



Children's Center

Family Handbook

Operating Policies & Procedures



The UWM Children's Center is the proud recipient of student segregated fees through the UWM Student Association.



Children's Center

Mission Statement

The UWM Children's Center serves the University with distinction through the provision of high-quality education programs for children, youth and families, UWM students and the professional child development community.

Vision Statement

Our work transforms the understanding of education to include all children and youth as capable learners, all teachers and families as full partners in the education system, and quality programs for children and youth as integral to the success of all communities.

Table of Contents

I. GENERAL INFORMATION	1
Eligibility.....	1
Hours of Operation.....	1
Fees.....	1
Billing.....	3
Parking Your Car to Drop Off and Pick Up Your Child(ren).....	4
II. REGISTRATION INFORMATION	5
Parent Classifications	5
Scheduling Options	5
Full-Time/Full-Year Policies	6
Part-Time/Full-Year MPS School-Age Policies	7
Kindergarten Policies	7
Applications	8
Application Processing Priorities	9
Enrollment Periods.....	9
Acceptance Notification.....	10
Schedule Changes	10
III. ATTENDANCE/SCHEDULING.....	11
Arrival/ Departure	11
Vacations/Illnesses	12
Extra Time.....	13
School Bus Arrival / Departure.....	13
School Closing Days.....	13
Snow/Severe Weather Policy.....	144
Cancellation.....	144
Discharge.....	15
IV. PROGRAM DESCRIPTION	16
Staffing	16
Curriculum	16
Documentation, Assessment, Screening and Child Files.....	17
Approach to Holidays.....	18
Cultural Diversity	19
Programming for Flexible/Full-Time Scheduling.....	19
School-Age Programming.....	19
Summer Programs	19
Becoming Involved in Your Child’s Curriculum.....	20
V. CLASSROOM ROUTINES AND PROCEDURES.....	21
Preparing For The First Day	21
Lunches and Snacks	21
Birthday Treats.....	24

Food Allergy Management Plan	25
Diapering/Toileting	26
Napping	27
Clothing	28
Gyms and Play Yards	28
Field Trips and Walks	30
Photographs	30
Toys From Home	31
Media In The Classroom	31
Behavior Guidance Techniques	31
Transitioning to a New Classroom.....	32
Transitioning to a Different Program.....	34
Research Projects	34
Observers.....	34
VI.HEALTH AND SAFETY	35
Health Policies.....	35
Medications	37
Special Medical Procedure Care	37
Accidents	38
Insurance	38
Fire Drills/Tornado Procedures.....	38
In An Emergency	39
Use of Scented Products.....	39
Pets	40
VII. PARENT INVOLVMENT AND COMMUNICATION ..	40
Family Resource Center	40
Parent Visits	40
Conferences	40
Referrals	40
General Home/School Communications.....	41
Privacy and Confidentiality.....	41
Mandatory Child Abuse Reporting/Support to Families	42
Communication Within the Center	42
Private Care Arrangements	43
English Language Learning Families.....	43
UWM Children’s Center Review Board	43
Friends of the UWM Children’s Center	44
Pick ‘N Save Fundraising.....	44
Puntos Culminantes de Informacion del Programa - available from receptionist	
UWM幼儿园入园须知 - available from receptionist	
<u>프로그램 주요 안내</u> - available from receptionist	

Please be sure that you read this handbook thoroughly and carefully. You are responsible for being aware of its contents. If you have any questions, feel free to inquire in the main office. Thank you.

I. GENERAL INFORMATION

Eligibility

Applications will be accepted regardless of age, race, sex, color, creed, handicap, political persuasion, national origin, or sexual preference. Children must be at least 6 weeks of age to be enrolled. The school-age program accepts children to 13 years.

Parents/guardians (hereinafter referred to as parents) must be UWM students, UWM faculty, UWM staff, a parent of a Hartford University School student, a Hartford University School teacher, or a member of the UWM Alumni Association.

- Student status is determined by: registration for at least three graded credits (graduate credits, 2 credits), enrollment in a degree-granting or certificate program, and payment of the segregated fee.
- Families in which one parent is a student who has been accepted into a degree-granting or Certification program, but who is not taking classes for a given semester, are eligible to use the Center at Faculty/Staff/Alumni/Hartford rates as a non-registered student. This is for one semester only and cannot be the first semester of enrollment.
- UWM Faculty/Staff status will be determined by at least one parent being on the University payroll.
- Alumni status will be determined by at least one parent being a member of the UWM Alumni Association.

