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MISSION AND VISION

Through a child-focused program, IUPUI Center for Young Children partners with families to provide a nurturing, play-based learning environment that fosters social, emotional, physical, cognitive and language development. By expanding our presence within the university and our community, and through continuing our efforts to stay current in the field of Early Childhood Education, the IUPUI Center for Young Children strives to be the standard for quality center-based childcare.

PHILOSOPHY AND GOALS

We believe that children learn through play, concrete experiences, and interactions with the environment, their peers and adults. By the use of individual, small and whole group activities, plus a variety of experiences, we encourage children to develop to their full potential. It is the teacher's role to develop activities and curriculum that:

- Promote the development of independence and self-discipline.
- Encourage and foster the development of self-esteem and confidence.
- Promote the development of fine and gross motor, cognitive, and creative skills in literacy, language, math, science, art, and social studies.
- Promote the development of a safe and healthy lifestyle through physical activity, personal hygiene, safety awareness, and nutrition education.
- Promote the development of positive communication skills.
- Promote the development of positive social skills and an appreciation and respect for differences in all people including cultural backgrounds, physical characteristics, developmental levels, and family groupings.

The teachers in the infant and toddler rooms will be promoting the same philosophy and goals as listed above. More information about the infant and toddler programs, as well as multiage classrooms for 3-to-5-year-olds, can be found on pp. 19-20.

RELATIONSHIP WITH THE UNIVERSITY

The IUPUI Center for Young Children reports to the Office of Auxiliary Services in Finance and Administration. The Center is responsible for generating funds to support its own operating budget. In conjunction with the University, the Center serves as a research, training, and observation site for University faculty and students.

FACILITIES

The IUPUI Center for Young Children is located in a 30,000 square foot facility at 321 North Limestone Street in the southwest corner of campus. The state of Indiana and its Family and Social Service Administration licenses the Center. The facility is locked at all times. Only authorized persons are admitted.

We have an "open door" policy which encourages parents and family members to visit the Center during operating hours. Most classrooms have a one-way window which allows observers an opportunity to see what is happening in a classroom without being seen by the children inside the classroom.

AFFILIATION

Affiliation refers to the connection that you have with the University. You must be a student, staff, faculty member, or alumni of IUPUI, or an employee of one of the organizations connected with IUPUI: IU School of Medicine (including Riley, IU Health, Methodist), the VA Hospital, and the NCAA, in order to state that you are affiliated with the University. If you receive a check from Indiana University, you will also be considered as an affiliate. There is an established subsidized rate for affiliated families. If for any reason during the contract period the parent's affiliation status changes, the tuition rate remains the same throughout the end of the contract. Should the parent want to re-enroll for subsequent semesters, it will be at the non-affiliated rate. A periodic check of the parent's affiliation will be conducted to ensure families are paying the appropriate tuition rate.

ENROLLMENT & CONTRACT TERMINATION

Enrollment is on a first-come, first-enrolled basis, and placement is confirmed by the signing of a one-year contract. The contract period begins at the start of IUPUI's fall semester. The Center reserves the right in its sole discretion to decline, renew, or extend contracts or enter into future agreement beyond the current contract (please see contract for more details). The Center maintains waiting lists for each age group (full-time/part-time - NOTE: part-time is not available for infants and toddlers) to fill the spots in the classes from the list. The application form is available by calling the IUPUI Center for Young Children (317-274-3508). This form is also available online at our website: www.childcare.iupui.edu.

If for some reason a family would need to terminate their contract early, the guardian or party who has signed the contract would be responsible for release from the Parent Contract by giving a 2 (two) week notice to the Business Office. Please refer to your contract for the procedure.

In making enrollment decisions, we give first priority to children and legal dependents of students, staff and faculty of the University regardless of their race, religion, gender, creed, national origin, or special needs. Please make us aware of any special needs that your child may have so that we may address these needs appropriately. When enrolling new students, no preference is given to one constituent group over another for enrollment. No distinction is made between full and part-time employees. Payroll or the Registrar's Office verifies affiliation with the University. Effort is made to enroll siblings together.

An up-to-date health record must be on file for your child to attend the Center. Licensing requires a physical examination within three months prior to admission or one month after admission. If your child has not had a recent physical, you will need to schedule one prior to enrollment, and provide this information for our records. A personal history and other enrollment forms must be completed and all fees paid BEFORE the child may attend.

CHILDREN WITH SPECIAL NEEDS

The Center for Young Children accepts children with special needs. In accordance with the Americans with Disabilities Act, we try to accommodate as much as possible those children who can be served in a group setting. There are some children with special needs that require more one-on-one care than we are able to provide in our group setting. In this situation, the Center may not be the best educational setting to provide for the needs of the individual child. When a child with special needs is enrolled, an IEP (Individual Educational Plan) is required. This document provides the staff with specific skills and areas of development that are a focus for the child. If the child receives special services the Center staff will make arrangements to accommodate the therapists.

