

“Educating the University’s Youngest Students”



**UNO CHILD
CARE CENTER**

Parent Handbook

The University of Nebraska at Omaha Child Care Center (UNOCCC) 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 at Omaha including the Omaha community, as well as opportunities for training and research to enhance the knowledge of care, education and development of young children.

UNOCCC 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. We collaborate 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. UNOCCC

promotes evaluation of its current programmatic components such as toddler and preschool curricula, child nutrition, parent involvement, and creative environments for children. In-service and pre-service experiences include classroom observations and directed experiences.

UNOCCC 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.

UNOCCC provides opportunities for university students and members of the community to increase their knowledge of child development, developmentally appropriate teaching practices, and non-violence program planning, child care administration and parent/teacher/child interactions. As the field of Early Childhood Care and Education evolves to meet the growing needs of today's children and families, UNOCCC will continue to provide a leadership role in teaching, training, and research at the University of Nebraska at Omaha.

PHILOSOPHY STATEMENT

UNOCCC 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.

UNOCCC 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.

UNOCCC's fundamental belief is that children have the right to be cared for 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.

INTEGRATED CURRICULUM PHILOSOPHY

The University of Nebraska at Omaha Child Care Center uses Creative Curriculum as a framework to develop an integrated curriculum and play philosophy that incorporates 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 and knowledge gained. Ideas and activities are developed in response to the children's interest to keep them excited about learning. This integrates the teacher-parent, teacher-child, child-child, and teacher-teacher relationships.

The staff assess each child based on the following areas of development/goals established by the Nebraska Early Learning Guidelines that include 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. Our teaching staff are given many opportunities to continuously improve their assessment skills through training.

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 balances 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 AND CONFERENCES

Each child, upon enrollment into the program and when they transition 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 they transition from one group to the next.

Curriculum goals and individual objectives are assessed formally 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. Lead Teachers document progress on each child's assessment report for each individual developmental area.

Assessments are handed out to parents in early November and late March/early April. At this time formal parent-teacher conferences are 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.

UNO AND UNMC OBSERVATIONS

Occupational Therapy students from the University of Nebraska Medical Center complete their Level I fieldwork at UNOCCC. These students will gain knowledge to practice and develop an understanding of the needs of children. The fieldwork is designed to promote clinical reasoning and reflective practice, develop professionalism and competence in career responsibilities. The fieldwork will provide direct observation and participation of the child and staff at the UNOCCC. In addition, the UNMC students will be able to do assessments of the children during their fieldwork observation and practice.

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 23 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 services 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 three-credit hour class at the University of Nebraska at 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 and submitted yearly.
4. A schedule and complete list of contact information on where parents can be reached in case of an emergency.
5. A list of emergency contacts, including names and phone numbers (must be 18 years of age).

6. Emergency information including known allergies (food, medicine, etc.), emergency contacts (in case parents cannot be reached) and a signed medical consent form.
7. A health care plan form will need to be filled out if your child has any special dietary and/or medical needs that the child care center needs to be aware of.
8. Permission forms for the following:
Administering Medication, Travel on Campus, University use of Photographs and Video Tappings, and use of the Child's Artwork for university purposes.
Note: Anything used off campus, such as photographs and videos will have separate permission slips on an as needed basis.
9. Name and phone number of the child's physician, the family dentist, and the preferred medical facility to use in case of an emergency.
10. A signed contact for care, prior to starting and renewed each semester for part-time families and yearly for full-time families.
11. 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 (MWF or TTH) on a contracted basis for UNO students, faculty staff & 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. Fees **WILL NOT** be adjusted due to any absences.

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. Any changes that affect your weekly tuition will be updated the following week. Examples are Title XX charges, grant credits or holiday credits.

If you are a UNO faculty or staff member you can sign up to have tuition taken out of your paycheck through bi-weekly or monthly payroll deductions. A separate form must be completed.

Any tuition not paid by 11 A.M. on the last of the week will have a \$10 late payment fee added.

NO EXCEPTIONS!

