

WELCOME

Dear North Campus Children's Center Families,

We warmly welcome you to the University of Michigan North Campus Children's Center. You have chosen to enroll your child in a quality program that brings together the best of two long standing university children's programs. 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 North Campus Children's Center. Please read the information thoroughly. If you have 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, 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,

Julia Koumbassa
North Campus Children's Center Director

Revised August 2021

Contents

Mission Statement

Philosophy Statement

Program Overview

Research and Training

Quality Assurance

State Licensing

Annual Program Evaluation by Families

Center Staff

Administrative Staff Positions

Director

Program Director

Administrative Assistant

Teaching Staff

Lead Teacher

Associate Teacher

University Undergraduates

University Student Employees

Foster Grandparents:

Staff Screening

Ongoing Training for Staff

Enrollment Policies

Enrollment Priority

Admission Procedures

Required Forms

Financial Policies

Payment Policies

Flexible Spending Account

Late Tuition Payments

Cancellation of Enrollment due to non-payment

Financial Assistance for Child Care Tuition

Late Pick-up Fees

Early Withdrawal from the program

Continued Enrollment

Communication

Contact Information

Confidentiality Policy

Program Questions and Concerns

Parent Involvement Committee

Health and Illness Policies

Health and Wellness

Illness

Indicators of Illness

Conditions for Exclusion from the Center

Fevers

Vomiting

Diarrhea

Rash

Ear Infections

Head Lice

Other Illnesses

Medication Procedures

Inadequately Immunized Children

Required Health Records

Contingency Plans for Child Care in Case of Illness

Health, Nutrition and Safety Policies and Procedures

Reporting Accidents

Injury

Emergency

Blood Borne Pathogens (BBP)

Smoking Prohibited

Pesticide Notification: Integrated Pest Management Program

Water play

Classroom Pets

Hand Washing Procedures

Sanitization Procedures for Toys and Eating Surfaces

Health, Safety and Nutrition Curriculum

Nutrition Policy

Lunches

Snacks

Food Allergies and Food Restrictions

Restrictions

Safety and Security

Fire and Evacuation Drills

Release Authorization for a child

Visitors to the Center

Severe Weather

Emergency Closing Policy

Notes for Parents

Child Abuse Policy

Classroom Information

A Child's First Days

Observations

Clothing Guidelines

Outside Play

Sunscreen and sun-block application

Children's Arrival and Departure

Classroom Celebrations—birthdays, last day, other celebrations

Toys from home

Field Trips

Holiday Celebrations

Parent Participation and Involvement

Daily Routine
Behavior Guidance and Discipline Policy
Center-Wide Events
Afterword

LOCATION:

The North Campus Children's Center is located in the UM North Campus Research Complex (NCRC) adjacent to the University of Michigan Northwood Community Apartments.

**2800 Plymouth Road
Ann Arbor, MI 48109**

Telephone: 734-763-3939

Fax: 734-763-8845

Website: <http://hr.umich.edu/childcare/northcampus/>

Hours: Monday – Friday 7:30 am – 5:30 pm

NCCC ADMINISTRATION

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University of Michigan North Campus Children's Center

General Information

Mission Statement

The University of Michigan Children's Programs are committed to:

- Providing exemplary early childhood care and education for children of University faculty, staff and students. Members of the community are welcome to enroll at the North Campus Children's Center.
- Collaborating with and serving as a resource for the University faculty's educational, research and service missions.
- Providing students interested in the development of young children with a setting for observation, participation and research.
- Forming partnerships among parents, early childhood teachers and researchers to achieve these goals.

Philosophy Statement

Our program is dedicated to providing a safe, supportive, consistent, challenging and holistic environment for young children and their families. Each child's day has an individual rhythm, as well as a predictable flow and structure. To ensure this balance, we provide a warm, nurturing setting that encourages children to learn through hands-on interactive exploration. A play based approach 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. Staff receives comprehensive ongoing professional development to keep current with the unique needs of young children and their families.

We believe this philosophy represents the foundation on which to begin a lifelong 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 an inclusive environment meeting the unique and special needs of all children.
- Provide opportunities to develop social skills.

- Encourage emotional development through verbal expressions of thoughts and feelings, finding acceptable ways to expressing feelings, and learning to recognize and accept emotions in others.
- Foster responsibility for oneself in self-help, health, safety and interpersonal areas and to 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, blocks and puzzles 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 multilingual skill 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.

Program Overview

University of Michigan North Campus Children's Center (NCCC) is a program serving children from 3 months until age-eligible for Kindergarten, with both half-day and full-day classes for preschool age children and full-day classes for infant and toddler age children. The Program provides young children with an exemplary early childhood education experience while serving as a resource for the University faculty's scholarly agenda and providing University students interested in the development of young children with a setting for observation, participation and research. Class schedules and times are available at the center.

Our curriculum is designed to nurture social behavior and enhance the child's self-concept. The developmentally appropriate program includes a balance of child and teacher initiated activities to build into a well-defined and consistent daily routine. A hands-on approach to learning is implemented to provide a child centered curriculum with teacher guidance. Our play-based curriculum is designed by teams of professional teachers in a way that is ever evolving and adapting to meet the needs and interests of the children. Attention is given to social, cognitive and physical development. Children will have the opportunity to enjoy both large and small group activities that include music, art, cooking, math and science activities and other enriching activities.