HOURS OF OPERATION

The Center is open Monday through Friday from 7:00 a.m. to 6:00 p.m. As part of the University we follow the University calendar, closing for the following dates:

New Year's Day

Martin Luther King, Jr. Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving and the following Friday

Christmas Day (and the week between Christmas and New Year's Day)

*** The Center will be open during Spring Break. Classes may be combined based on staffing for that week. Children might be in a different classroom for the week.

We also have the option of closing on the day before or the day after one of the recognized holidays. The Center is also closed the first Thursday and Friday of August and is used by the staff as professional development days.

The hours your child attends will vary depending on the program you choose, however all classroom activities start at 8:30 am each morning. Each program is designed to meet the needs of the families and children enrolled and offer the same quality of care. Your child's daily schedule and routine are developed by his or her teacher to meet the needs of the group as well as the individuals within the group. A daily schedule is posted in your child's classroom. If you have any questions about the schedule or activities, please don't hesitate to ask your child's teacher.

Those children enrolled full time utilize the Center on a consistent daily basis during the normal hours of 7:00 a.m. to 6:00 p.m. Full time is defined as routine and regular attendance for four or more full days a week and average 30-40 hours a week.

Those families opting for part time care for children 2-to-5-years-old can prearrange their schedule each semester by choosing the half-day sessions needed Monday through Friday. These sessions are:

Morning session 7:00 a.m. to 12:00 noon
Afternoon session 12:30 p.m. to 6:00 p.m.

Should you need both sessions on a particular day, you will also contract for a lunch for an additional fee. You will set your schedule at the beginning of each semester for that semester. Once your schedule and contract have been turned into the Business Office, no changes can be made during that contracted semester due to the fact that it may cause over enrolling the class and staffing issues. Please be on time when picking up your child from the part time program.

TUITION AND OTHER FEES

The application fee of \$25 secures your place on the waiting list should there be one.

Fees will vary depending on the program in which your child is enrolled and will be stated in your contract. Weekly tuition fees are due by noon on Monday for the week and are assessed an additional charge if late. The late fee for tuition non-payment is \$15.00 per week. Contracts can be renewed if a family's account is current. Fees can be paid by IU Pay-on-line, payroll deduction, cash, check, credit card, debit card, or money order made payable to the IUPUI Center for Young Children.

In addition, there is a registration and supply fee. There is also a semester transportation fee if your child is enrolled full time in a Multiage classroom. The transportation fee covers the cost of upkeep to the bus as well as the gasoline. Children enrolled part time will pay transportation costs per trip along with field trip expenses. You may incur additional fees for:

| | | |
|-------------------------------------|------------------------|---------------|
| Special Events/ Enrichment Programs | Returned Checks | NSF Fees |
| Field Trips (see page 5) | Late pick-up (see p.7) | Late Payments |

Part-time care: Families are responsible for paying for the days they have contracted to be present, even if a particular day falls on a day when the Center is closed. The CYC does not prorate tuition based on holiday or emergency related closings (see p. 15).

VACATION TIME

The Center is closed the times the University is closed, (See list on pg. 4), except for Spring Break and professional development days. You will not be charged for the week the center is closed between Christmas and New Year's Day. Families are also able to take one complete week of vacation (tuition free) during the contract period. Please notify the Business Office at least two weeks in advance for billing purposes. If families choose to take vacations at times different than those listed above, the parent is still responsible for tuition and fees as stated in the contract. Should you decide not to enroll your child for a specific time period and terminate your contract, your child will be placed on the waiting list. There is no guarantee of a specific re-start date or that your child will be with the same teacher and/or group of children.

FIELD TRIPS/SPECIAL EVENTS

Regular field trips are taken in the Indianapolis community to stimulate and extend the children's knowledge. Expenses are kept at minimum, while at the same time providing the children with a fun and meaningful learning experience. The Center's bus is used for trips and only Center staff, with a valid commercial driver's license for small buses, are permitted to drive. Written permission and fee payment are required for a child to participate in a field trip or attend a special event within the Center. Any fees will be paid directly to your child's teacher in cash. Please do not include field trip money with your weekly tuition. Make sure your child arrives on time for the field trip; it can be a frustrating experience for a child to be left behind. If you are late, you may sign your child into the classroom and join the class on the field trip or remain at the Center with your child until the class returns. Due to the capacity of the classrooms it is not possible to leave your child in another classroom until the group returns from the field trip.

Classroom field trips are typically scheduled for the morning hours so as not to disrupt the lunch and naptime routine. Some field trips due to the distance needed to travel or the length of the activity necessitate leaving earlier in the morning. If this happens, the children may need to have an early snack in the classroom. Your child's teacher will inform you of such changes when they occur. Safety of all the children is our primary concern on a field trip.

