

# **“Educating the University’s Youngest Students”**



**UNO CHILD  
CARE CENTER**

## **Parent Handbook**

## **What is so special about the UNO Child Care Center?**

The University of Nebraska-Omaha Child Care Center was founded in 1986 and has been accredited by the National Association for Young Children since 1990. We strive to provide an environment that will give children the best academic start possible. Our goal is to create a partnership with all those involved in the child's life so everyone is able to provide a consistent and nourishing environment for each child to succeed. Each of our lead teachers has a Bachelor's degree in Education, Early Childhood Development, or a related field and a majority of our student workers are majoring in child related fields.

### **MISSION STATEMENT**

The mission of the University of Nebraska at Omaha Child Care Center is to provide a high quality child care and early education program for children of students, faculty, staff and alumni of the University of Nebraska-Omaha and the Omaha community, as well as opportunities for training and research to enhance the knowledge of care, education and development of young children.

The University of Nebraska-Omaha Child Care Center strives to balance its unique culture with the cultural interests of each family served. Respect for the Center's diverse community is reflected in the curricula, environment, development goals and parent/teacher/child interactions.

The University of Nebraska-Omaha Child Care Center collaborates with faculty, schools, and community groups to advocate for improved resources for young children and their families. Research activities in related fields of study are intended to promote knowledge of developmental issues and practices relevant to early childhood education, early learning and practical application of this knowledge.

The University of Nebraska-Omaha Child Care Center provides opportunities for university students and members of the community to increase their knowledge of child development, developmentally appropriate teaching practices, anti-bias and non-violence program planning, child care administration and parent/teacher/child interactions.

The University of Nebraska-Omaha Child Care Center promotes evaluation of its current programmatic components such as toddler and preschool curricula, child nutrition, parent involvement, multi-cultural diversity and creative environments for children. In-service and pre-service experiences include classroom observations and directed experiences.

As the field of Early Childhood Care and Education evolves to meet the growing needs of today's children and families, the University of Nebraska-Omaha Child Care Center will continue to provide a leadership role in teaching, training, and research at the University of Nebraska-Omaha.

## **How does the UNO Child Care Center meet its mission statement?**

The UNO Child Care Center provides an environment that is rich in opportunities for children to explore the world around them in a safe and developmentally appropriate way. We have an open door policy that allows parents, grandparents and other important individuals to visit and be a part of each child's learning experience and we have open lines of communication with parents and guardians.

### **PHILOSOPHY STATEMENT**

The University of Nebraska-Omaha Child Care Center integrates quality child care services and early childhood education. Our philosophy supports the "whole child" concept of development based on the belief that one cannot educate without offering care and protection; and one cannot provide care and protection without also educating young children in a group setting. Knowledge of this integrative practice promotes respect for children and the adults who care for them and to implement the developmentally appropriate practices to promote the health and growth of the whole child by meeting his/her emotional, social, intellectual, physical and emerging cultural needs.

The University of Nebraska-Omaha Child Care Center uses a team teaching approach in each age group classroom. Together the professional staff and administration plan the over-all program goals and objectives and curriculum units intended to meet the child's individual developmental needs. We nurture, facilitate, and assess each child's

normal pattern of development in all functional areas, while respecting the individuality and potential of all children enrolled. The teacher-planned curriculum and program is designed to balance between both structured and child initiated opportunities for children to learn in a nonsexist, multi-cultural environment that is filled with age-appropriate equipment and learning materials.

The University of Nebraska-Omaha Child Care Center's fundamental belief is that children have the right to be cared and educated in a safe, healthy, nurturing environment by adults who are well-trained in child development principles. We strive to promote and demonstrate respectful interactions between the teacher-parent, teacher-child, child-child, and teacher-teacher relationship. This helps establish an atmosphere of acceptance and well-being for all who participate in the program.

### **ANTI-BIAS PHILOSOPHY STATEMENT**

The anti-bias philosophy at The University of Nebraska-Omaha Child Care Center is a commitment to address societal bias and practice our value for diversity in a developmentally appropriate way into every aspect of our program. Anti-bias curriculum is a process to help children develop and strengthen their self and group identities, while interacting respectfully with other in a multi-cultural environment. Staff guides children to think critically about unfairness and to stand up for themselves and other in the face of bias. The anti-bias approach is a strategy that values diversity and challenges bias, rather than ignoring and therefore

reinforcing children's misunderstandings of differences. We strive to balance our unique institutional culture with the individual cultural interests of each family served. Respect for the centers' diverse community is reflected in the curriculum, classroom, environments, parent/teacher/child interactions, staff development, hiring plans and program goals.

### **INTEGRATED CURRICULUM PHILOSOPHY (CREATIVE CURRICULUM APPROACH)**

The University of Nebraska-Omaha Child Care Center uses Creative Curriculum with an integrated curriculum philosophy that uses developmentally appropriate practices as the learning approach. This is established through our philosophy of the "whole child" concept. The administrators and lead teachers work closely together to select central ideas and related learning activities that are designed and taught through how children develop and learn. Through this approach children make meaning of their learning experiences and form connections among the individual bits of information. Ideas and activities are developed in response of the children's interest to keep them excited about learning. This integrates the teacher-parent, teacher-child, child-child and teacher-teacher relationships.

The University of Nebraska-Omaha Child Care Center staff assesses each child based on the following areas of development/goals: Creative Arts, Social & Emotional Development, Approaches to Learning, Health & Physical Development, Language & Literacy Development, Mathematics,

and Science. Our child development program is based on the assumption that a child's growth is sequential process and that children pass through predictable stages of development in all areas and within age ranges.

A team teaching approach is practiced in each age group classroom. Together the professional staff plan over-all program goals and objectives and curriculum units intended to meet the child's individual needs. We nurture, facilitate, and assess each child's normal pattern of development in all functional areas, while respecting the individuality and particular potential of all children enrolled. The teacher-planned curriculum and program design is balanced between both structured and child initiated opportunities for children to learn in a nonsexist, multi-cultural environment that is filled with age-appropriate equipment and learning materials. Some fixed learning interest areas in the classroom are dramatic play, blocks, small and large muscle, sensory motor, science, pre-math, reading, early literacy, pre-writing, cooking and nature.

Other types of balanced routine learning activities included in the program are one-to-one, small and large group, indoor, outdoor, quiet and noisy, field trips and special events. "Creative Play" can provide pleasure and knowledge at the same time, and we foster such opportunities.

Curriculum Goals and Individual Objectives include an environment rich with opportunities for children to:

- 1) Explore the world around them using their natural curiosity

- 2) To challenge their natural curiosity and extend it to offer additional problem solving skills
- 3) Develop Social and Emotional Skills
- 4) Develop Fine Motor and Gross Motor Skills
- 5) Foster Work Habits
- 6) Enhance Decision-Making Skills, Self-Reliance Skills and Practical Skills
- 7) Foster Listening Skills and Oral Language Development
- 8) Develop Pre-Literacy Skills – the foundation of reading and writing
- 9) Develop Pre-Math, Science and Social Studies skills
- 10) Foster Appreciation of the Creative Arts – music, art, art history and dramatic play

### **Assessments Upon Enrollment**

Each child, upon enrollment into the program and when s/he transitions into the next age group, is given a pre-screening assessment. The lead teacher then uses these assessments to develop a curriculum based on the needs of the individual child/group. These assessment results are shared with parents at the time of the formal conferences and are kept in each child's individual portfolio to refer back to and to be used to assess the growth and development of the child throughout the year, as well as when s/he transitions from one group to the next.

### **Psychology Play Assessments**

Each fall and spring semesters the graduate students from the University of Nebraska-Omaha Psychology Department will come to the child care center to do Play Assessments on each child. The



data collected from this assessment, along with the initial child care assessments will be used to establish a curriculum that best meets the needs of each child in the program.

### **Bi-Annual Assessments & Conferences**

Curriculum goals and individual objectives are assessed formal twice a year and informally daily throughout the program. Assessments are done through teacher observation and interactions and documentation of development milestones for each individual child. This documentation is done using the Preschool Progress reports by Hayes Publishing Company and assessments developed individual for each area.

Assessments are handed out to parents in early November and late March/early April. At this time formal parent-teacher conferences are also offered for parents to meet with their child's individual teacher and discuss their child's progress. In-formal conferences can be set up at any time the teacher, parent or administrator feels that is necessary to discuss the child's progress.

