

THE UNIVERSITY OF MICHIGAN  
NORTHWOOD COMMUNITY  
CHILD DEVELOPMENT CENTER

FAMILY HANDBOOK

2008 – 2009 PROGRAM YEAR

**NORTHWOOD COMMUNITY CENTER**

***1000 MCINTYRE DRIVE***

***ANN ARBOR, MICHIGAN 48105***

***PHONE: (734) 764-4557***

***FAX: (734) 764-9999***

***WEBSITE: <http://hr.umich.edu/childcare/northwood/index.html>***

Dear CDC Families,

We warmly welcome you to the University of Michigan Northwood Community Child Development Center. You have chosen to enroll your child in a quality program accredited by the National Association for the Education of Young Children. We are very happy to have your child(ren) enrolled in our program and are looking forward to making this an enjoyable and stimulating learning experience for your entire family.

We hope that this handbook will answer your questions about our program and provide useful information about the CDC. Please read the information thoroughly. If you have any further questions or concerns, please do not hesitate to contact us.

We are here to support, celebrate, and share with your children as they:

Discover new ideas,

Make new friends,

Learn the love of language and literacy,

Celebrate our cultural differences,

Feel good about themselves,

Experience success in learning,

and,

Embrace the wonder and joy of learning as a way of life.

Sincerely,

Lynn Herman  
Northwood Community Child Development Center Director

# The University of Michigan Northwood Community Child Development Center

## Program Mission

The University of Michigan, Northwood Community Child Development Center is committed to providing a culturally embracing and developmentally appropriate learning environment for preschool age children of residents of Northwood Community, University students, staff, faculty and families from the surrounding public community. The program is designed to promote the social, emotional, physical, cognitive, language, literacy and creative development of each child in the program.

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### Program Philosophy

The fundamental goal of our program is to provide a secure, nurturing, consistent, and stimulating environment for children. A play based approach to learning is implemented to provide a child centered and teacher guided curriculum, in which children are encouraged to construct their own knowledge. We are committed to creating a nurturing learning environment in partnership with parents to develop a sense of belonging and high self-esteem in each child. We hope this will become the foundation on which to begin a life long learning process and to launch a positive sense of self, others and the world around them.

### We strive to...

- ... Nurture positive self-esteem by providing an environment for successful experiences.
- ... Provide opportunities for sharing, taking turns, making friends, resolving conflicts, helping others, recognizing and accepting others, and cooperating in projects to develop social skills.
- ... Encourage emotional development through verbal expressions of thoughts and feelings, finding acceptable ways of expressing feelings, and learning to recognize and accept emotions in others.
- ...Foster individual responsibility in self-help, health, safety and interpersonal areas, and facilitate appropriate independence.
- ...Encourage the physical development of large motor skills through outdoor and indoor activities, as well as fine motor development through the use

of manipulative toys and other small tools and writing utensils.

...Enhance creativity by offering many kinds of materials and experiences in music, art, dramatics and literature.

...Develop language, literacy skills and multi-lingual skills and appreciation through stories, music and songs, dramatic play, problem solving, group discussion, and a print rich environment.

...Facilitate cognitive development by broadening the child's experiences to increase their knowledge base, concepts and skills acquisition.

...Promote cross-cultural understanding and respect by providing children with experiences in diversity through multi-cultural and anti-bias curriculum.

...Stimulate divergent thinking by offering ample opportunity for hands-on experience in problem solving and exchanging ideas.

**The Multi-Age Classroom** is designed to foster the acceptance of differing abilities and ages. It allows the children to experience leadership and nurturing skills and creates a real life community where children grow together at their own rate and ability level. Children remain in the same classroom with the same teachers from year to year to create a security and consistency for youngchildren. Within the multi-age environment, each child has an individualized learning plan based on the child's interests, abilities and needs.

## Location

The Center is located in the Northwood Community Center on the University of Michigan North Campus Housing area.

**1000 McIntyre Drive  
Ann Arbor, MI 48105  
Telephone (734) 764-4457  
Fax: 764-9999**

## Website

<http://hr.umich.edu/childcare/northwood/index.html>

## Hours of Operation

**Monday – Friday 7:30 a.m. – 6:00 p.m.**

The Center is a year round program, and follows many of the closing dates of the University.

## Class and Schedule Options

**Full-time Classes-Blue Room & Green Room**  
2 ½ yrs. – 5 years  
Monday – Friday, 7:30 a.m. – 6:00 p.m.

**Half- Day Preschool Classes - Purple Room**

**Morning Preschool Class**

2 ½ yrs. – 5 years  
8:45 a.m. – 11:45 noon

**Afternoon Preschool Class**

2 ½ yrs. – 5 years  
1:15 – 4:15 p.m.

## Classroom Adult/Child Ratio

There are two teachers and an Associate Teacher assigned to each classroom of 18 children. (1:6 Adult to child ratio)

## CDC Administration

**Lynn Herman – CDC Director**

Email address: [hermansl@umich.edu](mailto:hermansl@umich.edu)

**Judy Powers - Administrative Assistant - Enrollment, Admissions and Payment Specialist.**  
Email address: [jpowers@umich.edu](mailto:jpowers@umich.edu)

**Nancy Fidler – Afternoon Clerk, Senior – Budget Management, Newsletter Editor, classroom and clerical support.**

Email address: [nfidler@umich.edu](mailto:nfidler@umich.edu)

## CDC Classroom Staff

**Teachers** – Teachers are required to have a minimum of an Associate Degree in Early Childhood Education and at least two years experience working with preschool age children. Most teachers have a Bachelor's Degree in Early Childhood Education or equivalent Field of Study and experience teaching in a preschool setting.

