

NOTES:

Description

Weber State University's Hourly Childcare Center is a state licensed designed to provide flexible hourly or back-up care for the children of WSU students. **Children 2-9 years old may attend.** A child may be at the center for a **maximum of 20 hours a week, 4 hours per day**, while parents are attending classes, computer lab, or the library. We are willing to work with parents needing more time. Your child must be potty-trained and a parent must be a WSU student paying student fees. Employees of WSU cannot use this center.

***We must be able to locate a parent on campus.**

Philosophy

We are committed to Developmentally Appropriate Practices as defined by the **National Association for the Education of Young Children** (further information can be found on the web site then click on NAEYC resources and go to position statements). The growth and development of young children is best facilitated by providing a safe and nurturing environment that promotes the physical, social, emotional, aesthetic, intellectual, and language development of each child while being sensitive to the needs and preferences of families. Young children actively learn from observing and participating with other children and adults, including parents and teachers. Play is an integral part of this process as it gives children opportunities to understand the world, interact with others in social ways, express and control emotions, and develop their symbolic capabilities.

American's with Disabilities Act (ADA)

We are committed to supporting the right of all children, regardless of their diverse abilities, to participate actively in natural settings within their communities. A natural setting is one in which the child would spend time if he or she didn't have a disability. If your child has special needs we will attempt to meet them in accordance with the American's with Disabilities Act.

Closures

The childcare center will be closed on all holidays and breaks when Weber State University campus is closed.

Illness

If your child has any of the following illnesses, he/she may not attend our center:

- Temperature of 100 degrees or higher
- Diarrhea
- Unidentified or contagious rash
- Vomiting
- Eye infection
- Head lice



If your child develops any of these symptoms while in attendance, a parent will be notified to immediately pick up the child. If your child contracts a contagious illness soon after attending our program, you must notify the director within 24 hours.

Medication

We do not give medication to the children. **Please do not leave any kind of medication in your child's lunchbox or backpack.**

Grievance Policy

We encourage parents to express all concerns to the childcare supervisor or head teacher in the classroom as soon as possible. If difficulties and differences are not appropriately addressed and resolved, parents should contact the Coordinator of Nontraditional Student Center.

Discipline

Discipline strategies are employed in our classroom with the goal of helping children control their own behaviors and appropriately express their emotions. Positive guidance strategies are used to prevent most behavior problems. We strive to model positive behavior for the children through "using words" to solve problems. We coach children in addressing peers and teachers in an appropriate manner, without physical or verbal aggression. Children may be redirected to another area, restricted from playing in an area or removed from their activities for a short period. Based on current research, "Time Out" is only used when other means are ineffective.

Reservations

Two types of reservations are available: permanent, and back-up. To make a reservation call 801-626-7798.

Permanent: For parents using our services on a regular basis during a semester must make a permanent reservation (i.e. every MWF from 10-12 all semester) **before the semester begins.** Parents with children already using a permanent reservation receive priority scheduling for the next semester. To receive this priority, parents must turn in their reservation request and class schedule for the upcoming semester before the priority deadline. Deadlines will be posted for each semester. Requests are dated and slots are filled on a first come first serve basis. If there are no openings for the desired time, parents will be placed on a inquiry list.

Back-up: If you know ahead of time (even an hour) that your usual childcare arrangements will be unavailable or if your child has a permanent reservation and you need more time to study, take a test, or meet with groups, **please call 626-7798 and we will do our best to accommodate your need.**

Enrollment

Children must be enrolled and have a reservation in order to attend. Reservation Request forms and Enrollment Packets are available at the Hourly Childcare Center in the Shepherd Union Bldg. Rm #322F. All forms must be completed and signed by appropriate providers and returned before a child can attend. All immunizations must be current. Payments must be made at the Shepherd Building Information Booth or online in the eWeber Portal under Wildcat Cash Marketplace, and there must be a positive balance. A non-refundable deposit of \$36(\$3 per hour/12 hours) must be paid online through your student portal (Marketplace) before the first day of attendance.

Termination of Enrollment

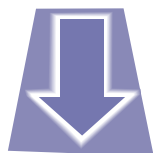
Enrollment may be terminated by the center for the following reasons:

- Miss one week without notice.
- Failure to make payment **within 24 hours of services rendered.**
- Failure to keep immunizations current.
- Failure to cooperate with staff in order to ensure needs of child.

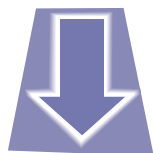
Parents may terminate the enrollment of their child at any time with no fiscal penalty, **although no refunds are given.** Please notify the supervisor of termination as soon as possible. Parents can request a copy of child's records.

Program Goals

Create a caring community of learners. All participants (children, staff, and parents) in our program treat each other with consideration and contribute to each other's well being and learning as they respect and acknowledge differences in abilities and talents. Each person (adult or child) is valued for his or her strengths. We all work together to provide a learning environment which protects children's physiological and psychological health and safety. Provide an environment which is dynamic and changing but predictable and comprehensible from a child's point of view, facilitates the development of responsibility and self regulation in children.