Children with special needs will be accepted if determined that their needs can be adequately met. To assist us in working with your child, a conference will be requested by the Master Teacher and/or the Assistant Director. We will make every effort to follow through with IFSP's and IEPs, as well as to collaborate with therapists or consultants regarding the individual needs of the child.

Hours of Operation

The UWM Children's Center operates Monday-Friday from 7:00 a.m. - 6:00 p.m.

The Center is closed for a week in winter usually beginning December 24 (depending on which day of the week December 24 falls) until the first working day after New Year's Day, one week in August, the day after Thanksgiving, and all legal holidays according to the University calendar. (The Center is closed for child care for one week in August so Physical Plant can take care of heavy maintenance and more extensive building repairs.) The Children's Center is also closed on the following days that the university has declared to be furlough days: Friday, March 25, 2011; and Friday, May 27, 2011.

Fees

Fees are determined by parent eligibility status as either Student or Faculty/Staff/Alumni/Hartford. Fees also vary according to the age of your child and your scheduling option (full- or part-time). See our Fee Structure for the current rates.

UWM Students are allowed to register their children at Faculty/Staff/Alumni/Hartford rates if not taking UWM credits for one semester. Exception: Students who are not registered for summer but who were registered as UWM students during the previous spring and fall semesters, or who are registered as UWM students for the preceding spring semester and the following fall semester will be allowed to pay student rates during the summer semester.

During the latter half of each semester, the Billing Office will confirm the eligibility status of each parent. Please fill out an Information Change form if your status has changed. Fees will adjusted to be congruent with status.

All scheduled times are billed, whether they are used or not. There is no “trading” of unused scheduled times.

No credit will be issued if the Children’s Center is closed due to snow, severe weather, or other emergency.

All fees are subject to change. Advance written notice will be given.

Penalty/Other Fees:

Children must be signed in/out by a parent or an authorized person when they arrive/leave; this includes the time when they are signed in/out and the initials or name of the person signing them out. The penalty fee for not signing in or out is \$5.00. Warnings are given during the first two weeks of each semester.

Parents are responsible for signing in/out at the correct time. Penalty fees will be assessed for each hour, or portion thereof, of unscheduled extra time that is used either before or after the regularly scheduled time. If you arrive before your child’s scheduled time begins, and stay with your child until your child’s scheduled time, do not sign in until you leave. You must be scheduled for all time you use, unless you have an approved Extra Time Form. The penalty fee for unscheduled extra time is \$20.00 per hour or portion thereof.

Tardiness – Parent are asked to notify the Center by phone if they are going to be late in picking up their child.

Emergency tardiness during the operating day: If the Center is notified that the child will be picked up late (but before 6:00 p.m.) due to an emergency situation, and if Extra Time forms are filled out and returned to the room on that day, extra time charges will apply.

Tardiness at the end of the operating day (extra time is not available after 6:00 p.m.): The penalty fee for picking up a child after 6:00 p.m. – per child/ per 15 minutes or portion thereof is:

- 1st & 2nd time: \$20.00
- 3rd time: \$30.00
- 4th time or more: \$50.00

(After the 4th time, a conference will be held with the Director before your family may continue using the Center.)

Field trip fees are charged based on cost. Those families who are unable to afford the cost of a field trip should submit a written request for a waiver of fees to the Children's Center Business Office.

Escort fees – There is a flat monthly fee charged for escorting kindergartners enrolled in our after-school program from buses and Hartford University School students enrolled in our after-school program from school. Check the UWM Children's Center Fee Structure for the cost.

Billing

Bills are mailed about the middle of each month for the following month and payment is due the first day of that month. A late payment fee of \$10.00 per month will be charged to accounts which are past due after the tenth working day of the month unless prior arrangements have been made with the Assistant Director of Operations. Past due accounts will be subject to collection action. That action may include cancellation of enrollment, a hold placed on UWM student records, submission to the UWM Accounts Receivable Office for tax intercept and/or placement with a collection agency.

We cannot process payments at the Children's Center. Checks should be made out to: "UWM Children's Center" and payments made in person at the UWM Cashier's Office, Room 285, Mitchell Hall, or by mail to:

The University of Wisconsin – Milwaukee
Cashier's Office
PO Box 500
Milwaukee, WI 53201

Amounts paid in excess of amount owed will be refunded to families no longer attending the Center.

The UWM Children's Center accepts public assistance vouchers/payments. Parents are required to discuss third party authorization with the Enrollment Manager and Assistant Director: Operations upon acceptance to the Center. The parent will continue to receive a monthly statement so charges and payments by the third party can be monitored, and is responsible for the payment of any fees not covered by the funding agency.