### **HOURS OF OPERATION**

The UNO Child Care Center is open from 6:30 A.M. to 5:30 P.M. year round with the exception of the following holidays: Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, and for the University Holiday Shut-down between December 24 and New Year's Day.

*Note: The UNO Child Care Center closes when all university offices have been notified of closing due to inclement weather or special circumstances. These may be full or part days depending on the circumstances.*

## **ENROLLMENT**

The UNO Child Care Center provides service for children of UNO Students, Faculty, Staff and Alumni/Community who are between the ages of 18 months and 5 years during the academic year and 18 months and 12 years during the summer.

*Note: To be considered a student, you must be taking a one credit hour class at the University of Nebraska-Omaha.*

### **Enrollment Requirements**

1. \$40 Registration fee paid in full, per child.  
Note: This fee is non-refundable.
2. A complete immunization record provided by the child's physician.
3. A child physical exam form filled out by the child's physician.
4. A schedule and complete list of contact information on where parents can be reached in case of an emergency. A list of emergency contacts, including names and phone numbers (must be 18 years of age).
5. Emergency information including known allergies (food, medicine, etc.), emergency contacts (in case parents cannot be reached) and a signed medical consent form.
6. A health care plan form will need to fill out if your child has any special dietary

and/or medical needs that the child care center needs to be aware of.

7. Permission forms for the following:  
Administering Medication, Travel on Campus, University use of Photographs and Video Taping, and use of the Child's Artwork for university purpose.  
*Note: Anything used off campus, such as photographs and videos will have separate permission slips on an as needed basis.*
8. Name and phone number of the child's physician, the family dentist and the preferred medical facility to use in case of an emergency.
9. A signed contact for care, prior to starting and renewed each semester for part-time families and yearly for full-time families.
10. Failure to provide required forms and documentation can result in your child not being enrolled in the program.

## **TUITION**

The UNO Child Care Center offers both full-time and part-time care on a contracted basis for UNO students, faculty and staff. And full-time only for UNO alumni and the Omaha community.

All tuition is due on the first day of the week that your child attends the center. Advance payments are accepted if you prefer. Fees **WILL NOT** be adjusted due to absence unless you choose to use your allotted vacation days (available on Full-time contracts only).

All tuition payments that are received by 11 a.m. each day will be posted to your account on the

same day. This includes cash, check or credit card payments. For your convenience, the primary parent on the account can view on the check in/out computer tuition charges and credits. Any changes that affect your weekly tuition will be updated the following week. Examples are Title XX charges, grant credits, vacation days, holiday credits, etc.

*Note: Any tuition not paid by 11 a.m. the last of the week will have a \$10 late payment fee added. **NO EXCEPTIONS!***

*Note: Any returned checks will have a returned check fee of \$30.00 automatically added to it and you will be required to pay the balance in cash.*

*Electronic Check Re-Presentation – In the event that your check is returned unpaid for insufficient uncollected funds, we may re-resent your check electronically.*

### **Full Time Care**

Full time care involves children who attend the child care center for five or more hours per day or thirty or more hours per week.

\*\*Please note that alumni rates are higher than student, faculty and staff rates.

\*\*If your child remains at the center longer than 50 hours per week, an additional charge based on the current hourly rate will be added to the regular fee.\*\*\*

### **Part Time Care**

Part time care involves children attending the center using one of the part-time attendance options:

- All day Monday, Wednesday & Friday
- All day Tuesday & Thursday
- Half days Monday – Friday;  
(6:30am – 12:00pm OR 12:00pm – 5:30pm)

\*Please note for half-day mornings you must pick up your child no later than 12:00 p.m. and for half day afternoon, you cannot drop off your child until 12:00 p.m. There will be additional fees assessed if these times are not followed.

### **Schedule Changes**

No Schedule Changes can be made to part-time options; example changing one day for another during the week or adding the half-day morning or afternoon for a day.

For any other schedule changes there must be availability during the semester and approval must be obtained by the Director or Assistant Director.

If you choose to withdraw your child from the center any time during the semester, a two-week notice is required with the understanding that all out-standing balances will be paid in full prior to your child's last day of enrollment.

Withdrawal requests 3 weeks or less prior to the end of the contracted semester will require full payment of the remaining tuition for the semester.

**NOTE: Any vacation days used, but not yet allotted will be required to be paid back prior to the withdrawal date.**

**NOTE: If my account has a credit upon withdrawal of my child from the center, I understand that I must notify the director in writing that I am requesting a refund for the amount of the credit. I understand that this process can take up to 6 weeks before receiving a refund check.**

### **Title XX Requirements**

The UNO Child Care Center accepts Title XX from the Nebraska Department of Health and Human Services Department as a third party payment. However, all families receiving Title XX assistance for tuition payments will be required to pay for their child's contracted hours when they are absent from the child care center for any reason.

Title XX only pays for when your child is in attendance. If your child is scheduled to be here half days morning or afternoons, your child will need to be here a minimum of 4 hours per day. Anything less than that you will be charged the difference and if your child is out a day, you will be required to pay the full 4 hours. If your child is scheduled to be here all day, your child must be here a minimum of 6 hours per day and anything less than that you will be charged the difference; and if your child is gone for the entire day you will be charged the daily rate.

All co-pays must be paid the first of every month. All addition fees incurred during the current week must be paid by the following week.

All families who are eligible for full-time care and who sign a full-time contract will be eligible for vacation days based on their signed contract.

All Title XX families will be required to sign an additional contract/agreement addendum.

***NOTE: All Title XX families must have a current authorization on file or you will be considered private-pay and responsible for your child's weekly tuition until an authorization is received. No exceptions.***

### **VACATION DAYS**

Full Time Year Round (12 month) contracts are eligible to receive 10 vacation days per year, in addition to University closings.

Full Time Academic Year (9 month) contracts are eligible for 7 days of vacation per year, in addition to University closings.

Full Time Summer contracts are eligible for 3 vacation days if the child is enrolled for the ENTIRE summer (June through August).

**\*\*NOTE:**

- 1. Vacation days are not automatically given for missed days, you must request them.*
- 2. Schedule changes may affect the number of vacation days you receive and if all vacation days are used prior to the schedule change, you may be*

responsible for payment of vacation days used, but not earned (Example: if you used all your vacation days in the Fall semester and switched to a part-time contract in the Spring semester, you would be responsible for paying back 7 days of vacation not earned).

Part time contracts are not eligible for vacation days.

*Note: The only eligible credits for part-time contracts are for those families who are considered either UNO Students or Faculty. Credits will be given when children are not in attendance during Fall and Spring Breaks when there are no UNO classes in sessions. Credit will be based upon your child's scheduled days and your weekly contracted rate.*

## **HOLIDAYS**

The UNO Child Care Center is closed for the following holidays and families are not charged for the days we are closed:

- Martin Luther King Jr. Day
- Memorial Day
- Independence Day (If this day happens to fall on a weekend, we will either be closed the Friday before or the Monday after the holiday)
- Labor Day
- Thanksgiving Day and the Friday after
- University Winter Shut Down- December 24 through New Year's Day (If the Christmas or New Year's Day Holidays happen to fall on a weekend, we will either be closed the Friday before or the Monday after the holiday.)



## **CONTRACTS**

Contracts are signed agreements between UNO child care center and all families using our facility. Families are asked to sign their contract prior to enrollment or prior to the start of the semester and return any other required forms within 1 week of enrollment. Forms will be given to you personally to sign before your child can attend that semester.

### **Types of Contracts**

Semester to Semester

Full-time; Year Round

Full-time; Academic

Title XX

Full-Time Summer School-age

\*\*Please see separate contract/agreement forms.

## **FOOD PROGRAM FORMS**

The UNO Child Care Center receives reimbursements from the Federal Food Program. In order to receive these reimbursements we must maintain information on file about each family. If your family makes more than the maximum amount allowed to receive a higher reimbursement rate you still must fill out the form, but you are not required to disclose any financial information. All children who receive meals through our program help us receive a meal reimbursement, but only if their paperwork is on file.