If a child becomes disruptive on a field trip or causes safety concerns such as running away from the group or leaving the group, the child may be unable to join the class in subsequent field trips. Also, if your child has a consistent behavior problem you may be asked to accompany your child on a field trip. There is a permission form that all families complete giving permission for your child to take campus walks or campus field trip at anytime with all children returning to the building by 4:00 pm. Most of these will be walking trips, but occasionally the campus shuttle may be used.

WHAT TO BRING

Our classrooms are equipped with toys, games, and materials appropriate for young children. As a rule, we ask that your child not bring toys from home. There may be times that your child's teacher will ask for items to be brought in from home to support what they are doing in the classroom. You will be notified about this in advance. Personal toys, games, jewelry, trinkets, etc. will remain in the child's locker if they find their way into the Center or be given to the parent/guardian to take home. No "Super Hero" play is allowed at the Center nor any type of "weapon play" is acceptable. All children will engage in messy activities and may have accidents. Please make sure that your child has a complete set of extra clothing (including underwear and socks) in a hanging plastic bag. It's important to check clothing as the seasons change.

Children attending after lunch will be resting and will need the following items:

- A small blanket for naptime. Crib size blankets or bath size towels are just the perfect size and easy for your child to fold.
- Pillows are discouraged because they take up too much space in lockers.
- If your child wishes to bring a small stuffed animal, it must be no larger than the palms of your hands. Larger animals do not fit in the locker.

All naptime items should fit easily into the bottom compartment of your child's locker. Please be sure to take the blanket home on Friday, wash it, and bring it back Monday. Children will nap on small cots within their own classroom. Naptime is from approximately 12:45 until 3pm each day depending on the ages of children in the classroom.

INFANT ROOM

Infant families will need to bring in several bottles, plenty of extra clothing, and diapers in unopened packages. Children in the Toddler and Weeschool classrooms also need to bring diapers in unopened packages. Your teacher will inform you of additional items to bring.

DROPPING OFF AND PICKING UP CHILDREN

Your child's safety is a major concern, and our drop-off and pick-up procedures are designed with this in mind. You will need to deliver your child to his/her classroom each day. If someone else will be picking up your child you will be asked to fill out a form **Authorization to Pick-Up** form which is available at the front desk. Let the person picking up your child know that he/she will need to bring photo identification. We will not release your child to anyone without prior written authorization or to anyone not listed on the Emergency Form.

For safety reasons, please do not send older siblings to pick up and sign out your child. We will not release your child to an older sibling unless he/she is 18 years of age or older and we have your written permission. The adult dropping off/picking up the child (ren) is responsible for filling out the Sign-In/Out sheet. The Sign In/Out sheet must be filled out completely. This is the only information we take with us should we have to evacuate the building quickly.

A child should never be dropped off in front of the building, left at the front door, or in the parking lot to find his or her own way into the Center. A child must never be left unattended in the Center for any reason. Please make contact with an adult before you leave your child in their classroom.

At the beginning of the day, take time to help your child put his or her belongings away and assimilate into the group. This is an important transition time for the child, and helps develop a routine and trust. Don't start your child's day off by rushing out of the Center without saying goodbye in an attempt to avoid tears. If your child needs help separating from you, the staff is trained and willing to assist.

At the end of the day, please be sure that the teacher or staff member in the classroom knows you are taking your child out of the classroom or from the playground. The staff does routine headcounts to ensure the whereabouts of all the children. If you take your child and the teacher is not aware of it, then it leads to a search for a "missing" child who is not actually missing.

The safety of the children in our facility is one of our main concerns. If a parent or other adult comes to pick up the child and this person appears to be under the influence of drugs or alcohol, we will suggest to you that we can call a cab to ensure that both the adult and the child arrive safely at their destination. Or, if the person refuses the offer of a cab and leaves the Center with the child, the University police will be contacted and notified of a possible impaired driver.

Also, in the interest of safety; children are not to run in the building and are expected to be with their parent when dropping off or picking up. Please do not play "chase or hide and seek" with your child at these times. We ask that you hold your child's hand to keep them from running inside the building.

ATTENDANCE

Your child's teacher has taken time to plan many fun and educational activities for your child and the group in an early childhood setting. When your child is inconsistent with attendance, he/she misses many valuable learning experiences and does not begin to develop routines. Classroom activities begin at 8:30 AM. Early arrival allows your child to have social time with his or her peers before the planned day begins. Arriving early also allows you to talk with the Lead Teacher without disrupting group activities. It is important that you talk with your child's teacher if you see a practice that may differ from your own value system or practices that you may not be used to. It is important for the teacher and parents to work together so the child can be successful.