Parking Your Car to Drop Off & Pick Up Your Child(ren)

There are three options for parking in the Sciences Lot directly behind the Children's Center. (If you have a valid UWM Faculty/Staff parking permit or in-car meter, you must follow regulations pertaining to that.)

1. **Public Parking:** All families using our Center may park in the Public Parking rows of the Science Lot. Parking fees (rates posted on pay stations) are in effect from 7:00 a.m. – 8:00 p.m. Monday-Friday. There are pay stations located on the north end and west end of our building.
2. **Faculty/Staff Parking:** The rest of the Sciences Lot (except for the disabled and reserved slots) is for faculty/staff parking, but Children's Center parents may park on a short-term basis in these slots (for drop-off / pick-up) if the following three requirements are met: (If the three requirements are not met, you may be ticketed by Campus Police.)
 - Pay the applicable parking fee (rates posted on pay stations).
 - Display the Children's Center parking card in driver's side back-seat window.
 - Park Monday – Friday between the times of 7-9 AM or 12-1 PM. (This Faculty/Staff Parking lot becomes a Public Parking Lot between 3:00-8:00 p.m., so you may park there M-F during that time without a parking card by paying the parking fee.
3. There are also a couple 30-minute slots available on the south side of the Faculty/Staff parking lot outside the door, and several more on the north side of the lot. Parking in these slots only requires paying the applicable parking fee – you may park in them at any time for up to 30 minutes, and no Children's Center parking card is required.

There is also a “loading zone” area in front of the Children's Center on Kenwood Boulevard. This area begins after the intersection of Maryland Avenue and extends west almost to the driveway leading to the Sciences Lot (except for the area around the fire hydrant). Please be aware that Kenwood Boulevard is a heavily trafficked street; therefore, please unload your child(ren) from the curbside doors of your vehicle. There is a “no parking” area in the loading zone from 2:00-4:30 p.m. from September through early June, designated by oranges cones; this is to provide a safe place for buses to drop off school-age children after school.

Neither the UWM Children's Center nor UWM have any jurisdiction over the loading zone. The laws governing loading zones give the official Milwaukee Department of Public Works parking checker full responsibility for enforcing loading zone use. Parking checkers may, at any time, enforce the rule that there be an adult with the vehicle at all times and be actively engaged in loading or unloading the vehicle. In order to minimize the chance of receiving a ticket, you may want to leave your flashers on when you leave your car in the loading zone. Parents needs to accept responsibility for tickets received while parked in the loading zone.

II. REGISTRATION INFORMATION

Parent Classifications

Parents are classified as either “Continuing,” “School-Age Summer Only,” “Wait List” or “New.”

Continuing: To establish continuing priority status for registration, your child(ren) must be enrolled for at least 8 weeks during the preceding semester. Families may elect not to enroll their child for the summer semester and still keep their continuing status. Newly enrolled children with a continuing sibling are also considered continuing.

School-Age Summer Only refers to school-age children who only come during the summer when they are off school. (These children are considered continuing as long as they come every summer.)

Wait List parents are those not currently enrolled, but are on the wait list for times from the preceding semester. Parents who are on the wait list have priority over new parents.

New parents are those who are applying for the first time or after a fall or spring semester of non-enrollment. (See “Continuing” status above.)

Scheduling Options

The Children’s Center provides the following two scheduling options for infants/toddlers/preschoolers:

Full-Time/Full-Year – The slot is defined as a 55-hour week (7:00 a.m. – 6:00 p.m.), Monday through Friday from the first day of the fall semester through the end of the last summer intersession, excluding the periods when the Children’s Center is closed. Once this plan is entered, it cannot be dropped for the remainder of the year. There are a limited number of these slots available. See “Full-Time/Full-Year Policies” for further information.

Half-Days – This option is defined as the time periods from 7:00 a.m. – 12:30 p.m. and/or 12:30 – 6:00 p.m. There is a ten-minute grace period for drop-off/pick-up only at the 12:30 p.m. time. As few as two and as many as ten half-days per week may be requested. If only two half-days are requested, they must be on two different days of the week. Half-Day schedules remain in effect from the first day of the semester up to the first day of the next semester. Families must reapply each semester.

In addition to the two scheduling options listed above, the Center has five programs specifically for school-age children.

Kindergarten program for children ages 4 and 5. Applications for the kindergarten program are accepted the winter preceding the school year you would like your child to be enrolled in the program. See Kindergarten Policies for further information.