## **AGE GROUPS**

Your child will be placed in the age appropriate program upon enrollment. As a child develops, he/she may be ready to move on to another

program level before or after the indicated age. We do room changes at the end of each semester and start visiting the new rooms a few weeks before the actual change takes place. If teachers feel that your child is ready for a change in program level, they will discuss the changes with you before it happens. It is our intent to have your child placed in the program for which he or she may benefit most.

Our goal is for your child to develop a positive self-image and attitude toward him or herself, the other children, and the program. Your child will be encouraged to make his or her own decisions and choices. We strive to help your child understand that different levels of ability and development are valued and accepted.

You will receive a welcome packet of information once your child enters into each group. Each packet contains information specific to your child's age group, a copy of our assessment tool, and a daily schedule. Daily notes will be sent home for children in toddlers, transition and Preschool 1. We hold parent-teacher conferences two times per year; once in early November and the other in late March. You will also be given the opportunity to do an evaluation on the child care center and staff. This instrument will be able to provide us with your feedback and suggestions.

**Toddler program; ages 18 to 30 months.**

Our toddler program adds increased stimulation and opportunities for beginning social development through play and practice. Working and staying with the group becomes an integral part of the

toddler's daily routine. Acknowledging the need for individual developmental levels, the Toddler Program is flexible to meet the unique needs of each individual child. Table manners are introduced and "potty training" may be incorporated into the daily routine if a child is showing interest.

### **Transition program; ages 2 ½ to 3 ½ years**

Our transition program is the stage where children move from being a toddler to being a preschooler. The transition room is designed for children who are developmentally and socially above the toddler age group, but not yet developmentally and socially ready for Preschool. The Transition room helps the children prepare for advancement with a smaller group of children with which to relate as they are introduced to more structured activities and learn to master the ability to be engaged quietly in a large group and individual activities for longer periods of time. Computers are introduced in this program.

In the Transition program is where potty training is typically mastered.

*Note: All children must be 100% potty trained before moving to preschool 1.*

### **Preschool program; ages 3 ½ to 5 years**

Preschoolers learn through play and practice. It is important for your preschool age child that the environment be structured to maximize opportunities for natural learning. Our preschool program incorporates planned activities, structured and unstructured, as well as equipment and materials,

which will encourage young children to experiment and pretend.

The Preschool program is divided into two groups.

Preschool 1 further introduces the scholastic side of learning in a playful atmosphere. More cognitive activities will be introduced as well as opportunities to lengthen attention spans and build on skills already learned.

Preschool 2 provides opportunities for children to experience situations much like they will in Kindergarten. Preschool 2 children will work on all aspects; including pre-reading, writing, math, science, social studies, etc. that will be needed when they enter into Kindergarten. At this time there will no longer be daily notes sent home, as your child will be encouraged to communicate with you about his/her daily activities.

\*\*\* The UNO Child Care Center believes that children must be both academically and socially ready to enter Kindergarten, therefore we do not recommend children enter Kindergarten if their 5<sup>th</sup> birthday is after June 1<sup>st</sup>.

Kindergarten sets the stage for a child's ENTIRE academic career and it is our goal to give them all the tools necessary to succeed. Therefore, the UNO Child Care Center works closely with parents, as well as the school systems requirements to make the best choice for your child's life long academic goals.

### **School Age Program; ages 5 to 12 years**

Once children have graduated from Preschool they are moved to the School Age program the summer before entering Kindergarten. Here they are joined

by children who have already entered the elementary schools and are out for summer break.

The School Age program provides children with carefully supervised group activities as well as quiet time. Each week activities that provide opportunities for growth and stimulate learning are provided. Group activities will take place both on and off campus. An additional summer fee will be required for field trips and activities. Due to the large variety of school systems that are represented by our School Age program, this program is available through the summer only for children ages 5 to 12 years. However, we encourage children between the ages of 10 and 12 years of age to also seek other summer opportunities available to help stimulate growth. Your child must be 5 years old by July 31<sup>st</sup> in order to participate in this program.

### **STAFF/CHILD RATIOS AND GROUP SIZES**

The University of Nebraska-Omaha Child Care Center uses the staff/child ratios and group sizes that have been established by the National Association for the Education of Young Children (NAEYC) Academy.

We use the following for each group:

<b><u>Group</u></b>	<b><u>Staff/Child Ratio</u></b>	<b><u>Group Size</u></b>
Toddler 1	1:4	12
Toddler 2	1:6	12
Transition	1:8	18
Preschool 1	1:10	20
Preschool 2	1:10	20
Schoolage	1:12	24

When going on field trips or special events that require extra staffing, the child care center will ask for parent volunteers as well as provide extra staff during these special events or activities.

### **CONFIDENTIALITY POLICY**

All information you provide the University of Nebraska-Omaha Child Care Center about your child is kept confidential, unless you have given us verbal &/or written permission to provide it. This includes information in your child's file, assessment information, screenings, medical, allergies, etc. All children's files are kept in a locked file cabinet and are only accessed by the administrators and lead teachers.

Under the following circumstances the contents in each individual file is confidential, but is immediate assessable to:

- 1) Administrators or teaching staff who have consent
- 2) The child's parents or legal guardian that are on file or
- 3) Regulatory authorities, on request, such as National Association for the Education of Young Children (NAEYC) during accreditation visits, The Nebraska Department of Health and Humans Services, food program audits or Nebraska Department of Heath and Human Services Department of Licensing during visits.

### **Consent For Sharing Information**

The University of Nebraska-Omaha Child Care Center requires families to obtain written permission

from the relevant service providers or programs asking the UNO Child Care Center to provide information to the provider or program that is relevant to the child or family. Once the written permission is signed by the parent, provider or program and UNO Child Care Center, the information will be provided per the request. All information provided in a child's file is kept confidential. Unless otherwise written &/or verbal parental permission is given. See example.

**Consent Form for Sharing Child Information**

I, \_\_\_\_\_,  
hereby give the University of Nebraska at Omaha  
Child Care Center written permission to provide  
Information regarding my child, \_\_\_\_\_,  
To \_\_\_\_\_,  
for the purposes of \_\_\_\_\_.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director or Staff Signature of UNOCCC

\_\_\_\_\_  
Date

**CLOCKING IN AND OUT**

There are a number of reasons to clock your child in each day.

1. It is a licensing requirement.

2. Any child not clocked out by 5:30 p.m. will be automatically charged a \$1 per minute late pick up fee.
3. We are a participant of the Federal Food Program and must have proof of attendance in order to be reimbursed for meals served.
4. We track ratios through the computer and if your child is not clocked in, we may think the teacher has fewer children than is accurate.
5. If there were an emergency, we would need to know exactly how many children we have to ensure we have everyone with us.

### **AUTHORIZED TO PICK UP**

We have policies and procedures in place for releasing children to anyone other than custodial parents and guardians. For the safety of all children in our care we ask that anyone unfamiliar to the child care center staff show proper photo identification to verify their identity. *Please inform friends and relatives of this policy so they are prepared when picking up your child.*

In your paperwork we asked for a list of people (must be at least 18 years old) who are allowed to pick up your child. Although these people are listed, we must have permission from you in order for them to remove your child from the child care center. Please write permission in the Special Request notebook with contact information in case they need to be reached.

*Note: If a situation arises where your child must go home and all of your personal numbers have been tried, we will contact your emergency phone list for someone*



*to pick up your child and we will leave messages for you so you know who has your child.*

*Note: In the event of a late pick up and we are unable to reach any contact person by 6 PM, campus security will be called and the proper authorities will be notified.*

### **DIVORCE/CUSTODIAL SITUATIONS**

In the event that your family is involved in a custodial situation the UNO Child Care Center must have all properly endorsed, court ordered documentation restricting a parent from picking up their child before we can prevent them from leaving with the child. The child care center will follow the court order, until a new order or a dismissal of the previous order has been given.

Any changes in family situations and custodial concerns should be addressed with the administration to ensure your child is properly protected and emotionally nurtured during this stressful period.

*Note: Please be sure to keep your file up-to-date and current to prevent any miscommunications.*

### **MODES OF COMMUNICATION**

The University of Nebraska-Omaha Child Care Center work hard to maintain an open line of communication with our families. We have an open-door policy and encourage our families to talk with the lead teachers, staff and administrators. Parents should always feel free to talk with their

child's teacher if they have any questions or concerns about their child or the Center. Sometimes the classroom will be very busy and teachers may ask parents to set up a time to meet or to talk on the phone. Arrangements should be made to talk within the Center's hours of operation. Questions about the Center policies should be directed to the Director or Assistant Director.

