

# FULLTIME FAMILY HANDBOOK



## **UKids - Presidents Circle**

CENTER FOR CHILD CARE & FAMILY RESOURCES  
THE UNIVERSITY OF UTAH

University of Utah  
UKids – Presidents Circle  
Alfred Emery Building (AEB)  
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Salt Lake City, Utah 84112

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<https://presidentscircle.childcare.utah.edu>

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UKIDS – PRESIDENTS CIRCLE

*The Mission of UKids – Presidents Circle is to provide access to high quality, on-site child care for faculty, staff and students at the University of Utah.*

**Program services include:**

- Quality care for children 12 months through 6 years of age
- Hours – 7:00 a.m. to 7:00 p.m. Monday through Friday

- Morning and afternoon snacks served daily
- On-campus location in the Alfred Emory Building
- Infant, Toddler, Preschool, PreKindergarten and Kindergarten learning environments utilizing Creative Curriculum and TS Gold assessment



**UKids –Presidents Circle is accredited by the National  
Association for the Education of Young Children**

#### **ADMINISTRATION**

##### **UKids – Presidents Circle**

Alfred Emory Building (AEB) First Floor

##### **Admin Program Coordinator (APC): Arie Barnes**

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E-mail: [abarnes@sa.utah.edu](mailto:abarnes@sa.utah.edu)

##### **Office Assistant:**

Phone: 801-582-0501

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##### **Center for Child Care & Family Resources**

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##### **Associate Director, Child Care Operations: Virginia DeSpain**

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## GOALS & PHILOSOPHY

The philosophy of UKids – Presidents Circle is to provide an environment where children feel safe and are encouraged to explore materials, as well as their relationships with peers and adults. We believe that children learn best through hands-on, experiential learning and thrive emotionally, socially, physically, and cognitively when they are actively engaged with their environment. This program is administered through the Center for Child Care and Family Resources.

### Goals for each child include helping them to:

- Move along the development sequence at his/her optimal rate using learning objectives from Teaching Strategies
- Learn through identifying children's interests and incorporating them into a natural play setting
- Develop positive attitudes toward school and learning
- Develop positive work habits and skills, such as: attention span, organizing work, and following a daily routine
- Develop foundations for reading, writing, visual skills, auditory skills, left-to-right orientation, interest in printing, letter awareness, association of letter to sound, and rhyming, at his/her own developmental rate
- Develop a love for literature and to become familiar with literacy and language
- Develop cognitive skills such as: problem solving, synthesizing, analysis, and classification
- Develop the foundations of mathematics, one-to-one correspondence, counting association of set to symbol, part/whole relationships, and measurement and graphs
- Develop language skills, including speech and listening skills at his/her level of development
- Learn the social skills of compromise, cooperation, negotiation, and verbal assertiveness along with other developmentally appropriate social-emotional skills
- Develop large and small motor abilities
- Develop and understand the importance of creativity

### Diversity

UKids – Presidents Circle welcomes all families, regardless of ethnicity, religion and sexual orientation. Children are given every opportunity to expand their view of the world as a place rich in many cultures, races, religions and customs. We work with families to provide an inclusive preschool environment for all children. The center is committed to the philosophy of treating all family situations and structures equally, fairly, and without bias. UKids – Presidents Circle is a non-denominational program; therefore we respect all family's religious traditions. We encourage you to share your family's traditions with our children and staff.

The theme of gender/racial equality and respect for the earth are an integral part of our philosophy and demonstrated by the use of non-gender specific titles such as; 'firefighters' and 'police officers,' Exposing children to non-biased professional role models, and incorporating environmental awareness and respect in all areas of the curriculum.

### Non-Discrimination Policy

The University of Utah does not discriminate on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information or protected veteran's status, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

Additionally, the University endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. Inquiries concerning perceived discrimination or requests for disability accommodations may be referred to the University's Title IX/ADA/Section 504 Coordinator:

Director, Office of Equal Opportunity and Affirmative Action 201

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Salt Lake City, UT,  
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801-581-8365  
(voice/tdd)  
801-585-5746 (fax)  
www.oec.utah.edu.

## ENROLLMENT POLICIES

UKids – Presidents Circle is operated within the Student Affairs Division of the University of Utah. Priority enrollment is offered to families affiliated with the University at the time of enrollment (ie: faculty, staff or students), and then to community families if space allows. If the affiliated parent loses his/her affiliation status at any point during the year, UKids must be notified in writing, and the child(ren) will then move to the “community” tuition tier.

Limited financial assistance is available for **students** from the CCAMPIS Grant and the “School-Life” Subsidy fund, both administered through the Center for Child Care & Family Resources. If you are interested in applying for aid, please contact the Center for Child Care & Family Resources at the following emails:

[CCAMPIS@sa.utah.edu](mailto:CCAMPIS@sa.utah.edu)

[childcarescholarship@sa.utah.edu](mailto:childcarescholarship@sa.utah.edu)

Once offered an available spot, families are required to set up a **New Family Orientation** meeting, prior to attending, where parents can sign paperwork, receive a parking pass, meet the teachers, and become oriented.

All forms provided to you upon enrollment must be completed, and documentation of immunizations must be provided *before* your child may attend. Please be sure to update all emergency information as needed, including your address, home and work phone numbers, cell phone numbers, e-mail addresses, any changes in your child’s medical information, and changes of individuals authorized to pick up your child. Please read this handbook thoroughly so you have a clear understanding of our policies and procedures.

## FIRST DAY CHECKLIST

Please provide the following items on or before your child’s first day at our program. **ALL** items **MUST** be labeled with your child’s first and last name. Blankets, soft comfort items and sheets need to be taken home and washed at the end of each week or more often if necessary.

### Toddlers

- Pacifier (if needed)
- Lovie, or stuffed animal/small blanket
- 2 complete changes of clothes (seasonal wear)
- Water cup or bottle
- Diapers and wipes
- Wearable sleep sack or swaddle (no blankets)
- Crib sheet
- Sunscreen

### **Non-Toilet Trained Children Ages 12 months and older**

- Formula or breast milk (if needed)
- Pacifier (if needed)
- Child-sized blanket and crib sheet for nap mat
- A stuffed animal or other comfort item for nap (if needed)
- 2 complete changes of clothes (seasonal wear)
- Diapers and wipes
- Sunscreen

### **Preschool Rooms (Toilet Trained)**

- Complete change of clothes (seasonal wear)
- Child-sized blanket and crib sheet for nap mat
- Soft toy or comfort item for rest time (if needed)
- Sunscreen
- Special activities or items for rest time

If your child experiences separation anxiety during drop off, our staff is trained to assist you, and happy to help! Creating a daily, consistent, drop-off routine is very helpful for your little one, and allows them to learn what to expect each morning. Seeing your child sad at drop off can feel distressing, so we encourage you to call the center anytime during the day to see how (s)he is doing. It is extremely common for young children to experience some separation anxiety, and the administrative staff will be happy to provide suggestions to help minimize the time that your child spends feeling anxious each morning. Soon, being dropped off for the day at UKids will be routine and will feel comfortable to them.

## **OPERATIONAL POLICIES**

### **Hours and Closures**

UKids – Presidents Circle is open year-round, and is subject to closure whenever the University of Utah campus closes for extreme weather, emergencies, and/or holidays. The hours of operation are from 7:00 am – 7:00 pm, Monday – Friday.

#### **University Holiday Closures:**

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Pioneer Day
- Labor Day
- Thanksgiving Day and the following day
- Christmas Day
- University Closure Days (UCD's)\*

In addition, the center will be closed:

- The 2<sup>nd</sup> week prior to Fall semester. The center will be open the week before Fall semester.
- Week between Christmas Day observance and New Year's Day observance.

\*The Head of University of Utah HR will send notification of additional holiday closures (UCD's) by November, each year. University closure days (UCD's) do not apply to employees of University Hospitals and Clinics, certain clinical employees in Health Sciences, and other University employees identified as providing critical services during the closure, however the center will still be closed, and families will need to arrange other care for those days.

If it becomes necessary for the center to close early, it will be the family's responsibility to arrange for the child's pick-up.

Please note that we have an open-door policy with respect to families and caretakers in the center. Families are welcome to visit classrooms or the office during any business hours.

## Sign-In & Sign-out

***It is mandatory that you sign your child in/out of the program each day using the ProCare app.*** Our staff assumes responsibility for your child once they are signed into the program and dropped off in the classroom. Parents must escort children the entire way into their classrooms. When picking up and dropping off, it is essential that you connect with the teacher so they are able to also sign the child out on their "pen and paper" roll. Teachers must know which children are in their care at all times.

**(COVID restrictions may be in place during drop-off and pick-up. Please see APCs for information on COVID restrictions.)**

## Late Pick-Up

A late pick-up fee will be assessed for any child who is still in the building after 7:00 pm, even if the parent is also present. At 7:01 pm, a late fee of \$1.00 per minute/per child will be assessed.

Regarding late pick-ups, the following guidelines will apply:

- We will attempt to contact you or the person(s) authorized to pick up your child.
- If we have not been successful reaching an authorized person thirty minutes after closing time, the APC or person in charge will determine whether and when Child Protective Services or the appropriate authorities should be contacted.
- If appropriate authorities are contacted, a note in a sealed envelope will be posted on the center door advising you of the specific information including the name and phone number of the agency or person to contact.
- Please note that the APC or person in charge may not deliver your child to your home, nor transport them from the center under any circumstances.
- If late pickups become excessive, additional fees may apply, or dismissal from the center.

## Authorization to Release Child

***Your child must be picked up by an adult who is at least 18 years old and listed on your emergency card.***

Only those individuals listed as authorized pick-ups are allowed to pick up your child (this person must present a government-issued, photo ID.) For reasons of safety and confidentiality, please do not give out the door code or your clock-in/out codes to persons who will not be regularly picking up.

In order for your child to be released to a person other than parent/legal guardian or authorized pick-up, permission must be given to the office in writing. Text, TSG communication, or email are sufficient. If a person arrives to pick up your child and they are not on your authorized pick-up list, they will not be permitted to receive your child(ren) until we reach you and obtain the needed authorization and the individual provides the required photo ID.

## Legal Custody

The center cannot refuse to release a child to the child's parent or legal guardian who has or shares legal custody of the child. In most cases, both parents have equal custody rights unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties, we strongly urge you to keep the center administration and teachers fully advised of circumstances that affect your child and their drop-off and pick-up routines at the center. Divorced or legally separated parents are required to provide copy of custody documentation, or any applicable restraining orders. It is our policy to remain neutral in all custody matters and the center may not serve as a visitation site.

## Withdrawal

If you choose to withdraw your child from the program, UKids – Presidents Circle requires a 30 day, advance written notice regardless of satisfaction of services. A decision to disenroll because of program incompatibility is still subject to our advance written notice policy. Payment is due for the notice period, whether or not the child attends during that time.

Withdrawal notices are accepted in writing by center administration. If you withdraw your child, their spot will be filled. If you wish to re-enroll in the future, you will be placed on the waiting list and will be responsible to repay registration or other enrollment fees.

While unlikely, if a particular child's or parent's behavior threatens the safety of or becomes physically or verbally abusive toward other children or staff in the center, or inhibits our ability to do business, we reserve the right to disenroll any child or terminate services as deemed necessary or appropriate at our sole discretion, with or without notice.

## Tuition and Fees

Tuition must be paid monthly online at <https://presidentscircle.childcare.utah.edu/payment-page.php>. Payments will not be accepted at the center.

Tuition is to be pre-paid for the month. All fees are due regardless of attendance. There will be no reimbursement for unused childcare due to illness, vacation or other absenteeism. The expenses of providing a developmentally appropriate program continues daily, whether a particular child is in attendance or not.

- Monthly payments are due by the 22<sup>nd</sup> day of the month for the next months tuition.
- If a tuition payment for child care services is not made by the 1<sup>st</sup> of the month, a \$25 late fee will be assessed.
- Accounts with balances remaining on the 7<sup>th</sup> of each month will not be permitted to return to the center for care until payment is made in full. Balances over 30 days old will be turned over to University Collections and will result in a hold being placed on student registration and records and/or balances withheld from University employees' wages. Your child's spot will be filled with another family from our waitlist. Accounts that remain delinquent and are placed for collections, may be charged a reasonable attorney fee, collection fee up to 50% of overdue charge or court cost.

## Parking

Families at UKids – Presidents Circle will receive two "UKids" parking passes allowing free drop-off parking in the designated parking spots on the west side of the Alfred Emory Building. These slots are shared with 100+ families. If more parking passes are needed, please see the office. There is a 10 minute limit for these parking spaces. This parking pass is not valid for tailgating events. Parking for 10 minutes is also allowed at the meters on Presidents Circle; however, you will need display your "UKids" parking pass in a prominent place and turn on your hazard lights to ensure you do not receive a parking violation.

