The Hourly Childcare Center

Description
Weber State University’s Hourly Childcare Center is a state-licensed facility under the direction of the Nontraditional Student Center Director and Hourly Childcare Supervisor. The center is designed to provide flexible hourly or back-up care for the children of WSU students.

- Employees of WSU may use the center for emergency Back-Up Care dependent upon space availability.

Program Goals and Philosophy
We are committed to Developmentally Appropriate Practices as defined by the National Association for the Education of Young Children (NAEYC).

Our Program goals are 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.

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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:45</td>
<td>Quiet centers/story time</td>
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<tr>
<td>8:15</td>
<td>Story or quiet activities</td>
</tr>
<tr>
<td>8:30 - 10:15</td>
<td>Snacks/Discovery time centers/music &amp; movement</td>
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<tr>
<td>10:15 - 10:30</td>
<td>Story time/outside time</td>
</tr>
<tr>
<td>10:30 - 11:00</td>
<td>Group activities/circle time</td>
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<tr>
<td>11:00 - 12:00</td>
<td>Lunch/story</td>
</tr>
<tr>
<td>12:00 - 1:00</td>
<td>Rest &amp; quiet activities</td>
</tr>
<tr>
<td>1:00 - 1:15</td>
<td>Music &amp; Movement</td>
</tr>
<tr>
<td>1:15 - 2:30</td>
<td>Snack and story time /Discovery time centers/outside</td>
</tr>
<tr>
<td>2:30 - 3:00</td>
<td>Quiet activities/cleanup</td>
</tr>
</tbody>
</table>

Policies for Attendance

- All paperwork must be on file before first day of attendance.
- Children ages 2-9 may attend (child must be potty-trained).
- A child may be in the center for a maximum of 20 hours a week while parents are attending classes, taking exams, studying, or meeting with professors.
- Talk to Childcare Supervisor if more time is needed (FOR CLASSES only).
- If a student needs to complete an internship off campus, please see the Childcare Supervisor in advance.
- Employees of WSU can use the center using the Back-Care option.
- Parents must apply each semester, including returning parents.
- A parent must be a WSU student paying student fees.
- All immunizations must be current.
- Student parent must have PRE-PAID funds in their Childcare Account

Please Note: We must be able to locate a parent on campus.

Last Update – October 16, 2015
Signing In and Out
It is vital that each child and parent be acknowledged upon arrival and departure.
- Parents please sign the log (located on counter) upon arrival. 
  NOTE: Please include location should an emergency arise.
- Parents please approach childcare teacher upon arriving and leaving.
- If someone other than yourself is picking up your child, you will need to add the person to the sign-out list. 
  NOTE: List will be checked and photo identification will be requested. Only parents, or those on the list, will be allowed to take a sign-out child from the center. No Exceptions.

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 immediately to pick up their 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.

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.

Payments and Fees
Payments must be made online at nontrad@weber.edu, under “Pay Fees.”
- The cost of childcare is $3.50 per hour, per child and must be paid on a weekly basis. 
  NOTE: Fees must be paid by every Friday. If there is a remaining balance on Friday, children may not attend until this is paid.
- A non-refundable deposit of $42 ($3.50 per hour/12 hours) must be paid online through the Nontraditional Student Center website before the first day of attendance.

Late Charges
- We ask that you be prompt in picking up your child at the end of the day. We close promptly at 3:00pm.
  NOTE: If you are late picking up your child (past 10 minutes) you will receive a warning letter.
- 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.
  NOTE: If you are later than 30 minutes, Social Services will be contacted.

Cancellations
Cancellations can be made by calling the Supervisor directly at (801-626-7798).
- You will be charged for the time not used on the cancelled day.
- One excused absence is allowed each semester.
Termination of Enrollment by Parent

Parents may terminate the enrollment of their child/children at any time. **No refunds of pre-paid fees will be given.** Please notify the supervisor of termination as soon as possible. Parents can request a copy of child’s records.

Termination of Enrollment by Center

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

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

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 Debbie Cragun, Director of the Nontraditional Student Center at 801-626-6077 or dcragun1@weber.edu.

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.

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.

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 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 necessitate a change.

Lunches and Snacks

Snacks are provided by our center at 9:00am and 1:00pm. Daily snacks may vary from what is posted in the weekly lesson plan.

- **If your child has a food allergy,** notify the classroom teachers.
- If your child will be attending between 11:00am-12:00pm, please bring a nutritious lunch from home. We do not have facilities to refrigerate or heat up lunches.
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 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.

NOTE: Mark everything your child brings with his/her name.

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

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.