The Multi-Age Preschool Level 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 group with the same teachers from year to year to create a security and consistency for young children. Within the multi-age environment, each child has an individualized learning plan based on the child's interests, abilities and needs.

Research and Training

A primary mission of the U-M early childhood programs is to provide observation, training and research opportunities for faculty and students. These individuals come from a variety of disciplines including psychology, education, social work, nursing, pediatrics, and psychiatry. The training and research activities at the Center are a positive addition to the program, and provide information on the development of children to the research community at large.

Quality Assurance

NCCC is professionally staffed and each classroom group includes a team of teachers comprised of Lead Teachers and Associate Teachers. Many of these teachers have advanced degrees in Early Childhood Education (ECE) and/or Child Development, and all are University of Michigan employees.

The teaching teams are complemented by university students. Undergraduate practicum placement students, temporary student employees, or graduate student researchers are routinely involved with each classroom of children. The adult to child ratio ranges between 1:3 and 1:8 within the programs.

State Licensing

NCCC is licensed by the State of Michigan and operate in compliance with the rules and regulations. The rules indicated set forth the minimum standards for the care and protection of children attending Michigan's child care centers. The regulations can be found at

https://www.michigan.gov/lara/0,4601,7-154-89334_63294_5529_7143---,0_0.html

Annual Program Evaluation by Families

All parents will be asked each year to complete a family survey concerning the program. This survey will give parents a chance to evaluate the program and class in which their child is enrolled.

Center Staff

Administrative Staff Positions

Director

The Director is responsible for the daily operation of North Campus Children's Center. In so doing, the Director is responsible for a variety of aspects of the operation of the program, some of which include: insuring the State of Michigan Licensing Rules for child care centers are met; supervision of enrollment of the program, overseeing collection of parent fees; evaluating staff annually; informing parents about program events and Center related information, overseeing the research and training within the program; ensuring that policies and procedures are current and available; monitoring and developing annual budget projections; providing for staff development and organizing training opportunities, providing guidance and direction to teaching staff in support of a well-planned play based curriculum; providing staffing and overseeing hiring; supervising the physical plant including all building and grounds. The Director is available to discuss any concerns regarding the philosophy and policies of the Center, or to negotiate difficulties.

Program Director

The Program Director provides support to the Director on any number of projects and tasks needed to operate the program. The Program Director is responsible for program assessment tools, and auxiliary programs such as parent education and social events.

Administrative Assistant

The Administrative Assistant coordinates all of the day-to-day communication within the Center. Additionally, this person assists the parents, students, staff, and the center and program directors in various aspects of program operation.

Resource Teacher

The Resource Teacher assists the center and program, staff, directors and parents in various aspects of program operation.

Teaching Staff

Each classroom is staffed with two to three professional teachers, sometimes four depending on the group size and age of the children. The teaching staff has paid planning time (or non-contact time) as part of their dedicated work day. The schedules of contact and non-contact time vary to accommodate the degree of supervision and participation in program activity that is associated with each teacher level.

Lead Teacher

The Lead Teacher is responsible for developing and teaching curricula in accordance with developmentally appropriate practices. Teachers are responsible for daily and ongoing communication with parents, supervision of Associate Teachers and University students, facilitating research and training activities of interdisciplinary departments and supporting the administrative, educational and operational activities of the Center in collaboration with the Director.

Associate Teacher

The Associate Teachers are responsible for assisting the Lead Teachers in the development of instructional methods and materials, teaching curricula in accordance with developmentally appropriate practices, evaluating, documenting and assessing the development and progress of children, and to assist in the research and training activities of interdisciplinary departments.

University Undergraduates

The UM Early Childhood Programs are child care centers serving as interdisciplinary research and training sites for the university. Each semester, university undergraduates are involved in practicum placements for various departments such as Psychology and Nursing. These courses are field placements for students interested in the growth and development of children.

Each academic semester the Psychology practicum “Directed Experiences with Children” and Project Outreach are offered through the UM Early Childhood Programs as a field placement for students interested in the growth and development of children. Students are supervised within each classroom placement by the designated classroom teachers.

University Student Employees

The UM Early Childhood Programs employ university students who work as support staff with the teachers and throughout the programs. These student employees often elect to return semester after semester throughout their undergraduate careers, providing long term work experience for the student and continuity of staffing for the Centers.

Foster Grandparents:

NCCC invites members of a county wide organization that brings seniors from the community into the center to provide an intergenerational experience for the children in the classroom.

Staff Screening

In order to comply with licensing regulations, all staff members are screened by Michigan State Police and Michigan Protective Services for any substantiated criminal history on file within our state. State of Michigan fingerprinting.

Ongoing Training for Staff

Ongoing professional development opportunities for teachers and staff are provided by the UM Early Childhood Programs and occur throughout the year. Teachers are provided opportunities to attend Early Childhood Conferences and trainings on an annual basis. All staff is trained on the following topics:

- Cardiopulmonary Resuscitation (CPR)
- First Aid
- Bloodborne Pathogens
- Knowledge of Evacuation Procedures
- Identifying Signs & Symptoms of Child Abuse and Neglect
- Shaken Baby & Safe Sleep (infant teachers only)

Enrollment Policies

NCCC is open to the public while providing priorities to families currently affiliated with the University of Michigan, Ann Arbor campus, as students, staff, and faculty. Available spaces are filled based on a waiting list system, which includes enrollment priority criterion as described below. Enrollment occurs on an annual basis beginning in the late winter for the following fall, and as openings may occur within a school year in the event that a family leaves the Center. The waiting list provides a first-come, first serve, age eligible process using the enrollment priority criterion to determine the order in which families will be contacted. Families can access the waitlist application online at

<http://hr.umich.edu/childcare/>

Please note that children need not be toilet trained to be eligible to enroll at the Center for any age group.