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-present 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. 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:

- 3 Full Days: Monday, Wednesday & Friday
- 2 Full Days: Tuesday & Thursday

Schedule Changes

No Schedule Changes can be made to part-time options; example changing one day for another during the week.

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 outstanding 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: 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 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 additional fees incurred during the current week must be paid by the following week.

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.

HOLIDAYS

The UNO Child Care Center is closed for the following holidays and families are not charged for the holiday 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- the child care center is closed the week between Christmas

and New Year's. December 23 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 UNOCCC 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

Full-time; Year Round

Full-time; Academic

Full-Time Summer School-age

Part-Time 3 Days per week (Monday/Wednesday/Friday)

Part-time 2 Days per week (Tuesday/Thursday)

Title XX (must also choose an above option)

FOOD PROGRAM FORMS

UNOCCC 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, they may be ready to move on to another program level before or after the indicated age. We have children who are ready to transition move to the new classroom at the end of each semester. Children will start visiting the new classrooms 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 themselves, the other children, and the program. Your child will be encouraged to make their 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 when your child enters into each group/classroom. 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 Preschool and Pre-K. There will be a parent survey that will need to be completed and any information that is relevant to each individual group.

Toddler programs; 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 unless there is a medical reason and a note provided by a physician.

Preschool programs; 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 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.

Pre-K provides opportunities for children to experience situations much like they will in kindergarten. Pre-K 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.

**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 Pre-K, they are moved to the School Age program the summer before entering Kindergarten. Here they are joined by children who have already entered 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 31st in order to participate in this program.

CONFIDENTIALITY POLICY

All information provided to the University of Nebraska at Omaha Child Care Center about children, families and staff are kept confidential, unless we have been given permission verbally &/or writing to provide it. This includes information in all individual child's file, assessment information, screenings, medical, allergies, etc. and staff files. All files are kept in locked file cabinets and are only accessed by the administrators and/or the lead teachers.

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/Assist. Director Signature

Date

BUILDING SECURITY AND ACCESS

The UNO Child Care Center has policies and procedures in place to make sure the child care center is secured at all times and access into the building is monitored. At all times, there is a staff member present at the front desk, if the Director is not in their office. All families and staff must enter and exit through the front door. At all times, all doors to the building and the gates to the playground must be closed. All doors and access points are monitored by UNO Public Safety through closed circuit cameras.

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. **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 at Omaha Child Care Center works 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 at 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.

Idling Vehicles:

To maintain safety at drop off / pick-up times, the UNO Child Care Center discourages drivers from allowing their vehicles from idling while parked in the Child Care Center loading zones in the parking lot. The only exceptions are extreme heat or cold to maintain interior or engine temperatures.

MEALS AND FOOD SAFETY POLICIES

The UNO Child Care Center follows the policies and guidelines set forth by the USDA Child and Adult Care Food Program. All meals are reviewed by a representative from the CACFP or health consultant. 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. The hot food is placed on the stove or in the oven and cold food is either placed in the refrigerator or freezer. All food served to the children is at the proper temperature for them to eat.

Proper safety and sanitation guidelines are followed at all times. Uncooked fruits and vegetables are thoroughly washed prior to eating or cooking. Leftover food is either stored in the proper containers, labeled, and placed in the refrigerator or freezer with the date or is thrown away. Any food that has reached its' expiration date is discarded immediately. **No children are allowed to be in the kitchen at any time.**

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, they 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 each semester 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.

Milk and Juice Served: Toddlers 18 to 24 months are served whole milk and children 2 years and older are served skim milk. 100% Fruit Juice is served only occasionally and no more than one time per week.

Breast Milk and Formula: upon request, the child care center has the capability to store breast milk and serve it to the child who is under 2 years of age. The UNO Child Care Center requires that the breast be stored in a proper container when brought in, labeled with the child's name and the date the breast milk was pumped. Staff are reminded that the milk must be stirred and not shaken before pouring and serving the milk in a cup to the child. If the parent requests to breast feed her child, the child care center will provide a private area for the mother and the child. Any unused or unrefrigerated milk must be discarded within 2 hours after preparation. Formula must be brought in the original container and labeled with the child's name and directions for serving. All milk that has been prepared and not used will be discarded after preparation. Any formula that has expired will be discarded. Milk will be served cold.