LATE PICK UP

A charge will be assessed to parents who do not pick their child (ren) up at the end of the contracted time. This late pick up fee is \$15 for each 15 minutes the child is not picked up. If we have not heard from the parent, and the child has not been picked up within a half-hour after the contracted pick up time, we are required by law to consider the child abandoned and to call the police. We

understand that emergencies do occur, but please call to inform us of these situations so that we can avoid filing an abandonment report, and help your child adjust to any changes on their schedule.

VOUCHER PROGRAM

The Center for Young Children accepts the Child Care Development Fund voucher program. CCDF is a federal program administered through the Indiana Family and Social Services Administration (IFSSA), that assists low-income families by providing affordable child care for parents who are working, attending training or continuing their education.

Families who wish to enroll in the CCDF program must meet certain requirements and should contact CCDF directly at www.childrens-bureau.org for more information and how to apply. If you qualify, you are responsible for maintaining your requirements and keeping your voucher current. By doing so you will maximize the amounts paid by CCDF and reduce your costs. **YOU ARE RESPONSIBLE FOR ANY TUITION COSTS THAT ARE NOT PAID BY CCDF.**

PARENT PARTICIPATION

The Center strongly encourages parental help and participation. From time to time, the Center will offer social events. Such events are an opportunity for families to become better acquainted with one another. These events provide a sense of community for children and parents alike. Parents will be notified of the events in advance.

Occasionally, special needs may arise at the Center where parents can volunteer time and/or special skills. Gardening, sanding wooden unit blocks or repairing various toys are examples of help parents have given in the past. These projects will be communicated to you via e-mail by the Director. If you are interested in helping with these one-time projects, or have a special skill or talent that could be used, please communicate that to the Parent Association.

COMMUNICATION AND NEWS

Information will be left in the top compartment of your child's locker. This is a major source of communication with you so please check it daily. This is also the place where your teacher will communicate to you any concerns she or he may have about your child. General information will be included in a monthly classroom newsletter. The Lead Teachers also have an email address and will communicate with parents electronically. Be sure your child's teacher has your correct email address so you may receive this type of communication.

We ask that you notify us of any changes at home that could affect your child's behavior at school. This will allow us to better accommodate every child's individual needs. Personal matters, medical concerns, or any other private information concerning your child will be shared only with people who work with your child and those who need to know.

Parent conferences will be held with your child's teacher in the fall and spring semester. These will take place at times that are convenient for both you and the teacher. Should your child's teacher need to discuss anything with you prior to these conferences, you will be contacted. Please do not

hesitate to leave a message, e-mail, or call your child's teacher. Your child's Lead Teacher is the first person to address issues or concerns you have about your child or the program.

In our ongoing communication with parents we are willing to provide information to families in their preferred language.

CLASSROOM MANAGEMENT/ DISCIPLINE

Discipline comes from the word disciple or teacher, and the Center's staff uses a variety of methods of discipline to guide and teach rather than punish. The goal of discipline is to help the child develop positive behaviors and problem solving skills that result in them making good choices and respecting others and property. The teachers and staff individualize their responses to the child's behavior in relation to the particular child and situation. Behavior is guided through positive methods, giving praise and special attention for pro-social behaviors, and by the planned environment with variety of developmentally appropriate activities from which the child can choose.

When disciplining a child, the staff explains why the behavior was unacceptable and the logical consequences of it. This approach encourages children to be in control of their behavior and make "good" choices because they want to and because they understand why it is necessary, not because they are forced. When this approach is used consistently, negative behavior can usually be redirected with simple reminders and explanation from the adult.

If an action is deliberate or harmful to property or others, the child will be redirected to a choice made by the teacher. Repeated unacceptable behavior will result in the child being separated from the group or activity until she/he has regained control. Before allowing the child to return to the group, it is again explained why he or she was removed and what behavior is expected. Physical punishment such as hitting or shaking is never used. Staff do not engage in psychological abuse or coercion. In extreme cases the parent will be contacted and required to address the issues with his/her child and take the child home.

The teacher may call a conference with you that may include other professionals to work as a team to develop a plan toward changing unacceptable behaviors. At this time a behavior plan will be developed regarding the problem behaviors. Failure to meet with the teacher within a reasonable time may result in the Center declining to care for the child. Conversely, if you have any concerns about your child and/or the Center's approach, please don't hesitate to contact your child's teacher. By working cooperatively with you, strategies can be developed that meet your child's individual needs. Notes of any disciplinary actions or conversations with the parents will be kept in the child's file.

With parental permission, the Center may contact an outside party to assist in resolving the problem or the child may be referred for evaluation. If the above procedures fail to resolve the problem behavior, the parent(s) choose not to meet, cooperate or work with the Center, the child's behavior is a threat to other children or self; the staff does not feel that the child's needs are being met, we reserve the right to terminate the care agreement.