**Primary Teacher** – Your child will be assigned a Primary Teacher for the duration of your child's stay in a particular classroom. The Primary Teacher will keep particular records on your child's development and be your main point of contact for conferences and other developmental concerns for your child. All teachers are equally responsible for all children while in the classroom.

**Associate Teacher**– Associate Teachers have a minimum of a CDA credential or equivalent with some experience. The assistant helps to provide for the safety and comfort of the children in the classroom and contributes ideas for activities and experiences during lesson planning. One Associate Teacher is assigned as a permanent support position to provide consistent care and assistance for all classrooms during staff lunches, planning and absences.

**Temporary Assistants** – Assist in all classrooms in order to maintain adult/child ratio during permanent staff lunches and planning times as well as teacher absences.

**Foster Grandparents** – is a county run organization that brings seniors from the community into the center to provide an intergenerational experience for the classroom. One foster grandparent is assigned to a classroom.

**Volunteers** – Parents, University Students, and members from the community are welcome to volunteer in the classroom. All volunteers will be screened for and are monitored while in the classroom. Volunteers offer support and attention to the children in the classroom.

## Northwood Community Child Development Center Calendar 2008 – 2009 Program Year

August 25 - 29	<b>CDC Closed</b> - Teacher In-Service Home Visits & Open House
September 1	<b>CDC Closed</b> – Labor Day (National Holiday)
September 2	First day of school for 2008-09 school year
Nov. 17 – 21	Parent/teacher conferences (CDC remains open normal hours)
Nov. 27 - 28	<b>CDC Closed</b> - Thanksgiving (National Holiday)
Dec. 22 – Jan. 2	<b>CDC Closed</b> (University Semester Break) <b>Optional care available Dec. 22 &amp; 23</b>
January 19	<b>CDC Closed</b> – MLK Day (National Holiday) <b>Optional care available</b>
Feb. 23 – 27	<b>CDC Closed</b> (University Winter Break) <b>Optional care available 2/23 through 2/26</b>
March 16 - 20	Parent/teacher Conferences (CDC remains open normal hours)
March 27	<b>CDC Closed</b> – Teacher In-service Training (MiAEYC)
May 25	<b>CDC Closed</b> – Memorial Day (National Holiday)
July 3	<b>CDC Closed</b> - Independence Day (National Holiday)
Aug. 21	Last day of school for 2008-2009 program year
August 24 – 28	<b>CDC Closed</b> – Summer Break

## **Eligibility**

1. The Center is open to Northwood Community residents, University Students and University Faculty/Staff, and the general public.
2. Entering children must be between 21/2 to five years of age (prior to kindergarten eligibility age), based on Michigan child care licensing rules. Application is open to children who meet eligibility requirements without regard to race, sex, sexual orientations, creed, religion, national origin, ancestry, or any handicapping condition.

## **Enrollment Policy**

Applicants for childcare will be given preference in order of the categories listed below, provided the application is completed by specified times. Call the Child Development Center for more information, (76)4-4557. Within each category, date of application shall be considered. Also, families interested in a ten month (or longer) enrollment agreement will be given preference over those interested in shorter terms. Residents of Northwood Community Apartments will be given priority over non-residents.

## **Enrollment Priority Waitlist**

1. Currently enrolled children who will continue in the same classroom.
2. Siblings of enrolled children who plan to attend concurrently with their brother or sister.
3. Northwood Community Apartments residents.
4. Children who attended the program at least 6 months during the preceding term.
5. Nonresidents of Northwood Community affiliated with the University (student, faculty, and staff).
6. General public.

## **Family Tuition Discount**

There is a 5% discount offered to each additional child enrolled from the same household.

## **Enrollment Procedure**

A waitlist is established based on the above criteria along with the criteria of openings that become available. Age and gender balance requirements of each classroom and classroom session determine type of opening available.

We offer year round open enrollment. You will be notified as soon as a space becomes available for your child. You will receive a Confirmation of Enrollment letter confirming your child's schedule and tuition. Once your child has been enrolled into the program, there is a one time non-refundable registration fee.

## **Registration Fee**

A one time, non-refundable registration fee must be paid upon enrollment. These funds are used for processing enrollment and are not refundable, without exception.

## **Persons Authorized to Pick Up Child**

At the time of enrollment, parents must provide the names and telephone numbers of persons authorized to pick up the child. Parents or Guardians are responsible for notifying the program of any changes in the authorization.

If someone other than an authorized person (as indicated on the Emergency and Authorization card) is to pick up your child, the program must be notified in writing or by phone if a parent calls, identifies themselves, and gives the name of the person to pick up. The phone-in request to be picked up by an unauthorized person must be approved by a staff member and the director. We will release children to authorized persons only. If a non-custodial parent is prohibited from picking up a child by court order, the Center must have copies of current legal documents on file. Without a court order, both parents are allowed to pick up children.

# Admission Policies and Procedures

## Parent Orientation

A Parent Orientation is required for all new families. At least one parent must attend parent orientation prior to the child's first day of school. Program policies and procedures will be reviewed with each family, and parents will receive enrollment forms at this time. It is also a time for parents to ask questions about the program.

## Parent/Child Visit

A scheduled parent/child visit to the assigned classroom is required prior to the first day of school. The visit will last for about an hour. We ask that the parent remain in the classroom during the entire visit. This is an opportunity for the child and parent(s) to meet the teachers and other children and for the child to explore their new classroom. Parents and teachers may discuss the transition plan into the classroom that best meets the needs of the child.

## Required Forms

The program is required to maintain a file on each registered child. Parents are required to return the following completed forms before the child attends class:

### 1. Child Care Agreement

The Child Care Agreement explains which program the child is enrolled, the tuition amount and enrollment period.

### 2. Child Information Record

A Child Information Record must be completed and signed by the parent(s) or guardian(s) for each child enrolled in the program. It is important that all phone numbers, email addresses, and addresses be kept current on this form. The child

information record will be completed each year your child attends CDC.

