yellow discharge that causes matting of the eyelids; pain or redness of the eyelids.
Diarrhea (Infectious)	Please see Diarrhea Exclusion
Diarrhea (Uncontrolled)	Until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease. (Uncontrolled diarrhea is an increased number of stools, compared with a person’s normal pattern, along with watery stools, and/or increased stool that cannot be contained by the diaper or use of the toilet
Fever	Axillary (armpit) temperature: 100 F or higher; when accompanied by behavior changes, or other signs or symptoms of illness. Measure temperature before giving medications to reduce fever. <i>Child may return when symptoms are gone for 24 hours and no fever reducing medication has been given.</i>
Impetigo	Until child has been treated with antibiotics for a full 24 hours.
Lice (head)	Until after the first treatment and no live lice are seen.
Rash With or Without Fever or Behavior Change	Until a medical exam indicates these symptoms are not that of a communicable disease.
Respiratory Infections (Viral)	Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as the child can participate comfortably. Symptoms include a runny nose, chills, muscle aches, sore throat, sneezing and coughing, and being more tired.
Ringworm	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Until a medical exam indicates the child may return (unusually tired, uncontrollable coughing, irritability, persistent crying, difficult breathing, wheezing).
Streptococcal Sore Throat	Until at least a full 24 hours after treatment begins and the child is without fever for 24 hours.
Vomiting	Until vomiting stops (vomiting is defined as two or more episodes in the previous 24 hours).

Other reasons for exclusion:

If a child is not able to participate in child care program activities with reasonable comfort, including outdoor play; or a child requires more care than staff can provide, they will be excluded.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The child care program will notify the parents of exposed children on the same day or within 24 hours by:

- Posting information on the bungalow doors
- Giving written notice of the communicable disease in parent’s mailboxes.

Parents are required by State laws and UMCDC policies to inform us within 24 hours (exclusive of weekends/holidays) when their child has been diagnosed as having any contagious disease.

DIARRHEA EXCLUSION

Is it diarrhea or is it loose stool?

DEFINITION: Diarrhea When the bowel pattern suddenly changes to a loose, watery stool that occurs more frequently than usual, it is probably diarrhea. Characteristically, diarrhea soaks through diapers and clothing, and preschool children may not get to the toilet in time. It has a distinctive smell that is noticeably different from the child's normal BM's.

GENERAL RULE: IF BM is abnormal (texture, color, odor) for *that* child and/or uncontainable in a diaper, the child would be excluded. Preschoolers may complain of stomach ache, or not make it to the toilet in time.

EXCEPTIONS: Infant staff may use different criteria for exclusion because nursing babies have frequent loose stools which may be uncontainable.

THE CHILD CAN RETURN WHEN:

1. **THERE IS NO DIARRHEA** (see definitions above)
2. **THERE ARE NO OTHER EXCLUDABLE SYMPTOMS**
3. **CHILD IS BACK INTO NORMAL EATING, DRINKING, TOILETING PATTERNS *normal for that child***

FIRST AID

In the event of any **injury or illness**, appropriate first aid will be administered by staff trained in first aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the **EMERGENCY CARD** will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made.

Our staff keeps current on Pediatric First Aid and CPR training. MN licensing requires only one person in the facility to have this training; UMCDC exceeds the requisite requirement. We train staff two times per year on staff development days.

CARE OF ILL OR INJURED CHILDREN

If your child is no longer able to participate in the program due to illness or injury, you or your designated alternate pick-up will be contacted and told that **the child must be picked up within an hour. State licensing rules prohibit the care of sick children in the UMCDC facility.** Until you arrive your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted. **(See Emergency Card section)**

If you do not pick up your child within an hour of being notified to do so, a penalty of \$30 will be assessed and added to your billing statement and you will be given a warning of possible termination of child care services. If the situation arises again within one year of the first occurrence, a penalty of \$50 will be assessed and added to your billing statement and you will be given a notice of possible termination of child care services. If the situation arises a third time within one year of the first occurrence, child care services will be terminated.

ACCIDENTS AND INJURIES

Responsible supervision of the children is of utmost importance and children are appropriately supervised at all times. Each staff member is responsible for implementing accident prevention measures and for maintaining active interaction and/or observation of children at all times. Playground areas are inspected daily before the children go out.

Parents can expect to receive an accident injury report any time their child is hurt at UMCDC. The form is filled out in triplicate, with the Education Coordinator receiving a copy and the third copy filed in the bungalow. The accident injury report describes the nature of the injury, when it occurred, how it happened, and what type of first aid was administered. Parents will be contacted by telephone (or pager) if an injury requires more immediate, emergency attention.