Enrollment Priority

1. Siblings of children of University affiliated families', including Post doc and research fellows, currently enrolled at NCCC.
2. Children currently enrolled at a UM Center who want to enroll at a different UM center.
3. Families currently affiliated with the University of Michigan: This includes students, staff, and faculty.
4. Non-UM-Affiliated Families: Please note: Families who do not have a current UM affiliation are considered "Non-UM Families".

Admission Procedures

Final Acceptance of Enrollment

Final acceptance of an offer for enrollment requires a signed agreement and paid registration fee. There is a registration fee for children entering the program for the first time.

Parent Orientation

A Parent Orientation is required for all new families. An online orientation will be made available to new families. Program policies and procedures will be reviewed. Parents will have the opportunity to ask questions about the program at the time of the child's classroom visit.

Transition to School

At the beginning of the school year parents will be offered the opportunity to bring their children to an open house in order to visit their new classrooms and meet their teachers. Children beginning school during the school year (after September) are required to have a class visit. 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. Parent Enrollment Agreement

Financial policies and procedures are described in the Parent Enrollment Agreement as well as the child's schedule, tuition amount and enrollment period. This is the agreement that is required for final enrollment.

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 NCCC.

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. Child Family Information Form

This form gives the teacher important information to help them know as much as possible about your child. The information is confidential and is reviewed only by classroom personnel.

5. Parental Permission Form

The Center requires parental permission for some practices, such as applying sunscreen and non-prescription topical cream or lotion, research, and including family information in our class directory. Parents may sign at their own discretion to give permission for such practices.

6. 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.

For children 29 months of age and younger:

- The initial health appraisal must be performed within the preceding three months of enrollment and must be updated yearly.

For children 30 months of age and older:

- The initial health appraisal must be performed within the preceding year of enrollment and must be updated every two years.

Financial Policies

Registration Fees and Tuition Deposits:

- In order to secure a child's space for the upcoming school year, a registration fee for new families will be due.
- **Registration fees are not refundable.**
- A tuition deposit is payable at the time of enrollment. The tuition deposit is equal to one-half of the monthly tuition amount. The deposit is held throughout the time a child is enrolled at NCCC. For families continuing for multiple years, the tuition deposit will move forward to the next school year. For families completing their agreement period, the deposit will be returned. Families withdrawing prior to the end of their contract will receive full credit for their deposit if 6 weeks written notice is provided. The tuition deposit will not be returned if notice is not provided.
- Families eligible for financial assistance who wish to make a payment plan for their tuition deposit may discuss this with the Director.

Payment Policies

Tuition

Tuition is based on enrollment, not attendance; therefore, no credit is provided for absences due to a child's illness or vacations or for reasons beyond the reasonable control of the staff (i.e. weather, utility interruptions, etc.). No tuition will be charged for the determined days the center is closed during the program year. (Refer to the Center calendar).

Flexible Spending Account

Families participating in flexible spending account programs can receive documentation from the Center for processing their reimbursement.

Late Tuition Payments

Late tuition payments will be charged a late fee. This fee will be applied the day after payment is due.

Change of schedule fee

An administration fee will be charged for any change made in program or schedule with the exception of a scheduled transition.

Cancellation of Enrollment due to non-payment

Enrollment may be cancelled by written notification from NCCC if a parent is not current with tuition. Please speak with the NCCC Director if special circumstances arise that make paying tuition difficult to discuss possible payment plans.

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 Ann Arbor Campus sponsored programs. The Child Care Subsidy Program is a grant students can use to pay for care provided by any licensed child care provider and is offered through the Office of Financial Aid.

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. Families may be eligible to receive additional funding from the Child Care Tuition Grant.

For information and eligibility requirements, visit:

Child Care Subsidy site:

<http://www.finaid.umich.edu/Home/HowtoApplyforAid/StudentswithChildCareExpenses.aspx>

Child Care Tuition Grant:

<http://hr.umich.edu/worklife/childcare/moneymatters.html>

If you have questions or require further information about the Child Care Tuition Grant, please speak the Child Care Tuition Grant coordinator. Contact information is available at the Center.

UM Early Childhood Centers Scholarship Program

The UM Early Childhood Centers have had a long-standing commitment to families who may demonstrate financial need through the support of the Early Childhood Centers scholarship program. There are partial tuition financial assistance programs for eligible families who are enrolled at NCCC and for UM-affiliated and Non UM-affiliated families.

Late Pick-up Fees

Each classroom schedule has a fifteen minute period before closing time where the children are prepared for going home. Parents are expected to pick up their child by the time of closing or before. Families will be charged a late fee if parents arrive past the closing time. Please notify the staff if you know you are going to be late. This is helpful

to the staff and the staff can prepare your child for your late arrival. Knowing you have called can be a comfort to your child.

- Parents who are late inconvenience the Centers' staff as well as their own children.

Reaching a third late fee may result in the termination of service indicated by the original signed financial agreement.