UKids recommends locking your doors and keeping any valuables out of site when dropping off and picking up your child. Children (including older siblings) are not permitted to be left alone in your parked vehicle for any reason or length of time.

Our parking lot is frequently used by families with very young children who are still learning proper safety rules, and who can be difficult to see before they dart out from behind a car. Please drive slowly and back out of your parking stall with extreme caution.

Salt Lake County is an idle-free zone. Vehicles are never permitted to leave their engines idling for more than two minutes. Violators will be reported and ticketed.

## **CONFIDENTIALITY AGREEMENT**

All records provided regarding your child and family finances are confidential. We also ask that you respect this confidentiality by not asking staff to discuss other families' children, or your child outside of business hours. The staff at UKids understand the importance of this policy and will not divulge or discuss confidential issues concerning children in the program. We encourage you to bring up child and center issues with the Center APC.

All information about families and staff, including life circumstances are kept confidential. No personally identifying information will be released or discussed outside of the program.

## **POSITIVE GUIDANCE POLICY**

Young children crave consistency and structure. They thrive in an atmosphere where they are given plenty of choices and a few simple rules to follow. It is our belief that children need space and opportunity for play in order to learn how to interact with their friends.

UKids is committed to a safe and educational environment for all children, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional act (outside of the widely-held expectations of what is considered developmentally appropriate behavior) that is severe, persistent, or pervasive that creates an intimidating or threatening educational environment; or has the effect of substantially interfering with a student's education; or has the effect of substantially disrupting the orderly operation of the school.

Our goal in guiding children is for them to move towards managing their own behavior. We avoid using techniques that will damage the child's good feelings about themselves or others. We begin by arranging the environment to prevent discipline problems. This includes planning interesting activities, not asking children to be still for too long, and meeting their needs for food, rest, and active play.

When children do misbehave, we positively guide them in finding a better way to solve the problem. Because a very young child does not have the cognitive maturity and are very ego-centric, it can be very difficult for them if they do not get their way. Conflicts will arise. When they do, we will guide children in a constructive manner. At UKids, discipline is viewed as an opportunity to teach children better ways of handling their frustration and anger. Very young children will be redirected into other activities. When misbehavior includes destroying or abusing materials, the children will be given the chance to use the materials again in an appropriate manner, but if continued the materials may be put away until another day when the child will be given another opportunity to use it appropriately. When children disrupt group activities, they can choose to participate without interrupting or choose another activity which would not interrupt the group time. Small and large group activities are always optional in all classrooms.

If your child has had a difficult time, the staff will give you a verbal update or written note which summarizes your child's day. We will then work together with the family to assure consistency at home and at school in working with the child, and all will be discussed in a confidential manner that is respectful to your family.

### **Our Methods of Positive Guidance Include:**

- Encouraging children to solve problems through the use of words
- Learning to acknowledge feelings and associate feelings with actions

- Redirect children to focus on a different activity in a positive manner
- Tell children what they can do, rather than what they can't do
- Continual focus on building self-help skills in order to strengthen self-esteem and positive self-image
- Positive reinforcement and acknowledging appropriate behavior that should be continued in the future
- Assisting children in planning actions and language for similar situations in the future
- Modeling kind, patient, and gentle actions, words and behavior

## INCLUSION POLICY

*“Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports.”*

**Definition of Early Childhood Inclusion**, excerpted from: “A Joint Position Statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC), April 2009”

Our goal is to meet the needs of every child at the UKids by acknowledging that all children have their own special needs at one time or another. We are often the first educators to identify these needs, and we see facilitation of early intervention services as a critically important aspect to our work with young children. We closely watch the development of all the children in our care and, should we have a question, we will take the following steps. Throughout this process, we ensure that the confidentiality of every child is protected:

- We will document development and note when behaviors seem outside the developmental range over time for children of this age (through anecdotal notes, and samples of work) and meet with the APC.
- We will contact the family and communicate our concern in writing and verbally. We will request their permission to arrange for a screening. If the family agrees, we will help to coordinate a screening through the appropriate school system or agency for that family.
- If the family refuses to pursue a screening or consult with their child's school system, and the need presented by the child requires additional programmatic resources, families may be asked to assume the costs of those additional supports for their child's inclusion in the program, possibly including an aide or personal escort while the child attends the program.
- If the screening indicates an area of concern in a child's development, teachers, APC and parents will meet with the special needs coordinator for that school system or agency and develop a plan for the child in writing.
- Typically these plans will involve modifications to our classroom environment or practice, and guidance will be provided to teachers to support their work.
- In some cases, a school system may recommend that a child be enrolled in a different program, where there may be more resources available to provide early intervention.
- In some cases, certain adaptations to our program may be impossible (an additional teacher at the cost of the family, for example) and we may recommend a different placement for the child. Please know that wherever possible, we will draw upon all resources to meet the child's needs.
- The center may determine that a particular child needs more support that we are able to give within our

ratios. Staff and administrators will let the family know as early in the year as possible if this is a possible outcome, so that the family can pursue other placement options. The family will be notified verbally and in writing.

- The program has three considerations when asking a child to leave: a) Has implementation of strategies over time resulted in improvement, or have the concerns persisted or escalated? b) Is the program able to meet the needs of the individual child and the needs of the group as a whole? c) Is there a safety issue regarding the child or other children in the classroom? Each case is considered on a case-by-case basis, and the program will apply every recommended strategy to support the child's progress before considering termination.

**Our policy for inclusion of children with special needs is as follows:**

- UKids will integrate children with disabilities and other special needs (such as chronic illness) and children without disabilities in all activities as appropriate and reasonable.
- Children with special needs and their families shall have access to and be encouraged to receive a multidisciplinary assessment by qualified individuals, other than ourselves, using reliable and valid age and culturally appropriate instruments and methodologies, before the child starts in the facility. The multidisciplinary assessment shall be voluntary and focus on the family's priorities, concerns, and resources that are relevant to providing services to the child and that optimize the child's development.
- The Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) and any other plans for special services shall be developed for children identified as eligible in collaboration with the family, representatives from the disciplines and organizations involved with the child and family, the child's health care provider, the staff of the facility (depending on the family's wishes), and the agency's resources and state laws and regulations.
- If a child has an IEP or IFSP, the APC will be responsible for coordinating care within the facility and with any caregivers and coordinators in other service settings, in accordance with the written plan.
- A child with special health care needs shall have a special care plan on file that includes emergency contact information, health provider, triggers, signs and symptoms of the condition and treatment instructions.
- In all cases, we place the best interest of our children and families at the center of all plans, and work with the family and with community partners to ensure that the best plan is developed.

**Steps for Addressing Problem Behaviors:**

1. The behaviors of children shall be addressed by the classroom staff as outlined by our Positive Guidance Policy. This could include positive reinforcement for any appropriate behavior, redirection, reminders of classroom rules, modifying the classroom environment, or the teacher may respectfully help the child gain control when necessary. Classroom staff shall observe all children and document these behaviors to help ascertain any patterns or precipitating factors of the problem behavior. At no time shall the staff use shaming, the withholding of food, or physical punishment of any kind.
2. When a child exhibits a problem on a continual basis that is not resolved through the appropriate behavior management strategies, the classroom staff will meet with the Center APC to document the problem behavior and ask for further guidance.
3. If the behavior problem is still not resolved, the APC will request a meeting with the child's parent(s), to

discuss the problem behavior. The APC, parent(s), and teaching staff will collaborate on the development of strategies to resolve the problem behavior. During this process, the teaching staff will keep the APC and parent(s) informed of the progress in resolving the problem. Observations will be documented, and a copy will be given to the parent(s) as well as placed in the child's file. If a child's behavior results in the injury of another child or staff member, that child's parent(s) will be notified as soon as possible and written documentation will be given and placed in the child's file.

4. If the center staff feel that they need further assistance in resolving the behavior problem, the program may, with parental permission, request the assistance of an outside agency. If the center staff feels the behavior may result in a special need, the program may, with parental permission, refer the child for an evaluation. If the parental permission is refused, and the problem behavior continues, the continued enrollment of the child will be reconsidered with the provisions of # 6 listed below.
5. If the results of an outside evaluation suggest the need for accommodations of special needs, the program will provide these or other appropriate accommodations as long as they are not an undue hardship on the program as outlined by the Americans with Disabilities Act (ADA). In some cases, certain adaptations to our program may be impossible (an additional teacher at the cost of the family, for example) and we may recommend a different placement for the child. Please know that wherever possible, we will draw upon all resources to meet the child's needs.
6. If all of the above steps fail to resolve the behavior problem, the program may ask the parent(s) to obtain care for their child at another center. The program will provide the parent(s) with two-weeks' notice, except where such notice is not reasonable because of safety concerns, and will try to assist the parent(s) in obtaining alternative care and resources.
7. Written documentation of all of the steps above will be provided to the parent(s) and placed in the child's file.

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801-581-8365 (voice/tdd)  
801-585-5746 (fax)  
[www.oeo.utah.edu](http://www.oeo.utah.edu).**

## **PROGRAM CURRICULUM**

All classrooms utilize the Creative Curriculum approach to learning, which is a comprehensive, rigorously researched curriculum model that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child. Each classroom environment is set up around learning centers:

- **Creative Art** - The Creative Art Area is a place filled with materials that children can enjoy on a purely sensory level. Here, children can create and represent their ideas in a visual form. On a table or the floor, at an easel or a workbench, children draw, paint, knead, cut, glue, and put together unique products of their own choosing. Sometimes they simply explore the materials and enjoy the process. At other times they create designs or make something that represents a real object, place, or living thing. Creative art is another

language children use to express what they know and what they feel.

- **Library/Writing Center** - In the Library Area children develop the motivation and skills necessary to read and write. As they hear stories read aloud every day, look through books on their own, listen to story tapes, recite familiar stories, and make up their own stories, they also have many opportunities to grow in all areas of development.
- **Dramatic Play** - In the Dramatic Play Area, children break through the restrictions of reality. They pretend to be someone or something different from themselves and make up situations and actions that go along with the role they choose. When children engage in dramatic play they deepen their understanding of the world and develop skills that will serve them throughout their lives.
- **Blocks** - Blocks naturally appeal to young children because they feel good to the touch, are symmetrical, and invite open-ended explorations. When children construct, create, and represent their experiences with blocks, they grow in each area of development.
- **Science/Discovery and Math** - The Science Area is a place to find answers to questions. It is a place to spark curiosity and wonder using new and interesting materials. In the Science Area, children can use their senses to touch, feel, taste, smell, and see. They can act on objects and observe what happens next. Teachers help nurture children's curiosity by joining children in the Science Area and posing questions. Children respond by using their thinking skills to investigate and explore. In the Science Area, all areas of development can be enhanced.
- **Music and Movement** - Music naturally delights and interests children. By including time for music and movement, we provide an outlet for children's high spirits and creative energy. Music and movement experiences help develop both sides of the brain (an important finding in recent brain research) and contribute to children's social/emotional, physical, cognitive, and language development.
- **Sand and Water** - Play with sand and water involves sensory experiences that appeal to young children. They need little introduction to playing with these materials. While sand and water play can delight the senses, it also can challenge children's minds and promote all areas of development.

\*This information was taken from the *Creative Curriculum for Preschool*.

Dodge, Diane Trister, Colker, L., and Heroman, C. (2002). *The Creative Curriculum for Preschool*. Washington, DC: Teaching Strategies, Inc.

We believe children learn and develop skills and confidence through active engagement with these centers and each other. Children are encouraged to explore activities and materials at their own pace which have been planned to stimulate each of the five developmental areas (social, emotional, physical, language, and cognitive). It is our goal to create a nurturing environment where a child's natural love of learning will thrive. Each Lead Teacher or teaching team plans weekly to create developmentally appropriate lesson plans. These plans are then reviewed by center administration to ensure a focus on the developmental needs of the individual children, as well as the group, and incorporation of children's interests. We utilize the Creative Curriculum's learning objectives, which are aligned with national Core Curriculum objectives.

We desire to partner with you regarding your child's care and education. Please take the time to review the weekly curriculum plans as well as communicate daily with the teaching staff regarding goals you may have for your child. Communication between Lead Teachers and families is accomplished through one comprehensive program called Teaching Strategies Gold (TSG). This is the program in which teachers assess children's growth and learning, complete weekly lesson plans based on children's interests, and communicate with families. You will be given TSG access upon enrollment. In addition, each classroom is assigned an email address that families may use to communicate with teachers.