Part-Time/Full-Year MPS School-Age Plan: The Part-Time/Full-Year plan provides the option for MPS (Milwaukee Public Schools) school-agers to register once a year in fall for an entire year. The Part-Time/Full-Year slot includes 2:30 – 6:00 p.m. Monday through Friday during the school year, 7:00 a.m. – 6:00 p.m. on MPS School Closing Days (see III. Attendance/Scheduling, School Closing Days), and 7:00 a.m. – 6:00 p.m. Monday through Friday during the summer. See Part-Time/Full-Year Policies for further information.

After-School Plan: School-age children who are in K-4 up to 13 years old may schedule after-school care (2:30-6:00 p.m.). Families must reapply each semester. For those days when MPS schools are closed, additional hours are available. These must be requested in advance and are subject to approval.

Full-Time/Summer School-Age Plan: School-age children in this plan will be scheduled 7:00 a.m. – 6:00 p.m. Monday through Friday from the first day after school lets out in the spring through the last day of Summer Session F. Parents are billed a weekly rate for this plan.

Weekly Summer School-Age Plan: School-age children in this plan will be scheduled 7:00 a.m. – 6:00 p.m. Monday through Friday for 4-8 weeks of the summer.

Hartford Homework Power Hour: 2nd - through 8th-grade children who attend Hartford University School may schedule 2:15-3:30 p.m. any day Monday-Friday. This program meets at Hartford and can be scheduled in conjunction with the After-School Program (see above). Families must reapply each semester.

Full-Time/Full-Year Plan Policies

The Full-Time/Full-Year Plan is an option whereby parents purchase a full-time slot for 12 months. A slot is defined as a 55-hour week (7:00 a.m. – 6:00 p.m., Monday through Friday), from the first day of the fall semester through the end of the last summer intersession, excluding the periods when the Children’s Center is closed. The following policies apply:

- The plan must be entered into at the beginning of each fall semester. (Slots *may* be available during the year.)
- A month’s deposit will be billed with an August 1 due date (or upon acceptance). The deposit is based on the age group and room your child(ren) is in. This deposit will be applied to the last month of the Plan year.
- Full-Time/Full-Year plan participants are billed a non-refundable application processing fee once a year, in fall, at the start of the contract year.
- Full-Time/Full-Year plan parents do not have the option of declining hours during exam weeks, intersession weeks, and spring break.
- The Full-Time/Full-Year billing option is a contract entered into for children attending the Center for an entire year only. If the parents of a Full-Time/Full-Year child wish to cancel the enrollment in this plan anytime after their child has been accepted into the plan, the following penalties apply: The month’s deposit is forfeited; and if the family wishes to utilize the Center at any time in the future, the unpaid balance on the cancelled Full-Time/Full-Year contract must be paid in full before any children from the family will be granted any hours within the Center.

- If the parents of a Full-Time/Full-year child wish to change from the Full-Time/Full-Year plan to the Half-Day plan at any time during the contract year, the following penalties apply: The month's deposit will be forfeited; and the parents must agree to either pay the balance on the Full-Time/Full-Year contract, or agree to have their bill for the portion of the contract year already used recalculated at the Half-Day rates and pay the difference.

All other Center fees and policies apply unless stated otherwise.

Part-Time/Full-Year MPS School-Age Plan Policies

The Part-Time/Full-Year MPS School-Age plan is an option whereby parents with MPS school-age children may purchase a slot that meets the scheduling needs of school-agers. A slot is defined as 2:30–6:00 p.m. Monday through Friday during the MPS school year, all published MPS School Closing Days, and 7:00 a.m. – 6:00 p.m. during the summer. The cost for the entire year is totaled and divided into 12 equal monthly payments.

The following additional policies apply:

- The plan must be entered into at the beginning of each fall semester only.
- The Part-Time/Full-Year MPS School-Age plan participants are billed a non-refundable application processing fee once a year, in fall, at the start of the contract year.
- The Part-Time/Full-Year MPS School-Age plan families do not have the option of declining hours during exam weeks, intersession weeks, and spring breaks.
- If a parent wishes to leave the Center or change to another scheduling option, no refunds will be issued for pre-paid summer fees.

All other Center fees and policies apply unless stated otherwise.

Kindergarten Policies

The Children's Center offers a 4- and 5-year-old full-day kindergarten program. Children must be 4 years old on or before September 1 of the enrollment year to be eligible for the kindergarten program for that year. There is a registration period conducted in the winter previous to the enrollment year. Kindergarten acceptance letters are mailed in February.

The Red and Wizard Rooms both operate as full-day (7:00 a.m.- 6:00 p.m.) programs serving children enrolled in our own private kindergarten as well as children enrolled at Hartford University School (MPS). Our private kindergarten slots give families the opportunity for an extended-day kindergarten program not affiliated with a public school. Our continued partnership with Hartford gives families the opportunity for an MPS placement at the UWM Children's Center if they need extended full-day care for their kindergartner and are interested in 1st – 8th grade at Hartford University School.