### 3. Current Immunizations

Documentation of current immunizations, or a signed statement of parental objection to the immunization, or a medical exemption signed by a physician must be submitted before a child may attend class.

### 4. Health History

Parents are required to complete a brief health history to inform the Center of any health concerns.

### 5. Developmental History

This form gives the program necessary information to help the staff know as much as possible about your child. The information is confidential and is reviewed only by program personnel.

### 6. Parental Permission Form

The Center requires parental permission for some practices, such as applying sunscreen, photographing children's activities, and including family information in our class directory. Parents must sign at their own discretion to give permission for such practices.

### 7. Health Appraisal

The State of Michigan requires updated health related information on all children enrolled in child care programs. This form must be filled out and signed by your child's source of medical care. The information must be in their file within 30 days after the child's first day of school. Health appraisals are required to be updated every two years to meet licensing regulations.

## Tuition Policies

Fees are determined by each parent's eligibility status and the term of the tuition agreement.

Tuition is based on enrollment, not attendance. Therefore, no credit is provided for absences due to approved University Holidays, teacher in-service training days or for reasons beyond the reasonable control of the staff (i.e. weather, utility interruptions, etc). No tuition will be charged for the determined weeks the center is closed during the program year. (Refer to the Center Calendar.) Tuition has been adjusted with scheduled center closings and monthly payments reflect an average of the total amount.

Enrollment may be withdrawn by written notification from Northwood CDC whenever a parent is not current with tuition.

To qualify for Resident tuition rates, a parent must officially occupy a Northwood Community Apartment during the entire term of the tuition agreement. Resident status will be verified by picture I.D. and Housing Information Office records. Parents are responsible for promptly notifying the Center of any change in residence. Tuition rates will be recalculated based on the non-residency rates for the remainder of the tuition agreement term. If parents fail to notify the Center of a change, the tuition agreement may be terminated at the CDC Director's discretion with a 30-day written notice.

The Center reserves the right to revise the tuition schedule. A 30 day written notice of any change of tuition will be given to parents prior to its implementation.

### Payment Policies

A one time, non-refundable registration fee must be paid upon enrollment. These funds are used for processing enrollment and are not refundable, without exception.

Upon enrollment parents are asked to sign a Child Care Agreement. Tuition is based on the total contract period and divided into equal monthly billings for the convenience of both parents and the Center.

Upon notification that a space is available, a signed Child Care Agreement must be returned to the Center at least one day prior to the first day of the class. Failure to return the Agreement may result in relinquishing the space to another child.

Monthly tuition must be paid in full on or before the last day of the preceding month.

**First payment is paid at the Child Development center. Checks should be made payable to the University of Michigan.**

Tuition for Residents and University staff is billed to the parent's University account and can be viewed and paid using Wolverine Access. Families without a University affiliation will make payment directly to the Child Development Center each month. A late fee of thirty (30) dollars shall be charged whenever an account is not current by the beginning of a month.

### Early Withdrawal

You may terminate the Child Care Agreement before the end of the contract period by submitting a written notice 30 days prior to the date you wish to withdraw your child from the program. If the 30-day notice requirement is not met you will be held responsible for full payment for that period. **A cancellation fee of \$175.00 per family for full time programs and \$100.00 for part-time programs will be charged for early contract cancellation.**

The center reserves the right to withdraw a family from the program with a 30-day written notice to the parents due to late payment or other reasons determined by the program director.

**UNIVERSITY OF MICHIGAN**  
**Northwood Community Child Development Center**  
**Tuition and Fee Schedule**  
**2008-2009**

Monthly Tuition Rates

Listed rates are based on a 12 month (48 week) contract. Add an additional \$10/month for contracts through June OR an additional \$20/month for contracts ending prior to June.

Full Day Preschool Program

Mixed aged classrooms (2 1/2 – 5 years)  
 7:30 AM to 6:00 PM

Schedule	Resident	Non-Resident
5 days per week	\$935.00/month	\$955.00/month
4 days per week	\$755.00/month	\$775.00/month
3 days per week	\$555.00/month	\$575.00/month
2 days per week	\$385.00/month	\$405.00/month

Part-Day Preschool Program

Mixed aged classrooms (2 1/2 – 5 years)  
 Morning Session 8:45 AM to 11:45 AM  
 Afternoon Session 1:15 PM to 4:15 PM

Schedule	Northwood Resident	Non-Resident
Tuesday/Thursday	\$225.00/month	\$235.00/month
Monday/Wednesday/Friday	\$325.00/month	\$340.00/month
Monday – Friday	\$510.00/month	\$530.00/month

Other Fees

All applicants must pay a one time registration fee of \$75 to enroll in any program. Any program change from original contract will result in a \$25 program change fee. If a parent is late picking up a child, a late fee of \$2 per minute will be applied according to the late fee policy. Contracts may be ended early with a 30 day written notice and early withdrawal fee of \$100 for half day programs and \$175 for full day programs.

## Financial Assistance for Child Care Tuition

University of Michigan students, faculty, and staff, may be eligible to receive financial assistance to help pay for child care. The University offers two forms of financial aid for child care expenses. The Child Care Tuition Grant Program offers discounted child care rates at UM Central and North Campus centers. The Child Care Subsidy Program is a grant students can use to pay for care provided by any licensed child care provider.

If an individual meets the Child Care Subsidy eligibility requirements, he or she must apply for the subsidy prior to applying for the Child Care Tuition Grant. Once eligibility for the Child Care Subsidy is determined, the family may then apply for the Child Care Tuition Grant. The awarded amount will reflect the deduction of the Child Care Subsidy scholarship amount from the Child Care Tuition Grant amount.