## COMMUNICATION

Communication is a critical component of a quality program. Please watch for announcements through:

- ProCare app

- <https://presidentscircle.childcare.utah.edu/>
- E-mail (**please make sure we have an updated email address for your family**)
- Flyers on the parent boards
- Signs posted on the classroom door
- Monthly newsletters
- Children's daily forms

If your child has had an upsetting experience, such as a change in family structure, the death of a pet, or an illness in the family, please let us know. We want to help your child work through difficult times. We can offer support to your child through artwork, dramatic play and physical movement. We can also offer a child extra one-on-one attention, as needed. It is important that we are aware of each child's demeanor, so we can help him/her have a more comfortable and enjoyable day.

## Parent Teacher Conferences

The teaching staff works hard, along with the support of the Curriculum Specialist to observe, assess, and create developmentally appropriate experiences that meet the goals of your children. Twice per year, we will hold Parent Teacher Conferences. Our expectation is that you partner with us, and attend the conference for your child/children in order to maximize your children's learning experience, and prepare them to enter grade school with the necessary school readiness skills.

### *What to Expect at Your Parent Teacher Conference*

- Your child's teacher(s) will have compiled daily observations and an assessment portfolio individualized for your child, prepared for your conference.
- The teacher(s) will begin the conference by asking if you have any questions regarding your child's development, so he/s he can best know what areas of development to focus on.
- The teacher(s) will then proceed to go over those areas of development, highlighting strengths and areas of growth, as well as next steps individualized for your child.
- The teacher(s) may also present photo documentation of your child's development, creative artwork, and writing samples.
- Before the conference concludes, you and your child's teacher(s) will set goals, and discuss areas that you would like to focus on for the remainder of your time in our program, both at school and at home.

## CLASSROOM POLICIES AND PROCEDURES

### Toileting

When the parents and staff feel a child is ready, they will work together to create a supportive, positive approach to toileting. Every child begins toilet learning at a different age and progresses at a different rate. We're always available as a resource to answer any questions about your child's progress. Several complete changes of clothes and two pairs of shoes should be kept at the center during toilet learning.

Older children are encouraged to use the toilet several times a day. Children will not be forced to sit on the toilet. **In Toddlers and Preschool, the bathroom is an 'open bathroom' where the children use the toilet alongside other children. If an older child asks to use the bathroom alone, then staff stand with their backs to the child to give them privacy but still be nearby should the child need assistance. In Preschool B and older, there are doors on the bathrooms to provide limited privacy for the young students. These doors do not lock, and have a discreet viewing window for teachers to properly supervise and monitor children's safety in the bathroom.**

## Hand Washing

All staff and children are required to wash their hands upon entering our classrooms. When you and your child arrive at school, please assist your child in this procedure. We require the children to wash their hands often at school. This enables us to decrease the exposure to communicable diseases.

Children and staff wash their hands:

- Upon arrival for the day
- Before and after meals and snacks, including bottles
- Before and after administering medication
- After using the bathroom, assisting with toileting, or diapering
- After outdoor play
- After playing with or handling animals
- After cleaning or taking out garbage
- After coming into contact with bodily fluids including breast milk
- Before and after using sensory tables
- Any time hands are visibly soiled

## Change of Address and Phone Numbers

**If your address or phone number changes, please contact the office immediately.** If we do not have the current phone number, it is difficult to notify you should an emergency occur. Emergencies can happen and if we cannot reach you we must attempt to reach your emergency contacts or people listed on your authorized pick-up list.

## Volunteer Policy

Families are always welcome and encouraged to volunteer and spend time in the classrooms. We ask that families assist the teaching staff in promoting our program policies and mission. Disciplining students while in our care must be left up to the teaching staff in order to ensure consistency with our positive guidance policy. In the event a family or volunteer is inappropriate in the classroom, or is not following program policies, they may be asked to immediately leave the classroom at the APC's discretion.

## Sleep and Rest

We provide cribs or cots for all napping children. While all children might not sleep, they are all required to rest briefly in order for optimal health. Our staff cannot force children to sleep, nor can they force them to stay awake. After a period of rest, awake children may be offered quiet activities to complete on their cot. Utah State Child Care Licensing requires nap time to be a part of the day for all children birth through 5 years of age. We ask that whenever possible, families refrain from drop-offs or pick-ups between the hours of 12:30pm-3:00 pm in order to leave the naptime environment undisturbed.

Blankets and soft nap toys must be taken home and washed weekly. Cot sheets are assigned to one child, and laundered by the center weekly, or more often if needed.

Infants sleep according to their needs and the individual plans prepared by families in cooperation with our teachers. In keeping with the recommendations of the American Academy of Pediatrics, all infants under 12 months will be placed on their backs to sleep unless a documented medical condition requires alternate sleeping positions. Sleeping in equipment other than a crib is prohibited. Wearable sleep sacks are permitted in the crib, but blankets are not. Infants may be swaddled at the request of the family up until s/he can roll over, at which point use of a swaddle must cease.

## Outdoor Play

Outdoor play is part of the early childhood curriculum. During the winter your child needs a coat, hat, snow pants, and gloves. During the summer your child will need to come with sunscreen already applied and the teachers will reapply as the day progresses. We will go outside every day except in the following cases:

- Orange or Red Air days (on Yellow days we will limit outside time)
- During heavy rain

All children will go outside, except for those who are restricted for medical reasons. **Medical restrictions must be in writing and signed by the child's physician.**

## Toys From Home

Due to safety issues, choking hazards, and the risk of breakage, toys from home are not permitted at UKids, unless needed for the following:

- Comfort item to assist children with transitions, when appropriate
- Show and Tell in your child's classroom (please check curriculum)
- One soft sleeping toy (must be able to fit in child's cubby, and not make any electronic noises)

## Transitions

### To a new school:

It can be difficult for both parents and children to start in a new child care program. Here are some tips on how to help:

- **Allow time for arrival and departure.** Upon starting at a new child care program, you can expect some children to have difficulty with separation. Allow time for transitions from home to school by staying for a few minutes to help your child ease into an activity.
- **Reminders of home** can be helpful as well. Invite your child to bring a special object such as a stuffed animal or blanket for rest time. Bringing in a family picture to display in your child's classroom is another way to ease the transition.
- **Please do not sneak away when your child is distracted.** This can make transitions even more difficult and promotes mistrust. As the parent, it is important to be as calm and relaxed as possible. If you are nervous about leaving your child, or in a hurry to leave, it will make your child feel more anxious and uneasy about the transition. Tell your child goodbye and reassure them that you will be back.
- **The teachers are there to help make it easier on you.** You can be assured that your child's teachers will be there to comfort your child and provide activities to ease their transition.

Please see Your First Day Checklist on page 5 for more helpful information for your first day.

### To a new classroom:

Transitions to new classrooms are based on the availability of a spot in the next age group, the child's birthdate, and personal readiness. We do not automatically move a child into a new classroom on their birthday, because we cannot guarantee there will be slots available in the next class. Our teachers are skilled at differentiating their curriculum to include developmentally appropriate activities for all of the students in their classroom at any given time during the year. As much notice as possible will be given to families of children transitioning to a new classroom, but no less than one week. This allows time for parents to discuss the upcoming change with their child.

In order to ease children into the new classroom, transitions at UKids - Presidents Circle occur during a series of

visits to the new class. A general guide for the child's transition week looks like this:

Monday – In their new classroom from 9:30 am – 11:00 am

Tuesday – In their new classroom from 9:30 am – lunch

Wednesday – In their new classroom from 9:30 am – naptime

Thursday – In their new classroom from 9:00 am – 3:30 pm

Friday – First full day in their new classroom!

## EMERGENCY PROCEDURES

### Emergency Drills

UKids conducts fire drills monthly, and other disaster drills once every six months. Fire drills are held on varied days and times. We practice evacuating the classrooms, meeting on the playground, accounting for all staff and children, etc. We discuss the importance of the drills with the children and talk about any fears they may have.

### Evacuation Procedures

If we are advised to evacuate the building because it is deemed unsafe for us to remain in our space, we will go to our EAP located in the middle of Presidents Circle await further instruction from the University. We also have arranged for Salt Lake City Sports Complex, and East High School to be potential evacuation sites. We will post this information on signs on our doors and gates. After arriving at the evacuation site, we will attempt to contact parents or emergency contacts for all children. As “essential staff,” our teachers will stay with the children in an emergency until the APC releases them from their responsibilities. We are prepared to care for children for seventy-two (72) hours, if necessary.

Please notify the center administration to see a copy of the complete Center Emergency Plan, if desired.

## STUDENT HEALTH

### Injuries

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches during their early years. An “Accident/Incident Report” will be filled out and given to you to sign. You will receive the top copy of the report, and the bottom copy will be placed in your child's file. If the injury is serious you will be notified by phone. If, in the opinion of our staff on duty, the injury warrants emergency treatment, an ambulance will be called and your child will be taken to the nearest medical facility (Primary Children's Hospital). You will then be notified immediately. Parents will be responsible for any costs incurred due to any emergency treatment. In case of serious injuries requiring medical attention the center will notify the Bureau of Child Care Licensing within 24 hours.

### Allergies

Although UKids – Presidents Circle strives to be a nut-free environment, **we cannot guarantee our classrooms to be allergen-free zones**. We ask adults to exclude all nuts and nut products from any food items brought in for children, including store-bought birthday treats. Food items served to the children from our menu (during our business hours, on school field trips, or at in-school special activities/events) will not contain peanuts or tree nut ingredients, but may be processed on the same equipment that also processed those allergens during the manufacturing process.

Students with severe, life-threatening food allergies may be asked to provide all of their own food from home. Should a food allergy require a child receive food items that differ from what is served on UKids' menu of complimentary foods, it will be the family's responsibility to provide those alternate foods, at their own expense. The same policy applies to the center's Cooking Explorations class. University policy, the Americans with Disabilities Act, and

Sections 503 & 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities. UKids - Presidents Circle is committed to providing equal access to its programs, services and activities. To request an accommodation, please contact the Office of Equal Opportunity and Affirmative Action (OEO/AA) at 801-581-8365 or oeo@utah.edu.

*Despite our vigilant attempts to keep nuts out of the building, UKids cannot be held responsible for any allergic reactions caused by contact with any allergen while a child is in the care of the center, whether it occurs inside or outside the facility.*

## Sick Child Pick-up

Children must be well enough at school that they are able to participate in activities (which includes outside time, as well as gross-motor movement activities.) UKids reserves the right to send any child home if it is determined that they are too sick to be at the center that day. Please see below for symptoms that will warrant a mandatory, temporary exclusion.

If children develop any symptoms of illness while at UKids, the child will be separated from the other children if possible, and parents will be contacted. Arrangements should be made to pick-up children as soon as possible, but no later than within one hour. If you cannot be reached within 15 minutes, your emergency contacts and authorized pick-up contacts will also be called.

**(COVID restrictions may be in place. Please contact your center APC for unique COVID information.)**

## Center Guidelines for Illness

If your child is ill, please notify us of the nature of the illness. UKids will post an exposure notice when any of our children have been exposed to certain serious, contagious illnesses. For confidentiality reasons, UKids cannot divulge the name of any child with a contagious illness.

If your child exhibits symptoms of illness (**fever, vomiting, diarrhea, sore throat, frequent cough, unknown rash, Conjunctivitis (pink eye) etc.**) during the 24-hour period prior to scheduled attendance at the center, your child **should be kept home** until the symptoms mentioned have been resolved. In some instances, a note may be obtained from your physician stating that your child does not have a contagious condition. Even with a physician's note, children must wait a minimum of 24 hours after the last fever, vomiting and diarrhea episode before they return to care. For details on each individual illness' exclusion criteria, please see your center administrators. They can provide a description of the exact criteria that must be met for the child to return to group care at the center. Center administration solely reserves the right to determine if the child satisfactorily meets the established criteria for return.

**(COVID restrictions may be in place. Please contact your center APC for unique COVID information.)**

For the welfare of all the children in the center, UKids excludes a child from care if the following symptoms exist:

- The child has a temperature of 100 degrees F or greater, accompanied by other symptoms of illness.
- The child has a temperature of 101 degrees F or greater, with or without other symptoms of illness.
- Persistent diarrhea, which is defined as an increase in number of stools compared to the child's normal amount, with increased and/or decreased stool water
- Vomiting in the previous 24 hours
- Mouth sores associated with the inability to control his/her saliva
- Unexplained rash that is or may be contagious to others
- Infected eyes with discharge, until 24 hours after treatment started by a physician
- Infestation (scabies, head lice, pinworm), until after first treatment with a medicated product.

- Impetigo, until 24 hours after antibiotic treatment has begun
- Strep Throat, until 24 hours after medication started
- Ringworm infection, until 24 hours after medication started
- Chicken Pox, until one week after the onset of rash, or until all lesions have dried and crusted
- Children needing individual, one-on-one care

UKids is not licensed by the state to care for sick children. Please have a reliable back up child care plan for the possibility your child may become sick. It is prohibited to attempt mask your child's symptoms with Tylenol or similar medication. To control the spread of illnesses, contagious children must stay home.