FOOD

Each day we serve catered nutritious meals and snacks prepared by Chartwells Food Services. Our menus are posted on the classroom bulletin board and in the lobby for your convenience.

Occasionally, the teacher may add to or substitute the snack with an item the children help prepare as part of the activities that day. If you have any questions about the menu or what was served, do not hesitate to ask your child's teacher. While we cannot meet each child's individual preferences, the Center works with Chartwells' dietitians to offer a variety of foods which are pleasing to most children and meet the nutritional guidelines set forth by the Family and Social Services for child care centers.

Special arrangements may be made for children with food related religious customs or dietary restrictions. Please discuss these with your child's teacher when enrolling so we can honor such requests. We are required to serve what is posted on the menu **unless** we have a physician's order to alter the menu for medical or health reasons. All such requests are kept on file.

The daily meal schedule is as follows:

Breakfast - served between 9:00 a.m. to 9:30 a.m.

Snacks - morning snack served from 7:30-8 a.m. and an afternoon snack at 3:00 p.m.

Lunch - served at 12:00 p.m.

OUR LUNCH ORDER IS CALLED IN AT 8:00 A.M. EACH MORNING. WE ASK YOU TO CONTACT US BEFORE 8:00 A.M. IF YOUR CHILD WILL NOT BE PRESENT FOR LUNCH or IF YOU ARE PLANNING ON EATING LUNCH WITH YOUR CHILD (a small fee of \$5.00 will be charged).

All children, except infants, are required to come to the table for snacks and lunch. Such times are an important social time for children. While eating, children are expected to use good table manners and appropriate behavior. While we can encourage children to try and taste food offered to them, we cannot require that a specific food or amount be eaten. Should you have a specific concern about your child's eating habits or nutritional intake, please arrange a time to talk with your child's teacher about your concerns.

Additionally, we realize that mornings can be hectic, but please have your child finish any breakfast items or food in the car prior to coming into the building. It often causes problems when outside food is brought into the Center. Parents visiting for any meals must eat what the children are served. Food served by the Center cannot be taken out of the Center. This is to comply with our CACFP program that has federal guidelines addressing food coming in and going out of the Center. Children are not to bring extra food, candy, gum, etc. with them to school.

FEDERAL FOOD PROGRAM

This program participates in the USDA Food Program. We receive a reimbursement based on the number of meals/snacks we serve. We will ask you to fill out some forms when you enroll and yearly thereafter. Please return these forms even if you do not qualify. This reimbursement helps us meet our budget and indirectly affects our tuition rates.



Non-Discrimination Statement

All publications and handouts mentioning USDA Child Nutrition Programs must contain the following full nondiscrimination statement:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

PARTIES AND CELEBRATIONS

All children love to celebrate their birthdays, and we encourage them to do so. However, we also ask that you keep the celebration simple and bring items like cupcakes, or cookies, the Center will supply the juice or milk. When extras, like balloons and party favors, special napkins or plates are brought, it sets up expectations for parties that many families cannot financially afford. If you want to do more for your child, please do this privately in your own home.

If you wish to bring something special for these events, please check with your child's teacher. Required dietary guidelines, food restrictions, and other health laws must be upheld, and all items must be store bought. No homemade items can be served.

FIRST AID

Our Center is equipped with simple first aid supplies. All staff members have received basic training in first aid principles and most are certified in CPR. When injuries occur, we make two copies of a written report to inform you of the accident. One copy is to be taken with you, the other is to be signed and left at the Center to be put in your child's file. If a serious accident should occur, parents are contacted immediately. Should your child require medical attention, additional information will be needed for our files.

MEDICATION

State regulations require a written order or prescription from your physician before the staff can administer any prescribed or over-the-counter medications to your child. Only parents can administer over-the-counter medications without a directive from the physician. In addition, state law requires that prescription medication be delivered to us in the original container and bear the pharmacy label with your child's name, prescription number, the date it was filled, and instructions for use. Parents must fill out and sign a medicine permission form, either daily or weekly, so the staff can administer the medication. After the medication is no longer required, please make sure it is taken home. Unused and/or expired medicines will be disposed.

ILLNESS

For everyone's well being, please keep your child at home if he or she is not feeling well or in the event of any symptoms that would indicate a contagious disease. **Children that have been vomiting, who have diarrhea or a fever of 101 or higher, must be kept at home until symptom free for 24 hours without medication.** If your child is too sick to participate in all daily routines (including outside play) of the Center, he or she is too ill to attend. We do not have additional staff that can stay inside with one child while the others go outside to play. Our licensing requires that children go outside twice per day. Children will play outside when the temperature is 25 degrees or above and below 90 degrees. Children do not go out when it is raining.

