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 hourly regular or back-up care for the children of WSU students. Employees of WSU may use the center for emergency back-up care.

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 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.
- 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.**
- 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.

Enrollment
- All forms must be completed and signed by appropriate providers and returned before a child can attend.
- Employees of WSU can use the center in an emergency if space is available, with the exception of Summer when they can use the center on a regular basis.
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 the following reasons:

- Miss one week without notice.
- Failure to make payment **for services rendered**.
- Failure to keep immunizations current.
- Failure to cooperate with staff in order to ensure the needs of child.
- Child is not 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 fingerprint. If ProCare is not working, please sign in on the paper log.
- The sign-in laptop is located on the counter.
- 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.

**Talk with the Childcare Supervisor to schedule additional time to attend other academic activities outside your regular class schedule. The Center can accommodate times during regular hours of operation.**

Attendance

- Absents: You are allowed THREE excused absences. Anything over the three days, you will be charged, and no refund will be given. Absence will not be counted if professor cancels class.
- No Shows: You will be charged for the time you were scheduled on the day you don’t show. You will be allowed two “No-show” days, after which, you will be automatically moved over to “Back-up care” and forfeit your spot.
- Late Arrivals: Late arrivals happen, however, you must call the supervisor and leave a message if you are going to be late. If you are late more than two times, we will ask you to complete the “Extended Hours Application”.
- Extra Hours: To schedule additional hours (testing, tutoring, studying, etc.), please call one day in advance. If you call the 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", you will automatically be moved to "Regular Care.”
**Please Note:** If you are later than 30 minutes, Social Services will be contacted.

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**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**
Snacks are provided by our center at 9:00am and 1:00pm. Daily snacks may vary from what is posted in the weekly lesson plan.

- 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 or heat up 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**
In the event of an emergency where evacuation is needed, children will be taken to the Services for Veteran Students. You will be notified to pick up your child at this location. There will be a sign on the door of phone numbers and location we are at.

**Closure of the Center**
The childcare center will be closed on all holidays and breaks when Weber State University campus is closed.
Illness & Medications

If your child has any of the following illnesses, 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 activities.

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.