Food for the children is never warmed in a microwave oven. Any food that needs to be reheated or cooked is placed in an oven safe dish and warmed/cooked in either the stove/oven or toaster oven.

Food Allergies and Special Food Requests

All food or medication allergies must be listed on your child's enrollment forms. When a child has a special nutritional need, a milk or food request due to an allergy or medical reason, we require the parent to fill out an Individual Health Care Plan. Parents must also sign that they acknowledge that allergies and special requests will be posted in the kitchen and classroom for staff to follow. All soy milk, milk substitutes, and special foods are stored in the refrigerator on a labeled shelf.

If a child has an allergy to a food or drink, or the family has made a special request, the UNO Child Care Center will provide a substitute that meets USDA food program standards and that closely meets the child care center menu. Example: for a child who is on a vegetarian diet, the UNO Child Care Center provides soy-based products as a substitute. If the special request is beyond what the center can provide as a substitute, the child care center requires the family to supply the product and it must meet the USDA Food Program requirements.

Milk Allergy: the UNO Child Care Center requires a note from the child's physician stating the milk allergy and what replacement product the child will be using. The UNO Child Care Center provides Soy Milk as a substitute for cow's milk. If the family wishes to use a different milk substitute, such as goat's

milk, the family will be responsible for supplying the product. It must be labeled with the child's name. The substitute product must meet USDA standards. All food brought into the center must be store bought and labeled with the child's name. We also inform families that the product must be peanut and nut free, as the child care center tries to maintain a peanut and nut free environment in the building. The UNO Child Care Center may require additional documentation from the child's physician.

The family will be provided documentation on the child's daily note the meal served and quantity of food the child eats daily.

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

A doctor's note is required 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.

Foods Brought from Home

All food that will be shared with other children in the child care center must be store bought and in the

original container. A list of approved snacks will be sent home upon request.

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.). 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.

Occasionally classrooms will have picnic lunches. The UNO Child care Center asks that these meals be brought in throw away containers and that they do not require refrigeration. If refrigeration is required, the child care center stores the food in the refrigerator until it is meal time. All meals must be labeled with the child's name and date. The staff makes sure when the lunch is dropped off, that the lunch is properly labeled. **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 as to avoid confusion. Tippy or other drink cups, candy, and chewing gum are not acceptable items for the children to bring to the center.

Food Not Served:

The UNO Child Care Center does not offer the following foods to children under 4 years of age; hot dogs, whole or slice into rounds; whole grapes; nuts of any kind; popcorn; raw peas, celery or carrots, hard pretzels, spoonful's of peanut butter; meat larger than can be swallowed whole; and/or sugar sweetened beverages, such as pop or kool-aide. The child care center is a peanut and nut free facility. Please note menus. The kitchen tech and child care center staff monitor the food served to children and cut up foods according to the child's chewing and swallowing capacity.

Meal Times

	<u>Breakfast</u>	<u>Lunch</u>	<u>Snack</u>
Toddlers	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	7:50 a.m.	11:30 a.m.	3:00 p.m.
Pre-K	7:50 a.m.	12:00 p.m.	3:00 p.m.

ORAL HEALTH

The University of Nebraska at 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 ones are 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 their 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 naptime. 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

Toddlers	12:00 to 2:00 p.m.
Transition	12:00 to 2:00 p.m.
Preschool	12:30 to 2:00 p.m.
Pre-K	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 hoop earrings, necklaces, or bracelets. If your child wears a necklace, bracelet or long/hoop 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: Henry Doorly Zoo, Omaha Children's Museum, Bellevue Berry Farm, etc.), while the School Age group takes weekly field trips during the summer to locations in Omaha and the general area (ex: Botanical Gardens, Morrill Hall in Lincoln, Rotella Bread, Joslyn Art 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 destination 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 any time 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 member of 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 the Bus Company to find out when alternate transportation will be at the scene, and she will notify the lead teacher when the alternate bus arrives. All children and staff will remain either on the bus or in a secure 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 at 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 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 School-age – Open Swim (ages 4.7 to 12 years)