Eligibility for Hartford University School (MPS) enrollment requires City of Milwaukee residency. If you are interested in an MPS slot, you will need to complete an MPS application with the Enrollment Manager. MPS applications require proof of residency and proof of your child's age eligibility.

The kindergarten program provides two scheduling options (listed below). Whichever option you choose, please keep in mind that although kindergarten is not required in the state of Wisconsin, in order for kindergarten to be an optimal experience, full-day kindergartners are expected to attend on a regular basis, 6 hours/day (8:00 a.m. – 2:00 p.m.).

- Kindergarten Academic Year –7:00 a.m. – 6:00 p.m., Monday – Friday slot for the academic year (September – May).
- Kindergarten Full Year –7:00 a.m. – 6:00 p.m. slot for an entire year (September – August). This plan includes all the summer sessions with the school-age recreational program.

Priority for the kindergarten program is as follows:

1. Children currently enrolled in the Kindergarten program
2. Children of families currently enrolled at the Children’s Center.
3. Children on a waiting list.
4. Children new to the Children’s Center.

The following policies apply:

- Children enter the kindergarten program at the beginning of the fall semester; however, slots may sometimes open up during the course of the year.
- A month’s deposit is required for this program. One half of this deposit is billed when acceptance letters are mailed in February (due March 1). The other half of the deposit is billed with an August 1 due date. The deposit will be applied toward the last month of the kindergarten plan you’ve chosen.
- Kindergarten cancellations for the following year before June 1 will result in no penalty. Cancellations after June 1 but before August 1 will result in forfeiture of the half-month deposit. Any cancellations after August 1 will result in the forfeiture of the month’s deposit.
- A one-page kindergarten application will be due at the time of registration. Full fall applications for new children (or Family/Child Information Verification for a continuing child) will be required at a later date.
- Families enrolled in kindergarten do not have the option of declining exam weeks, intersession weeks and spring breaks.
- Billing is done in 9 equal monthly payments for the Kindergarten Academic Year plan, or 12 equal monthly payments for the Kindergarten Full Year plan.

All other Center fees and policies apply unless stated otherwise.

Applications

Applications for children new to the Center are available from the reception desk approximately 2-3 weeks before the priority dates listed on the Children’s Center calendar, and are available throughout the semester. Information provided on applications is re-verified by parents each semester thereafter.

Application Processing Fees (per family, not per child):

- Parents new to the Center must pay the New Parent processing fee. The charge for the processing fee can be found on the front page of the Children's Center Fee Structure. This processing fee must be paid at the UWM Cashier's Office in Mitchell Hall, and the receipt presented with the application at registration. If the child's schedule cannot be accommodated and the parent does not wish to remain on the wait list, one-half of the amount will be refunded upon request.
- Wait List parents will not have an additional application processing fee charged.
- Continuing parents will be billed a non-refundable processing fee for each semester of registration. The charge for this processing fee can be found on the front page of the Children's Center Fee Structure.
- School-Age Summer Only continuing parents will be billed a New Parent processing fee each summer.

Application Processing Priorities

Please note: having continuing status and/or turning your application in by the priority application deadline does not guarantee that space will be available. If your child care account is past due and no Payment Agreement is on file, your application will not be processed. There is a fixed ratio between the number of Student and Faculty/Staff/Alumni/Hartford children we accept; therefore, the first application processing priority is your university status. The second application processing priority is the scheduling option chosen on the child's application. Full-Time/Full-Year or Part-Time/Full-Year children will be scheduled first until all allotted slots are filled.

After the above priorities have been considered, the seniority method will be used. The seniority for a family is equal to the total number of semesters that any child in the family has been continuously enrolled at the Center. (Seniority is established by family, not by individual child.)

After the priority application deadline, any continuing families who have not turned in an application will lose their priority for that semester but retain their seniority. Their application will be processed on a first-come, first-serve basis.

Enrollment Periods

Fall Semester: Enrollment for the fall semester begins with the first day of UWM classes and ends with the last day of winter intersession (mid-January).

Exam/Intersession Weeks: Parents have the option of declining one or more days of their child's schedule during these weeks. A form for this will be mailed with the October bills and needs to be submitted by the date indicated. Full-Time/Full-Year, Part-Time/Full-Year School-Age, and Kindergarten children not have this option.

Spring Semester: Enrollment for the spring semester begins with the first day of classes and ends with the last day of the spring intersession (late May).