## Medication and Topical Ointments

If your child has an condition that requires medication, the following policy will be in place.

1. All medication must be given to an office staff member upon arrival at the center and will be stored out of reach from children. No medications should be left in cubbies.
2. Prescription medication must be in the original containers, with the child's full name, have the original pharmacy label and date clearly marked on the prescription. Must have a child safety cap.
3. Over-the-counter medication must be marked with dosage instructions for the child's age/weight, or else a doctor's note will be required.
4. All medications must be accompanied with a Medication Permission Form, which can be obtained at the front office.
5. Topical ointments must be accompanied by a Topical Ointment Authorization Form, which can be obtained at the front office.

## Immunizations

Your child must be up-to-date on immunizations as required by the Utah Department of Human Services prior to enrollment at the Center. After admission to the Center, you are responsible for regularly updating your child's health files to reflect current immunizations. If you opt out of having your child immunized the center must have a current Religious, Medical, or Personal Exemption Form from the Board of Health on file.

## Nutrition

UKids – Presidents Circle provides a complimentary daily morning snack and afternoon snack for all children old enough to eat solid foods. The menu is posted on the parent board outside of the main office.

## Special Diet

A family must provide written notification of any food allergy, sensitivity or dietary preferences to the center administration. No verbal notification will be accepted. Should a food allergy, sensitivity or dietary preference require a child receive food items that differ from what is served on UKids' menu of complimentary foods, it will be the family's responsibility to provide those alternate foods, at their own expense.

UKids will also provide complimentary soy milk to children who have a documented request to substitute for cows' milk. All other dietary substitutions must be paid for and provided by the family.

University policy, the Americans with Disabilities Act, and Sections 503 & 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities. UKids - Presidents Circle is committed to providing equal access to its programs, services and activities. To request an accommodation, please contact the Office of Equal Opportunity and Affirmative Action (OEO/AA) at 801-581-8365 or [oeo@utah.edu](mailto:oeo@utah.edu).

## FIELD TRIPS

- Field trips and walks away from the center are a regular part of the curriculum. Children enjoy the opportunity to explore and learn from the resources throughout the community.
- Methods of transportation include the UTA transit system, campus shuttles, and walking.
- For all fieldtrips, a sign-up sheet is posted in the parent area notifying parents of the date, time, destination, and means of transportation at least 3 days in advance.
- Written parental permission is required before your child may participate in any field trip.
- All fieldtrips are approved by the APC and are planned to ensure a positive and safe experience for the children.

## **PHOTOGRAPHS & MEDIA**

UKids staff may use photographic technologies such as tablets and digital cameras to document children's activities. These photos are primarily used to document your child's progress and may be hung up for view in the center. You will receive a release form during the registration process, granting or declining permission to UKids and all staff to use still, motion, video or audio recording of your child's image for use in conjunction with the production of visual bulletin boards, social media or other educational purposes.

## **SUSPECTED CHILD ABUSE AND MANDATED REPORTING**

In accordance with the University Safety of Minors Policy (Rule 1-015) and State of Utah law (Code 62A-4a-403) all authorized adults working with minors are trained in mandatory reporting requirements. A mandated reporter is a person who is legally required to ensure a report is made when abuse is observed or suspected. The state of Utah designates a Mandatory Reporter as "any person who has reason to believe that a child has been subjected to abuse or neglect" (Utah Code Ann. §62A-4a-403). They do not have to prove that abuse is occurring, just that there is reasonable cause to believe abuse or neglect is occurring. This report must be made to a law enforcement agency or the Division of Child and Family Services. In addition to notifying law enforcement or DCFS, the Safety of Minors Policy (Rule 1-015) also requires that individuals report known or suspected abuse of a minor during a University program or event, or on University premises, to the Office of Equal Opportunity and Affirmative Action at the University of Utah. All staff members who are to be with minors are required to participate in a OEO/AA Minor Safety and Reporting training prior to employment.

If you, as a parent or guardian, have concerns about any misconduct in connection with a University program or event, please contact the University's Office of Equal Opportunity and Affirmative Action at (801) 581-8365.

Related links:

<https://dcfs.utah.gov/contact/>

<https://oeo.utah.edu/resources/minors-in-university-programs/>

## **BABYSITTING/CHILD CARE SERVICES**

It is not the mission of the Center to provide child care for its clients in any location other than at the Center during regular operation hours. Any arrangement for child care which does not take place at the Center is strictly a private arrangement between the parents and the individual staff member. No such private arrangements shall be made for child care on campus or during the work shift of a staff member or interfere with the operation of the Center or the individual's job performance. Parents and staff should understand that such arrangements are not within the course and scope of the staff member's job duties and that staff members are free to either accept or reject such requests from parents.

Prior to utilizing a UKids employee to babysit, a Babysitting Release Form must be signed by both parties and turned in to UKids APC. This can be obtained from Center Administration, and is also posted online under Forms.

## **FAMILY GRIEVANCE AND DISMISSAL POLICY**

The UKids administration and staff are committed to maintaining an open door, open-forum approach to problem solving and conflict resolution. If a family has a concern regarding the behavior of a teacher, the concern should be discussed with the APC. If a family has a concern regarding the behavior of the APC, they should speak directly to the APC. If they feel their concerns still have not adequately been addressed, they should present their grievance in writing to the Center for Child Care & Family Resources (CCFR) director. The CCFR will respond in writing to the parents and schedule a meeting if necessary.

The Center APC reserves the right to withdraw a child or family from the center if it is decided that the relationship between the center, child and parent or guardian is not mutually beneficial. The most important factor is assuring the child is in an environment that best meets his/her needs, and that everyone involved is treated with the upmost respect. A two-week written notice will typically be given to the parent or guardian should the center decide to exercise this right to withdraw a child or family. In extreme situations, the immediate removal of a child or family from the Center may be necessary. Reasons may include health and safety issues for the child or for the larger group of children or employees, or parental behaviors that create a hostile environment where children or adults feel unsafe.

### **Reasons for dismissal may include, but are not limited to:**

- Child or parents needs cannot be met by the center.
- Child appears to be a danger to himself, other children or staff, and behavioral issues cannot be resolved through a support process:
  - a. Documented concerns
  - b. Meeting with child's parents/guardians to develop a behavioral plan
  - c. Follow through with action plan which may include bringing in an outside specialist
  - d. Follow up meeting to discuss child's progress and subsequent actions
  - e. Continued enrollment or dismissal
- Nonpayment or habitual late payment of fees
- A family owing tuition at the end of their time at any UKids center may not re-enroll their child in the center until the balance due has been paid. A tuition hold may be placed on student parent records, and will prevent enrollment at any UKids facility on campus.
- Failure to complete required enrollment forms promptly, including physical/medical information, emergency information, employment status, etc
- Physical or verbal abuse or intimidation of staff or children
- Parent behaviors that inhibit our ability to do business
- Habitual late pick-ups

## **PROHIBITED MATERIALS**

The use of tobacco or alcohol on the premises is prohibited. The use or possession of illegal substances or sexually explicit materials on the premises is prohibited. Except as expressly permitted by law, firearms, explosives (including firecrackers, fireworks, and pyrotechnics) and other weapons are not permitted on the premises.

## **POLICY REVISIONS**

Effective policies based on best practices and field research are essential for the operations of our center, and must be followed by all families and staff. Should you have a suggested revision for a policy, please submit your feedback to the Center APC in writing, who will then take your comments to the next CCFR staff meeting to initiate the process for potential revision. Together, appropriate policy changes can be made for the benefit of all.



## **UKids - Presidents Circle**

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CENTER FOR CHILD CARE & FAMILY RESOURCES  
THE UNIVERSITY OF UTAH

# **PART-TIME PARENT HANDBOOK**

**Academic Year 2020-2021**

## WELCOME TO UKIDS - PRESIDENTS CIRCLE CHILD CARE PROGRAM

*The Mission of UKids - Presidents Circle is to provide access to high quality, affordable child care for student families at the University of Utah.*

### **Program services include:**

- Part-time care: 20 hours per week maximum while student parent attends class
- Curriculum for children 12 months through 5 years of age (up to age 7 in the Summer only)
- An hourly tuition rate based on family income
- Non-traditional hours: 7:00 A.M. to 7:00 P.M. Monday through Thursday, 7:00 A.M. to 6:00 P.M. Friday (Fall and Spring semesters); 7:00 A.M. to 6:00 P.M. (Summer semester);
- Parent Night Out: free care for students' children one Saturday night per month (except May & August)
- Team Tots: free child care while student parents attend Campus Recreation facilities
- Drop-in Care: drop-in child care for students and staff
- Finals Week Care: free care for students' children during Finals week

The Center receives financial support from the Associated Students of the University of Utah.



**UKids - Presidents Circle is accredited by the National Association for the Education of Young Children**

### ADMINISTRATION

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*Policies and procedures are set by the Ukids – Child Care Programs Advisory Board*

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## GOALS & PHILOSOPHY

The philosophy of the UKids - Presidents Circle is to provide an environment where children feel safe and are encouraged to explore materials, as well as their relationships with peers and adults. We believe that children learn by doing and thrive emotionally, socially, physically, and cognitively when they are actively engaged with their environment. The program is administered through the Center for Child Care and Family Resources, with program and policy development guided by an Advisory Board comprised of University specialists and parents whose children attend the program.

### **Goals for each child include helping them to:**

- Move along the development sequence at his/her own optimal rate, using learning objectives from the Teaching Strategies program
- Learn in a natural play setting into which their specific interests have been incorporated through teacher planning
- Develop positive attitudes toward school and learning
- Develop positive work habits and skills, such as: attention span, organizing work, and following a daily routine
- Develop foundations for reading, writing, visual skills, auditory skills, left-to-right orientation, interest in printing, letter awareness, association of letter to sound, and rhyming, at his/her own development
- Develop a love for literature and become familiar with literacy and language
- Develop cognitive skills such as: problem solving, synthesizing, analysis, and classification
- Develop the foundations of mathematics, one-to-one correspondence, counting association of set to symbol, part/whole relationships, and measurement and graphs
- Develop language skills, including speech and listening skills at his/her level of development
- Learn the social skills of compromise, cooperation, negotiation, and verbal assertiveness along with other developmentally appropriate social-emotional skills
- Develop large and small motor abilities
- Develop and understand the importance of creativity

### **Diversity**

We welcome every opportunity to expand the children's view of the world as a place rich in many cultures, races, religions, and customs. UKids - Presidents Circle is open to all families, regardless of ethnicity, religion and sexual orientation. We will work with families to provide an inclusive preschool environment for all children. Diversity extends to the family structure as well, and we are committed to the philosophy of treating all family situations equally and without bias. UKids - Presidents Circle is a non-denominational program; therefore, we respect all families' religious traditions. We encourage you to share your family's traditions with our children and staff.

## Societal Values

The themes of gender and racial equality, and respect for the earth, are an integral part of our philosophy and demonstrated in the following ways:

- We use non-gender specific titles such as; ‘fire fighters’ and ‘police officers.’
- We expose children to non-biased professional role models through literature, dramatic play and special classroom guests.
- We incorporate environmental awareness and respect in all areas of the curriculum.

## SPECIAL NEEDS POLICY

*“Early childhood inclusion embodies the values, policies, and practices that support the right of every infant and young child and his or her family, regardless of ability, to participate in a broad range of activities and contexts as full members of families, communities, and society. The desired results of inclusive experiences for children with and without disabilities and their families include a sense of belonging and membership, positive social relationships and friendships, and development and learning to reach their full potential. The defining features of inclusion that can be used to identify high quality early childhood programs and services are access, participation, and supports.”*

Definition of Early Childhood Inclusion, excerpted from: “A Joint Position Statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC),” April 2009

Our goal is to meet the needs of every child at the UKids - Presidents Circle, by acknowledging that all children have their own special needs at one time or another. We are often the first educators to identify these needs, and we see facilitation of early intervention services as a critically important aspect to our work with young children. We closely watch the development of all the children in our care and, should we have a question, we will take the following steps. Throughout this process, we ensure that the confidentiality of every child is protected:

- We will document development and note when behaviors seem outside the developmental range over time for children of this age (through anecdotal notes, and samples of work) and meet with the director.
- We will contact the family and communicate our concern in writing and verbally. We will request their permission to arrange for a screening. Should the family agree, we will help to coordinate a screening through the appropriate school system or agency for that family.
- If the family refuses to pursue a screening or consult with their child’s school system, and the need presented by the child requires additional programmatic resources, families may be asked to assume the costs of those additional supports for their child’s inclusion in the program. The Director will be responsible for the hiring and supervision of the additional staff.

