

# WSU Hourly Childcare Center

## Parent Policy Handbook

This handbook is for parents whose children have been enrolled in the WSU Hourly Childcare Center. There is an application and enrollment packet that needs to be completed before attending.

### Description

Weber State University's Hourly Childcare Center is a state-licensed facility and is designed to provide flexible regular hourly care or back-up care for the children of WSU students. Employees of WSU may use the center for emergency back-up care during the Fall and Spring semester and for regular care during the Summer semester.

### Program Goals and Philosophy

We are committed to Developmentally Appropriate Practices as defined by the *National Association for the Education of Young Children (NAEYC)*.

- Work together to provide a learning environment which protects children's physiological and psychological health and safety.
- Support a child's point of view while developing responsibility and self-awareness in a challenging, interesting, and developmentally appropriate environment.
- Create curriculum that extends a child's verbal and literacy skills.
- Construct lessons that engage a child's mathematical and scientific exploration skills.
- Encourage a caring community of learners who can develop social relationships and communication skills.
- Establish partnerships with families in order to support parents in their educational pursuits.
- Inform parents on the progress and development of their child.

### Fees

- Payments must be made online at [weber.edu/nontrad/childcare](http://weber.edu/nontrad/childcare) under "Pay Fees".
- The cost of childcare is **\$3.50** per hour, per child.
- There is a one-time, non-refundable **\$15.00** application fee per family.
- A non-refundable deposit of **\$42.00 (applied to first 12 hours) must be paid** online through the Nontraditional Student Service Center's website before the first day of attendance.
- Payments are due by the end of the business day every Friday for hours used that week.
- **There are no refunds for unused pre-paid hours**, but funds will roll over to the following semester.
- At the end of the semester, all unpaid balances will be turned over to WSU collections and your records will be placed on hold until the payment is made in full.

### Termination of Enrollment by Parent

Parents may terminate the enrollment of their child/children at any time. Please notify the supervisor of termination as soon as possible. Parents can request a copy of child's records.

### Termination of Enrollment by Center

Enrollment may be terminated by the center for failure to:

- Make payment **for services rendered**.
- Keep immunizations current.
- Cooperate with staff in order to ensure the needs of child.
- Have child(ren) fully potty trained (determined by the Childcare Supervisor).

### Signing in and Out

It is **vital that each child and parent** be acknowledged upon arrival and departure.

- We ask parents to approach a childcare teacher upon **arriving and leaving**.
- Parents must sign-in on ProCare using your finger print. If ProCare is not working, please sign in on the paper log.
- The sign-in laptop is located on the counter next to the TV.
- If someone other than yourself is picking up your child, you need to **inform the teachers in writing**.
  - **We will check the release form and ask for photo identification.** Only parents, or those with written authorization from parents **ON FILE**, will be allowed to take a child from the center.
- In an emergency situation, the parent may give verbal authorization to center caregivers. The verbal authorization includes confirmation of identity by picture ID.

### Attendance

Please call **801-626-7798** to notify the center if you will be absent or late dropping off or picking up your child(ren).

- **Absents:** You are allowed **SIX excused absences**. Anything over the six days, you will be charged for your child(ren's) scheduled hours, and no refund will be given. If a professor cancels class, you still must notify the center, but it will not count as an absence.
- **No Shows:** You will be allowed **TWO no-show** days, after which, you will be automatically moved to "Back-up care" and forfeit your spot. Anything over two days, you will be charged for your child(ren's) scheduled hours and no refund will be given.
- **Late Arrivals:** Late arrivals happen, however, you must call the supervisor and leave a message if you are going to be late. (More than 30 minutes late means care may not be available).
- **Late Pickup:** Late pickups happen, however, you must call the supervisor and leave a message if you are going to be late.

***Please Note: If you are later than 30 minutes to pick up your child(ren), Social Services will be contacted.***

### Change of Hours Request Form

A Change of Hours Request Form will need to be completed for the following:

- **Changes in regular care hours:** To schedule permanent or temporary changes to requested hours, please complete a "Change of Hours Request Form" in advance. If you request a change in hours same day, there is no guarantee that there will be space or a teacher available.
- **Repeated Back-up:** If you are using the center more than two times per week consistently, while on "Back-up Care," we will ask you to complete a "Change of Hours Request Form" and move your child(ren) to "Regular Care."