### **Child Care Subsidy Program**

The Child Care Subsidy Program pays funds directly to University students to assist families in meeting the cost of licensed child care. This program is administered through the UM Office of Financial Aid. Families receive funds each semester to apply to their child care tuition expenses. Families may apply for the Subsidy at any time and begin receiving funds when their child is enrolled in a licensed program.

### **Eligibility for Child Care Subsidy**

Please note that the eligibility requirements include: current UM enrollment; **if married UM student**, spouse must also be a student or employed 20 hours per week. Please see the Financial Aid web site at: [www.finaid.umich.edu/child](http://www.finaid.umich.edu/child) for complete eligibility requirements and application information or contact the Office of Financial Aid at 763-6600.

### **Child Care Tuition Grant Program**

Child Care Tuition Grants are available for eligible University faculty, staff and students (including research fellows and post-docs) who have children enrolled at the UM child care centers on Central and North Campus: Northwood Community Child Development Center; Pound House Children's Center or UM Children's Centers. The funding for

the Child Care Tuition Grant is supported through the Provost's Office.

### **Eligibility for Tuition Grant**

Eligibility for a Child Care Tuition Grant is determined using the Housing and Urban Development (HUD) guidelines for Washtenaw County, which are reflective of family size and median income and awards will vary based on these criteria. Parents receive a grant application with the enrollment forms when their child is enrolled at the Child Development Center. Completed Grant applications for the Child Development Center should be submitted at the time of enrollment to the Child Development Center. Applications will be evaluated, eligibility determined and families notified of grant awards. The grant amount is deducted from the monthly tuition paid to the Child Development Center. Enrollment in the tuition grant program is on a continuous basis with applications accepted at any time. Re-application or verification of no change in income is necessary each semester for families wishing to continue in the program.

Please feel free to contact Judy Powers if you have any questions regarding child care tuition assistance at the Child Development Center. Judy can be reached at 734-764-4557 or e-mail: [jpowers@umich.edu](mailto:jpowers@umich.edu).

## **Late Pick Up Policy**

Each classroom schedule has a fifteen-minute period before the closing time where the children are prepared for going home. Parents are expected to pick up their child by the time of the session closing or before. It is helpful to arrive before the closing time if you wish to speak briefly with the teachers about your child's day. Families will be charged a late fee under the stated policy if parents arrive past the closing time. The AM session ends at 11:45 a.m., the PM session at 4:15 p.m., and the full-day sessions close at 6:00 pm. We understand that occasionally emergency circumstances occur. Please notify the center if you know you are going to be late. This is helpful to the staff and the staff can also prepare your child for your late arrival. Knowing you have called can be a comfort to your child.

There are two circumstances where lateness will require a late fee payment.

**1. Perpetual lateness of 3 to 10 minutes.**

- By the third incident of a brief late pick up, you will receive a warning letter from the administration.
- After a warning letter has been sent home you will be expected to pay \$2/per minute that you are late. The \$2/min. late charge will continue for each time you are late following the original warning letter.\* (See asterisk below.)

**2. Extended lateness of 10 minutes or more.**

- If you know you are going to be late please notify CDC as soon as possible
- Extended lateness of 10 or more minutes will automatically be charged \$2/per minute of lateness due to the need for two staff people to stay overtime.

**\* At the discretion of the CDC Director, habitual lateness could result in the withdrawal of your child from the program.**

## **Keep Us Informed**

All information that is in your child's file must be kept current for us to provide the best services to children and their families. You will be asked to fill out a new information card each year. It is the family's responsibility to inform the Center of changes such as:

- Home address
- Home and cell phone numbers
- Pager numbers
- Email addresses
- Work place phone or day-time phone number of Parent(s). If parent is a student, please provide name and phone number of advisor or a colleague that could reach the parent in case of an emergency.
- Name, address and phone number. of child's physician
- Person(s) authorized to pick up your child and their phone numbers.

## **Communication with Parents**

Open communication between parents and staff is essential in our program. We communicate with parents through:

1. Daily interaction with teachers - This may include a brief conversation of your child's day or other greetings and exchange of information. Classroom time is not the best place for long conversations. Please request a meeting with your child's primary teacher to discuss more detailed information.
2. Monthly Newsletters
3. Notes – important notices from the director and notes from your child's teacher will be sent home frequently. *Please check your mailbox every day for notes.*
4. Phone and e-mail – There are times when a conversation or e-mail message is the best way to contact parents.
5. Parent Bulletin Board – Check daily for lesson plans, menus and class calendar.
6. Dry Erase Board – keeps you informed of daily happenings.

## **Open House and Home Visits**

A Home Visit helps children talk with their teacher in a comfortable setting. The Home Visit includes the teachers coming to your home to meet your family and talk informally. Many children get very excited to see their teachers in the home. The home visit is optional and not a requirement. We understand if you are uncomfortable inviting teachers to your home.

The Half-Day program hosts an Open House before the beginning of the new school year. Parents and children meet the teachers and spend some time in the classroom, to provide a smooth transition into the coming year.

Both of these options are designed to promote the learning bridge between home and school and to build the partnership between parents and teachers.

## **Parent/Teacher Conferences**

Two parent/teacher conferences are scheduled during the school year. These conferences give staff members the opportunity to share their observations and assessments regarding your child's development. Additional conferences may be arranged by either the parent or the teacher as the need arises.

All parents of children are welcome to visit and participate at their convenience. Parents are encouraged to share time and talent and go on field trips with the class. We welcome your suggestions and invite your participation in all special events and activities.

## **Confidentiality Policy**

Your child's records: enrollment forms, health records, observation records, and written parent-teacher conference reports and all other information about your child and family is confidential and will only be accessible to you, program personnel, teaching staff and a person designated by the state licensing department to review our records for licensing purposes.