- Should the screening indicate an area of concern in a child's development, teachers, director, and parents will meet with the special needs coordinator for that school system or agency and develop a plan for the child in writing.
- Typically these plans will involve modifications to our classroom environment or practice, and guidance will be provided to teachers to support their work.
- In some cases, a school system may recommend that a child be enrolled in a different program, where there may be more resources available to provide early intervention.
- In some cases, certain adaptations to our program may be impossible (an additional teacher at the cost of the family, for example) and we may recommend a different placement for the child. Please know that wherever possible, we will draw upon all resources to meet the child's needs.
- UKids - Presidents Circle may determine that we are not able to serve the child. Staff and administrators will let the family know as early in the year as possible if this is a possible outcome, so that the family can pursue other placement options. The family will be notified verbally and in writing.
- The program has three considerations when asking a child to leave:
  - a) Has implementation of strategies over time resulted in improvement, or have the concerns persisted or escalated?
  - b) Is the program able to meet the needs of the individual child and the needs of the group as a whole?
  - c) Is there a safety issue regarding the child or other children in the classroom?

Each case is considered on an individual basis, and the program will apply every recommended strategy to support the child's progress before considering termination.

**Our policy for inclusion of children with special needs is as follows:**

- a) UKids - Presidents Circle will integrate children with disabilities and other special needs (such as chronic illness) and children without disabilities in all activities possible.
- b) Children with special needs and their families shall have access to and be encouraged to receive a multidisciplinary assessment by qualified individuals, using reliable and valid age and culturally appropriate instruments and methodologies, before the child starts in the facility. The multidisciplinary assessment shall be voluntary and focus on the family's priorities, concerns, and resources that are relevant to providing services to the child and that optimize the child's development.
- c) The Individualized Family Service Plan (IFSP) or Individualized Education Program (IEP) and any other plans for special services shall be developed for children identified as eligible in collaboration with the family, representatives from the disciplines and organizations involved with the child and family, the child's health

care provider, the staff of the facility (depending on the family's wishes), and the agency's resources and state laws and regulations.

- d) If a child has an IEP or IFSP, the Director will be responsible for coordinating care within the facility and with any caregivers and coordinators in other service settings, in accordance with the written plan.
- e) A child with special health care needs shall have a special care plan on file that includes emergency contact information, health provider, triggers, signs and symptoms of the condition and treatment instructions.

In all cases, we place the best interest of our children and families at the center of all plans, and work with the family and with community partners to ensure that the best plan is developed.

### **Steps for Addressing Problem Behaviors:**

1. The behaviors of children shall be addressed by the classroom staff as outlined by our Positive Guidance Policy. This could include positive reinforcement for any appropriate behavior, redirection, reminders of classroom rules, modifying the classroom environment, or the teacher may respectfully help the child gain control when necessary. Classroom staff shall observe all children and document these behaviors to help ascertain any patterns or precipitating factors of the problem behavior. At no time shall the staff use shaming, the withholding of food, or physical punishment of any kind.
2. When a child exhibits a problem on a continual basis that is not resolved through the appropriate behavior management strategies, the classroom staff will meet with the Center Director to document the problem behavior and ask for further guidance.
3. If the behavior problem is still not resolved, the Director will request a meeting with the child's parent(s), to discuss the problem behavior. The Director, parent(s), and teaching staff will collaborate on the development of strategies to resolve the problem behavior. During this process, the teaching staff will keep the Director and parent(s) informed of the progress in resolving the problem. Observations will be documented, and a copy will be given to the parent(s) as well as placed in the child's file. If a child's behavior results in the injury of another child or staff member, that child's parent(s) will be notified as soon as possible and written documentation will be given and placed in the child's file.
4. If the Center staff feel that they need further assistance in resolving the behavior problem, the program may, with parental permission, request the assistance of an outside agency. If the Center staff feels the behavior may result in a special need, the program may, with parental permission, refer the child for an evaluation. If the parental permission is refused, and the problem behavior continues, the continued enrollment of the child will be reconsidered with the provisions of # 6 listed below.
5. If the results of an outside evaluation suggest the need for accommodations of special needs, the program will provide these or other appropriate accommodations as long as they are not an undue hardship on the program as outlined by the Americans with Disabilities Act (ADA). In some cases, certain adaptations to our program may be

impossible (an additional teacher at the cost of the family, for example) and we may recommend a different placement for the child. Please know that wherever possible, we will draw upon all resources to meet the child's needs.

6. If all of the above steps fail to resolve the behavior problem, the program may ask the parent(s) to obtain care for their child at another Center. The program will provide the parent(s) with 2 weeks' notice, except where such notice is not reasonable because of safety concerns, and will try to assist the parent(s) in obtaining alternative care and resources.
7. Written documentation of all of the steps above will be provided to the parent(s) and placed in the child's file.

### NON-DISCRIMINATION POLICY

The University of Utah does not discriminate on the basis of race, ethnicity, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, gender expression, genetic information or protected veteran's status, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services.

Additionally, the University endeavors to provide reasonable accommodations and to ensure equal access to qualified persons with disabilities. Inquiries concerning perceived discrimination or requests for disability accommodations may be referred to the University's Title IX/ADA/Section 504 Coordinator:

Director, Office of Equal Opportunity and Affirmative Action  
201 South Presidents Circle, Rm.135  
Salt Lake City, UT, 84112  
801-581-8365 (voice/tdd)  
801-585-5746 (fax)  
[www.oeo.utah.edu](http://www.oeo.utah.edu)

### SUSPECTED CHILD ABUSE & MANDATED REPORTING

In accordance with the University Safety of Minors Policy (Rule 1-015) and State of Utah law (Code 62A-4a-403) all authorized adults working with minors are trained in mandatory reporting requirements.

A mandated reporter is a person who is legally required to ensure a report is made when abuse is observed or suspected. The state of Utah designates a Mandatory Reporter as "any person who has reason to believe that a child has been subjected to abuse or neglect" (Utah Code Ann. §62A-4a-403). They do not have to prove that abuse is occurring, just that there is reasonable cause to believe abuse or neglect is occurring. This report must be made to a law enforcement agency or the Division of Child and Family Services.

In addition to notifying law enforcement or DCFS, the Safety of Minors Policy (Rule 1-015) also requires that individuals report known or suspected abuse of a minor during a University program or event, or on University premises, to the Office of Equal Opportunity and Affirmative Action at the University of Utah. All staff members who are to be with minors are required to participate in a OEO/AA Minor Safety and Reporting training prior to employment.

If you, as a parent or guardian, have concerns about any misconduct in connection with a University program or event, please contact the University’s Office of Equal Opportunity and Affirmative Action at (801) 581-8365.

Related links:

<https://dcfs.utah.gov/contact/>

<https://oeo.utah.edu/resources/minors-in-university-programs/>

### ENROLLMENT POLICY

UKids - Presidents Circle is operated within the Student Affairs Division of the University of Utah. Children of University of Utah students have priority placement and subsidized fee options at the Center. Children of University of Utah students will continue to be eligible as long as one parent maintains a registered student status. If the parent loses his/her student status at any point during the academic year, he/she may no longer be eligible for priority student placement and rates. A weighted criteria scale based on student demographics is used to determine final enrollment. While university faculty, staff, post doctorates and visiting scholars are not eligible for subsidized care, we welcome their participation in our program if student slots are unfilled. Members of the community with no university affiliation are also welcome, if availability permits.

#### Rates

Students pay an hourly rate/ block (basic rate chart below) based on the child’s age, family size, and socio-economic status.

Age	Student 1 Qualifying Incomes			Student 2			Faculty/Staff			Community		
	Full Block	Half Block	Equals to Per Hour	Full Block	Half Block	Equals to Per Hour	Full Block	Half Block	Equals to Per Hour	Full Block	Half Block	Equals to Per Hour
Under 3	\$ 32.00	\$ 16.00	\$ 8.00	\$ 36.00	\$ 18.00	\$ 9.00	\$ 43.00	\$ 21.50	\$ 10.75	\$ 53.00	\$ 26.50	\$ 13.25
Over 3	\$ 25.00	\$ 12.50	\$ 6.25	\$ 30.00	\$ 15.00	\$ 7.50	\$ 34.00	\$ 17.00	\$ 8.50	\$ 43.00	\$ 21.50	\$ 10.75
	4 hours	2 hours		4 hours	2 hours		4 hours	2 hours		4 hours	2 hours	

Blocks up to 30 hours	
7AM-11AM	4 hours
11AM-3PM	4 hours
3PM-5PM	2 Hours
5PM-7PM	2 Hours

Limited financial assistance is available for students from the CCAMPIS Grant administered through the Center for Child Care and Family Resources and the “School-Life” Scholarship fund through the Associated Students of the University of Utah (ASUU). If you are interested in applying for aid, please contact the Center for Child Care and Family Resources at the following emails:

[CCAMPIS@sa.utah.edu](mailto:CCAMPIS@sa.utah.edu)  
[childcarescholarship@sa.utah.edu](mailto:childcarescholarship@sa.utah.edu)

New families are encouraged to set up a tour of the program and meet the teachers prior to enrollment. Initial enrollment will be handled by the UKids – Child Care Programs Enrollment Specialist. Once enrolled, families are invited to an orientation meeting at the beginning of the semester to become familiar with program policies and procedures, while their child spends some time in their new classroom with their new teachers. New families are also welcome to help their child transition to the program by spending time with them for a while in the classroom on their first day or two using a very consistent drop off routine. Please note UKids - Presidents Circle has a two-week adjustment period for new families during which either party may terminate child care arrangement with a 24-hour notice. If at any time after this trial period either party wishes to end the Service Agreement, a two-week written notification is required. (See Withdrawal for more details).

### **First Day Checklist**

All families are required to submit the following paperwork at the start of the semester:

- Semester Service Agreement
- About Your Child form
- Up-to-date immunization record
- Family Photo for classrooms to display

**Please provide the following items on or before your child’s first day at our program (ALL items MUST be labeled with your child’s first AND last name):**

### **Infant and Toddler**

As the parent of an infant or toddler, you are required to bring a diaper bag with your child every day. Read over the lists below to determine which items are needed daily and which items can be stored at the Center:

#### *Items for bag (to be taken home daily)*

- Pacifier, lovie, or stuffed animal/small blanket (if needed for separation)
- 2 Complete changes of clothes (seasonal wear)
- Water cup or bottle
- Breast milk or formula, and/or food (cut to appropriate size)
- If your child no longer sleeps in the crib and will be here between 12:00 P.M. - 2:00 P.M., please send a child-sized blanket and fitted sheet.
- Sunscreen (only if you prefer a special brand – otherwise, the Center will apply a generic SPF 50 UVA/UVB protection)

#### *Items to leave at the Center:*

- Diapers (large bag, and then as needed throughout semester)
- Wipes (as needed throughout semester)

## **Twos, Threes, and Preschool**

As the parent of a two-five year old, you are required to bring a bag with your child every day: a diaper bag or backpack, as appropriate for your child. Read over the lists below to determine which items are needed daily and which items can be stored at the Center:

### *Items for bag (to be taken home daily)*

- Lunch with all items labeled if child will be here at 12:00 P.M.
- Dinner with all items labeled if child will be here at 6:00 P.M.
- 2 Complete changes of clothes (seasonal wear)
- Child-sized blanket and fitted sheet if child will be here between 12:00 P.M.-2:00 P.M.
- Soft toy for rest time (if needed)
- Water bottle or sippy cup
- Sunscreen (only if you prefer a special brand – otherwise, the Center will apply a generic SPF 50 UVA/UVB protection)

### *Items to leave at the Center:*

- Diapers (large bag, and then as needed throughout semester)
- Wipes (as needed throughout semester)

## POSITIVE GUIDANCE POLICY

Our goal in guiding the children is for them to move towards controlling their own behavior. We avoid using techniques that will damage the children's good feelings about themselves or others.

We begin by arranging the environment to prevent discipline problems. This includes planning interesting activities, not asking children to be still for too long, and meeting their needs for food, rest, and active play.

When children do misbehave, we positively guide them in finding a better way to solve the problem. When misbehavior includes destroying or breaking materials, the children will be given the chance to use the materials again in an appropriate manner, but if continued the materials may be put away until another day when the child will be given another opportunity to use it appropriately. When children disrupt group activities, they can choose to participate without interrupting or choose another activity which would not interrupt the group time. Small and large group activities are always optional in all classrooms.

If your child has had a difficult time, the staff will give you a verbal or written "Just to Let You Know" behavior report which summarizes your child's day. We will work together with the family to assure consistency at home and at school in working with the child, and all will be discussed in a confidential manner that is respectful to your family.