Early Withdrawal from the program

Occasionally, a family must leave the program prior to the end of the school year. A parent must complete an early withdrawal form and submit it to the office to indicate dates for leaving the program. A 6 weeks advance notice must be given in order to receive deposit paid upon your child's enrollment.

Continued Enrollment

Each year in the late winter, currently enrolled families will receive information regarding enrollment for the following school year. Parents will be given the opportunity to enroll siblings at this time and information regarding new tuition rates and policies will be provided.

Communication

Open communication between parents and staff is essential in our program. Daily communication with your child's teachers allows for information to be shared. This information is pertinent to both you and the staff in better understanding your child. Working in partnership and communicating regularly can achieve mutual understanding and greater consistency. Any information that parents may give to the staff regarding changes in a child's normal routine is appreciated. These changes often affect a child's behavior, and if the staff is aware of these changes, greater sensitivity can then occur.

We communicate with parents through:

- Daily interaction with teachers - This may include a brief conversation at drop-off or pick-up time. 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.
- Kaymbu electronic messaging is a document and sharing platform. It is used for integrated standards based assessment, photo sharing, documentation and messaging. Kaymbu is the primary method of communication.
- Email - NCCC will use email as additional form of written correspondence to families that may include center and classroom activity schedules, notification of events, policy and procedure reminders or changes and many other topics. Correspondence will be sent to the email address(es) listed on the Child Information Record. Please be sure to supply your primary email address to us for this important correspondence.

- Notes – important notices from the director and notes from your child’s teacher will be communicated by Kaymbu electronic messaging. Notices may be posted within the center or on the monitor at the entrance.
- Daily notes for infants and toddlers by Kaymbu electronic messaging.
- Phone – There are times when a conversation is the best way to contact parents.
- Check for lesson plans, menus and/or class calendar in the classroom

Center Information

The Center provides the parent community with information regarding the program. Information is available on our website. www.childcare.umich.edu

Parent-Teacher Conferences

Parent-Teacher conferences provide an opportunity for parents and teachers to share information about each child in a private meeting time. These conferences are held yearly. At any time, either you or your child’s teacher may schedule additional conferences.

The Ages and Stages Questionnaire (ASQ) is a developmental screening tool that is used at a child’s entry to the program. This assessment is for both families and teachers to complete, giving a comprehensive look at the child’s strengths as well as a method to indicate concerns.

Listening Visit-Listening visits offer families an opportunity to share information with us about them and their child. Listening visits are a time for the family to do the talking. Some things we hope to learn in listening visits include what you think are your child's strengths, what your hopes and dreams are for your child, and any important information we should know (i.e. allergies or health needs, special routines, etc.)

Learning Stories and Portfolios

Contact Information

It is important that parents keep contact information up to date at the center. If contact information including phone, cell phone, address and email change, please notify us by updating the information with the front desk.

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.

Program Questions and Concerns

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 able to meet 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 NCCC. 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.

Family Connections Gathering

NCCC encourages parent participation to assist with social events, and parrel parent education programming. Meetings are held 4-6 times each year, or as needed, at a time that is mutually convenient for the group.

Health and Illness Policies

Health and Wellness

The policies and practices of the NCCC are designed to promote the health and wellness of all of its participants. Gross motor and outdoor play are prioritized on a daily basis, with these times of active play balanced with quiet activities and rest. The physical environment is maintained in a clean and sanitary condition. Policies are in place to make certain that children and staff will be safe, and the sharing of a contagious illness will be kept to a minimum. Careful records are kept documenting regular health check-ups and immunizations. 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. All full-time staff are trained and currently certified in First Aid, CPR, and Bloodborne Pathogens.

Parents and teachers are encouraged to work together in the best interests of the children. When your child has a contagious illness, we ask that you notify the teachers so that they and other parents in the room can know to be aware of signs of the illness. In return, teachers will be proactive in bringing any indications that children may be ill or injured to the attention of parents. When a contagious illness has been diagnosed by a medical professional, parents of the children in that classroom will be notified of the illness. The family's and children's confidentiality will be maintained.

Illness

Our illness policy is that if your child is well enough to be in the Center, he/she is well enough to go outdoors and participate in all activities.

Indicators of Illness

For the safety and wellbeing of the children, families, and staff, it may not be appropriate for a child to remain at the Center if the following indicators of illness are present:

- Significant changes in a child's activity level or behavior that prevents the child from comfortably participating in routine activities while at the Center.
- Symptoms of illness, such as excessive coughing, breathing difficulties, diarrhea, vomiting, loss of appetite, etc.
- Significant change in how the body temperature feels to the touch.
- Significant change in the child's appearance.
- Comments or complaints from the child indicating illness.
- A need for more sleep than usual; drowsiness, longer or frequent rest periods, or difficulty in waking up.

Conditions for Exclusion from the Center

If your child exhibits any of the symptoms listed below while at the center, the parents will be notified to pick up their child immediately. Staff will make every effort to provide a separate space and comfort for a child waiting to be picked up because of illness.

Infants six months of age and younger may be excluded if caregivers observe that they are not eating, or drinking normally. Parents will be asked to consult their child's physician before returning their child to the Center.

Exclusion may also be necessary for other illnesses if the child is unable to participate and staff determines that they cannot care for the child without compromising their ability to care for the health and safety of the other children in the group.

If your child exhibits any of the symptoms listed below at home, keep your child home until she/he 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.