## **Children's Arrival and Departure**

For your child's safety, we require that you or an authorized adult (18 years old) accompany your child into the program at arrival and departure time. Please enter the classroom and sign time-in and time-out on the attendance sheet in the classroom. Signing in and out is required by Michigan Day Care Licensing rules, and is a safety measure. There is a space for parents' notes on the attendance sheet to record any messages to staff concerning your child. Please be sure that a teacher is aware of your child's arrival and departure.

## **Early and Late Care**

The staff at Northwood CDC recognizes the importance of Center opening and closing times to busy parents. Because schedules change dramatically as class schedules and job commitments fluctuate, we ask that parents notify teachers when drop off and pick up times will vary. Please note that children may not be with their regular classroom teachers during the early morning or late afternoon hours.

Parents who arrive before 8:30 a.m. should plan to drop off their children in the Purple Room. Teachers will be scheduled to arrive at the Center based on the number of children we are expecting, so ***it is important that parents communicate the expected arrival time with the classroom teachers.***

Children who are at the Center after 5:30 p.m. will play with quiet choices in the Blue Room until a parent arrives. ***We ask parents to give advance notice when planning to pick up a child after 5:30 p.m.*** so staff schedules may be adjusted. (Late pickup charges will not be applied before 6:00.)

## **Parent Advisory Council**

CDC encourages parent participation on a committee to review CDC policies, procedures, social events, and parent education programming. Meetings are held 4-6 times each year, or as needed, at a time that is mutually convenient for the group.

## **Supervisory Responsibility**

When the Center hosts special events for families (such as a potluck or ice cream social) or when parents are present in the classroom, parents will be expected to take the responsibility for supervising their children.

## **Program Questions and Concerns**

At CDC, we strive to maintain frequent and open contact with families. Parents have the opportunity to interact with classroom team members at the start and end of each day. Teachers are provided release time from the classroom to address personal concerns that a parent may not feel comfortable discussing in the classroom. It is important at this level to promote communication and understanding between parent(s) and primary teachers.

If parents and teachers are unable to resolve an issue they may request a meeting with the Director of the Child Development Center. If parents continue to have concerns, they may then request to meet with the Assistant Director of Northwood Community Apartments and finally, the Director of Northwood Community Apartments. In resolving any conflicts or grievances, the center's primary goals and objective will be to consider what is in the best interest of each individual child, as well as all other children in the classroom.

## Daily Routine

*Families are strongly encouraged to get their child(ren) to the school by 9:00 a.m. for the full-day program and at the start of the program for the half-day programs (8:45 am or 1:15 pm) in order for children to experience the full benefits of the program.*

### Discovery Time

Each classroom schedule incorporates discovery time where children are free to move throughout the room based on their interests and attention span. Teachers plan learning experiences to bring out each child's curiosity, develop problem solving ability, enhance language skills, read books, act out stories, and expand the understanding of cause and effect with a variety of materials.

### Large Group (Circle Time)

Classroom routines include one or more group times of 15 – 20 minutes. Children learn to sit for a short time while they participate in activities with the entire class. Some examples of Large Group activities include: singing songs, reading stories, finger plays, cooperative games, or music and movement.

### Outdoor Play

Daily outdoor activity is very important for young children and is planned as often as possible. We feel that a child that is well enough to be in the program is also well enough to play outdoors. This provides the fresh air and movement needed daily for your child's general well-being and healthy development. You can help your child enjoy outdoor activities by making sure that she/he is dressed properly for weather. In winter, this includes boots, warm coat, sweater, snow pants, mittens and hat.

### Small Groups

Teachers work with a small group of about six children to practice and extend new skill levels and concepts to children. The activities are teacher planned and directed based on classroom observations of the group's interests and abilities.

## Meals and Snacks

Snacks are provided by the Center and are served twice daily: once in the morning and once in the afternoon. Emphasis is placed on independence as the children serve themselves whenever possible.

Snacks usually consist of the following:

- a) Grains: crackers, bread, cereal
- b) Fresh or canned fruits, juice, and vegetables
- c) Proteins: eggs, chicken nuggets
- d) Dairy products: milk, yogurt, cheese

Lunches are provided by the family\*, and should be stored in an insulated lunch bag with an ice pack. Children are allowed to bring breakfast foods, if desired. To prevent choking, please cut grapes, hot dogs, and other small, round items in half lengthwise. Teachers may warm food items in a microwave oven, but are not able to fully cook any food products.

If a child has food allergies or restrictions, please notify the program in writing. Include the allergy symptoms and any remedies or precautions to be taken. CDC may provide some food substitutes or the family may be asked to supply alternatives to the menu choice.

**\*Due to severe allergies, please avoid peanuts and nut products whenever possible.**

### Nap and Rest (Full Day)

All children in the full-time program participate in rest or nap time in the early afternoon. Children are encouraged to rest quietly on their cots. Each child is required to have his or her own bedding and a large pillow case for storing the bedding at the center. All bedding must fit inside the pillowcase and will be sent home weekly to be laundered. Children are welcome to have security objects such as stuffed animals or blankets if needed at rest time.

Rest time is one hour long, but children may nap as long as 2 hours. After a rest period, children who are not napping can engage in quiet activities until naptime is finished.

## **Birthdays**

Children enjoy celebrating their birthdays in the classroom with their friends. We will have a simple birthday celebration on or near each child's birthday, unless you request otherwise. If you wish to send a treat on this occasion, we suggest something nutritious, such as cheese and crackers, fresh fruit or natural foods, muffins or bagels. Due to licensing and fire prevention regulations, lit candles will not be used in birthday celebrations.

## **Holidays**

The Child Development Center values many cultures and traditions. Parents may share their own traditions and culture with their child's class by reading stories in their primary language, sharing music, games, food and cooking projects, and other activities related to the child's family cultural experience. Please speak with a teacher, who will be happy to help you incorporate your ideas and traditions into the classroom.