**Our Methods of Positive Guidance Include:**

- Encouraging children to solve problems through the use of words
- Learning to acknowledge feelings and associate feelings with actions
- Redirecting children to focus on a different activity in a positive manner
- Telling children what they *can* do, rather than what they *can't* do
- Continually focusing on building self-help skills in order to strengthen self-esteem and positive self-image
- Using positive reinforcement and acknowledging appropriate behavior that should be continued in the future
- Assisting children in planning actions and language for similar situations in the future
- Modeling kind, patient, and gentle actions, words and behavior

OPERATIONAL POLICIES

The hours of operation for Fall/Spring Semester are from 7:00 A.M. to 7:00 P.M. Monday through Thursday, and 7:00 A.M. to 6:00 P.M. Friday. Summer hours of operation are Monday through Friday 7:00 A.M. to 6:00 P.M. We are open during finals week; however, it is by appointment only through the Center for Child Care and Family Resources office. The Center is *closed* during all University holidays, as well as between semesters when school is not in session. Please use the link below to be directed to the academic calendars for more information:  
<http://registrar.utah.edu/academic-calendars/>

Please note that we have an open-door policy with respect to families and caretakers in the Center. Families are welcome to visit classrooms or the office during any business hours.

Families may sign up for part-time hours, with a minimum of 4 hours/week (2 hour blocks/day minimum) and a maximum of 20 hours/week. There will be no drop off or pick up from 12:00-2:00pm in respect for rest time.

**Due to staffing requirements, we are unable to give tuition credit if a child does not attend during their scheduled hours (illness, vacation, appointments, etc.).**

## **Sign-in & Sign-out**

You are required to sign your child in and out of the program each day using your child's unique pin on the EZ-Care2 Time Clock computer in the hallway. Our staff assumes responsibility for your child once they are signed into the program. Parents must bring children all the way into their classrooms and acknowledge a staff member upon arrival and pick-up.

## **Early Arrival & Late Pick-up**

Dropping off out of your child's scheduled time creates a situation where the center is out of State licensing/NAEYC adult-child ratio compliance. Dropping off early is not permitted, unless you stay in the classroom with your child until your scheduled drop-off time. *Early arrival or late drop offs will be charged \$1.00 per minute.* If you are running late, even by a few minutes, please call the center to let the office know that you are on your way.

## **Schedule Change & Extended Hour Requests**

We understand that class schedules can change, and we will accommodate those changes pending availability and the director's approval. All changes to your schedule shall be submitted on the Schedule Change Request form at least 48 hours before the desired start date, and (if approved by the Director) will become an amendment to your Service Agreement. Administration staff will not check availability or accommodate requests until the proper form is submitted online on our website. *Also, please note that all schedule changes require a \$25 fee.*

Extended hours may be available upon request and pending the Director's approval; however, 24 hours' notice is required. We ask that you refrain from requesting hours on the day you need them, or on a regular basis, to respect our need to accommodate them with staffing. Extended hours are intended to be used on an occasional basis to help accommodate student families. In the event a family is utilizing extended hours too frequently, it will be at the program's discretion to not accommodate those requests. Any extended hours will be charged your hourly rate, and will be added to your ledger to be reflected in your overall tuition payments. Additional hour tuition is due before the day of requested hours.

Official confirmation from administration staff is required for both schedule change and extended hour requests to take effect. Only requests submitted on the proper online form will be accommodated – any email or phone requests will be directed back to you with the proper form.

## **Authorization to Release Child**

Your child must be picked up by an adult who is at least 18 years old and listed on your child's Emergency Contacts. In order for your child to be released to a person other than a parent or legal guardian, permission must be given to the teacher in writing. Verbal permission is not enough. Only those individuals listed as Emergency Contacts are allowed to pick up your child, and this person may be asked to show ID. For reasons of safety and confidentiality, please do not give out the door code or your EZ-Care2 Time Clock codes to persons who will not be regularly picking up. *We will not release a child without written permission.*

## **Legal Custody**

The Center cannot refuse to release a child to parent or legal guardian who has or shares legal custody of the child. In most cases, both parents have equal custody rights, unless a court or valid written separation agreement proves otherwise. If you are experiencing custody difficulties we strongly urge you to keep the Center Director fully advised of circumstances that affect your child and their drop-off and pick-up routines at the center.

## **Withdrawal**

We understand that schedules, finances, living situations, etc. may change during the course of your enrollment this semester. In the event that you wish to withdraw from the program, UKids – Presidents Circle requires a two week notice for all enrolled families. Notices of Withdrawal are to be submitted using the center’s online withdrawal form which can be found on our website: <https://presidentscircle.utah.edu>. Notice received prior to the Monday before the semester begins will not be subject to a withdrawal fee. If written notice is received during the semester, a fee will be charged equal to 2 weeks of the tuition amount listed above.

## **Tuition and Fees**

Your Service Agreement includes your rates and tuition fee schedule, and will be given to you prior to the first week of the semester. Tuition must be paid by the identified dates on your Service Agreement. The first tuition payment is required to be paid one week prior to the first day of the semester (or the first day of enrollment) in order to hold your child’s spot. If the first tuition payment is not received by this date your child’s spot will be given to the next person on the waiting list.

Please note that an additional amount of \$20.00 will be added to your balance if you fail to make a payment by the due dates listed on your service agreement. Failure to pay the following day will result in a fee of \$10.00 per day for every additional day the payment is not received.

If a tuition payment for child care services is more than two weeks overdue, your child/children will not be allowed to attend pending approval from the director and payments being current, including all late fees. If there continues to be an outstanding balance at the end of the semester, balances will be turned over to University Collections and may result in a “hold” being placed on student registration and records, and/or balances withheld from University employees’ wages. There will be no reimbursement for unused childcare due to illness, vacation or other absenteeism. Families with 2 or more late payments in the semester may be subject to loss of priority placement for the next semester and or disenrollment.

Tuition must be paid [online](#) and a \$1.00 service fee will be charged. Sorry, we cannot accept cash or check.

## **Parking**

There are 7 shared 10-minute parking slots on the west side of the building that are used on a daily basis by over 200 families. A special “Preschool” parking pass can be obtained from the

Director in order to park in the marked spots. Cars staying over 10 minutes will be ticketed. Parking for no more than 10 minutes is also allowed at the meters on Presidents Circle; however, your “Preschool” parking pass must be visible and your *hazard lights must be flashing* to ensure you do not receive a parking violation.

### ADDITIONAL PROGRAMS

#### **Drop-In Care**

UKids - Presidents Circle offers drop-in care during Fall and Spring semesters. Drop-in care hours are Monday-Thursday 5:00-7:00 P.M. Parents must call or email to check availability for the day/time that care is needed. A Drop-In Care Punch Card must be purchased prior to the day of care. An up-to-date copy of your child’s immunizations, as well as the Evening Care Waiver form, must be provided. Parents may find additional information as well as purchase punch cards online. See chart below for punch card prices.

<b>Punch Card Prices</b>	6 weeks- 2 years old	3-7 years old
Student Families	\$49 for 8 hours	\$36 for 8 hours
Staff/Faculty Families	\$63 for 8 hours	\$49 for 8 hours

Punch cards purchased online by either enrolled or non-enrolled university affiliated families may only be used from 5:00-7:00 P.M. Monday-Thursday, in accordance with the drop-in care program.

#### **Team Tots**

UKids - Presidents Circle offers free child care for student parents while they workout at the Student Life Center during Fall and Spring semesters. Team Tots care is available Tuesday & Thursday evenings, between 5:00-7:00 P.M. Parents must check availability by calling or emailing UKids - Presidents Circle prior the time care is needed. Parents must show their UCard to verify student status, as well as complete the Evening Care Waiver form.

#### **Finals Week Care**

UKids - Presidents Circle hosts free child care for student parents during Finals Week. Priority is given to student families; however, staff/faculty and community members may utilize this service, depending on availability, at their regular hourly rate. Pre-registration is required with the Center for Child Care and Family Resources. Contact the Center for Child Care and Family Resources at [childcare@sa.utah.edu](mailto:childcare@sa.utah.edu) for more information and to register up to two weeks prior to Finals Week.

#### **Semester Break Care**

UKids - Presidents Circle offers limited care during semester breaks. Currently enrolled parents may apply for this service beginning two weeks prior to the break. Priority is given to families who are enrolled in the Early Head Start program, then to currently enrolled students. Staff/Faculty may utilize this service depending on availability. Parents must pay their regular

hourly rate for the hours they request. Once the Break Care application is completed, and your child is accepted, you will receive a Break Care Service Agreement. Please be advised that CCAMPIS will only pay for hours used during Fall or Spring breaks. *The amount due must be paid prior to the days your child will attend.* We offer care during the following breaks:

Spring Break  
Spring to Summer Break  
Summer to Fall Break  
Fall Break

### **Parent Night Out**

One Saturday each month the Center for Child Care and Family Resources provides free child care for student parents to have a night out. Parent Night Out alternates being held at UKids – Presidents Circle and UKids – East Village. This service is free for students; staff and faculty may attend pending space and paying a fee. Parents may sign up two weeks prior to the event through the [Center for Child Care and Family Resources website](#). The dates of Parent Night Out can be found on the UKids - Presidents Circle website as well as CCFR's.

### **Early Head Start**

UKids – Presidents Circle has partnered with Early Head Start to provide additional services for income-eligible families. Families must first be enrolled in UKids - Presidents Circle, and then may apply through Early Head Start to receive benefits such as free health screenings, disposable diapers and wipes, and other resources. For more information, contact the Director at [presidentscircle@sa.utah.edu](mailto:presidentscircle@sa.utah.edu).

### **UKIDS - PRESIDENTS CIRCLE CONFIDENTIALITY AGREEMENT**

All records provided regarding your child and family finances are confidential. We also ask that you respect this confidentiality by not asking staff to discuss your child or other children outside of the center. The staff at UKids - Presidents Circle understand the importance of this policy and feel uncomfortable when asked to discuss confidential issues concerning other children in the program. We encourage you to bring up child and center issues with the director directly.

All information about families and staff, including life circumstances, are kept confidential. No personally identifying information will be released or discussed outside the program.

## PROGRAM CURRICULUM

UKids - Presidents Circle has five classrooms. Due to the varied ages we care for at UKids Presidents Circle and our enrollment resetting each semester, your child may be moved to a different classroom each semester. Please note that teachers will adjust curriculum to accommodate the ages and developmental levels of all children in their rooms.

All classrooms utilize the Creative Curriculum approach to learning, which is a comprehensive, researched curriculum model that honors creativity and respects the role that teachers play in making learning exciting and relevant for every child. Each classroom environment is set up around learning centers:

- Creative Art
- Library
- Dramatic Play
- Blocks
- Science, Discovery, and Math
- Music and Movement
- Writing (for children 3+)

We believe children learn and develop skills and confidence through active engagement with these learning centers and with each other. Children are encouraged to explore, at their own pace, activities and materials which have been planned to stimulate each of the four developmental areas: social/emotional, physical, language, and cognitive.

It is our goal to create a nurturing environment where a child's natural love of learning will thrive. Each teaching team plans weekly to create developmentally appropriate curricula that are approved by our Curriculum Specialist and the director, and that focus on the developmental needs of individual children as well as the group, all embedded in the children's interests. We utilize the Creative Curriculum's learning objectives, which are aligned with national Core Curriculum objectives. We strive to partner with you as a parent or caretaker regarding your child's care and education. Please take the time to review the weekly curriculum plan (which the teacher will email to you weekly), and plan to communicate daily with the teaching staff regarding goals you may have for your child.

We assess children for the purposes of supporting learning, identifying children's individual needs, program evaluation, and to obtain useful information regarding children's knowledge and skills. Through ongoing observations, teachers document what they observe by recording anecdotal notes using Teaching Strategies GOLD online portfolios. The results of assessments are used to get a picture of where each child currently sits on the developmental continuum, (which are called color bands). In addition, collected documentation and assessment information is used for planning curriculum and for improving the program as a whole.

## Communication

Communication is a critical component of a quality program. Please watch for announcements through:

- EZ-Care2 when you check your child in and out
- Our website at <http://presidentscircle.childcare.utah.edu>
- E-mail (please make sure we have an updated address for your family).  
[presidentscircle@sa.utah.edu](mailto:presidentscircle@sa.utah.edu)  
[ukidspcpurple@sa.utah.edu](mailto:ukidspcpurple@sa.utah.edu)  
[ukidspcyellow@sa.utah.edu](mailto:ukidspcyellow@sa.utah.edu)  
[ukidspcgreen@sa.utah.edu](mailto:ukidspcgreen@sa.utah.edu)  
[ukidspcred@sa.utah.edu](mailto:ukidspcred@sa.utah.edu)  
[ukidspcblue@sa.utah.edu](mailto:ukidspcblue@sa.utah.edu)
- Flyers on the Family Board above the check-in computer, or on the main door
- Signs posted on the classroom door
- Activity Calendar (emailed and on the Family Board)
- Children's Daily Forms/Chart (Purple, Green, Yellow, and Blue rooms)

Sharing information is not always easy, since parents and teachers are busy. If you have a concern or special insight that would help us with your child, please make an effort to visit with your child's teacher, call and leave a message, or drop a note for the director at the office. This will make things go more smoothly for your child, you, and the center.