Fevers

The following policy will be used to determine whether a child with a fever shall be excluded from participation at the Center. A child's temperature will be taken if staff members observe one or more of the previously listed indicators of illness. Staff members will give careful consideration to factors that might affect body temperature to avoid readings due to influences other than illness. If the child's temperature is higher than normal, the parent or authorized person will be alerted that there is a fever concern for the child. The child will be observed for signs or symptoms of illness (consideration will be given to each child's own typical, individual habits).

- **For infants under six months of age:**

If the second temperature reading is 100.0 degrees or greater, the child's family will be notified, and exclusion from the center will be required. No other indications are necessary for exclusion for this age group. This policy is based on the concern that a mild fever may be the only sign of a serious illness in young infants.

- **For children over six months of age:**

If the second temperature reading is 100.0 degrees or greater, the child's family will be notified, and exclusion from the center will be required.

Children will be excluded until they have been fever free for 24 hours **without medication**.

Vomiting

Caregivers will be careful that vomiting is not mistaken for "spitting up" or other mild digestive disturbance. The parent will be informed after the first incidence of vomiting is observed. The child will be observed closely for other signs or symptoms of illness. A vomiting illness requires that the child is excluded from the Center after two or more episodes of vomiting occur within a 24-hour period.

Diarrhea

A diarrhea illness is characterized by an increased number of stools compared with a child's normal pattern or an increase in stool water and/or lack of formed substance in stool consistency.

The parent will be informed after the first incidence of diarrhea is observed. The child will be monitored for other signs or symptoms of illness. If the child is observed to have two diarrhea stools within a 24-hour period, the parent will be contacted to remove the child from the center. We realize that children, especially infants, may have incidents of diarrhea that are not necessarily a sign of illness and this will be taken into consideration when evaluating exclusion from the Center. However, diarrhea that leaks out from diapers and clothing presents a health hazard regardless of the cause. Children may be excluded because of this alone.

Rash

A rash with fever or behavioral changes is cause for exclusion from the program. If your child's physician notes that the rash is not infectious, the child may return to the center.

Ear Infections

If your child is diagnosed with an ear infection and has no signs of discomfort or fever after they have been on the medication for at least 12 hours, they may return to the Center.

Head Lice

A very common social nuisance is head lice. While they do not represent a serious health threat to children, they are very unpleasant, cause itching, and are sometimes hard to eliminate. They are highly communicable and are not a sign of poor hygiene. No family or child will be made to feel embarrassed by this condition. As always, confidentiality will be maintained.

Prevention of infestation is the best way to deal with head lice. Children will be discouraged from sharing combs or brushes, hats, and other headgear. Policies will be followed carefully to prevent the spread of head lice. If head lice are discovered at home, parents are asked to inform the child's teacher so that other parents can be alerted. If lice or nits (eggs) are discovered at the Center, parents will be contacted. Children should be referred for treatment. After the child has received the treatment recommended by the child's health professional he/she may return to the center. Recommendations on cleaning the child's clothing, personal belongings, and surroundings will be provided upon request.

Other Illnesses

Exclusion will be required for the following illnesses when symptoms are identified at the Center. This list is representative, but not all-inclusive.

Bacterial meningitis

Mumps

Chicken pox

Pertussis

Purulent Giardiasis

Impetigo

Hemophilus

Influenza Type B

Hepatitis A virus

Mouth sores with drooling

Respiratory Illness

Hepatitis B virus

Rubella

Herpetic gingivostomatitis

Hepatitis Non-A

Scabies

Influenza

Hepatitis Non-B

Shigellosis

Strep Throat

Measles

Tuberculosis

The source for the preceding policy guidelines is *Managing Infectious Diseases in Child Care and School*, a resource manual for health and safety standards for child care providers published in 2009 by the National Academy of Pediatrics.

Medication Procedures

Medication can be given at the Center if the following criteria are met:

- It is not the first dose, except with a physician's written permission for life-threatening situations.

- Not expired.
- Staff trained will administer medicine.
- Medication is in the original bottle and clearly labeled for a named child.
- Dosage and age matches bottle information.
- Medication Administration Form is completed with parent's signature.
- A physician's signature is required if an over the counter medicine has been recommended by physician that does not meet age requirements.
- Medications are stored at the front administrative area in a lock box or refrigerator not accessible to unsupervised children.

Medications given by device

- Parents or the health care professional provide written instructions or indications for use that include signs and symptoms that the medication is needed. Health Providers Action Plan.
- Parents or the health care professional demonstrate use of the device and any special care after use to all staff who will be administering the medication or other treatments.
- Documentation of the demonstration for use and care is made on the medication permission and instructions form.
- Medication will only be given by staff trained on the device. If in the event that trained staff are not available when medication is to be given by device, families are required to administer the device.
- The use of the device is monitored annually. If the device changes, training of new staff will be coordinated by family and center.

We will NOT give medications in bottles/food.

Please give medication to your child's teacher. Do not leave in child's cubby.

Tip: In cases where medication will be administered at home and school, a parent may wish to request from their pharmacist or physician a second container for the convenience of having medication in both places.

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 communicable period to prevent further disease spread. For information on current immunization schedules, please see the following website: <http://www.cdc.gov/vaccines/recs/schedules/child-schedule.htm>

Required Health Records

1. Immunizations

All children enrolled in the center are required by the State of Michigan to have a record of immunizations on file at the Center. The Center MUST have this information at the

time each child enters the program.