We realize that as a parent you have many responsibilities, so we try to communicate with you in as many ways as we can. Therefore, we provide a monthly newsletter with a calendar of events over a three month time-frame, send flyers home on a timely basis (mailboxes are located in your child's classroom), post weekly lesson plans and activity flyers on the classroom bulletin board, post activity flyers near the front entrance, post reminders on the School Leader check in screen, send e-mail reminders, and make phone calls when necessary. If you have any difficulty finding information about your child please do not hesitate to ask the director, assistant director or a lead teacher.

### ***A Special Note on Emails***

Parents often want to have email exchanges with director, assistant director or lead teachers. For simple matter-of-fact exchanges of information this is fine. But for more complex matters it is best to speak on the phone, or better yet, meet in person, if only briefly. In the interest of privacy, it is understood that emails will not be passed on to other individuals without the direct permission from the person who wrote the email. We will respect parents this way and ask that parents honor this request from the staff.

## **A Special Note on Cell Phones**

To keep the lines of communication open and to help facilitate parent participation in your child's day, we ask that families refrain from using a cell phone when entering the UNO Child Care Center. This will ensure that if you or your child's teacher has questions or wants to share information about your child's day, that we have your undivided attention.

No pictures of children enrolled at the University of Nebraska-Omaha Child Care Center can be taken with cell phone cameras. Written permission must be obtained by a parent/guardian of the other child(ren) and permission granted by the center's Director or Assistant Director.

## **MEALS**

The UNO Child Care Center follows the policies and guidelines set forth by the USDA Child and Adult Care Food Program. All meals are prepared by the University of Nebraska at Omaha's Food Service and are catered over to the child care center. The food is kept at the required temperatures and food thermometers are used to monitor the food temperatures. Breakfast, Lunch and an Afternoon Snack are provided. The times for each meal are posted outside of each classroom for your convenience. Children must be present at the time their class eats in order for a meal to be provided.

*Note: In order for your child to eat breakfast they must be here by 8:25 a.m. **NO Exceptions.** In order for your child to eat lunch and snack, s/he must be present in the center at the time of the meal. Please plan ahead for inclement weather, road conditions, etc.*

All meals are nutritious as well as appealing to the children. The menus are posted in the reception area of the child care center. We work from a three week rotating menu cycle to offer variety and consistency. Menus are reviewed yearly and updated as necessary.

Parents are welcome to join us for any of the meals for a small fee (advance notice is appreciated).

Vegetarian and Religious adaptations are available upon request.

For children who are still feed breast milk or formula: Breast milk must be brought in daily and stored in a proper container that is labeled with the child's name and date. Formula must be brought in the original container and labeled with the child's name. Any breast milk older than 48 hours and any formula that has expired will be discarded. Milk will be served cold.

*Note: All food or medication allergies must be listed on your child's enrollment forms and you will be required to fill out the individual child care health plan form. In addition there is a wavier on the enrollment forms that must be signed in order to give this information to your child's teacher and post food allergies in the kitchen for the food tech.*

**Please notify the center if your child has a severe allergy that can cause an anaphylactic reaction.**

A doctor's note is required in order for us to substitute or allow food to be brought in for allergy or other health reasons. However, if your child is allergic to a certain food, the center MUST be

notified immediately so the child is not served that particular food by accident. (Example: An allergy to milk)

***We are a peanut/nut free facility so we ask that no such items be brought into the center. On picnic lunch days, we ask that no peanut butter sandwiches and no candy containing peanuts/nuts be brought in. We thank you for your cooperation in this matter.***

*Occasionally the teachers request outside meals to be brought in. We ask that these meals be in throw away containers and that they not require refrigeration since many times they are for field trips away from the center. Please make sure to label your child's lunch with his/her name and the date.*

Birthday or special occasion treats that are store bought and packaged can be brought in and are welcome with prior notification. In the best interest of the children it is recommended that the treats be limited to your child's age group and be of nutritional value (for example: fruit snacks, yogurt, etc.). Sheet cakes and cupcakes are welcome as long as there is enough provided for all of the children present. Please note to watch for ingredients on the labels where it states that items that can be processed on equipment that may contain peanuts or nuts. We are a peanut and nut free facility and we will not be able to serve the items if they contain any nut or peanut products.

An alternative idea for celebrating your child's birthday or a special occasion is to purchase a book and donate it to the child care center library collection.

**To follow our NAEYC accreditation, we cannot accept any treats that are homemade.**

*Note: Field trips, class picnics, and other special occasions are the only time outside food should be brought to the center so avoid confusion. Tippy or other drink cups, candy, and chewing gum are not acceptable items for the children to bring to the center.*

### **Meal Times**

	<u>Breakfast</u>	<u>Lunch</u>	<u>Snack</u>
Toddler 1	8:00 a.m.	11:00 a.m.	2:30 p.m.
Toddler 2	8:00 a.m.	11:00 a.m.	2:30 p.m.
Transition	7:50 a.m.	11:00 a.m.	2:45 p.m.
Preschool 1	7:50 a.m.	11:30 a.m.	3:00 p.m.
Preschool 2	7:50 a.m.	12:00 p.m.	3:00 p.m.

### **ORAL HEALTH**

The University of Nebraska-Omaha Child Care Center encourages proper oral hygiene. All children from 18 months to 5 years participate in teeth brushing daily. The children are also encouraged to after lunch to rinse their mouth with water by using the technique sip, swish and swallow. Both toddler groups brush their teeth after nap; transition brushes their teeth after nap and both preschool groups brush their teeth after lunch/before nap. Each child has their own individual tooth brush, which is stored in brush container; following proper sanitary guidelines. When tooth brushes get old and new one is provided. Tooth brushes are NEVER shared.

## **NAP/REST TIME**

Time will be provided after lunch for children to take a nap or rest quietly. The rest period is an important time for children to relax and renew energy.

Children who do not require a nap will be given a state licensing required quiet time for ½ hour in which they will be asked to rest or look at books quietly.

Children may bring a small blanket, small pillow and a small stuffed animal from home to use at nap time. These items may be stored at the center or taken home each day.

*Note: While we do our best to protect your child's items, the UNO Child Care Center is not responsible for any items that are lost or broken.*

The UNO Child Care Center staff sanitizes the mats/cots daily and washes the naptime items weekly or as often as needed.

### **Naptimes**

Toddler 1 & 2	12:00 to 2:00 p.m.
Transition	12:00 to 2:00 p.m.
Preschool 1	12:30 to 2:00 p.m.
Preschool 2	1:00 to 1:30/2:00 p.m.

## **CLOTHING**

Please send your child to the child care center in comfortable, washable and seasonally appropriate clothing (we play outdoors in all seasons). Each child is asked to have at least one change of clothing (potty trainers should have 3-4) including

socks and shoes available at the center. It is highly recommended that your child's name be written on any item brought into the center.

*Note: Toddler parents are asked to provide an adequate supply of disposable diapers and training pants when applicable and a package of diaper wipes once a month.*

### **PERSONAL PROPERTY**

The UNO Child Care Center discourages your child from bringing in toys or non-naptime items from home to the center. They are often difficult to share and can be broken or lost. However, occasionally the teachers will have special activities where children are asked to bring in certain objects so please be sure to label the items.

**Jewelry Policy** – The UNO Child Care Center discourages your child from wearing any type of long or hoopy earrings, necklaces or bracelets. If your child wears a necklace, bracelet or long/hoopy earrings to the center, a staff member will remove the item(s) for outside play and place them in your child's tubby or mailbox. This is to provide your child a safe, healthy environment at all times, as earrings, necklaces, and bracelets can become caught on various objects during playtime.

*Note: While we do our best to protect your child's items, the UNO Child Care Center is not responsible for any items that are lost or broken.*



## FIELD TRIPS

The UNO Child Care Center believes that children learn about the world around them by being a part of the world around them. Therefore, we take the children on field trips. All children take walks through campus and occasionally to Elmwood Park. The Preschool groups (anyone 3 ½ and older) will take occasional field trips throughout the year to various off campus sites (ex: Durham Western Heritage Museum, Zoo, Children's Museum, etc.), while the School Age group takes weekly field trips during the summer to locations in Omaha and the general area (ex: Botanical Gardens, DeSoto Bend, Lincoln Children's Museum, etc.). There is a charge for each off campus field trip due to admission costs and to cover the price of renting a bus.