- 1) All children must have a signed parental permission form on file to participate in open swimming time.
- 2) All children participating in open swim must wash their hands prior to & after swimming.
- 3) All children must have proper swim attire & supply their own towel; all items must be labeled.
- 4) For outdoor swimming 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 for 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 are 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. Once notified, the parent/guardian must pick up their child within the hour of being notified.

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 at home.
- If your child develops a fever while at home, your child must be kept out a full 24 hours until the fever has broken without the use of fever reducers.
- 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 without 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 are 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.
- COVID Diagnosis ~ excluded for 5 days, must be fever free for 24 hours and systems dismissed before your child can return after the 5 days.
- Any under immunized child if a vaccine-preventable disease to which children are susceptible occurs in the program.

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 medication. 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 your 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, lightning, thundering or snowing.
- 3) Temperature above 32 degrees; including wind chill.
- 4) Temperature below 100 degrees; including heat index.
- 5) The air quality index must be below 100 AQI for children to be able to go outside. Air quality is monitored daily through airnow.gov website.
- 6) The playground, front area, and campus areas/walks are cleared and safe for children to play.
- 7) Children need to wear proper clothing and shoes/boots that are dry and layered for the warmth of cold weather.
- 8) Children need to wear sun-protective clothing &/or hats, applied skin protection or both for warmer weather.
- 9) It is encouraged for children to have long sleeves or a light jacket for temperatures between 60 to 70 degrees.
- 10) 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.

- 11) Children must have proper fitting shoes for outside play, this includes tennis shoes or shoes (sandals) with backs. Flip flops are not recommended.
- 12) 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.
- 13) 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.

CLEANING PROCEDURES

The UNO Child Care Center will follow guidance from UNO Environmental Health and Safety regarding cleaning and disinfecting areas. All classrooms and children's use areas are to be cleaned and disinfected by using the required sanitizing/disinfecting solutions or items that can be placed in the kitchen sanitizing dish machine. Sanitizing and Disinfecting solution bottles are filled daily and are marked.

Daily Cleaning/Sanitizing/Disinfecting includes toys, cots, tables, chairs, touched surfaces, diaper changing areas, children's water bottles or anytime someone gets dirty or needs cleaned.

Weekly Cleaning/Sanitizing/Disinfecting includes shelves, mailboxes, tubbies, walls, etc.

UNO Janitorial crew will clean the facility nightly, which includes, bathrooms, mopping floors, vacuuming floors, taking out trash, filling paper towels and soap dispensers, putting in new trash bags, and anything else required or requested.

GUIDANCE AND DISCIPLINE

As with 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/her self. 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 despite 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 may be asked to withdraw the child. Unfortunately, there are sometimes reasons where 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 parents.

- 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 with 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 interact 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 at 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 Public Safety 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 at 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 at 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 threats on campus. If notified of a

treat, staff are to follow the lock down procedures, which include 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 Public Safety at 402-554-2648 or 4-2911 on campus. UNO Public Safety 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.

WINTER WEATHER CLOSURE POLICY

If the University of Nebraska at Omaha is closed, then the UNO Child Care Center is also closed. As such, we follow the University of Nebraska at Omaha Winter Weather Closure Policy.

Decisions to close the UNO campus, or specific campus buildings, including late start times or early dismissals, will be made by the UNO Chancellor with the guidance of the Chancellor's Winter Weather Committee. The Chancellor's Winter Weather Committee serves at the behest of the UNO Chancellor and is comprised of senior level administrators as well as a wide-ranging group of advisors from key constituencies and units responsible for campus operations.

In the event of Severe Winter Weather, the Committee is tasked with providing a recommendation to the Chancellor in two areas:

- a. suspending regularly scheduled classes and/or
- b. suspending normal campus operations.