UWM Spring Break Week: Parents have the option of declining one or more days of their child's schedule during spring break week. The form for this will be mailed with the January bills and

needs to be submitted by the date indicated. Full-Time/Full-Year, Part-Time/Full-Year School-Age, and Kindergarten children not have this option.

Exam/Intersession Weeks: Parents have the option of declining one or more days of their child's schedule during these weeks. A form for this will be mailed with the March bills and needs to be submitted by the date indicated. Full-Time/Full-Year, Part-Time/Full-Year School-Age, and Kindergarten children not have this option.

Summer Sessions: Enrollment can be for any number of our 2-week summer sessions and the intersession(s). Enrollment must be for full 2-week sessions only. To establish continuing priority status for fall semester, children new to the Center must be enrolled for at least four 2-week summer sessions.

Intersession Week(s): Intersession I (and II if applicable) is available only to those who are enrolled for the summer.

Acceptance Notification

Parents will be advised by mail regarding their acceptance and scheduling status prior to the beginning of each semester. The dates that acceptance letters are mailed for each semester are listed on the Children's Center calendar.

Schedule Changes

- Once you have submitted your requested schedule, there is no ability to drop time unless the Center has a waiting list and is able to fill the time by scheduling another child; however, Schedule Change forms to drop time can be turned in at any time.
- Once your requested schedule has been submitted, there is no guaranteed ability to add time; however, Schedule Change Forms to add time can be turned in at any time.
- All schedule changes are to be submitted on a Schedule Change form available at the reception desk. The Enrollment Manager will notify you if the changes have been approved and when they take effect.
- Schedule changes will not be accepted for children enrolled in the Full-Time/Full-Year, Part-Time/Full-Year School-Age, or Kindergarten plans.
- There is a \$5.00 charge for every Schedule Change form processed.

III. ATTENDANCE/SCHEDULING

Arrival/Departure

The building is accessible via our south entrance on Kenwood Boulevard and our north entrance from the Sciences Parking Lot. Both entrances are secured. Any unfamiliar family or person picking up children must stop at the reception desk and show picture identification before being shown to the child's classroom. (This includes parents/guardians, emergency contacts or any other person you've designated as authorized to pick up your child.)

The Children's Center MUST be notified as soon as possible if your child will not be in attendance or if they will be arriving later than their scheduled time. Wisconsin Child Care Licensing requires that child care programs contact families when children do not arrive as scheduled and there has been no notification of absence or late arrival. If your child has not arrived three or more hours after you are scheduled, and we have not heard from you indicating that your child will be absent or arriving late, we will call you to determine your child's attendance status. (Please note: If your child is arriving for our after-school program by bus, we will begin notification as soon as we know that your child did not arrive on the bus, or when the bus does not arrive within 20 minutes of its expected arrival time.) We will call each phone number you supply for each parent. Parents calling to notify us of absences or late arrivals also allow us to plan for walks and outings, utilize staff time appropriately and grant extra time requests as they arise.

Please make sure, when arriving at and leaving the Center, that your child(ren) remain with you at all times. (This includes not sending an older sibling down to the school-age wing while taking their younger sibling to a different room.) Both Licensing and Accreditation require that children must be with a parent or adult at all times.

The Children's Center's responsibility for a child begins when a child is signed in by the parent or other authorized person, and ends when the child is signed out by the parent or other authorized person. Both the correct times and the individual's initials must be recorded. Because of the importance of having accurate accountability for all children at all times, a penalty fee will be assessed for failing to sign in or out. See Penalty Fees. Written permission must be on file for parents wanting their school-ager(s) to sign themselves in and/or out.

In order to help reduce the risk of transmission of infectious diseases, accreditation standards require that all children wash their hands upon arrival. (Staff always wash their hands before they begin work in a classroom.) In order for the Center to be in compliance with these criteria, we are asking that families with younger children assist their child with handwashing as part of their regular drop-off routine. Please use the classroom bathroom sinks for handwashing. Families with older children should see that their child washes their hands in the classroom bathroom sink before they join other children in activities.

During the warmer months, it is requested that parents apply sunscreen to their child before they come to the Center. If you prefer to apply it here, there is also sunscreen in each classroom for use on children; after parents apply it to their child, there is a box on the child sign-in sheet for the parent to initial, so that we know that the child has had sunscreen applied.