*Parents are welcome and encouraged to attend, however, we ask that they follow all UNO Child Care Center guidelines (ex: no corporal punishment, no smoking and please leave discipline issues of other children to the teachers). Fliers and/or permission slips will be placed in your mailbox prior to all off campus field trips.*

**Note: The University of Nebraska at Omaha and the Child Care Center has a no smoking policy; this includes any event sponsored by the child care center.**

### **Field Trips On Campus**

The parent permission form must be signed and in each child's file before a child can go for walks on the UNO Campus. If a child does not have permission to leave the building for a walk, the child cannot participate and must stay behind. Staff must do the following when going for walks:

- Take a walkie-talkie or a cell phone when leaving the building.
- Write on the "Where We Are Board" as to where the group will be walking to.
- Groups must be back from walks on campus in the morning by 11 a.m. and in the afternoon by 4:00 p.m.
- Staff must take the clip board with emergency numbers and the backpack with the first aid kit.

### **Field Trips Off Campus**

The UNO Child Care Center must have a field trip permission form signed by a parent before any child can attend a field trip with the UNO Child Care Center. Staff must do the following for all field trips:

- Staff will make sure that **ALL** children are properly identified with a name tag that has the UNO Child Care Center's name and phone number listed on it before the group leaves for the field trip.
- Transportation will be provided by Chief School Bus for all field trips. Children, staff and volunteers must follow the bus rules when on a field trip. Chief School Buses meets all Nebraska safety standards for transporting, restraints and equipment.
- Staff are required to take the signed permission forms with emergency contacts, backpack with the first aid kit and any child's medication that is necessary, such as an epi-pen or inhaler.
- The Lead Teacher will be responsible for making sure that all children are accounted for when getting on and off the bus. At the final destinations when children and staff exit

the bus, the lead teacher will do a second walk through to make sure all children are off the bus and accounted for. A child is never to be left alone on the bus at anytime for any reason. No exceptions.

- If a child becomes ill on a field trip, the lead teacher will notify the center director or assistant director immediately and the group will return back to the center. If the bus is not on site, the director or assistant director will contact Chief Bus to get a bus in route to pick up the group.
- If there is a medical emergency, the lead teacher will call 911 and notify the center director/assistant director immediately. The center director/assistant director will notify the parents. One staff will be designated to stay with the ill child. All other children and staff will return to the child care center.
- If the bus breaks down, the lead teacher will call and notify the director or assistant director immediately to inform them of the situation. The director or assistant director will call Chief Bus to find out when alternate transportation will be at the scene and she will notify the lead teacher when the alternate bus will arrive. All children and staff will remain either on the bus or in a secured location, until the alternate bus arrives. As timing, permits, the field trip will proceed as planned. The director/assistant director will notify parents of the incident.
- If the bus is in an accident while in route on a field trip, the staff will follow the emergency medical procedures as written in the "Emergency Response Book". The lead

teacher will immediately call the center director/assistant director. All families will then be notified immediately of the accident. The director/assistant director will ensure that all procedures are followed and that families are updated with new information as it becomes available. The director will notify campus administration of the incident.

### **WATER PLAY**

The University of Nebraska-Omaha Child Care Center has water play time outside during the summer months and inside water play throughout the year. All groups are assigned a water play day during the months of June, July and August.

All children may participate in water play; accept when:

- 1) A parent has requested that the child not participate.
- 2) The child has an illness or skin infection that would be contagious through water play.

### **Individual Water Tubs**

- 1) All children participating in water play must wash his/her hands prior to and after water play.
- 2) Individual tubs and toys are used for water play for each child.
- 3) Tubs and toys are sanitized after each child's use.
- 4) New water is used for each child during water play.

### Water Play – Outside

- 1) All children not potty trained must wear swimmers
- 2) All children participating in water play must wash his/her hands prior to and after water play
- 3) All children must have on proper swim attire &/or swim shoes (this is optional), towel; all items must be labeled
- 4) Children must wear sunscreen that have parental permission
- 5) Children are allowed to play in the sprinkler or individual water tubs or use squirt bottles
- 6) All tubs and toys are sanitized after each child's use
- 7) Other activities are provided for children not participating in water play
- 8) All staff are encouraged to participate in water play. Women must have one piece swim suits and men must wear knee length swim trunks or shorts and a shirt.
- 9) All swim attire is washed after use

### Summer Schoolage – Open Swim (ages 4.7 to 12 years)

- 1) All children must have a signed parental permission form on file in order to participate in open swim time.
- 2) All children participating in open swim must wash his her hands prior to & after swimming.
- 3) All children must have on proper swim attire & supply their own towel; all items must be labeled.
- 4) For outdoor swim time; all children must wear sunscreen and have parental permission.

- 5) All children and staff must follow the policies and procedures of the swimming pool.
- 6) Ratio: 1 Adult to every 4/5 children.
- 7) All staff participating in open swim must get in the water with the children. Women must have one piece swim suit and men must wear knee length swim trunks or shorts.
- 8) All swim attire is washed after use.

### **ILLNESS POLICIES**

Illnesses in large group settings are common, but the UNO Child Care Center strives to keep illnesses to a minimum. Although we cannot prevent all illnesses, we work hard to reduce the chances of your child becoming ill.

#### **What We DO:**

- The UNO Child Care Center follows the exclusion guidelines set forth by the Douglas County Health Department.
- Any toys that go into a child's mouth or comes in contact with body fluids is immediately washed or placed in the "dirty toy tubby".
- All other toys are washed weekly (or more often depending on the season).
- Walls and door knobs are washed down weekly.
- The water fountain and bathrooms are sanitized at least twice a day.
- The UNO Child Care Center staff follows very strict hand washing guidelines.
- Naptime cots are sanitized daily and naptime items are washed weekly or as often as needed.
- Any child that comes down with an illness while at the UNO Child Care Center will be removed from his/her group and sent to the director or assistant director's office. A cot will be

provided for the child to rest until a parent can be notified and the child picked up.

### **What We Need Parents To Do:**

- Please wash your hands and your child's hands after entering the building.
- Please follow our exclusion guidelines.
- Please pick up your child as soon as possible if they need to be sent home due to illness.
- Please help your child get plenty of rest and to eat healthy.
- If your child is showing signs of a contagious illness, please keep them home.
- If your child has been sent home with a fever, please keep him/her out of the center for a full 24 hours after the fever has broken without the use of fever reducers.
- If your child was sent home with diarrhea or vomiting, please keep him or her home for 24 hours or until the vomiting and diarrhea has stopped for 24 hours.
- If your child becomes ill during the day and must be sent home, you will be notified and you need to pick up your child within a reasonable amount of time not exceeding 1 hour after being notified.

### **UNO Child Care Center Exclusion Guidelines**

Children will be excluded from the UNO Child Care Center if any of the following hold true:

- An auxiliary (under arm) temperature of 100 or above; your child may return after fever free for 24 hours with out fever reducers.
- Strep Throat/Scarlet Fever- until 24 hours after fever has broken and medication has begun.
- Diarrhea that is not contained by diapers or toilet use or has had two or more bouts of diarrhea in the past 24 hours.

- Vomiting two or more times in the previous 24 hours, unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- Pink Eye/ Conjunctivitis, which is red or pink conjunctiva with white or yellow discharge, often matted; eye pain and/or redness of eyelid. Child must be on medication for at least 24 hours and have a physician's note to return to the center.
- Mouth sores associated with the inability of the child to control his/her saliva, unless the child's physician states that the child is not infectious.
- Rash with fever until a physician has determined the illness not to be communicable.
- Impetigo, until 24 hours after first treatment.
- Head lice, until morning after first treatment and **ALL** nits are gone.
- Chicken Pox, until the sixth day after onset of rash or sooner if lesions are dried up.
- An illness prevents the child from participating comfortably in program activities.
- An illness results in greater care need than the child care staff can provide without compromising the health and safety of the other children.

Children can be readmitted into the program when all symptoms are gone or a physician states the child is no longer contagious. If you have questions please do not hesitate to ask.