The Center does not celebrate religious or cultural holidays as a group, but children may participate in discussions about their personal experiences.

## **Toys**

Families are encouraged to leave personal toys at home. Toys brought from home can be lost very easily at the Center. Also, we would like to encourage children to use classroom materials as much as possible. Children may not bring toy weapons to school since war play is discouraged at the Center. Sometimes teachers will ask children to bring a toy from home for show and tell, so children can practice using English and talk about their toy with their friends. Please help children understand that when they bring toys to school other children may want to play with them and disagreements may occur.

Soft "lovies" or other items (such as a blanket) that help children feel secure in the classroom are welcome.

## **Field Trips**

First hand experience is an important way for young children to learn more about the world around them. Field trips will be planned throughout the year to provide a variety of "out of school" experience. Excursions away from school may involve walking or riding the University of Michigan bus.

## **Children's Belongings**

Please clearly label all clothing worn to the Center with the child's name. Each child will have a personal bin for their belongings.

## **Things to Bring**

Half-Day Children need to bring:

- Extra set of seasonal clothes to remain in school. (underwear, socks, shoes, shirt etc.) Please label all belongings.
- Diapers, or pull-ups and wipes if child is not toilet trained.
- Appropriate clothing for playing outdoors according to the weather of the day.
- Personal water bottles labeled with the child's name. Water bottles will be emptied and refilled daily. They will be sent home weekly for washing.

Full Day children will also need to bring:

- Each of the items described above.
- Rest time items – blanket, small pillow, small soft resting toy or comfort item. All items should fit in a large pillow case, and will be sent home weekly for laundering.
- Prepared lunch in an insulated lunch bag with an icepack, and a drink (juice box, soy milk etc.)

## Illness Policy

The Northwood Community Child Development Center promotes the protection of well children by preventing illness whenever possible. We encourage children to practice and develop good hand washing habits to prevent the spread of germs. We encourage an understanding of good nutrition and exercise for the development of healthy bodies. Other practices include the procedures for the onset of symptoms occurring at home or at school.

### At Home

If your child exhibits any of the symptoms listed below at home, keep your child at home until child is well and contamination of others is not a concern. Please notify the center of an absence as well as any identified symptoms so we will not expect your child that day and staff can be alert to possible contagions.

### At School

When the presence of the child poses a possible risk of spreading infection to other children, we will remove the child from the classroom. The child will remain with a staff member until the parent can be notified and the child is picked up. It is important that parents respond in a timely manner when picking up their child to provide the special care needed and prevent the spread of infection to other children and staff. The following guidelines serve as a framework of specific symptoms for which the child will be evaluated for exclusion.

- **Fever**

If an underarm reading of temperature is 99° F (37.8° C) or higher the child will be removed from the classroom and a staff member will keep your child comfortable until you are notified and can take your child home. Prompt pick up is expected.

If an underarm temperature reading is slight of the 99° F (37.2° C) and after monitoring the child over a period of time the child is not able

to actively participate and is exhibiting unusual behavior and appearance, the child will be removed from the classroom and you will be called to pick up your child. (see information about temperature measurement on page 18).

Other physical or behavioral symptoms where the child will be considered for exclusion from school may include but is not limited to:

- **Vomiting**
- **Diarrhea**
- **Unidentified Rash** – If a child is sent home with an unidentified skin condition, the child may not return without a physician's note indicating that there is no danger of contamination to other children.
- **Listless or unable to participate in normal daily activities**
- **Upper respiratory complications**
- **Unexplained change in behavior and or appearance**

If your child has been sent home with symptoms, it is important that your child not return to school until child has been symptom free for at least 24 hours or a doctors note indicating child's wellness and free of contaminating others.

### Exposure Notification

In the event of a known exposure of a communicable disease, parents and staff will be notified in writing so an alert to symptoms and following-up can occur.

### Immunizations

We require all students to have proof of immunizations before attending school. Waivers must signed if you have opted not immunize your child. (See page 19.)

### Inadequately Immunized children:

If a case of measles, mumps, rubella, pertussis or polio occurs in the Center, children who are not completely immunized will be excluded for the duration to prevent further spread of illness.

## **Medications Administered at Center**

Medications can be given at school, under the following guidelines:

- It is not the first dose
- It will not be mixed with food or drink
- Medication is labeled and in the original container
- Dosage matches bottle information
- Parents complete the required medication instruction form with the name of the medication, as well as the specific date and time medication is required
- Instructions for non-prescription (over-the-counter) medication must be provided by a physician and labeled with the child's name, physician's name and contact information, the medication name and dosage, and expiration date
- Medicines are to be placed in a locked container, and not be accessible to children

*Tip: In cases where medication will be administered at home and school, a parent may wish to request that the pharmacist provide a second labeled prescription container for the convenience of having medication in both places.*

## **Reporting Accidents**

If an injury occurs at school, a form will be filled out for parents. A staff member will verbally review the form with the parent(s) who will then be asked to sign the form acknowledging the incident. A copy of the injury form will be given to the parents for their personal record.

In the case of a serious injury the parent will be notified immediately. If we can not contact you we will contact your emergency person as indicated on the Child Information Record.

Parents will also be asked to fill out an injury report form if a major injury occurred off the CDC grounds. The parent is encouraged to inform the teacher of any serious injuries.

## **Health, Safety and Nutrition Curriculum**

Children practice safety and healthy habits in the classroom, such as hand washing and wearing helmets while riding bikes. Snack and lunches are served family style. Teachers sit with the children and have table conversation about food and nutrition. Children learn to serve themselves and they learn about the foods that other children are eating.