2. Physical Exam:

Within thirty (30) days after a child's first enrolled day at the Center, a record physical exam must be submitted to the Center. This is in accordance with State Michigan licensing requirements. It is essential that the record be complete so that the Center staff is alerted to any special health needs of your child.

- For children under 29 months, the physical must be updated every year.
- For children 30 months and older, the physical must be updated every 2 years.

3. Child Information Form:

All children must have a signed child information form on file, consistent with State of Michigan requirements.

No child will be permitted to stay until this CHILD INFORMATION form is on file.

Contingency Plans for Child Care in Case of Illness

We recommend that you arrange a few contingency plans for the care of your child in the event of an illness that prevents her/him from attending the Center for a few days.

University affiliated families may call the UM Work/Life Center at 734-936-8677 for information about using Kids Kare at Home or visit their website at <http://www.hr.umich.edu/worklife/kidskare/>

Health, Nutrition and Safety Policies and Procedures

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 then parents for their personal record.

In the case of a serious injury the parent will be notified immediately. If we cannot 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 NCCC grounds. The parent is encouraged to inform the teacher of any serious injuries.

Injury

Any injury requiring a physician's attention necessitates parental contact, and a request that a child be taken home may be made. Physician permission to return to the Center as well as physician guidelines for activities and care are requested after serious injury.

Emergency

In the case of an emergency, efforts will be made to contact parent/s. If the parent cannot be reached, a staff member will call 911 and the child will be transported to an emergency facility immediately.

Blood Borne Pathogens (BBP)

The Occupational Safety and Health Administration (OSHA) have issued a rule on bloodborne pathogens. Bloodborne pathogens are pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus and Human Immunodeficiency Virus (HIV).

Because health and safety of the children is always our first concern, these rules, while perhaps cumbersome in their implementation (i.e., using gloves, etc.) are designed with the children's and staff's best interest in mind. Incidents *where blood is present* include everything from a minor nosebleed to a severe laceration.

As a Center, we have developed an Exposure Control Plan, to be implemented in cases where there may be incidents where blood is present. This Exposure Control Plan (kept on file in the office) identifies the way that the Center will respond to incidents whenever blood is present according to OSHA regulations. The Center's staff members receive annual training under the bloodborne pathogens standard that covers the specifics of the procedures. In the event of an incident where a child or staff member has had a direct exposure of blood to the mouth, eyes or non-intact skin, an attempt will be made by the Center to arrange for a blood sample from the source of the exposure incident so that the blood can be tested for Hepatitis and HIV.

Smoking Prohibited

According to State and University guidelines, smoking is prohibited in all licensed child care centers and the University of Michigan campus including outdoor areas.

Pesticide Notification: Integrated Pest Management Program

As part of the NCCC 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 in two ways:

- A notice posted on the entrance to the premises.
- An email providing information.

Parents will be notified annually of the methods used to inform them of advance notice of pesticide application.

Water play

To temper summer heat, a sprinkler or hose may be used to provide water play for the children. This type of water play is in compliance with the recommendations of the State of Michigan Licensing Rules. Precautions are taken to insure that water play does not spread infectious disease. No child may drink the water. Children with sores or rash on their hands may not play in the water. Fresh water is used and is drained after the activity for the day.

Classroom Pets

Children learn many things by observing and caring for classroom pets. Teachers supervise all contact between children and classroom 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.

Hand Washing Procedures

Hand washing is the most important means of interrupting transmission of infection to children and staff. The following is an appropriate hand washing procedure.

1. Use warm water only, not hot, not cold.
2. Wet both hands and wrists well before applying soap.
3. Apply liquid soap to the palms first (about 1 tsp).
4. Lather well; spread lather to the back of hands and wrists.
5. Continue scrubbing, paying careful attention to fingernails and between fingers. The scrubbing time should be a minimum of 15 seconds.
6. Rinse hands and wrists to remove all soap and detergent.
7. Dry completely.
8. Turn off faucet using disposable towels when there is not knee control or remote sensor. This prevents recontamination of hands.

Sanitization Procedures for Toys and Eating Surfaces

Centers using the manual washing method shall do all of the following:

1. Rinse and scrape all utensils, tableware and surfaces before washing.
2. Wash in soap and water thoroughly.
3. Rinse in clear water.
4. Sanitize using one of the following methods:
 - a. Immersion for at least 30 seconds in clean, hot water of at least 170 degrees Fahrenheit.
 - b. Immersion for at least 1 minute in a solution containing between 50 and 100 parts per million of bleach or comparable sanitizing agent at a temperature of at least 75 degrees Fahrenheit.
 - c. Use bleach testing strips to test the water.
 - d. Spray surface with a solution containing between 50 and 100 parts per million of bleach or comparable sanitizing agent at a temperature of at least 75 degrees Fahrenheit.
5. Air dry or wipe dry with clean paper towels.

Health, Safety and Nutrition Curriculum

Children practice safety and hygiene habits in the classroom, such as hand washing and coughing into their elbows instead of hands. Snacks 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.

Here are several websites that may support you in understanding nutrition for your child.

[United States of Agriculture Center for Nutrition Policy and Promotion](#)

[Department of Agriculture- Choose my Plate](#)

[Kids Health Food Allergies](#)

Nutrition Policy

Children are encouraged to taste all foods served. If they do not prefer a certain food, children will not be required to eat the item.