A **HEAD INJURY REPORT** is also given to parents when a child sustains a blow or bump, whether big or small, to the head so signs of concussion may be monitored at home.

Injuries that require the child being seen by a physician are reported within 24 hours to the State Department of Human Services, day care licensing division (651-296-2852).

Annually and/or as needed the Education Coordinator and Area Coordinators conduct an analysis of accident injuries that have occurred during that period. Accident prevention procedures are developed, updated, and modified as needed.

HEALTH CONSULTATION SERVICES

Our program is contracted with and receives monthly health consultation services from a Public Health Nursing Consultant from the Minnesota Visiting Nurse Child Care Consultation Team. A member of the Minnesota Visiting Nurse Child Care Consultation Team is also available by telephone at: 612-617-4600.

INSURANCE

The level of liability insurance carried by UMCDC is as follows: The University of Minnesota provides general and professional liability insurance in the following limits of liability: \$1,000,000 each claim; \$3,000,000 annual aggregate.

RISK REDUCTION PLAN

As per Minnesota DHS Licensing statute Sect 245A.66 subdivisions 2 and 3 state, all Minnesota centers are mandated to have a risk reduction plan specific to their site.

EMERGENCY PREPAREDNESS

UMCDC practices monthly fire drills year round and monthly tornado drills April through September. We follow routine evacuation procedures as instructed by the University Office of Emergency Preparedness.

EMERGENCY CLOSING AND EVACUATION

UMCDC closes on the same schedule as the University of Minnesota in case of severe weather conditions, but in rare instances, may close while the University remains open.

Closing information is broadcast on radio station WCCO-AM (830 on the dial) early in the morning.

If the University closes during the day, staff will be notified through their departments by the Office of Emergency Preparedness. If UMCDC closes during the day, UMCDC staff will contact parents by phone.

All parents must pick up their children from UMCDC **within one hour** of an official University closing. A late fee will apply after the one hour limit.

UMCDC closes only in very rare circumstances as dictated by the University, but we encourage parents to use their best judgment in determining whether or not their child will attend. In severe weather, some teachers are unable to make it to work without undue risk.

If a severe situation (i.e. bomb threat, hazardous material release) should require the movement of persons from this area, UMCDC is listed as a high priority facility within the University.

Mass transit vehicles would transport staff and children to an alternative site deemed appropriate for the situation.

The Bierman Athletic Building (one block south of UMCDC) is the most likely temporary shelter and movement to the Bierman Complex will be by foot or mass transportation dictated by the weather.

MISSING CHILD POLICY

Although UMCDC has never lost a child in all its years of service operation, the following procedures will be followed in the unlikely circumstance that a child is discovered to be missing:

The Director, Education Coordinator or Enrollment Coordinator will be notified immediately upon the discovery that the child is missing.

A staff person from each area appointed by the Director, Education Coordinator or Enrollment Coordinator will be assigned to search their classroom and other rooms throughout the building as an appointed second group covers the grounds.

If the child is still missing after these immediate searches, the University Police and the child's parents will be contacted.

While waiting for the police, the Director, Education Coordinator or Enrollment Coordinator will assign one staff person to each corner of the block. They will continue the search moving clockwise around the block.

AIR AND SOIL QUALITY

The U of M office of Environmental Health and Safety has conducted comprehensive testing of the air soil quality of our site. That office has documented the environment to be completely safe and free from any risks to children or staff. In addition the UMCDC facility is designated a no smoking environment.

PLANTS

Teachers enjoy adding growing plants to their environments. UMCDC keeps posted and makes available the Hennepin Regional Poison Center's brochure "Plant Guide" so all plants at UMCDC are screened for toxicity. Each plant is labeled with its name.

PETS

Only domestic, small, easy to maintain pets which can be kept in a small covered cage such as guinea pigs, rats, hamsters, gerbils, mice or fish will be permitted. Pets will be kept remote from the food area in an easily cleanable, covered cage. If there are any questions regarding any other type of pet, call the local Health Department or equivalent.

Cages are cleaned daily or as necessary in a location separate from food service. Hand washing is mandatory after handling pets or excretions.

All pet food and cleaning supplies are separate from food service supplies.

Pet Health—all pets are in healthy condition and Certified by a veterinarian, as per NAEYC Accreditation. No outside animals are allowed unless they are approved by administration and are licensed and certified, e.g. therapy dogs.