## **Evacuation Drills**

Fire, tornado and evacuation drills will be held for both children and staff throughout the year. Emergency instructions and maps are posted in each classroom.

## **Fire Safety**

Children learn about Fire Safety as a part of the curriculum. All classrooms participate in practice fire drills every three months. In an actual situation, CDC staff will pull the fire alarm and call 911. Staff and children will evacuate the building. A sign-in sheet will be used to take attendance. A designated staff person will check all classrooms and bathrooms for children and close classroom doors. Staff responsibilities during evacuation and emergency exit instructions are posted in each room.

## **Emergency Procedures**

All full-time staff members are trained and currently certified in First Aid, CPR, and handling Blood borne Pathogens.

In the event of a campus-wide or building security emergency, the Department of Public Safety will issue a security alert. If the instructions from DPS include locking the doors against an intruder, parents will not be admitted to the Center until the all clear signal is given.

## **Classroom Pets**

Children learn many things by observing and caring for classroom pets. Teachers supervise all contact between children and classroom pets or visiting pets. Please inform the Center if your child has an allergy to specific animals or pets, and the teachers will help them avoid exposure to that animal. Visiting pets may be required to document immunizations and/or a health certificate from a veterinarian.

## **Water Play**

Precautions are taken to insure that water play does not spread infectious disease. No child may drink the water. Children with sores or a rash on their hands may not play in the water. Fresh water is used, and is drained after the activity ends for the day.

## **Severe Weather Closing Policy**

The Northwood Community Child Development Center recognizes the important service they provide to University students, staff, faculty, and families in the Ann Arbor community. The Center will make every effort to remain open during adverse weather. You are not required to bring your child if at any time you do not feel it is safe to travel. However, regular payment is expected regardless of inclement weather closings.

### **CDC will be closed if:**

1. The University of Michigan campus is closed.
2. None of the CDC staff are able to be present to provide appropriate staff to child ratios mandated by the state child care licensing regulations.

### **CDC will be open if:**

1. A core number of staff can be present. We may have to make accommodations with the classrooms and staffing if significant numbers of staff are unable to arrive at the Center. We must maintain the licensing staff to child ratios to ensure safety. Therefore, if at any time more children arrive than are permitted by regulations, the Center will have to turn away children.
2. Parents may call the Northwood Child Development Center telephone line at 764-4557 after 6:30 a.m. and listen to the phone message to know if CDC will be open for the day.

## **Emergency Closing Policy**

If the Center needs to close during the day for any emergency (such as mechanical failure or other unexpected dangers) parents will be notified by telephone to pick up their children as soon as possible. If neither parent can be reached by telephone, the Center will contact those individuals listed on the child's Child Information Record.

## **Integrated Pest Management Notification**

As part of the CDC pest management program, pesticides are occasionally applied by the University. Parents will be informed prior to any pesticide application on the center grounds. Advance notice will be given by:

- A notice posted on the entrance of the school.
- A notice printed and placed in your child's mailbox.

Please notify the front desk if you would like a personal letter of notification sent to your home address.

During the spring and summer months, we often have bee and other insects present on the playground. Beginning in May and ending in September, the University will spray the infested areas on the third weekend of each month. You will be notified three days before spraying.

## **Transition to School**

Young children sometimes experience anxiety about being in a new situation, or about being separated from their parents. It is normal for some children to cry when parents are ready to leave. If this happens, teachers will discuss various strategies for handling the separation with you. Here are a few tips for a successful transition:

- Talk about school before your child's first day. Describe the schedule and some of the activities in the classroom.
- Stay for a short time, until your child is interested in an activity.
- When it is time for you to leave, always say goodbye. Tell your child you are going, and when you will return.
- Some children will cry for a few minutes, others may cry longer. Teachers will comfort the children.
- Call the center to check in!

## **Behavior Guidance and Discipline Policy**

The basis of the guidance and discipline policy at the Center is to encourage positive behavior. Since children generally desire positive attention from adults around them, negative behavior is greatly diminished when those adults provide a supportive and nurturing environment.

The staff provides a safe, hazard free setting with careful supervision. The Center's daily schedule, room arrangements, activities, and staffing patterns are designed to promote enjoyable learning experiences. Teachers model respectful and trusting relationships between adults and children, and demonstrate problem solving strategies. The curriculum includes activities that promote respect for others and verbal expression and understanding of feelings. Consistency and understanding the daily routine, reinforcing positive behavior, redirecting children and setting clear limits are the basis for facilitating self-control in children. Because we recognize that young children may not understand or remember the rules provided for their safety, these rules or limits are frequently restated and defined. Though there are common limits and guidelines within the school, each teacher individualizes their responses according to each child and each situation.

In response to potential aggressive and disruptive behavior staff will:

- Set clear, consistent expectations.
- Prevent or restrict a child from hurting self or others.
- Acknowledge child's feelings of anger and frustration.
- Teach conflict resolution skills.
- Discuss behavior guidance strategies confidentially with the child's parents.

In rare instances if a child is out of control with anger and frustration and poses a danger to him/herself and or others, the teacher will calmly and firmly remove the child from the situation. The teacher will stay with the child until he/she regains control. The teacher will then help the child work to a more appropriate resolution of the problem. The teacher will contact a parent to discuss any concerns. It is helpful to note changes occurring at home so we can better support the child through difficult times while at school.

If there is a continued pattern of inappropriate behavior, a parent/teacher conference will be scheduled to determine appropriate guidance and steps needed to best support the safety and most positive experience for the child as well as the other children in the classroom. The Center works closely with other professional University and community agencies regarding consultation and referrals for children and families.

