Program Goals and Philosophy
Weber State University’s Hourly Childcare Center is a state-licensed facility under the direction of the Nontraditional Student Center Director and the Hourly Childcare Supervisor. We are committed to Developmentally Appropriate Practices as defined by the National Association for the Education of Young Children (NAEYC) to:

- Work together to provide a learning environment which protects children’s physiological and psychological health and safety.
- Support a child’s point of view while developing responsibility and self-awareness in a challenging, interesting, and developmentally appropriate environment.
- Create curriculum that extends a child’s verbal and literacy skills.
- Construct lessons that engage a child’s mathematical and scientific exploration skills.
- Encourage a caring community of learners who can develop social relationships and communication skills.
- Establish partnerships with families in order to support parents in their educational pursuits.
- Inform parents on the progress and development of their child.

Attendance Policy
- Children ages 2-9 may attend.
- Before first day of attendance, your child must be completely potty-trained and have all paperwork on file.
- If you are required to do an off-campus activity related to a class, you must obtain supervisor approval and be able to be reached in a timely manner.
Fees for Attendance
- The fee is $3.50 per hour, per child.
- A $42 deposit is required prior to the first day of attendance and will be applied to the first 12 hours of childcare.
- You **MUST** pay for a full week at a time prior to the upcoming week. If fees are not paid in advance, the system will lock you out and your child will not be allowed to attend.
- Additional hours above contracted hours must have supervisor approval. Continued request for additional hours may require a new application and approval.

**NOTE:** It is your responsibility to make sure all fees are paid according to policy. If there is a continued neglect of payment, you could be dismissed for the rest of the semester.

Late/ Absent/ No Show Policy

**Absents**
You are allowed **THREE** excused absences. Anything over the three days, you will be charged, and no refund will be given.

**No Shows**
You will be charged for the time you were scheduled on that day and you will automatically be moved to Back-up Care.

**Late Arrivals**
You are allowed **TWO** late arrivals (up to 30 minutes). You must call the supervisor and leave a message if you are going to be late. If you are late more than two times, you will be asked to complete the “Extended Hours Application”.

**Extra Hours**
To schedule additional hours (testing, tutoring, studying etc.), please call one day in advance. If you call the same day, there is no guarantee that there will be space or a teacher available.

**Repeated Back-up**
If you are using the center more than two times per week consistently, while on “Back-up Care, you will be automatically moved to “Regular Care.”

Medication
We **DO NOT** give medication to the children.

**Note:** Please do not leave any kind of medication in your child’s lunchbox or backpack.

Emergencies
In the event of an emergency where evacuation is needed, children will be taken to the Browning Center, 2nd Floor, North Lobby.

- You will be notified by phone/text to pick up your child at this location.
- There will be a sign on the door of the Nontraditional Student Center with phone numbers and location of the children if circumstances require a change.

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 seek to accomplish this through the following:

- Model positive behavior for the children through “using words” to solve problems;
  - Coach children in addressing peers and teachers in an appropriate manner, without physical or verbal aggression.
  - Redirect the child to another area.
  - Restrict the child from playing in an area.
  - Remove the child from their activities for a short period.

**NOTE:** “Time Out” is only used when other means are ineffective.
Immunizations
All children are required to have current immunization records on file. If you are filing an exception, you will need to acquire the exception form from the Weber County Health Department.

What to Wear and 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 to change from activities (paint, water, sand, etc.).
- If your child has a favorite blanket or snuggly toy that helps him/her separate from you more easily, include it in the backpack and inform childcare teachers.
- Please keep other toys at home.

**NOTE:** Please mark everything your child brings with his/her name.

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

- 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, you will be notified immediately to pick up your child. If your child contracts a contagious illness soon after attending our program, you must notify the supervisor within 24 hours to inform other parents.

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

Signing In and Out
It is **vital that each child and parent** be acknowledged upon arrival and departure.

- Be sure to greet upon **arriving and leaving**.
- You **MUST** clock in upon arrival and departure.
- If someone, other than yourself, is picking up your child, you will need to inform the childcare teacher upon arrival.

**NOTE:** Individuals, including yourself, will be required to show a photo ID when picking up your child. No Exceptions.

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 on the lesson plan. If children go on a field trip in the building or on campus, parents will be notified ahead of time. Parents will be notified with a sign on the front door if children go on a walk outside of the center. **Daily and Weekly lesson plans are provided to the parents.**

Lunches and Snacks
Snacks are provided by our center at 9am, 1pm, and 5pm. Daily snacks may vary from what is posted in the weekly lesson plan.

- **If your child has or is diagnosed with a food allergy during the semester,** please notify the classroom teachers.
- **If your child will be attending between 11:30-12pm, or 5-6:30pm please bring a nutritious meal from home. We do not have facilities to refrigerate or heat up lunches.**
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 Childcare Supervisor.
- Parents are encouraged to get involved in the Nontraditional Student Center activities.

Americans with Disabilities Act (ADA)
"Weber State University, in compliance with the Americans with Disabilities Act, ensures equal access to all university functions, activities, and programs for individuals with disabilities." Please contact the Childcare Supervisor to discuss accommodations for your child.

Termination of Enrollment by Parent
If you wish to terminate your enrollment, you will need to provide written notice to the childcare supervisor TWO WEEKS in advance. Note: No refunds of pre-paid fees will be given.

Termination of Enrollment by Center
Enrollment may be terminated by the center AT ANY TIME for the following reasons:
- Failure to follow contract.
- Failure to make payments according to policy.
- Failure to keep immunizations current.
- Failure to cooperate with staff in order to ensure needs of child.
- Violation of university policies.