If your child becomes ill during the day with vomiting, diarrhea, and fever of 101 or higher or with other symptoms that indicate illness, he or she is required to leave the Center, and may not return until he or she is symptom free for 24 hours without medication. If a child appears to have a fever, we will take the child's axillary temperature and add 1 degree to determine the child's temperature. This method is a directive from our consulting physician in accordance to State Licensing Rules and Regulations. When a child has to leave the Center, we will contact the parent or contact person on the sign-in sheet. A reasonable time for a parent to arrive is between 30 minutes to 45 minutes. If a parent is not able to arrive at the Center in that space of time, the alternate contact names will be tried or the parent needs to find someone who can pick up the child.

We also reserve the right to ask that your child be seen by a doctor for any unidentifiable rash or other symptoms that may be of concern and return with a written statement that the child is not contagious and safe to be at the Center.

DRESS

Your child should be dressed in play clothes that are appropriate for play and the outside weather. A wide variety of activities take place at our Center. We recommend clothes that allow for freedom of movement and some dirt. We ask that you provide us with an extra set of clothing in a bag labeled with your child's name to use in the case of an accident (a set includes underwear and socks). To avoid confusion and lost items, label each article of clothing. Please check the clothing for size and weather appropriateness on a regular basis. The Center has a limited supply of "extras" so please check your child's supply of clothing often; you may be contacted and asked to bring in a change of clothing if your child has an accident or spill and does not have a change of clothes at the Center. If your child does go home in "extras" please wash and return them to your child's teacher.

Your child's safety is of great concern, and therefore we ask that you send your child in a sturdy shoe that supports his or her foot properly and protects the toes. Sneakers with socks are best. Open-toed sandals and flip flops are not permitted as they cause a tripping hazard on our play

equipment, and do not protect the toes. Clogs, slip-on shoes, crocs or other styles that can easily come off are also discouraged for similar reasons.

When children wear clothing or items with super-heroes on them, such as Power Rangers or Batman, they tend to act out these characters in their play. While it is important for a child to play fantasy games, role-playing super-heroes tends to get rough and children can get hurt. For this reason, we highly discourage wearing such clothing to the Center.

TOILET TRAINING

The parent and Lead Teacher work together to determine when a child is ready to toilet train. Children should show some definite signs such as the ability to stay dry for long periods of time, showing interest in using the toilet, etc. Check with your child's teacher to plan how the toilet training can be promoted at the Center. We do not allow pull-ups for children being toilet trained. They are too much like regular diapers. Children need to feel different when toilet training and training pants/underwear provide that difference. A child needs to feel the sensation of being wet to understand that they need to empty their bladder in the toilet rather than their diaper or pants. Please provide several changes of clothing while your child is toilet training.

All children are expected to be toilet trained before they are in the multiage classrooms. Exceptions are made for children that have a medical diagnosis for a special need that is preventing the child from being toilet trained.

CHILD ABUSE

In keeping with our philosophy of nonviolence, and in accordance with the laws of Indiana, we take the issue of child abuse very seriously. We will comply with all federal, state, and local laws relating to child abuse and neglect. Our staff is trained in how to recognize child abuse and is required by state law to report any suspected abuse. Staff who report suspicions of child abuse or neglect where they work are immune from discharge, retaliation or other disciplinary action for that reason alone unless it is proven that the report is malicious. In addition, should one of our staff members be suspected of abuse, he or she would be removed from the classroom while the matter is under investigation. Additionally, we have information about domestic violence and help for domestic violence victims in our office should you need it.

BABYSITTING

Requesting staff members to baby-sit or to provide other services (i.e. house sitting, transportations, etc.) is prohibited. This is to protect you and the Center from any legal ramifications that could result from any accidents or misunderstandings. Also, children often view baby-sitting and other special attentions as favoritism and this can cause problems in the classroom.

EMERGENCY PLANS

Communication strategies are an important component in managing any type of emergency that should arise at the center. Accurate, timely and consistent information at all levels is critical in order to minimize unwanted and unforeseen social disruption. Emergency information will always commence with the leadership of the center and flow on to the staff and parents. During Center service hours parents would be notified by the IUPUI Notification System and by email. Communication outside of the Center service hours would be similar, first through the IUPUI Notification System and by email.

The Center conducts monthly fire drills with the children.

EMERGENCY CLOSINGS

While we plan to remain open year-round, with the exception of the Holidays and In-Service Days days listed on the calendar, there are times when we may need to close due to reasons out of our control. These reasons can include but are not limited to the following:

1. Weather related closings. The Center will be closed if the IUPUI campus is closed; a weather emergency is in effect for Marion County; or, the child care center staff cannot be present to provide appropriate staff to child ratios mandated by state child care licensing regulations.
2. Environmental conditions that make the building unsafe such as, sewage problems, inadequate or unsafe water supply, no electricity, heating system problems, gas, carbon monoxide, or other noxious gases leak.

