

# WSU Hourly Child Care Center

## Parent Policy Handbook

Last Updated May 24, 2022

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

### Description

Weber State University's Hourly Child Care 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 during the summer and throughout the year as space is available.

### 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 a child'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](https://weber.edu/nontrad/childcare) (Links to an external site.) under "Pay Fees".
- There is a one-time, non-refundable **\$15.00** application fee per family.
- The cost of child care is **\$3.50** per hour, per child.
- Pre-payment **for the reserved hours of care for the first week** is due before the first day of attendance. Pre-payment for each week is due by Friday night to receive care for the next week. Unused payment will carry forward to the next week.
- You can set up automatic payments each week or enter a specific amount in the Marketplace App. You can also make cash payments at the Shepherd Union Information Booth. We will provide you with an invoice every Monday with any remaining balance you owe or credits you have. Please make your payments on time or we will not be able to allow your child to attend.
- Child Care is offered FREE during finals week (up to 12 hours). You will need to submit a completed application 1 week before the semester begins and attend "Regular Care" for the entire semester. Hours must be pre-scheduled for finals week (once exams are scheduled) and hours can only be used during final exams. All other policies apply for the week.
- **Care will NOT be provided if there is a balance owing on your account.**

- Funds will roll over to the following semester.
- Refunds impact the department financially as there is a processing fee attached. The money in your account will roll over to the next 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.

## **Immunizations**

- All children must have a current immunization record or have a state-issued exempt form on file by the first day of attendance or they will not be allowed to attend.

## **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 are being met.
- Have child(ren) fully potty trained (determined by the Child Care Supervisor).

## **Signing in & Out**

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

- Please drop your child off through the main Nontrad entrance, NOT the outside south child care entrance. The sign in kiosk and cubbies are by the main Nontrad entrance. The south child care entrance door is always locked from the outside. We recommend entrance through the main Nontrad entrance. You may exit through the outside door.
- We ask parents to approach a child care teacher upon **arriving and leaving**.
- Parents must sign-in/sign-out on the ProCare Kiosk app (PINs are no longer required) located on the iPad on the counter by the main Nontrad entrance inside the center **AND** the paper log by the iPad (this is required per state licensing).
- 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.
- As a mixed age childcare facility, we have children of a variety of ages in the center at a time. **Please be aware and courteous of children that could be napping when you arrive for drop offs or pick-ups.** This is most common in the afternoon between noon and 2:00 pm.

## Attendance

Please call **801-626-7798** or email [wsuhourlychildcare@weber.com](mailto:wsuhourlychildcare@weber.com) to notify the center if you will be absent or late dropping off or picking up your child(ren).

- **Absences:** 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. Absences due to testing positive for COVID-19 or any other illness will not count either. You must notify the center each day you are absent due to illness.
- **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.
- **Late Arrivals:** We understand that 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:** We understand that late pickups happen. However, you must call the supervisor and leave a message if you are going to be late.
- **Exams:** You must notify the center when you are in an exam and where you will be during the exam so that accommodations can be made for extended time in case you are late picking up your child.

**Please Note: If you are later than 30 minutes to pick up your child(ren), state law states that Social Services must be contacted unless accommodations have been made for extended time.**

## 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, but are not limited to, stories, songs, outside play and walks around campus (weather permitting). Our walks around campus could include walks to the duck pond, field trips to the bowling alley or movies at the Planetarium. Parents are informed of weekly activities on the lesson plan. These may change depending on when children are dropped off/picked up.

8:00 - 9:00 Activities

9:00 - 9:30 Snack

9:30 - 10:00 Circle Time/Story Time

10:00 - 11:00 Activities

**11:00 - 12:00 Lunch/Story Time**

12:00 - 1:30 Nap time/ Quiet play time or Outside Time weather permitting

1:30 - 2:00 Circle Time/Story Time

**2:00 - 2:30 Snack**

2:30 - 4:00 Activities

**4:00 - 4:30 Snack**

4:30 - 5:00 Clean up

**State law requires that in case of emergencies, children need to be prepared to go outside in any weather conditions.**

### **Lunches & Snacks**

Lunch is not provided by the Hourly Child Care Center. Snacks are provided by our center at 9:00am, 2:00pm and 4:00pm.

- Utah State childcare regulations state that **your child MUST have a water bottle or sippy cup** with them at all times. Be sure to send your child with a water bottle. You may leave one at the center but you need to ensure it gets refilled when you drop off your child and emptied at the end of the day to dry out when you pick up your child.
- 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 all lunches. Please use ice packs in your child's lunches when food needs to be kept cold.
- Lunches need to be assessable for children. Please consider using containers your child can open on their own and packing foods that your child can eat on their own with little preparation.
- **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 for the weather.

**State law requires that, in case of emergencies, your child needs to have the proper attire to go outside.**

- 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 as these can easily get lost among the classroom toys.
- Apply sunscreen before coming to school.
- **Mark everything your child brings with his/her name.**

## Emergencies

Parents should have been emailed a copy of the emergency procedures with the acceptance of their application. This email will be titled "Confidential Document for Parents" and for the safety of the children MUST be kept confidential. If you have not received this email please notify the center staff on your first day of care.

## Closure of the Center

The child care center will be closed on all holidays and breaks when Weber State University campus is closed. We can offer care during finals week and in between semesters upon request.

Extended care hours may be requested for in between semesters by 8:00 am on Monday of finals week.

## 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
- Runny nose with green or yellow snot
- Cough or any other Covid-19 symptoms

If your child develops any of these symptoms while in attendance, a parent will be notified and must 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.**

You must call or email the center every day you are absent due to an illness, or as soon as possible, for the absent not to be counted against you.

**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.

- Incident Reports may be prepared for parents to sign when reportable incidents occur.

**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.

- **Parents must be on campus at all times their child is in care**, unless approval for practicums or research off campus is given by the Supervisor.
- 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 Assistant Childcare Supervisor 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.

Contact Information:

Childcare Supervisor; Arene Newman: [anewman@weber.edu](mailto:anewman@weber.edu)

Assistant Childcare Supervisor; Xaviera Barfuss: [xavierabarfuss@weber.edu](mailto:xavierabarfuss@weber.edu)

Director of Nontrad Center; Debbie Cragun: [dcragun1@weber.edu](mailto:dcragun1@weber.edu)

## **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 Child Care Supervisor to discuss accommodations for your child.**