- **Late Arrivals:** If this consistently happens you will be asked to complete a “Change of Hours form”.
- **Late Pickup:** if you are late more than two times, we will ask you to complete the “Change of Hours Request form”.

### **Class Schedule**

The following is an example of our center’s daily routine. Daily activities include stories, songs, and outside play (weather permitting). Parents are informed of weekly activities on the lesson plan.

- 6:45 - 8:15 Quiet center/story time
- 8:15 - 8:30 Story or quiet activities
- 8:30 - 10:15 Snacks/Discovery time centers/music & movement
- 10:15 - 10:30 Story time/outside time
- 10:30 - 11:00 Group activities/circle time
- 11:00 - 12:00 Lunch/story
- 12:00 - 1:00 Rest & quiet activities
- 1:00 - 1:15 Music & movement
- 1:15 - 2:30 Snack and story time /discovery time centers/outside
- 2:30 - 3:00 Quiet activities/cleanup

### **Lunches and Snacks**

Lunch is not provided by the Hourly Childcare Center. Snacks are provided by our center at 9:00am and 1:00pm.

- If your child has a food allergy, notify the classroom teachers.
- If your child will be staying between 11:00am-12:00pm, please bring a nutritious lunch from home. We do not have facilities to refrigerate lunches.
- **Please do not include medications in your child’s lunch. We do not give medications.**

### **What to Wear and Bring**

Please dress your child in comfortable clothing, including appropriate outerwear.

- We try to go outside every day unless it is raining or the temperature is below 30 degrees.
- Send a backpack with an extra set of clothing just in case your child needs a change (we paint and play in sand and water almost every day).
- If your child has a favorite blanket or snuggly toy that helps him/her separate from you more easily, include it in the backpack.
- Please keep other toys at home.
- **Mark everything your child brings with his/her name.**

### **Emergencies**

Parents will be informed of emergency procedures at orientation. Parents will be called in an emergency.

### **Closure of the Center**

The childcare center will be closed on all holidays, in between semesters, and breaks when Weber State University campus is closed.

### **Illness & Medications**

If your child has any of the following symptoms, he/she **may not attend** our center:

- Temperature of 100 degrees or higher
- Diarrhea
- Unidentified or contagious rash
- Vomiting
- Eye infection
- Head lice

If your child develops any of these symptoms while in attendance, a parent will be notified to immediately pick up the child. If your child contracts a contagious illness soon after attending our program, you must notify the supervisor within 24 hours.

**Please Note: We do not give medication to the children. Please do not leave any kind of medication in your child's lunchbox or backpack.**

### **Discipline**

- Discipline strategies are employed in our classroom with the goal of helping children control their own behaviors and appropriately express their emotions. Positive guidance strategies are used to prevent most behavior problems. We seek to accomplish this through the following:
  - Model positive behavior for the children through “using words” to solve problems
  - Coach children in addressing peers and teachers in an appropriate manner, without physical or verbal aggression.
  - Redirect the child to another area.
  - Restrict the child from playing in an area.
  - Remove the child from their activities for a short period.

**Please Note: Based on current research, “Time Out” is only used when other means are ineffective.**

### **Parent Involvement**

Parents are always welcome in our classroom and your suggestions are appreciated.

- If you have special contacts or interests that would help our program and enhance the experience for children, please inform the supervisor.
- Parents are encouraged to get involved in the Nontraditional Student Center.

### **Grievance**

We encourage parents to express all concerns to the childcare supervisor or head teacher in the classroom as soon as possible. If difficulties and differences are not appropriately addressed and resolved, parents should contact the Director of the Nontraditional Student Center.

**Americans with Disabilities Act (ADA)**

"Weber State University, in compliance with the Americans with Disabilities Act, ensures equal access to all university functions, activities, and programs for individuals with disabilities." **Please contact the Childcare Supervisor to discuss accommodations for your child.**