In the event that the Center has an emergency closing, fees are still based upon a 5 day week.

CONFIDENTIALITY

It is contrary to the interests of the Center to give out information regarding children, their parents or staff members. Such information must be held in strict confidence and must not be discussed with anyone outside the Center, including other parents. Inside the Center, such information should only be discussed when it will benefit the care and services offered to the children and parents. All inquiries about the children, their performance, or their parents should be referred to the Lead Teacher or Director, including those requests from family members other than the parents (i.e. grandparents).

ASSESSMENT OF CHILDREN

Assessment is naturally integrated into the course of every day as ongoing teacher observations are made. The program uses a number of different assessments to meet the need of children and staff at CYC. The methods of assessment include informal and formal observations, developmental checklists and individual portfolios as a support to children's learning. The Center for Young Children does not conduct any norm-referenced or standardized assessments of young children for comparison purposes. Eligibility for special services is determined by diagnostic assessments conducted by other professionals.

LICENSING INFORMATION

Indiana State Licensing requires us to share information with you regarding our license. It is valid until the date that is stated on the posted license in the foyer of the building. At that time we will be re-evaluated and re-assessed. We also need to provide you a telephone number for the local Indiana Child Care Resource and Referral Program, which is Child Care Answers. Their number is 317-631-4643. For general licensing information or for specific information regarding our site, you may call 317-232-4469 or 1-877-511-1144 or visit their website at <http://www.childcarefinder.in.gov>.

TAX ID NUMBER

35-6001673

SUMMARY OF PARENT RESPONSIBILITIES

1. Completing all forms for enrollment and registration and paying all fees.
2. Keeping emergency telephone numbers and other information current.
3. Informing Center staff of late arrival or pick-up, vacation, and illness.
4. Informing the Center by 8:00 a.m. if your child will not be present for the day.
5. Picking up your child's naptime blanket and pillow on Friday for cleaning, and returning it on Monday.
6. Checking for notices in your child's locker each day.
7. Correctly signing your child in and out each day.
8. Providing the Center with a complete change of clothing for your child.
9. Making sure payments are made promptly each Monday and that your balance is current.
10. Keeping communication lines between parents and the Center open to avoid problems and misunderstandings concerning your child.

Common Childhood Illnesses and Infections

| Infection/ illness | Sign or Symptom | Return to the Center |
|---|--|---|
| Temperature | Oral temperature of 101F; May be accompanied by behavior changes or other symptoms | Until 24 hours symptom free without medication |
| Symptoms of Severe Illness | Unusual lethargy; irritability; uncontrollable coughing; wheezing | Until doctor releases child to return. |
| Uncontrolled Diarrhea | Increase in number of stools, watery and/or decreased form that cannot be contained in a diaper or underwear | Until 24 hours symptom free without medication |
| Vomiting Illness | One or more episodes in 24 hours | Until 24 hours symptom free without medication and/or the doctor determines illness is not infectious |
| Mouth sores with drooling | Sores or blisters in/around mouth | Until condition is determined to be not infectious |
| Rash | Rash accompanied by fever; behavior change | Until a doctor determines that the condition is noninfectious |
| Conjunctivitis/Pink Eye | White or yellow discharge in eye(s) accompanied by eye pain/redness around eyes | Until 24 hours after treatment has begun |
| Head lice, scabies, or other infestations | Infestation present | Until 24 hours after treatment has begun; no remaining lice or eggs on hair or scalp |
| Tuberculosis | Cough, fever, chest pain; coughing up blood | Until doctor or health official allows the child to return to care |
| Impetigo | Rash-blister to honey colored crusts; lesions occur around mouth, nose and on chin | Until 24 hours after treatment has begun |
| Strep Throat | Fever, sore throat; throat drainage and tender lymph nodes | After cessation of fever and 24 hours of antibiotic treatment |
| Chicken Pox | Sudden onset of slight fever, fatigue, loss of appetite followed by skin eruptions | Until 6 days after last eruption of rash and until eruptions have dried and crusted over |
| Whooping Cough | Severe, persistent cough | Until 5 days after antibiotic treatment to prevent infection |
| Mumps | Tender/ swollen glands and/or fever | Until 9 days after the onset of glandular swelling |
| Ringworm | Red rings, itchy, scaly circles of hair loss on scalp, or whitish patches | Until 24 hours after treatment has begun |
| Pinworm | Grinding of teeth, poor bladder | After the first dosage of prescribed |