## **MEDICATIONS**

Upon enrollment you were asked to sign a Medication Permission Form for us to be able to administer any medications that your child may need in the future. Then if your child needs medication, you will need to do the following:

- 1) You will need to provide a written physician's prescription &/or note for all medications; this includes any over the counter medications.



- 2) You will need to write in the medication book (near the sign in computer) each day your child needs medication with; date, your child's name, name of medication, time and dose to be given, and your signature.
- 3) All medications will need to be taken home daily with the exception of inhalers, epi-pens, nebulizers or medications prescribed for daily use.

**No medications will be administered without a doctor's permission for children under 6 years of age.**

***Please be specific and clear with these instructions and have medications in the proper container and labeled with your child's name to ensure proper medicating. Instructions must be clear and concise. Any medication that has an expired expiration date will not be administered.***

*Note: All medications must have the child's name on them in order to be administered. If you have more than one child on the same prescription medication, both names must be on the prescription label or a note from the doctor must accompany the medication.*

The staff will be sure to give your child the appropriate medication at the specified time and sign the book and mark it on the child's daily note. If your child requires medication for more than one day you MUST write it in the book each day it is to be given. Once your child no longer needs the medication, please take it home as we are not allowed to store medications that are not currently being used on a daily basis; (Epi-pens, inhalers and nebulizers require a special note from your child's physician in your child's file for us to keep on hand).

***\*If you child has any special medical or allergy needs, you will be required to fill out the individual health care plan form.***

### **HEALTH POLICY** **On Cold, Heat, Sun and Insect**

The UNO Child Care Center encourages and participates in outdoor classroom play. It is a natural learning environment for children to explore, learn and be a part of. It is the UNO Child Care Center policy for children to be able to play outside, weather permitting, under the following conditions:

- 1) All children will participate in outdoor activities unless there is a medical reason with a physician's note stating otherwise.
- 2) Not raining, lightening, thundering or snowing.
- 3) Temperature above 32 degrees; including wind chill.
- 4) Temperature below 100 degrees; including heat index.
- 5) The playground, front area, Alumni Center and campus areas/walks are cleared and safe for children to play.
- 6) Children need to wear proper clothing and shoes/boots that is dry and layered for the warmth of cold weather.
- 7) Children need to wear sun-protective clothing &/or hats, applied skin protections or both for warmer weather.
- 8) It is encouraged for children to have long sleeves or a light jacket for temperatures between 60 to 70 degrees.
- 9) It is encouraged for children to have a coat for temperatures between 32 and 60 degrees. Mittens or gloves or hats for temperatures under 45 degrees.

- 10) Children must have on proper fitting shoes for outside play, this includes tennis shoes or shoes (sandals) with backs. Flip flops are not recommended.
- 11) Sunscreen or sun block with UVB and UVA protection of SPF 15 or higher is encouraged to be applied to children's exposed skin year round when outdoors. The UNO Child Care Center must have a signed permission slip to apply sunscreen. Please see separate form.
- 12) The use of insect repellent containing DEET can be applied to children no more than once a day with parental permission. Please see separate form.

### **GUIDANCE AND DISCIPLINE**

As with the academic learning, the staff and administration of the UNO Child Care Center believe that what children learn now in the social atmosphere will create a firm foundation for the social skills they will need in the future.

Teachers maintain daily routines and set clear limits within each age group. These routines are frequently discussed and defined with children. Consistency, or knowing what to expect throughout the day, helps children develop a sense of trust and understanding of their environment.

Communication between the lead teachers, parents, and administration is vital to a successful experience for the children and the families in our program. We encourage parents to discuss their child's day with their teacher daily. Parent

conferences are held twice a year in October and March for a more formal discussion of a child's progress.

Positive, guiding communication with the children is our primary practice to help the children develop a sense of independence, confidence, and competence in their own abilities to get along with peers and adults and to involve themselves positively in the classroom activities.

Teachers model language and appropriate ways for children to express their feelings and emotions. All the children are encouraged to "use their words" to explain what they want, what they need, and how they feel. Appropriate and positive behaviors are recognized on a daily basis.

Teachers respond to inappropriate or negative behavior by reasonably discussing the problem and redirecting the child to more positive ways to express him/herself. Teachers make every effort to build trusting, supportive relationships with each child enrolled in their classroom.

In some cases children may need to be separated from the group to calm down or have a time away. Children are never isolated out of view or sound of a teacher. Once the child has had the opportunity to calm down the child and teacher will talk about what led to the separation and what the child may choose to do the next time a situation arises. The child is then told he/she can rejoin the group when he/she can control the behavior that led to the separation and use appropriate words to describe feelings. The child will usually make the

determination as to when he/she would like to rejoin the group. A general rule of thumb we follow with a time away is one minute per age of child. For example: a two year old is not away from the group or activity longer than 2 minutes or a three year old longer than 3 minutes. Repeat behaviors may result in a time away with the director or assistant director.

In cases where there are frequent separations, the teacher will try to discuss concerns with the parents and set up a behavior log to track what may be causing the problem behavior (EX: child is hungry, tired, sick, etc.)

Corporal punishment or the use of verbal or emotional threats, shaming, or name-calling are never used in this program and are not legal responses for ANY adult in a child care program. If necessary, options for outside professional consultation or education will be provided for the parents. But if unacceptable behavior continues over time and in spite of repeated staff efforts, the center reserves the right to dis-enroll the child and terminate child care services with the family.

### **TERMINATION OF ENROLLMENT**

The UNO Child Care Center serves children who are able to function successfully in a group setting. If in the judgement of the UNO Child Care Center staff that a child is not able to function in the group setting or the program is not able to meet the needs of the child, the family maybe asked to withdraw the child. Unfortunately there are sometimes reasons were we will have to expel a child from our program whether on a short term or permanent

basis. We will do everything possible to work with the family

#### Procedures for Termination of Enrollment

- A conference(s) will be set up with the parent and the parent will be notified of the problem. Both the UNO Child Care Center staff and the parents will work together to correct the situation. If needed a list of resources will be made available to the parent.
- If the parent(s) fails to correct the situation in a timely manner, the child's behavior does not improve or the circumstances warrant immediate termination, the Center Director will notify the Parents in writing, as well as provide the opportunity for a conference, that the child's enrollment will be terminated.
- Under most circumstances, the UNO Child Care Center will provide the parent two weeks notice to find alternate care for their child. However, where the particular circumstances warrant, the Center reserves the right to terminate enrollment immediately or less than four weeks' notice.

The Center may terminate your child's enrollment under the following circumstances:

1. Non-payment for child care services and/or lack of adherence to tuition payment policies.

2. Parents falsify information on enrollment forms or otherwise knowingly falsify information.
3. Parents do not agree or do not follow and comply with the policies set forth in the Parent Handbook or Contract.
4. Lack of parental cooperation with the Center's efforts to resolve differences and/or to meet the child's needs through parent/staff meetings or conferences.
5. Inappropriate or abusive behavior and/or verbal abuse or threats by parents, relatives, guardians or other parties toward the Center staff, other parents or children.
6. Any child is at risk of causing any serious injury to him/herself or other children or staff.
7. Risk of any child causing serious injury to self and others such as hitting or biting...
8. Any child who has uncontrollable tantrums/angry outbursts or ongoing physical or verbal abuse to staff or other children.

### **CHILDREN WITH SPECIAL NEEDS**

The UNO Child Care Center enrolls children with diagnosed special needs whenever feasible for the child and the center.

“Special needs” refers to children who:

- Have been determined by a licensed physician, psychiatrist, or consulting psychologist as having a special need relating to physical, social, or emotional development.
- Have been identified by the local school district and have an individual education plan (IEP) specifying child care to be provided by the center.
- Have limited mental and emotional development and have an individual service plan (ISP) specifying child care to be provided by the center.

In order to best meet a child's special educational needs, a formal statement from the child's physician or professional referring agency must be submitted (prior to enrollment). The child care center director will consult with the family's referring agency to obtain a copy of the current IEP or ISP (if one exists). These plans will then be used to coordinate development and implementation of the Individual Child Care Plan, ISP, or report from the referring agency, licensed physician, psychiatrist, psychologist, or consulting psychologist. As required by our licensing agent, the Child Care Plan must be in writing, must specify methods of implementation, and must be reviewed and followed by all staff that interacts with the child. The Individual Child Care Plan must be evaluated at least annually if the determining agent is a licensed physician, psychiatrist, psychologist or consulting psychologist.