Enhance the development and learning of each child by providing a challenging, interesting, developmentally appropriate environment and curriculum extending your child's verbal and literacy skills; mathematical thinking, reasoning, and scientific exploration skills; social relationship and communication skills; creative expression and symbolic representation



Work in collaborative partnerships with families in order to support parents in obtaining information on parenting strategies and increase their knowledge about child development and quality childcare. Inform parents on the progress and development of their child. Create plans with parents to facilitate the development of each child on campus.

Staff

The Hourly Childcare is overseen by a qualified Childcare Supervisor and Teacher. Arene Newman has her CDA (Child Development Associates). She has ten years of experience as the Director of Your Community Connection Childcare Center and has also worked with Head Start. Teacher Aides are hourly student workers with experience and/or education in child development.



Parent Involvement

Parents are always welcome in our classroom and your suggestions are appreciated. If you have special contacts or interests that would help our program and enhance the experience for children, please inform the director. We also have a Parent Advisory Board. If you are interested in being involved in this capacity, please advise the childcare supervisor.

Parent teacher conferences will be held once a semester for children attending five or more hours a week. If your child is attending less than five hours a week we will prepare a conference at your request. We sponsor several parent workshops each semester. All parents must attend at least one workshop per semester. Parents are encouraged to get involved in the parent advisory board.

To receive priority scheduling, at least one parent or guardian from each family must complete all of the following each semester the child is in care:

1. Attend Back-to-School Parent Meeting (orientation)
2. Attend one Parent Teacher Conference for children attending over five hours per week.
3. Attend one workshop or parent meeting, or participate in the Parent Advisory Board.

Fees

The cost of childcare is \$3.00 per hour, per child. Payments are made at the Wildcat Information Desk in the Shepherd union Building. **There are no refunds for unused hours.** We ask that you be prompt in picking up your child at the end of the day. We close promptly at 3:00 pm unless special arrangements have already been made. If you are late picking up your child (past 10 minutes) you will receive a warning letter from the staff. After three warnings, you will be charged a \$50 fine that must be paid in full prior to your child's re-admittance to the center. Every time you are late after receiving the fine, you will be charged another \$50 fine. If you are later than 30 minutes, Social Services will be contacted.

Cancellations and Late Fee Policy

If you have a reservation for the semester, and need to cancel for the day, please cancel by phone or online by 7:00 a.m. the same morning or your account will be charged for the time. This will allow us to more effectively use the spaces in our program. Three excused absences are allowed; however, there will be a one-time non-refundable charge of \$50 if a child has been absent for one week without cancellation. This fee must be paid before re-admittance. If your fee has not been paid within one week, your reservation will be assigned to someone else.

Signing In and Out

Please sign the log when dropping off your child. The sign-in log is located on the counter. Please include a location where you can be reached if an emergency should occur. It is vital each child and parent be acknowledged upon arrival and departure. We ask that you approach a childcare teacher upon arriving and leaving. If someone other than yourself is picking up your child, you need to inform the teachers in writing. We will check the release form and ask for photo identification.

Releasing Children

Only parents, or those with written authorization from parents, will be allowed to take a child from the center. In an emergency situation, the parent may give verbal authorization to center caregivers. The verbal authorization includes confirmation of identity by picture ID.

Emergencies

In the event of an emergency where evacuation is needed, children will be taken to the Veteran's Center in the Student Service Building, room 154. You will be notified to pick up your child at this location.

Class Schedule

The following is an example of our centers' daily routine. Daily activities include stories, songs, and outside play (weather permitting). Parents are informed of weekly activities through a parent newsletter:

6:45 - 8:15	Quiet centers/story time
8:15 - 8:30	story or quiet activities
8:30 - 10:15	Snacks/Discovery time centers/music & movement
10:15 - 10:30	Story time/outside time
10:30 - 11:00	Outside time/group activities
11:00 - 12:00	Lunch/story
12:00 - 1:00	Rest & quiet activities
1:00 - 1:15	Music & Movement
1:15 - 2:30	Snack and story time /Discovery time centers/outside
2:30 - 3:00	Quiet activities/cleanup

Lunches and Snacks

Snacks are provided by our center at 9:00 and 1:00. Daily snacks may vary from what is posted in the weekly newsletter. If your child has a food allergy, notify the classroom teacher. If your child will be staying between 11:00-12:00, please include a nutritious lunch from home. We do not have facilities to refrigerate or heat up lunches. **Please do not include medications in your child's lunch. We do not give medications.**



What to Bring

Please dress your child in comfortable clothing including appropriate outerwear. We try to go outside every day unless it is raining or the temperature is below 30 degrees. Send a backpack with an extra set of clothing just in case your child needs a change (we paint and play in sand and water almost every day). If your child has a favorite blanket or snuggly toy that helps him/her separate from you more easily, include it in the backpack. Please keep other toys at home. If your child will be in our care between 11:00-12:00 he/she will need a lunch from home. **Mark everything your child brings with his/her name.**