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|---------------------------------|---|--|
| | control. Scratching of private parts, painful bowel movements, restlessness, irritability | medicine |
| Hepatitis A Virus | Fever, fatigue, loss of appetite, abdominal pain, nausea, vomiting, and/or jaundice | Until one week after onset of illness or by local health department regulation; immune serum globulin should be administered to staff and children who have been exposed |
| Hand Foot and Mouth | Tiny blister in the mouth, on fingers, palms, buttocks and soles of the feet | Once diagnosed with Hand Foot and Mouth child may return with a doctors note |
| Measles | Rash, high fever, runny nose, and red/watery eyes | Until 6 days from onset of rash |
| Rubella | Mild fever, rash, swollen lymph nodes | Until 6 days from onset of rash |
| Unspecified Respiratory Illness | Severe illness with cold, croup, pneumonia, bronchitis, otitis media | Until child feels well enough to participate fully and is fever free without medication |
| Shingles | Lesions | Until doctor allows child to return to care or if child can wear clothing that covers lesions |
| Herpes Simplex (1) | Clear, painful blisters | Until lesions involving face and lips that ooze have no secretions |

MATERNITY LEAVE HOLD POLICY

Adapted by CYC - December 2010

Families who wish keep their currently enrolled child home while on maternity leave will need to pay a holding fee equal to one third of their child's current weekly fee for each week of the maternity leave. This will hold their child's slot until their return.

A maternity leave is defined as a **MAXIMUM OF SIX (6) CONSECUTIVE WEEKS**, with the option to return sooner than the six weeks. Parents who plan on being on maternity leave must notify the Center Director as soon as the dates of the leave are known. The holding fee must be paid prior to the leave and is not refundable. Should the parent wish to reduce their maternity leave, the remaining amount of the holding fee paid will be applied to the tuition for the remaining weeks.

Families who wish to have their child attend on a part-time basis would have to pay the current part-time per session rates. A part-time enrollment form must be filled out and kept on file.

THIS POLICY DOES NOT APPLY TO VACATIONS TAKEN DURING THE ACADEMIC YEAR.

INFANT/TODDLER PROGRAMMING

BUILDING TRUSTING RELATIONSHIPS IS MOST IMPORTANT!

Infants and toddlers need to know they can trust their caregivers to take care of them and meet their needs on a daily basis. By experiencing respectful and responsive care throughout their day, infants and toddlers learn they can count on their teachers for comfort, love, support, encouragement and kindness.

The children are learning how to be respectful of each other by being treated respectfully by our wonderful teachers. These teachers model responsive care, which means they adjust their teaching to meet each child's developmental needs, respond to the child's inner desire to understand and learn about the world around them, and respond to every child's daily needs with love, care and respect

INFANT AND TODDLER OVERVIEW:

The Infant Room schedule is the most flexible because each infant brings their own unique rhythm to the classroom. The program is built around their own personal daily schedule. The Toddler Room introduces more structure and routine to promote stability and security which is the foundation for future growth and development throughout the CYC.

Below is a sample of the experiences your infant or toddler may encounter:

- The practice of primary caregiving: Each caregiver is assigned a small group of children to focus their care and attention on more directly. This helps to strengthen the bond between your child and at least one caregiver who helps the child develop their sense of trust.
- Gross motor activities such as climbing and riding; and fine motor activities such as sensory table explorations and sorting and stacking toys.
- Various books, songs and finger plays that are culturally diverse and developmentally appropriate.
- An environment that encourages exploration and experimentation using the five senses.
- Quality one-on-one time during care giving routines such as diapering, feeding, napping with plenty of dialogue and conversation to help promote language development.

MULTIAGE PROGRAMMING

Plans were developed and implemented during the Summer of 2011 to change the overall educational philosophy of the CYC to a multiage approach for children three and older instead of the same-age grouping that had been used in the past. Some of the benefits of multiage grouping include:

- Children spend more than one year with the same teacher, allowing the teacher to develop a better understanding of the child's strengths and needs so that she can better support the child's learning.
- Children are viewed as unique individuals and the teaching focuses on each child according to his/her own strengths, unlike in same-age classrooms that often expect all children to perform at the same level.
- Children become a "family of learners" who support and care for each other.
- Older children and children with higher skill levels have the opportunity to serve as mentors and to take leadership roles.
- Children are more likely to cooperate than compete.
- Children are invited to take charge of their learning, by making choices at centers and with project work. This gives them a sense of ownership and self-direction which are the foundation for lifelong learning.
- Children are more likely to cooperate than compete, making it possible for children to help each other as individuals, not see each other as competitors.

--The Association for Childhood Education International (ACEI)

As children turn three-years-old and are potty-trained, they will be promoted to the multiage classroom. In order to avoid moving one child at a time from a weeschool classroom, the targeted promotion months will be August, January, and June. However, in the event that two or more children are ready to move up from a weeschool classroom, promotions/transitions may take place outside the months listed above. This will also allow for more fluid promotion of our infants, toddlers, and two-year-olds which will allow for increased placement of families on the current waiting list.