NCCC uses the Children's Nutrition Council guidelines in determining items for snacks. It is requested that parents also follow the stated guidelines for lunches brought to school. {Please read the section on "Food Allergies".}

Lunches

NCCC does not prepare and serve lunch to children. Families are expected to pack a ready to eat meal for their child. No refrigerators are available to keep lunches cold therefore please include the appropriate ice packs for your child's lunch when necessary. Microwaves are not available to heat food so parents will need to send warm food in a thermos.

Snacks

Nutritious snacks are part of the routine morning and afternoon programs. In accordance with the State of Michigan licensing regulations requirements for nutrition, a morning and afternoon snack will be provided that meets the requirements described below. At least two of the following groups will be provided at each snack:

- Milk (2%) (Whole milk for infants and toddlers)
- Vegetables and Fruit (juice, fresh fruit, etc.)
- Bread and Bread Alternates (pasta, cereal, crackers)
- Meat and Meat Alternates (cheese, eggs)

Food Allergies and Food Restrictions

Food Allergies

As part of the routine health information for each child, parents must inform the Center in writing of any food allergies or dietary restrictions. Staff will work closely with each family regarding these allergies or restrictions.

The program protects children with food allergies from contact with the problem food. As a safety precaution, we will notify parents that a picture of their child and information about his/her food allergy will be posted in the food preparation area, and in the child's classroom as a visual reminder to all those who interact with the child during the program day.

The classrooms are nut-restricted. No nut or nut products may enter the classrooms.

All families will be notified in writing by the Center Director if additional food exclusion policies are put into place (due to the changing needs of those within our community) and parents will be expected to adhere to the policy.

Children's allergies of any type including drug or food allergies or dietary restrictions, must be noted on the written emergency information, and also communicated to staff by the parent/s. In addition, the Individualized Medical Application Plan (IMAP) form must be completed by families for each child with special health care needs or food allergies or special nutrition needs. The child's health provider gives the program an individualized care plan that is prepared in consultation with family members and specialists involved in the child's care.

Restrictions

There is no unpasteurized apple cider served at the Centers.

We do not offer food that could present a potential choking hazard.

Safety and Security

Fire and Evacuation Drills

Fire, tornado and evacuation drills will be held throughout the year. Evacuation routes and actual staff responsibilities during evacuation are posted in each room. Attendance will be taken at each fire drill to ensure that all children are accounted for. Signing your child in and out each day is a necessary part of this safety measure.

Release Authorization for a child

In compliance with State of Michigan rules, the Center may only release a child to the parents or guardian or an adult authorized by the parent or guardian. An authorized adult

is one who is designated on each Child's Information Form. The person must be at least 18 years of age or older. The center will release a child to the person named on the Child Information record upon notification from the parents.

Please be reminded that it is the standard procedure for NCCC to require photo identification for any individual unknown to the staff prior to releasing a child from the program. This is our routine practice and any authorized individuals who are being sent to the Center by a parent should be prepared to show photo identification to the staff.

Visitors to the Center

Visitors are to report to the office, or check in with a staff member when arriving for an observation or a visit.

Severe Weather

Winter Weather Policy for U-M Children's Centers

In the event of severe winter weather that is treacherous but does not result in an official reduction in operations, the centers will be open, however, **may need to delay opening until 10:00 a.m. in order to assure adequate staffing to receive all children.** Families will be notified of delayed openings the evening before, if at all possible, via email and a message on the primary phone line of each center. If conditions develop rapidly this notice may not go out until early in the morning. **Families are encouraged to check e-mail for delayed openings.**

Emergency Reduction in Operations. The University never totally "closes" due to the continuing need for services to patients, students, public safety and sensitive research projects. However, in the rare event of extreme winter weather, the administration may call for a "***Reduction in Operations***". This status would be posted on the U-M home page and sent to any U-M faculty, staff or student who signs up for emergency alerts. **In the event of a reduction in operations, the Children's Centers will only be open to those U-M staff and faculty who are considered "critical staff". Lunch will NOT be provided during a reduction in operation. Children will need to bring their own lunch.** This status should be communicated to you by your unit/department director so that you are clearly informed of your expected attendance during a reduction in operations.

The Centers ***will not be able to provide care to families who are not considered critical staff in the event of University-wide reduction in operations.*** Due to the emergency and extremely rare nature of such a partial closing, tuition will not be refunded for the day of care.

For those who are not critical and worry that they may still need care in such a situation, the University has some resources for you to consider. For more details, please visit <https://hr.umich.edu/benefits-wellness/family/work-life-resource-center>

1. **Family Helpers** – a listing of University students and benefit-eligible retirees who are interested in providing child care. We recommend finding a caregiver before you need it in an emergency so you have an existing relationship with a caregiver.

<https://hr.umich.edu/benefits-wellness/work-life/u-m-family-helpers>

2. **Kids Kare at Home** – this service may be able to send a caregiver to your home. The program does require pre-registration. Kids Kare will prioritize those who are critical to the University first, but may be able to serve others depending on demand and available caregivers.

<https://hr.umich.edu/benefits-wellness/work-life/child-care-resources/sick-or-backup-child-care-service>

3. **Care.com** – this community program may be able to help you find a caregiver at short notice. This is not a U-M service, it is available to the community. A fee is required.