**UNIVERSITY OF MICHIGAN  
NORTHWOOD COMMUNITY APARTMENTS  
CHILD DEVELOPMENT CENTER**

**Child Abuse and Neglect Policy**

• **Abuse and neglect of children is against the law.**

According to the Child Protection Law, Act NO. 238, Public Acts of 1975, as amended being Sections 722.62 1-722.638, Michigan compiled laws. "Child abuse" means harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare or by a teacher or teacher's aide that occurs through non-accidental physical or mental injury; sexual abuse; sexual exploitation; or maltreatment. "Child neglect" means harm or threatened harm to a child's health or welfare by a parent, legal guardian, or any other person responsible for the child's health or welfare that occurs through either of the following:

- I. Negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.
- II. Placing a child at an unreasonable risk to the child's health or welfare by failure of the parent, legal guardian, or other person responsible for the child's health or welfare to intervene to eliminate that risk when that person is able to do so and has, or should have, knowledge of the risk.

The full text of the Child Protection Law is kept on file at the center and also available online at

<http://www.michiganlegislature.org..194&highlight+child+protection+law>.

• **Caregivers are mandated by law to report abuse and neglect.**

Any staff member, volunteer or parent who has reasonable cause to suspect child abuse or neglect shall make an oral report to Division of Child Day Care Licensing of the Michigan Department of Consumer and Industry Services. The individual making the oral report will notify the director of the Northwood

Community Child Development Center that a report has been made. The Northwood Community Child Development Center director upon receiving the oral report of suspected abuse or neglect of a child by a staff member, volunteer or student-staff will remove the alleged perpetrator from the classroom and inform them that child abuse or neglect allegation has been made. They will be suspended from duties at the center until the director consults with the Office of Children and Adult Licensing representative and the University of Michigan Human Resource representative regarding the allegation and continued access to the center and children by the alleged perpetrator.

The center director will notify Northwood Community Apartments Administration of the report.

Within 72 hours of the initial oral report a written report containing the name of the child and a description of the abuse or neglect will be submitted to the Department of Humans Services and to the director of the Family Housing Child Development Center.

Individuals making a report of abuse or neglect will not be dismissed or penalized for making a report or cooperating in an investigation.

• **Staff, volunteers, consultants and parents need to be informed of the center's policies on child abuse and neglect.**

Staff, volunteers and parents will be informed of the UM Northwood Community Child Development Center abuse and neglect policy verbally during center orientation. A written copy of the policy will be distributed to staff, volunteers and parents who need to sign the attached statement indicating that they received and understand the abuse and neglect policy.

# University of Michigan

Cindy Darling-Fisher  
Alfred Taubman Library  
1135 E Catherine  
Ann Arbor, MI 48109

## How to Measure a Temperature Brief Version

Where should I put the thermometer?

You can take your child's temperature 3 ways: by rectum, armpit, or mouth. Taking the temperature in the rectum is the most accurate. Using the armpit is the least accurate. Which you use may depend on your child's age:

- With a baby less than 3 months old, use the armpit. It's easier and safer.
- With a child less than 4 or 5 years old, using the rectum is best. You can get an idea of how your child is doing with the armpit, if you have to.
- For a child over 4 or 5 years old, take the temperature by mouth.

How do I take a rectal temperature?

- Have your child lie stomach down on your lap.
- Put some petroleum jelly on the end of the thermometer and on the rectum (the opening of the anus.)
- Put the thermometer gently into the rectum about 1 inch. (If the child is less than 6 months old, put it in only about ¼ to ½ inch.)
- Hold your child still and leave the thermometer in 2 minutes.

Your child has a fever if the rectal temperature is over 100.4° F (38°C).

How do I take an armpit temperature?

- Put the tip of the thermometer in an armpit. Make sure the armpit is dry.
- Close the armpit by holding the elbow against the chest for 4 or 5 minutes.

Your child has a fever if the armpit temperature is over 99.0°F (37.2°C). If you have any doubt, take your child's temperature by the rectum.

How do I take a temperature by mouth?

- Be sure your child has not had a cold or hot drink in the last 30 minutes.
- Put the tip of the thermometer under one side of the tongue and toward the back. It's important to put it in the right way.
- Have your child hold the thermometer in place with his lips and fingers (not teeth) for 3 minutes.

Your child has a fever if the temperature is over 99.5°F (37.5°C) when taken by mouth.

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This content is reviewed periodically and is subject to change as new health information becomes available. The information is intended to inform and educate and is not a replacement for medical evaluation, advice, diagnosis or treatment by a healthcare professional.

### *Required Immunizations for Michigan Childcare/Preschool Attendance*

Age → Vaccine**↓	Childcare/Preschool Entry Requirements						
	Birth through 1 month	2 months through 3 months	4 months through 5 months	6 months through 14 months	15 months through 23 months	24 months through 4 years	5 years
Diphtheria, Tetanus, Pertussis	None	1 dose DTaP	2 doses DTaP	3 doses DTaP	4 doses DTaP		
Pneumococcal Conjugate (Required After January 1, 2007)	None	1 dose	2 doses	3 doses	4 doses OR age appropriate complete series	1 dose ≥ 24 mo OR age appropriate complete series.	None
<i>H. influenzae</i> type b	None	1 dose	2 doses		1 dose ≥ 15 mo. OR age appropriate complete series		None
Polio	None	1 dose	2 doses		3 doses		
Measles,* Mumps,* Rubella*	None	None	None	None	1 dose ≥ 12 mo.		
Hepatitis B*	None†	1 dose	2 doses		3 doses		
Varicella* (Chickenpox)	None	None	None	None	1 dose ≥ 12 mo. OR current lab immunity OR reliable history of disease		

\* Current laboratory evidence is acceptable instead of immunization with that antigen.

† Hepatitis B may be administered as early as birth. This table represents the minimum required immunizations for childcare centers.

For more information, please refer to [www.michigan.gov/immunize](http://www.michigan.gov/immunize)

\*\*All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