### **Currently Enrolled Special Needs Diagnosis**

If a child currently enrolled at the UNO Child Care Center presents behaviors or conditions that suggest a special need, the UNO Child Care Center teaching staff and/or director will provide the parent or legal guardian with information about available resources for beginning an intervention process. Depending on the conditions presented, implementation of such an intervention program will be required for the continuation of child care services at the UNO Child Care Center. During intervention, parent's involvement is expected by their:

- Consent to outside observation, if recommended by the UNO Child Care Center director.
- Participation in informational meetings with UNO Child Care Center staff, director, and the outside agency.
- Consent to agency recommendations, if they concur with the UNO Child Care Center philosophy.

In addition to the UNO Child Care Center staff and/or director, participation from the outside agency may be requested to assess the feasibility of continued care at the UNO Child Care Center and to coordinate care with other agencies. In the event that the UNO Child Care Center program and staff can no longer adequately meet the individual needs of the child, the director will set a date for termination of child care services and will offer the family information about alternative resources.

## **EMERGENCY PROCEDURES**

The University of Nebraska-Omaha Child Care Center does monthly evacuation procedures; fire drill, tornado drill/emergency evaluations.

The Child Care Center staff will stay at the building interior and evacuate to the basement of the building for events that cause external danger. If the Child Care Center needs to evacuate the building, they will proceed to the Durham Science Building. Staff are to take their first aid kits, class lists, emergency backpacks, and children's coats with them when evacuating the building to another location. All lead teachers will have emergency contact information for all children and will be able to notify families of the procedures for picking up their child from this location.

If the Child Care Center needs to be evacuated to a secure location either on or off campus, families will be notified of the procedures for picking up their child, once the children and staff have reached the safe location.

All emergency evacuations that must take place by vehicle will be done so by the University of Nebraska at Omaha Security Office. They will provide the transportation. (This will include any type of natural disaster)

If the parent decides to have a different person other than themselves pick up their child from the alternate location, the parent must provide the full name of the person and contact information. This person must then provide proper identification

before the child can be released to them. Proper identification may be either a state issued driver's license, state identification or government issued identification card.

The University of Nebraska-Omaha Child Care Center works with the University of Nebraska at Omaha if they experience any type of utility failure. The maintenance crew will work to restore any outages and if it cannot be completed within an hour, the child care center will call parents to come pick up their child and the center will be closed until the outage is fixed. (This includes any type of natural disasters)

The University of Nebraska-Omaha Child Care Center is notified by the University of Nebraska at Omaha Personnel and through the speaker system if there is any type of treats on campus. If notified of a treat, staff are to follow the lock down procedures, which includes shutting the blinds, locking the doors and going to the basement.

For any emergency during non-business hours (5:30 p.m. to 6:30 a.m.), contact UNO Campus Security at 402-554-2648 or 4-2911 on campus. Campus security will try and resolve the situation, if needed campus security will contact the Child Care Center Director and/or the Milo Bail Student Center Director.

### **Inclement Weather Policy**

#### **Closing**

The decision to close the University because of adverse weather conditions will be made by the Chancellor or his or her designee. Should an inclement weather situation arise during the

workday, this decision will be made in consultation with a "Weather Emergency Committee" to be established by the Chancellor. This committee shall have representatives from University Relations, Facilities Management and Planning, Vice Chancellor of Academic Affairs, Student Enrollment Services, Human Resources Office and others as input is required.

When inclement weather occurs during the evening or prior to the beginning of a regular business day, a decision regarding a closing should be made by 4:45 a.m. if at all possible. The decision will be one of the following alternatives:

- a. All classes and offices at UNO will be closed and only previously designated personnel are to report to work.
- b. All morning classes at UNO have been canceled and only previously designated personnel should report for work. A decision regarding afternoon and evening classes will be made by 5 a.m. and released to the media.

Students, faculty, and staff should take responsibility for listening to local broadcast news media for that update. When inclement weather occurs during the workday, University Relations will convene the Weather Emergency Committee as established by the Chancellor. The decision will be one of the following alternatives\*:

- a. UNO will close classes and dismiss staff at (specified time). Previously designated personnel shall remain on duty or report to work as scheduled.

- b. UNO will be open and all activities will be conducted as usual.

\*Each alternative will include a statement concerning off campus and evening classes, either including the University evening and off-campus classes or with the exception of the University evening and off-campus classes.

Please note: As a matter of policy, some of the Omaha news media will not air school openings.

### **Tornado Safety**

A. Tornado Watch – A tornado watch is issued by the weather bureau when weather conditions are such that Tornadoes are likely to develop. During a tornado watch, University business should continue as usual. Campus Security will monitor a radio tuned to a local station.

B. Tornado Warning – A tornado warning is issued when a tornado has been sighted. The tornado may have been spotted by any citizen or by weather bureau radar. University personnel should seek shelter on receipt of a warning.

If the warning sirens are sounded or a tornado is sighted approaching campus: Proceed immediately to the basement to your designated area. If time does not permit, get into the safest area (the inside wall furthest away from the doors and windows). Assume a curled up position to protect your head and eye. Cover your head with materials at hand. All persons should remain in the shelter areas until advised the danger has passed and the all clear has been given.

## **Tornado Drill**

### **First floor:**

- Proceed down the stairs to the classroom area to the right of the stairwell
- Take attendance of children and staff
- Remain until the all clear is given by the Director/ designated staff

### **Basement Floor:**

- Proceed to the classroom area to the right of the stairwell
- Take attendance of children and staff
- Remain until the all clear is given by the Director/designated staff

## **Fire Safety**

If a fire occurs in the child care center: Pull the nearest fire alarm and help all the children to the nearest fire exit (see fire escape route). Spread the word as fast as possible. The center director or assistant director will call security at ext. 2911 giving name, location, telephone extension and the extent of the fire. Help prevent the fire from spreading by closing doors behind you as you leave the building. Assemble in the preschool playground by the fence if possible or at a safe distance from the building. Count all children and call roll. The center director or assistant director will be the last to leave the center ensuring all rooms are empty. Do not re-enter the building until the fire department has declared the building safe.

## **Fire Drill**

### **First Floor:**

- Proceed out the appropriate playground door to the chain link fence at the bottom of the hill.
- Take attendance of children and staff
- Remain until the all clear is given by the Director/designated staff

### **Basement Floor:**

- Proceed out the basement door leading to playground and gather at the chain link fence
- Take attendance of children and staff
- Remain until the all clear is given by the Director/designated staff

For all other types of emergency situations the following lock-down procedures will be used when necessary.

## **Lockdown Procedures**

### **Code Yellow:**

- Room staff will close and lock all windows and shut the blinds
- Children and staff will remain in classrooms
- Director/designated staff will lock all outside doors
- Entrance to and exit from the building will be monitored
- Remain until the all clear is given by the Director/designated staff
- If a group is on a walk or off site; Director or designated staff will call to notify the group to proceed to the nearest building; staying away from doors and windows; or stay at

designated site, until the all clear is given.  
Security will be notified immediately.

**Code Red:**

- First Floor – Proceed down the stairs to the pre-school classrooms to the right of the stairwell.
- Designated staff from each area will be responsible to taking children coats to the designated area.
- Children and staff will remain away from all doors and windows
- Take attendance of children and staff
- Director/designated staff will lock all outside doors, close and lock all windows and shut the blinds
- Entrance to and exit from the building will be monitored
- Remain until the all clear is given by the Director/designated staff or until the building is evacuated to a safer location.
- If evacuated to a safer location; all children and staff will exit through the basement door, through the playground gate to designated vehicle.
- If a group is on a walk or off site; Director or designated staff will call to notify the group to proceed to the nearest building; staying away from doors and window; or stay at designated site, until the all clear is given. Security will be notified immediately.