Only those persons authorized by the parent(s) on the application or on an Information Change form are authorized to sign-out/pick-up or visit a child. Please make sure that someone other than the parents is authorized to be an emergency pick-up person and that these persons are aware that they are on your child's emergency list. We may need to contact these adults in urgent situations (i.e., a child is ill and needs to be picked up and the parents cannot be reached, or the parents themselves have had an emergency situation come up and are unable to pick up their child by the end of the day). These adults should be able to handle an emergency (i.e. the child is having a seizure and is on their way to the hospital and the parents are not able to be reached by phone). In a situation where the parent is unavailable or cannot be reached for a prolonged period or after the Center has closed, and we have no emergency contacts, we will need to contact Protective Services to care for the child(ren) until the parents are able to do so.

In families where the parents are separated or divorced, the custodial parent(s) must have on file at the Children's Center a copy of legal documents stipulating custody. Only the parent who is listed on the child's most recent application form as having legal custody is authorized to pick up or visit the child, unless that parent lists the other parent as authorized to pick up the child.

If someone else will be picking up your child just for a day (example: grandparents are coming in from out of town), put it in writing when you drop off your child. Parents may give us written authorization on the sign-in sheet on the day of the occurrence for this purpose. If you want someone to visit your child at the Center, you must authorize that person to pick up your child.

Parents need to be aware that, for safety purposes, the office closing person, the Center closing person, and the room closing teacher all must stay in the building until all the classrooms are empty and locked. Many of these employees take classes, have staff meetings, have family obligations, need to catch buses or rides, or have children of their own to pick up. If you would like to spend time with your child in their room or spend some time talking to one of your child's teachers, please arrive early enough so that you will be ready to leave by 6:00 p.m.

Releasing a child to an adult who is under the influence. The safety and well-being of the children in our care is of primary importance. If any child care staff believes that an adult who is picking up a child is impaired and not in a condition to drive or adequately care for the child's safety, the staff should not release the child to an adult until the child's safety is assured. Staff will offer to call a cab at the adult's expense or call another authorized adult to assist in picking up the child. Determining whether or not to release a child in this situation is difficult for the adult, the child, and the staff member. Our primary obligation, however, is to protect the safety and well-being of the child. The Campus Police stand ready to assist us, if necessary.

Vacations/Illnesses

No vacation credits will be granted. Credit for child illness-related absences, which exceed five consecutive operating days, will be granted to Half-Day parents. Credits will begin with the six operating day after the first day of absence, when a note from the child's pediatrician is submitted. No illness credit will be granted to children in the Full-Time/Full-Year plan, Part-Time/Full-Year School-Age plan, Kindergarten plan, or School-Age Summer-Only plan.

Extra Time

“Extra Time” can be requested in the event that you need time outside your child’s normal schedule. We recommend that these requests be made at least one day in advance so that you can make other arrangements if we are unable to grant your request. If it is not possible for you to submit a request prior to the day in which you need an extra half day or extra after-school day, call for approval that day, before coming in. Please do not assume time will be approved – the room may already be at capacity, staff may be ill, or extra time may have been granted to others. We are not able to grant extra time more than a week in advance, although we can take your request and give it priority if space is available. You will need to check back to see if we were able to grant this time.

Parents are responsible for making sure that forms are filled out and approved. Make personal contact if your request is on short notice. Forms are available in each room and at the reception desk. Once extra time has been approved, the form will be placed in the “Approved” section of the extra time box in the room. Remember that you need to fill out a separate form for each separate day that you need additional time.

Canceling Requests: Be sure to inform the room if you no longer need extra hours so that these hours may be given to others who request them.

Rates: Extra time will be billed at a rate that is greater than the scheduled rate. See current Fee Structure. You will be billed for the full half-day or after-school day, even if you use only a portion of that time. Unused scheduled half days and/or after-school days may not be traded for Extra Time.

School Bus Arrival/Departure

For children bussed to our Center, we require that parents complete a School Arrival /Departure form. This form allows us to escort kindergartners enrolled in our after-school program and sign in all children enrolled in our after-school program upon arrival. In addition, the information you provide allows us to know when your child is due to arrive and alerts us to begin contacting the child’s school if he/she does not arrive at the expected time. We do begin backtracking any bussed child who is 15-20 minutes late by contacting the school – or you – if your child does not show up. If your child is absent, please notify us so we do not begin this procedure unnecessarily. (The School Arrival/Departure form also provides permission for the Children’s Center staff to sign your child in upon arrival from a bus.)

For children kindergarten-aged or younger enrolled in our after-school program, we provide escort service between the Center and the child’s bus if the bus stops in front of the Children’s Center. Children first grade and older are helped through this process during the first week of school but come in on their own after this.