<https://www.care.com/>

We do our best to continue services to families throughout our snowy Michigan winters! We have put these exceptions in place to protect the safety of our staff when traveling to work and to support families who must report to work to keep the University safe. Please contact your center director with any questions you may have. Thank you for your support of your Children's Center community during winter weather.

<http://spg.umich.edu/policy/201.27>)

<https://hr.umich.edu/benefits-wellness/family/work-life-resource-center/flexible-work-options/extreme-winter-weather-staff-support>

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.

Notes for Parents

- DO NOT leave children unattended in the car.
- Walk your child all the way to their classroom to drop off directly to the teachers and to sign-in.
- Please be sure to sign-in and out every day.

Child Abuse Policy

A licensed child care organization or school is required by law to report any suspected child abuse or neglect if reasonable cause is evident. All information gathered about such matters is regarded as strictly confidential and only discussed with the appropriate people.

Classroom Information

A Child's First Days

The first few weeks at the Center are considered a time of adjustment for both parents and children. Many factors, such as a child's age, family experiences and past group experience influence the rate of adjustment. Some parents will find they can leave their child immediately, while others will feel more comfortable staying for a few moments at the beginning of each session for a couple of weeks. The teachers will have suggestions as to how to ease each child into the group and make the first few days as smooth as possible.

Observations

Parents are WELCOME in the Center at any time! Parents are welcome to observe their child/ren through the classroom windows whenever they like. Please be aware that your child or their classmates may notice you standing there. Parents are also encouraged to participate in their child's classroom activities (e.g. field trips) through prearranged scheduling with the teacher. Family celebrations, holidays and traditions are encouraged to be shared.

Clothing Guidelines

- It is important that your child come to school dressed appropriately for the weather.
- Winter clothing includes a coat, hat or hood, snow pants, boots, and mittens.
- Summer clothing includes sunscreen, hat, shorts, and play shoes.
- Since outdoor activities are scheduled daily, it is important to dress your child appropriately.
- Safety recommendations include choosing clothing that does not contain drawstrings (i.e. for hoods, etc.).
- All clothing likely to be removed should be clearly labeled with your child's name using an indelible marker, to help identify their belongings and prevent mix-ups.
- An extra change of clothing is requested by the classroom teacher. Be sure to mark these clothes with your child's name, and consider the seasons.
- Clothing may become soiled as a natural process of play. Even though smocks are

available for painting not all children will wear them, or if they do, paint may end up on a sleeve or pants. Therefore, it is suggested that children are sent to school in something that is easily washed, because the process of play can be messy.

Outside Play

Since outdoor activities are scheduled daily, it is important to dress your child appropriately. Outdoor activities are an integral part of the program providing children with the opportunity to develop large motor skills and an awareness of their world. Teachers consider the wind chill factor and heat index and temperature when deciding whether to go outside and how long to stay outside.

Sunscreen and sun-block application

Suggestions for the minimizing of exposure to the sun include wearing hats, visors, shirts with sleeves, and long shorts or pants. It is the family's responsibility to apply sunscreen to their child before she/he comes to school and provide permission for program staff to reapply sunscreen or sun block with UVB and UVA protection of SPF 15 or higher to exposed skin to full-day children in the afternoon and, if needed, to half-day children.

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. 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.

If the children are not in the classroom at the time of arrival or departure (for example, on the playground) the teachers will carry the sign in sheet with them. Please directly approach the teacher to complete sign in or sign out prior to leaving your child or taking them from the center.

Classroom Celebrations—birthdays, last day, other celebrations

If you wish to celebrate at school, please speak with your child's teacher about appropriate suggestions. No outside food or favors may be brought in.

Families may also wish to bring a book to donate to the center library. Children in the past have enjoyed giving a book to the Center as a part of their birthday celebration. We make a notation on the inside cover of the book that it is a birthday book donation.

Toys from home

All classrooms are equipped with toys and equipment appropriate to the developmental stages of the children. As a general rule, therefore, toys from home should not be sent to school unless the teacher has requested them. Together, teachers and parents will consider each child's unique needs and circumstances and create a plan if a toy or object is to be included at school. No loose coins or balloons are allowed.

No play guns, weapons or similar violent toys are permitted at the Center.

Field Trips

Firsthand 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. The *Child Information Form* grants permission for a child to participate in field trips with her/his class.

Holiday Celebrations

NCCC values many cultures and traditions. Parents are invited to share their own traditions and culture with their child's class by reading stories in their primary language, sharing music, games, 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.

Parent Participation and Involvement

Parent participation is welcomed within the Center. Information is distributed to parents regarding involvement with particular classrooms and involvement on parent committees. Parents may also communicate their request for participation by completing and returning the Parent Involvement Form included in their Parent Orientation Packet.

Parents are encouraged to share their interests and families home culture with the center and their child's classroom. We have center wide events that all are welcomed to join. Festifools, Family Involvement Gatherings, Family Potluck, musical events and more. Communication about these events will be sent to as a center wide communication.

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 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. A child who 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. The menu is posted daily on the classroom parent bulletin board.

We do NOT allow food that is prepared at home to be shared with children,

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/her self 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.

We do not use material rewards, because we believe they diminish children's intrinsic motivation.

Center-Wide Events

Center-wide events will be scheduled throughout the year and you and your family will be invited to participate.

Afterword

The Parent Handbook is intended to provide the basic information and orientation of the North Campus Children's Center's policies and procedures.

If you have any specific questions or need more detailed explanations at any time, please contact your child's teachers or the Center Director.