## **Missing Child**

### **On Campus:**

- If a staff member reports that a child is missing, staff shall obtain a detailed and accurate description of the child and notify the Child Care Director or their designee.
- An alert shall be made in the Child Care Center (pager, cell phones, email) to alert staff of the missing child. Staff will describe the child's physical features and clothing. The exterior doors will be locked and staff will begin looking for the child within the building. All children outside will be brought inside to their home room. An exterior check should be made in the immediate area.
- If the child is not found within 5 to 7 minutes, call Campus Security (402-554-2911) and the Omaha Police (911). The center director or designee will notify the child's parents that the child is missing/lost.
- If the child is found and appears to have been merely lost, the child shall be returned to their group or reunited with their parent/guardian.
- If the child is found accompanied by someone other than a parent or legal guardian, staff shall attempt to delay their departure without putting the child, staff, or patrons at risk or in harm's way. Campus Security and the Omaha Police should be notified and provided with a detailed description of the person accompanying the child. If they leave, get a license plate number and vehicle description.

**Off Campus:**

- If a staff member reports that a child is missing/lost, the lead staff member will immediately notify the UNO Child Care Center Director or Assistant Director with a detailed report and an accurate description of the child.
- An alert will be made to notify the other staff there is a missing child. The lead staff will enlist the aid of facility personnel to try and locate the child.
- All other children and staff in the group will remain together in one location until the missing child is found or the group is sent back to the child care center.
- If the child is not found within 5 minutes, call the Omaha Police (911). The Child Care Center Director or Assistant Director will immediately notify the parent/family of the missing child.
- If the child is found and appears to have been merely lost, the child shall be returned to their group or reunited with their parent/guardian.
- If the child is found accompanied by someone other than a parent or staff member, staff shall attempt to delay their departure without putting the child, staff, or patrons at risk or in harm's way. The Omaha Police should be notified and provided with a detailed description of the person accompanying the child. If they leave, get a license plate number and vehicle description.

### **Off Site Emergency Situation/Evacuation**

If an emergency situation/evacuation were to happen while a group was out of the building on walk or field trip, the UNO Child Care Center Administrators will contact the staff member in charge and direct them to the nearest building/shelter where the group will stay until the all clear is given by the Child Care Center Administrators or UNO Campus Security or the group is evacuated to the designated child care center's evacuation site. Families of children not in the building at the time an emergency is declared will be notified as to where their child can be located.

For a complete list of the UNO Child Care Center's Emergency Procedures, please read the UNO Child Care Center's Emergency Response Plan. This can be found on-line on the UNO Child Care Center's web page at <http://mbsc.unomaha.edu/child.php>.

### **PETS AND ANIMALS**

The University of Nebraska-Omaha Child Care Center does not allow animals/pets to visit without prior permission from the Director or Assistant Director. Anyone wishing to bring in a pet/animal to the child care center must first obtain permission from the Director or Assistant Director of the child care center. If a classroom requests to have a class pet, it must be approved by the Director and the classroom must follow proper policies and procedures. The only pets to be allowed in the classroom are fish, guinea pigs, hamsters and rabbits. No reptiles are permitted due to the risk for salmonella infection.

For pet in the classroom or an outside pet to visit the child care center; the following policies must be followed:

- 1) The pet or visiting animal must be in good health.
- 2) The pet or visiting animal must have documentation from a veterinarian or animal shelter to show that it is fully immunized (if animal should be so protected) and the animal is suitable for contact with children.
- 3) The teaching staff supervises all interactions between children and animals and instructs children on safe behavior when in close proximity to animals. Children have the choice whether to participate &/or interact with the animal. The staff monitors if a child has a fear of animals.
- 4) Program staff makes sure that any child who is allergic to a particular type of animal is not exposed to that animal.
- 5) All children and staff must wash their hands after handling any animal or pet.
- 6) The classroom pet must be properly cared for and feed.

### **POSITIVE LEARNING EXPERIENCE**

The UNO Child Care Center strives to balance its unique institutional culture with the individual cultural interests of each family served. Respect for the center's diverse community is reflected in the curriculum, classroom, environments, staff development, hiring plans and program goals. However, children will learn a majority of their life skills through their interactions between other

children and adults and through their observations of others interactions.

It is these interactions that children learn the social skills necessary for success in the academic, business and outside world. We as adults have the means necessary to help each and every one of our children be successful. Through appropriate handling of conflicts, disagreements and resolutions we show our children how to interact appropriately.

Daily conversations and formal conferences with your child's teacher can keep you updated on his or her academic and social progress. Teachers and administrators provide daily notes (except in Preschool 2 and School-Age), a monthly newsletter, progress reports, notes on School Leader, flyers posted on bulletin boards and in mailboxes and we send e-mails or make phone calls to keep the lines of communication open.

The UNO Child Care Center encourages parents to be involved in their child's academic life and educational process. This process is a life long journey that continues to benefit your child as they prepare for their formal academic career and life long goals.

The UNO Child Care Center maintains an open door policy to our parents, grandparents and other important people in your child's life. Parents are invited to eat meals with their child as their schedule permits. There is a small charge per meal and early notification is requested to ensure we have enough food.

### **C.H.A.M.P.S.**

The UNO Child Care Center has an active parent group which meets once a month. This group, known as C.H.A.M.P.S. (Children, Home, Academic, Motivation, Parents, and Support) provides support to child care center staff and educational & networking opportunities to the parents. The CHAMPS group does two fundraisers per year (as needed) and is in charge of a yearly teacher appreciation event. The group also hosts parent education classes and at least two family picnics per year. Dates for meetings are posted in the monthly calendar, through e-mail, at the end of the previous month's newsletter and on a flyer posted near the front door. Anyone involved in your child's life is welcome to attend.

### **BABYSITTING**

A University of Nebraska-Omaha Child Care Center staff member who accepts a baby-sitting job does so as an independent contractor and not as an employee of the UNO Child Care Center.

The University of Nebraska-Omaha Child Care Center cannot be held responsible or be held liable for actions or incidents that occur when an employee is engaged in work outside their employment with the UNO Child Care Center.

If you wish for a UNO Child Care Center staff member to pick up your child from the center, you must document it in the special request book and give the staff member the appropriate information to sign your child out.

## **GRIEVANCE POLICY**

The UNO Child Care Center will do our best to provide your child/children with a safe physical environment and an atmosphere where he/she can feel both secure and free to grow at his/her own pace under our love and guidance. You can help us achieve these goals by giving us your comments, suggestions, and your daily involvement.

If for some reason you feel that you are not satisfied with your child's care, you can contact the child care center's director &/or assistant director with concerns at any time at (404) 554-3398. If you feel that your concerns are not fully satisfied that you can contact the director or assistant director of the Milo Bail Student Center at (402) 554-2383.

For any emergency during non-business hours (5:30 p.m. to 6:30 a.m.). Contact UNO Campus Security at 402-554-2648 or 402-554-2911. Campus security will try and resolve the situation, if needed campus security will contact the Child Care Center Director and/or the Milo Bail Student Center Director.

As part of the University of Nebraska-Omaha, the UNO Child Care Center is owned and operated under the University of Nebraska-Omaha and the Nebraska Board of Regents. All correspondence should be directed to the UNO Child Care Center at:

University of Nebraska-Omaha  
Child Care Center  
6001 Dodge Street  
Annex 47  
Omaha, Nebraska 68182

Phone Information and Fax number:

(402)554-3398 Child Care Center Main Line

(402)554-4936 Child Care Center Director

(402)554-3210 Child Care Center Fax

(402)554-2648 Campus Security

(402)554-2383 Milo Bail Student Center

### **What do I need for my child's first day?**

Since the first day of attendance can be an emotional time for both parents and child, the UNO Child Care Center recommends bringing in the following supplies prior to the first day of attendance:

- A favorite blanket (for nap or comfort)
- A small pillow if your child needs one for nap
- Diapers (if applicable)
- A container of wipes (if your child is still in diapers or potty training)
- An extra set of clothing, including socks and shoes in case of spills or accidents
- Current paperwork including, but not limited to doctor, dentist, emergency contacts, immunizations and health report
- The UNO Child Care Center phone number so you can call to check on your child

Please consult with your child's teacher to see if there are any additional items that may be needed.

*Note: The UNO Child Care Center recommends visiting the center with your child several times prior to his/her start date. This helps lessen any anxiety that you or your child may feel. Visiting times are from 9 to 11 a.m. or 3 to 5 p.m. Since your child has not officially started, you must stay in the building when your child is visiting.*



Thank you for choosing the University of Nebraska at Omaha Child Care Center to meet your child care needs. We look forward to serving you and your child through these important and formative years.

Revised September 2017