*Your input is very important and always welcomed!*

## Parent Teacher Conferences

A large component of our program is partnering with your family to meet the goals of your own education, as well as your child's. The teaching staff works hard, along with the support of the Curriculum Specialist, to observe, assess, and create developmentally appropriate experiences that meet the goals of your children. Children are assessed at the end of each semester. UKids – Presidents Circle uses the Teaching Strategies GOLD online curriculum system. Teaching Strategies GOLD allows you to access your child's online assessment profile, so that you may stay involved in your child's early childhood learning experience. You will be invited via email by your child's teacher to create a login to access your child's individual portfolio. Children are assessed if they attend between the hours of 7:00-4:00 P.M. Children who attend after 4:00 P.M. will be observed, but not formally assessed. At the end of each of Fall and Spring semesters, we will hold Parent-Teacher Conferences. Our expectation is that you partner with us, and attend the conference for your child/children in order to maximize your children's learning experience, and prepare them to enter grade school with the necessary school readiness skills.

## What to Expect at Your Parent-Teacher Conference

- Your child's teacher(s) will have compiled daily observations and an assessment portfolio, individualized for your child, prepared for your conference.
- The teacher(s) will begin the conference by asking if you have any questions regarding your child's development, so he/s he can best know what areas of development to focus on.

- The teacher(s) will then go over those areas of development, highlighting strengths and areas of growth, as well as next steps individualized for your child.
- The teacher(s) will also present photo documentation of your child's development, creative artwork, and writing samples.
- Before the conference concludes, you and your child's teacher(s) will set goals, and discuss areas that you would like to focus on for the remainder of your time in our program, both at school and at home.

## PROGRAM STAFF

UKids - Presidents Circle is supervised and coordinated by the director. Each classroom is guided by the Curriculum Specialist who works collaboratively with the teachers to develop a developmentally appropriate curriculum based on the children's interests. Within all classrooms there are assistants that work with the teachers to create a warm and positive environment that meets the needs of each child. At times we also have student teachers and interns participating in the classroom through the Department of Family and Consumer Studies. Student teachers, interns, and volunteers are always under the supervision of a UKids staff member and never left alone with children. All staff, substitutes, students, and volunteers go through a state background check and UKids - Presidents Circle orientation before their first day with the children.

### **Staff Qualifications and Development**

Please see our staff bios page on our website for more detailed information regarding the director, assistant director, and the teachers.

In accordance with our NAEYC accreditation standards, all classroom teachers have or are working toward a bachelor's degree in a child and family-related field. Teacher assistants have various amounts of experience and education related to the development of children or are taking college classes in the general area. All staff must demonstrate a high level of comfort with children and be at least 18 years of age. Staff members are observed and evaluated frequently to ensure a high level of quality interaction. We ensure that there are always plenty of staff members on site that have current CPR and First Aid certifications and a Food Handlers Permit. All staff members are required to obtain 20 hours of continuing education annually by attending staff trainings, college courses, conferences, and/or workshops.

## CLASSROOM POLICIES AND PROCEDURES

### **Clothing**

In order to allow maximum freedom in the experiences your child may engage in at the center, we suggest that casual clothing be worn - comfortable, easy to manage when needing to use the restroom, and completely washable. We believe in hands-on learning, which means your child may get messy! Also, please dress your child in shoes that permit running, climbing, and balancing. Children who are

over the age of 1 who are brought without shoes will not be allowed to remain in the center until proper shoes are provided. Gross motor development is a major task of early childhood. Western boots, flip-flops, and ill-fitting shoes may limit your child's ability to engage in gross motor activities. All children need to bring two changes of clothing, to be used in the case of an accident (potty, spilled milk, etc). *Please label all of your child's clothes and belongings with his or her first AND last name.*

Clothing should reflect the season, as children go outside daily. Please be aware of the temperature and dress your child accordingly. A good rule of thumb is that it is better to overdress than underdress your child, as they can always remove layers if they get too warm throughout the day.

### **Toileting**

Children need to be fully potty trained prior to enrolling in any classroom ages 4 and up. For children under four, parents and staff can work together to create a supportive, positive approach to toileting. Older children are encouraged to use the toilet several times a day. The routine helps the younger children realize what is being asked of them. We never force a child to sit on the toilet. Our bathroom is an 'Open Bathroom' where the children use the toilet together. If a child asks to use the bathroom alone then staff stand with their backs to the child to give them privacy. The state of Utah requires us to be with the children at all times, so turning our backs is how we give them privacy while still following Utah state and NAEYC guidelines.

### **Hand Washing**

All staff and children are required to wash their hands upon entering our classrooms. When you and your child arrive at school, please assist your child in this procedure. We require the children to wash their hands often at school. This enables us to decrease exposure to communicable diseases.

### **Change of Address and Phone Numbers**

*If your address or phone number changes, please contact the office immediately.* If we do not have the current phone number, it is difficult to notify you should an emergency occur. If we cannot reach you or any of your listed emergency contacts, then we will be forced to contact local authorities.

### **Volunteer Policy**

Families are always welcome and encouraged to volunteer and spend time in the classrooms. We ask that families assist the teaching staff in promoting our program policies and program mission. Disciplining of any child, including that family's child, must be left up to the teaching staff in order to ensure consistency with our positive guidance policy. In the event a family volunteer or visitor acts inappropriately in the classroom, or is not following program policies, they may be asked to leave the classroom, and this will be left up to the director's discretion.

Ways for families to help out include:

- Volunteering in the classroom – make sure to coordinate with your child’s teacher to ensure that you have something productive to do while in the classroom (e.g. reading to the children, working on a science project, helping supervise a walking field trip, etc.)
- Washing laundry for the classroom
- Making things like play dough, “welcome” door signs, etc. for the classroom
- Cleaning or maintaining the playground
- Donating items (recyclables, extra stationary, etc.)
- Advocacy Council for Student-Parent Child Care (ASCC) – let the director know you are interested and she will send you an invitation when the final dates are set for these meetings.

### **Parent Meetings**

New families are *required* to attend the orientation meeting held at the beginning of their first semester. This meeting is held at the beginning of each semester, and returning families are not required to participate in each after their first, but are invited to attend if they would like to. In addition, parents may request conferences throughout the semester with the Director or the lead teacher of their child’s classroom.

The Advocacy Council for Student-Parent Child Care consists of many key players of ASUU and UKids - Presidents Circle, and we invite and encourage all parents to participate if they are able. The board meets monthly during Fall and Spring semesters. The council’s role has been critical to moving the center forward. Meetings usually encompass core activities of center operation (enrollment, staffing) as well as current events and proposed center goals.

### **Rest Time**

We have mats and cots for the children to rest on. Children who are here at naptime should bring a small blanket and a sheet (standard fitted crib sheet), and they are welcome to bring one soft toy for comfort. While all children may not sleep, they are all required to be in a restful state during this time. Please do not request for child to be kept awake during this time, as it is healthy for children to sleep if they are tired, and even a rest rejuvenates them for the rest of their day. Utah State Licensing requires nap time to be a part of the day for all children birth to 5 years of age. We ask that there are no drop-offs or pick-ups between the hours of 12:00 P.M. – 2:00 P.M., as this time is critical in easing the children into a restful state. Parents may enter the room but are reminded that any loud disturbances may wake the children. *Blankets and sheets must be taken home daily and be washed at least weekly.*

### **Outdoor Play**

Outdoor play is part of the early childhood curriculum. During the winter, your child needs a coat, hat, gloves, and appropriate footwear. During the summer, your child will need to come with sunscreen already applied, and the teachers will reapply as the day goes on. We will go outside every day except in the following cases:

- During “Orange” or “Red” air quality as defined by the Utah Department of Environmental Quality (during “Yellow” air quality, we will limit outside time to 15 minutes)
- Temperatures above 99° (Temperatures between 90-99° we will limit outside time to 15 minutes)
- Temperatures under 30° (Temperatures between 30-32° we will limit outside time to 15 minutes)
- During strong intense snowstorms, rainstorms, or windstorms

All children will go outside, except for those who are restricted for medical reasons. *Medical restrictions must be in writing and signed by the child’s physician.* Unless otherwise specified on the application, all children will have sunscreen with SPF 50 or higher applied to them at school.

### **Toys from Home**

We encourage toys from home to stay at home, unless needed for the following.

- Comfort toy to make the transition easier
- Scheduled “show-and-tell” in your child’s classroom
- One soft sleeping toy (must be able to fit in child’s bin or bag)

### **Daily Schedule –**

Your child’s classroom schedule is placed on the wall for all to view. In classrooms with infants, we do not follow a set schedule. We use responsive caregiving with infants, and follow each child’s needs. We do our best to maintain flexibility within the schedule to make sure we are following the children’s lead and accommodating their needs, while maintaining the sense of routine that children depend on. Each individual classroom has an area where the schedule, weekly lesson plan, and any changes that will be made to the routine or environment are posted. Please note when your child will be doing certain activities. This will enable you to talk with your child regarding what they did at school.

### UKids - Presidents Circle Daily Schedule

- 7:00 A.M.-7:55 A.M. Table Activities (classes combined)
- 7:55 A.M.-8:00 A.M. Clean Up, Hand Washing, Classes separate
- 8:00 A.M.-8:55 A.M. Interest Areas – Free Choice (8:45am bathroom/diapers)
- 8:55 A.M.-9:00 A.M. Clean Up, Hand Washing
- 9:00 A.M.-9:20 A.M. Morning Snack
- 9:20 A.M.-9:30 A.M. Clean Up, Sunscreen or Coats
- 9:30 A.M.-10:00 A.M. Outside or Gross Motor Activities
- 10:00 A.M.-10:20 A.M. Large Group Time
- 10:20 A.M.-11:25 A.M. Interest Areas – Free Choice (10:45am bathroom/diapers)

11:25 A.M.-11:30 A.M.	Clean Up
11:30 A.M.-12:00 P.M.	Outside or Gross Motor Activities
12:00 P.M.-12:30 P.M.	Lunch
12:30 P.M.-1:45 P.M.	Rest Time (12:45 P.M. bathroom/diapers)
1:45 P.M.-2:15 P.M.	Rest Time/Quiet Table Activities (2:00 P.M. bathroom/diapers)
2:15 P.M.-2:45 P.M.	Outside or Gross Motor Activities
2:45 P.M.-3:00 P.M.	Afternoon Snack
3:00 P.M.-3:20 P.M.	Large Group Time
3:20 P.M.-4:20 P.M.	Interest Areas – Free Choice (4:00 P.M. bathroom/diapers)
4:20 P.M.-4:25 P.M.	Clean Up
4:25 P.M.-5:00 P.M.	Outside or Gross Motor Activities
5:00 P.M.-6:00 P.M.	Table Activities (5:45 P.M. bathroom/diapers)
6:00 P.M.-6:30 P.M.	Dinner
6:30 P.M.-6:45 P.M.	Large Group Time (Gross Motor Emphasis)
6:45 P.M.-7:00 P.M.	Interest Areas – Free Choice

### **Transition to a New Classroom, Arrival, and Departure**

Transitions to a new classroom are done at the beginning of each semester and are based on the child's age. We do not move a child into a new classroom on their birthday, as it is easier for them to move up at the beginning of a new semester at the same time as their peers rather than going to a new classroom with new children and new teachers. We also cannot guarantee there will be slots available in the next class up when your child has a birthday, so your child will transition the following semester.

When your child does transition into a new classroom, we understand it can be intimidating for them. We want to make the transition into a new classroom as easy as possible for you and your child. Here are some tips on how to help your child transition to their new classroom:

- **Allow time for hellos and goodbyes.** At the beginning of the semester, you can expect some children to have difficulty with separation. Allow time for transitions from home to school by staying for a few minutes to help your child ease into an activity.
- **Reminders of home** can be helpful. Invite your child to bring a special object such as a stuffed animal or blanket for rest time. Bringing in a family picture to display in your child's classroom is another way to ease the transition.
- **Please do not sneak away when your child is distracted.** This can make transitions even more difficult and promotes mistrust. As the parent, it is important to be as calm and relaxed as possible. If you are nervous about leaving your child, or in a hurry to leave, it will make your child feel more anxious and uneasy about the transition. Tell your child goodbye and reassure them that you will be back.