Decisions made to either temporarily suspend regularly scheduled classes or temporarily suspend campus operations will be made by factoring in, but not limited to weather advisories/warnings, campus conditions, off-campus road conditions, wind chill and available campus resources.

- a. The suspension of regularly scheduled classes can occur for a portion or all a particular day (or days) depending on weather conditions.
- b. The suspension of campus operations can occur through a full closure, delayed start, or early release.
- c. Any decisions to suspend campus operations will automatically include the suspension of regularly scheduled classes.
- d. Decisions to suspend campus operations will not impact any courses that are delivered digitally. These courses will be adjusted -as needed -by their respective instructors.

Once a decision or decisions are made by the Chancellor, that decision -and all supplemental information -will be shared with the campus and larger community through the UNO website, email, social media, text alerts, and through local news outlets. Until such a message is shared, all regularly scheduled classes and campus operations are considered to be active. In the event of Severe Winter Weather approaching during normal business hours, every attempt will be made to decide on campus operations prior to 3 p.m., subject to changing weather conditions. In the event of Severe Winter Weather approaching during the evening or overnight hours, every attempt will be made to decide on campus operations prior to 5 a.m., subject to changing weather conditions.

Once the Director or Assistant Director has confirmation of the closure an email will be sent out to families and staff informing you of the closure. In the event UNO has a last start, the UNO Child Care Center will open 30 minutes prior to the late start, start time. (Example: UNO will have a late start, the campus will open at 10:00 a.m., that means that the UNO Child Care Center will open at 9:30 a.m.)

Tornado Safety

A. Tornado Watch – the weather bureau issues a tornado watch 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 the materials at hand. All persons should remain in the shelter areas until advised of the danger has passed and 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 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 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 UNO Public Safety 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 the 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 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 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 all clear is given by the Director/designated staff.
- If a group is on a walk or off site, the 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 all clear is given. Public Safety 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 for taking children's 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 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, the 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 all clear is given. UNO Public Safety 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 UNO Public Safety (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. UNO Public Safety 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 where 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 Public Safety 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>.

Pesticide-Herbicide, Chemical & Air Policy

The UNO Child Care Center maintains a safe and healthy environment for the children at all times. If at any time the center needs to have the building sprayed for insects of any kind, etc. or chemicals used for lawn care, the applications for the building will be done during non-operating hours and chemicals used on the lawn will be done at a time where the children will have no access to the area. Anytime chemicals are applied the staff are notified in advance. At any time, the building needs to be painted, this will be done during off hours when children are not present.

The UNO Office of Environmental Safety does bi-yearly maintenance checks to make sure the HVAC ventilation is running properly. They also will do periodic air testing in the building. The child care center staff monitor outside air quality and at any time the outside air quality exceeds 100AQI, the children will be kept inside until the air quality is safe for them to be outside.

PETS AND ANIMALS

The University of Nebraska at 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 fed.

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 other 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 Pre-K 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 CHAMPS, provides support to child care center staff and educational & networking opportunities to the parents. The CHAMPS group does fundraiser opportunities, as needed, to support items needed in the child care center and is in charge of a yearly teacher appreciation event. The group also hosts parent education classes and events each semester. Dates for meetings are posted in the monthly calendar, through e-mail, in the child care center's monthly newsletter and on a flyer posted near the front door. Anyone involved in your child's life is welcome to attend. We encourage family involvement and support.

BABYSITTING

A University of Nebraska at 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 at 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 of Auxiliary Services at the Milo Bail Student Center at (402) 554-3923.

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

As part of the University of Nebraska at Omaha, the UNO Child Care Center is owned and operated by the University of Nebraska at Omaha and the Nebraska Board of Regents.

All correspondence should be directed to the UNO Child Care Center at:

University of Nebraska at Omaha
Child Care Center
230 University Drive West
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 UNO Public Safety

(402)554-3923 Director of Auxiliary Services

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 includes, but is not limited to doctors, 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 July 2024