INFANT/TODDLER PROGRAM

Diapering

All parents provide diapers, wipes, diaper cream, and multiple changes of clothes.

Only disposable diapers will be used and will be supplied by the parent. If the parent fails to respond to the second request for disposable diapers, a charge of \$20 will be assessed.

Procedures for diapering are approved by UMCDC's health consultant and are posted in the diaper changing area. Diapering may only be done in designated areas.

Toilet Learning

UMCDC staff and parents work together to assist the child to be successful in toilet learning. Children develop at different rates. Examples of these different rates are when they are "ready" to walk, to talk, and to do toilet learning. We wait to see that a child is "ready" and then work with parents so that the child has consistency from home to the Center, thus enhancing the possibility that this milestone is crossed with the child's sense of mastery and competence bolstered. Group care offers the advantage of toddlers imitating their peers who may be making "toilet tries" or who are now able to use the toilet.

Formula and bottles will be supplied by UMCDC.

Infant food will be supplied by UMCDC except in cases of rare restrictive special diets. Then parents are required to supply the special foods.

BREAST MILK

UMCDC supports breastfeeding by:

- accepting, storing, and serving expressed human milk for feedings;
- accepting human milk in ready-to-feed sanitary containers labeled with the infant's first and last name and date and storing it in a refrigerator for no longer than 48 hours (or no more than 24 hours if the breast milk was previously frozen) or in a freezer at 0 degrees Fahrenheit or below for no longer than three months;
- designating a space and room for nursing mothers.

**UNIVERSITY OF MINNESOTA CHILD DEVELOPMENT CENTER
 1600 ROLLINS AVENUE SE
 MINNEAPOLIS, MINNESOTA 55455
 612-625-2273
 IMPORTANT TELEPHONE NUMBERS**

Emergency—Police, Fire, Ambulance	911
Hennepin County Medical Center (Emergency)	
701 Park Avenue South, Minneapolis.....	612-873-3131
St. Joseph’s Home for Children	
1121 East 46 th Street, Minneapolis.....	612-827-6241
Minneapolis Public Health Department	
Information.....	612-673-2301
University of Minnesota Information	
Off Campus.....	612-625-5000
On Campus.....	0
College of Education and Human Development Information	
Information.....	612-625-6806
Hennepin County Information	612-348-3000
State of Minnesota Information	
Division of Day Care Licensing	651-296-3971
First Call For Help	211 or 651-291-0211
Hennepin County Child Protection	612-348-3552 or 612-348-8144 (after hours)
Poison Information Center	1-800-222-1222 or 612-873-3141
Hennepin County Crisis Intervention	612-343-3161
Greater Minneapolis Crisis Nursery	763-591-0100
Carequest (Child Care Referral Network)	651-222-4664
U of M Police Dispatcher	612-624-7828
U of M Office of Emergency Management	612-625-8047
Parent Warmline	612-813-6336

DRAFT DAYS CLOSED (2011-2012)

Monday, July 4, 2011 Independence Day

Thursday, August 25, 2011 Staff Development Day

Friday, August 26, 2011 Staff Development Day

Monday, September 5, 2011 Labor Day

Thursday, October 20, 2011 Staff Development Day

Friday, October 21, 2011 Staff Development Day

Thursday, November 24, 2011 Thanksgiving Day

Friday, November 25, 2011 Floating Holiday

Monday, December 26, 2011 Christmas Day Observed

Tuesday, December 27, 2011 Floating Holiday

****Wednesday, December 28, 2011 University Furlough**

****Thursday, December 29, 2011 University Furlough**

****Friday, December 30, 2011 University Furlough**

Monday, January 2, 2012 New Year's Day Observed

Tuesday, January 3, 2012 Staff Development Day

Wednesday, January 4, 2012 Staff Development Day

Monday, January 16, 2012 Martin Luther King Day

Friday, March 16, 2012 Floating Holiday

Thursday, April 12, 2012 Staff Development Day

Friday, April 13, 2012 Staff Development Day

Monday, May 28, 2012 Memorial Day

* Presented to the PCC at April 2011 PCC Meeting.

**Parents are charged for all days closed which occur in the child's enrollment schedule with the exception of the POSSIBLE University Furlough. The University has not made a decision on the possibility of another University Furlough. At this time, these dates are based on speculation.

Days in **bold** are University Holidays; everything else is Staff Development, needed for staff training, classroom updates, and playground care.