- **The teachers are there to help make it easier on you.** You can be assured that your child's teachers will be there to comfort your child and provide activities to ease his or her transition.
- **Watch through observation windows, or call after a few minutes.** If the transition is difficult for your child, we understand that it can also be difficult for you. Feel free to spend time watching through the windows in the doors, or call/email us after you leave for reassurance that your child is warming up to the situation. We want both you and your child to feel secure.

## EMERGENCY PROCEDURES

### **Emergency Drills**

We are required by state licensing to do fire drills monthly, as well as other disaster drills once every 6 months. Fire drills are held on random days and times, and we evacuate to the grass field directly behind our playground. We set up many scenarios so that staff are prepared for anything. (Our fire escape route is up the stairwell at the north end of AEB; however, we have exited through windows before).

As per University policy, during an earthquake drill we are required to evacuate to Emergency Access Point (EAP) #1 in the center of Presidents Circle. In the case of a building evacuation, children will be evacuated to the James Talmage Building (JTB). Look for signs posted on all building entrances for our location. Parents will also be contacted to pick up their child in case of an evacuation.

### **Evacuation Procedures**

In the event we cannot reenter the building, children will be taken to the Bio Kids Center playground located just below the campus bookstore. In case of inclement weather, children will be relocated to the Union Building. Signs will be placed on all building entrances as well as the center entrance, to inform parents of our location. Once we reach the relocation sight, we will contact parents or emergency contacts listed on the Emergency Record card.

### **Failure to Pick up Your Child**

In the event that a child has not been picked up 15 minutes after their scheduled pick-up time, we will call you and the listed emergency contacts for your child. If we are unsuccessful, the center will contact the campus police. Prior to calling security, every attempt will be made to reach a parent's cell phone or emergency contacts. *Please make sure your listed emergency contact names and numbers are updated on your child's records.*

## UKIDS - PRESIDENTS CIRCLE ALLERGY POLICY

Although UKids - Presidents Circle strives to be a peanut free environment and each classroom does its best to keep individual allergens from the affected children, *we cannot guarantee* our classrooms or shared spaces to be completely free from food allergens. Due to the fact that parents provide lunches for their children on a daily basis, it is extremely difficult for the staff to be completely sure that there are no peanut products of any kind in any child's lunch. Instead, we ask parents to mindfully exclude all peanut products from the lunches they send to school. If peanut products are found in your child's lunch, we will not be able to serve that food to your child, though we will our best to supplement the missing item with left-over food from our snack service. Of course we would rather err on the side of safety when in doubt about the contents of particular food items. Please label sandwiches that are made with other "nut butters," because if a teacher is unsure about whether it is peanut butter we will not serve it.

We will make sure to have all pertinent allergy information in your child's classroom with specific procedures in the event that a reaction does occur. If additional accommodations are needed, the Office of Equal Opportunity will assist in this process.

UKids - Presidents Circle and its staff cannot be held responsible for any allergic reactions caused by contact with any allergen while a child is in the care of the center, whether it occurs inside or outside the facility.

## HEALTH RELATED ISSUES

In order for your child to attend UKids - Presidents Circle, he or she must be well enough to eat the snacks served at the center. They must also be able to go outdoors. If your child exhibits symptoms of illness (fever, vomiting, diarrhea, sore throat, frequent cough, heavily running nose, frequent sneezing, unknown rash, Conjunctivitis (pink eye), etc.) during the 24-hour period prior to scheduled attendance at the Center, your child should be kept home until the symptoms have disappeared or a note is obtained from your physician stating that your child does not have a contagious condition.

According to the Utah state licensing standards, children may not be in childcare if they are ill. Illnesses include, but are not limited to:

- Temperature of 101 degrees F or higher
- Severe coughing
- Difficult or rapid breathing
- Stiff neck
- Vomiting
- Diarrhea
- Conjunctivitis (May return to school 24 hours AFTER the initial dosage of antibiotic drops)
- Open skin lesions
- Head Lice
  - Parents must notify the teacher or administration that their child has/had lice.

- The child may return to school after receiving a lice treatment and thorough head combing. Parents should wash all bedding at home, spray car seats/car fabric, rugs, etc.
- When the child returns to school, the teachers will check the child's head to make sure there are no live lice, nits, or eggs.
- After sending home the infected child, teachers will check each child's head, remove all soft materials from the classroom (pillows, toys, etc.) to be washed and bagged.
- Parents should recheck their child's head in the next 3-5 days

Children may be sent home when the director or assistant director believe the child is too uncomfortable or unwell to remain in the center or poses a possible health risk to others in the center.

When a child becomes ill at the center, parents will be called. It is UKids and Center for Child Care and Family Resource's policy that an adult must pick up the child within 30 minutes of being notified. Failure to pick up in a timely manner will result in a late pick up fee (*see Fees – Late Pick-Up Fees*). UKids Child Care Programs must know where a parent can be reached at all times.

When a child's illness prevents him/her from participating in classroom activities or the child's condition is potentially contagious, the child will be removed from the classroom to an administrator's office. The child will be kept comfortable until his/her parent arrives.

Children must meet required criteria for return to our care, based on the recommendations of the Utah Office of Epidemiology, and must be diarrhea, vomit, and fever-free for a minimum of 24 hours without the use of fever-reducing medication. Please refer to the attached exclusion criteria list for details on individual illnesses and their respective policies.

Parents should notify their UKids Child Care Program office as soon as possible after their child has been diagnosed with a contagious condition.

Restrictions on classroom activities and/or outside play due to chronic non-contagious conditions must be documented by a physician. Reasonable accommodations will be made to meet medical recommendations, such as longer or more frequent naps. However, the center may not be able to meet all needs.

All UKids staff understand that sick children can interfere with jobs and school work, however, a contagious child affects the health of all UKids children, families and staff. Please do not ask us to allow your child to remain at UKids when he/she is ill.

If parents consistently send their ill child to the center or frequently do not pick up an ill child in a timely manner. UKids reserves the right to dismiss the child from their UKids Child Care program.

*Children must wait 24 hours after the last fever, vomiting or diarrhea episode (without assistance of medication).* If your child has Conjunctivitis, he or she cannot attend the Center until he/she has been on medication for 48 hours, as it is a *highly contagious condition*.

## **Injuries**

Every effort is made to keep your child safe; however, children are likely to acquire bumps, bruises, and scratches during their early years. If an accident resulting in injury occurs at school, an “Incident Report” will be filled out and given to you to sign. You will receive the top copy (the original) of the report, and the bottom copy (the carbon) will be placed in your child’s file. If the injury is serious you will be notified by phone. If, in the opinion of our staff on duty, the injury warrants emergency treatment, an ambulance will be called and your child will be taken to the nearest medical facility. You will then be notified immediately. Parents will be responsible for any costs incurred due to any emergency treatment.

## **Medication**

The director will dispense prescription medication provided by parents for their children. Prescriptions and over-the-counter medicine should be current and clearly labeled with the child’s name, and *must be in the original container*. Medicine will be given only if parents also provide a written Medical Request form. Medication Request forms are available in the Director’s office at all times. *Please do not leave medication in bags from home.*

## **Immunizations**

Your child must be up-to-date on immunizations as required by the Utah Department of Human Services prior to enrollment at the center. After admission to the center, you are responsible for regularly updating your child’s health files to reflect current immunizations.

If you opt out of having your child immunized, we must have a letter from the Board of Health on their “Personal Exemption Form.” Those who choose this will be informed about health issues at the Center and must assume all risks that result from communicable diseases that are passed in a group environment.

Failure to provide up-to-date immunization records or an Exemption letter for your child will result in exclusion from UKids - Presidents Circle.

## **Nutrition**

### **Meals and Snacks**

Snack is complimentary, lunch and dinner are brought from home. Meals and snacks are served on the following schedule:

Snack	9:00 A.M.
Lunch	12:00 P.M.
Snack	3:00 P.M.
Dinner	6:00 P.M. (Spring and Fall semesters only)

The daily snack menu is posted on the Family Board behind the sign-in computer. The snacks are developed to provide children with nutrient rich foods. The center uses the food groups and

USDA recommendations as guidelines to our snacks, and our menu is approved by a registered dietician.

Every child *must* have a lunch if they attend 12:00 P.M. – 12:30 P.M., and a dinner if they attend 6:00 P.M. – 6:30 P.M. As meal times are a communal activity at our center, no child should feel excluded from eating with the others, and so we allow no exceptions to this policy. All lunch boxes must be clearly labeled with the child’s first and last name, as per State Licensing rules.

### **Special Diet**

It is your responsibility to notify the center if your child has a known food allergy or a specific diet. Please provide a doctor’s signed statement to be included in your child’s records.

For parents who prefer to have their child on a certain diet (for example if your family is vegetarian, or as part of a religious practice), we ask that you provide an appropriate snack for your child to have during designated snack times. Always talk to your child’s teacher about ways we can accommodate your family’s needs.

### **Lunch Box Suggestions:**

To make the lunch or dinner you put in the child’s lunch box tasty and nutritious, consider the following tips:

- Create interest by having your child assist in food shopping and preparing lunch.
- Let your child make his/her own sandwich.
- Use a variety of foods, for more nutrients and to avoid monotony.
- Select and prepare food that is appropriate for your child’s age. Children in the Yellow, and Green rooms must have their food cut into half inch pieces and Purple Room into quarter inch pieces as per Utah State Licensing.
- Try to include a protein, a whole grain, a fruit, a vegetable, and a dairy whenever possible.
- The program provides water all throughout the day. If you wish your child to have milk or juice, please pack it in their lunchbox for meal time only.

### **SUSPECTED CHILD ABUSE & MANDATED REPORTING**

In accordance with the University Safety of Minors Policy (Rule 1-015) and State of Utah law (Code 62A-4a-403) all authorized adults working with minors are trained in mandatory reporting requirements.

A mandated reporter is a person who is legally required to ensure a report is made when abuse is observed or suspected. The state of Utah designates a Mandatory Reporter as “any person who has reason to believe that a child has been subjected to abuse or neglect” (Utah Code Ann. §62A-4a-403). They do not have to prove that abuse is occurring, just that there is reasonable cause to believe abuse or neglect is occurring. This report must be made to a law enforcement agency or the Division of Child and Family Services.

In addition to notifying law enforcement or DCFS, the Safety of Minors Policy (Rule 1-015) also requires that individuals report known or suspected abuse of a minor during a University program or event, or on University premises, to the Office of Equal Opportunity and Affirmative Action at the University of Utah. All staff members who are to be with minors are required to participate in a OEO/AA Minor Safety and Reporting training prior to employment.

If you, as a parent or guardian, have concerns about any misconduct in connection with a University program or event, please contact the University's Office of Equal Opportunity and Affirmative Action at (801) 581-8365.

Related links:

<https://dcfs.utah.gov/contact/>

<https://oeo.utah.edu/resources/minors-in-university-programs/>

## FAMILY GRIEVANCE AND DISMISSAL POLICY

UKids - Presidents Circle administration and staff are committed to maintaining an open door, open forum approach to problem solving and conflict resolution. If a family has a concern regarding the behavior of a teacher, the concern should be discussed with the director. If a family has a concern regarding the behavior of the director, they should speak directly to the director. If they feel their concerns still have not adequately been addressed, they should present their grievance in writing to the Center for Child Care and Family Resources Director. The Center for Child Care and Family Resources will respond in writing to the parents and schedule a meeting if necessary.

UKids - Presidents Circle reserves the right to withdraw a child or family from the center if it is decided that the relationship between the center, child, and parent or guardian is not mutually beneficial. The most important factor is assuring the child is in an environment that best meets his/her needs. UKids - Presidents Circle is a unique setting with many transitions, which may not meet every child's needs. A two week written notice will be given to the parent or guardian should the center decide to exercise this right to withdraw a child or family.

In extreme situations, the immediate removal of a child or family from the center may be necessary. Reasons may include health and safety issues for the child or for the larger group of children or employees.

### **Reasons for Dismissal:**

1. Child or parents needs cannot be met by the center.
2. Child appears to be a danger to himself, other children or staff, and behavioral issues cannot be resolved through a support process:
  - a. Documented concerns
  - b. Meeting with child's parents/guardians to develop a behavioral plan
  - c. Follow through with action plan which may include bringing in an outside specialist
  - d. Follow up meeting to discuss child's progress and subsequent actions
  - e. Continued enrollment or dismissal
3. Nonpayment or habitual late payment of fees

4. Habitual late pick-ups
5. A family owing tuition at the end of the school year may not re-enroll their child until the balance due has been paid. A tuition hold may be placed on student parent records
6. Not completing and returning required enrollment forms promptly, including physical/medical information, emergency information, employment status, etc.
7. Physical or verbal abuse or discrimination of staff or children.



## **UKids - Presidents Circle**

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CENTER FOR CHILD CARE & FAMILY RESOURCES  
THE UNIVERSITY OF UTAH