School Closing Days

Families with school-aged children enrolled in Galaxy, Star, and Moon Rooms will be given the opportunity to sign up for additional care on published Milwaukee Public Schools closing days. A sign-up form will be mailed prior to or at the beginning of the fall and spring semesters. You will be billed at regular rates for all times requested by the date indicated on the form. No

cancellations of additional days will be accepted after the deadline for submission has passed. Part-Time/Full-Year School-Age Plan participants: See Part-Time/Full-Year School-Age policies in regards to school closing days sign-up procedures.

Snow/Severe Weather Policy

In the event that UWM classes are canceled due to a snow/severe weather emergency or other emergency by or before 8:00 a.m., we will be closed. Official announcement of cancellation of classes will be made on area television and radio stations. No separate announcement will be made regarding the Center. You can also obtain information regarding class cancellations by calling 229-4444 or by going to UWM's homepage at www4.uwm.edu. If University classes are canceled after 8:00 a.m., the Center will remain open.

If the University cancels classes and closes administrative offices, the Center will close. No credits will be issued if the Center is closed due to a snow/severe weather emergency or other emergency.

When MPS closes for snow/severe weather emergencies, and the University does not, Galaxy, Star, and Moon Rooms will open at 9:00 a.m., allowing us time to coordinate staffing. Call the Center as early as possible to request care. Extra Half-Day rates apply. These days are not included in the Part-Time/Full-Year MPS School-Age Plan.

Cancellation

If you wish to cancel your enrollment, you must fill out a Cancellation Form, available at the reception desk. Part-Time Semesterly families will be billed and liable for all scheduled hours up to the day that the Cancellation Form is received. See Full-Time/Full-Year, Part-Time/Full-Year School-Age Plan, or Kindergarten policies for information regarding additional penalties.

Cancellation includes loss of continuing status and seniority. When a continuing family chooses to cancel their enrollment, they will be cancelled for the current semester and the following semester, if they've already registered for the following semester. If they then choose to re-apply, they would be considered a new family.

Discharge

We reserve the right to cancel the enrollment of a child for any of the following reasons:

1. Neither parent meets the eligibility criteria;
2. Non-payment or excessive late payment of fees;
3. Non-compliance with the policies and procedures as outlined in the Family Handbook;
4. The child has special needs which the Center cannot meet, including disruptive behavior which requires a disproportionate amount of one-to-one attention or is putting the safety of themselves, other children, or teachers in jeopardy;
5. Physical or verbal abuse of staff or children by a child or parent;
6. The child is not in attendance at any time during two weeks of any enrollment period and the Center is not notified that the child will not be in attendance;
7. Neglecting to inform the Center in advance if a child will not be arriving from school when the Center is responsible for the safe arrival of that child;
8. Neglecting to fill out and return required forms promptly.

IV. PROGRAM DESCRIPTION

Staffing

The Center has, in addition to the Director, two Assistant Directors – one in charge of Programs and one in charge of Operations. A Master Teacher handles programming for and coordination of each room. The Master Teacher position requires a bachelor's degree in Early Childhood education or related field, and prior teaching experience. Each Master Teacher contributes to Center-wide policy development and is involved in the issues and concerns of child care in general.

In addition to the Master Teacher, classrooms have a degreed Assistant Master Teacher and/or a Head Teacher. The Master Teacher, Assistant Master Teacher and Head Teacher work full time (or nearly full time) and are the primary teachers in each classroom. UWM students, studying in a variety of fields, comprise the remainder of the room's staff. They bring skills in areas such as education, nursing, art, music, and architecture into the rooms as they work with children. Training of staff is done primarily by the Master Teachers, Assistant Master Teachers and Head Teachers in conjunction with the Assistant Director, Program Manager and Staff Development Specialist. All classroom staff are required to take a minimum of four early childhood classes and keep up to date on inservice and continuing education requirements.

The Center also employs a number of "floaters" – part-time student staff who work in all of our classrooms in the event that regular classroom staff are ill or absent.

As part of the University, the Center is often used for placement and training of student teachers, field experience students, and volunteers-for-credit. These adults are not counted in our staff:child ratios.

Curriculum

See our Curriculum Guide (available in the lobby) for a more detailed description of our curriculum.

In each of the classrooms, there exists a shared belief in the value of play and exploration as the major vehicle by which children learn. Teachers facilitate play activities and help supply the words for the concepts and feelings children express in their play as they learn how to interact with the various elements that comprise the world. In group play, children learn sharing, consideration and tolerance, and develop meaningful relationships with other children and the adults who care for them. Importance is placed on overall development rather than isolated parts of it, and on creative environments in which both children and adults are encouraged to learn and grow.

Our programs operate in an open classroom setting with interest areas (i.e., role play, blocks, science). Structure is suggested through materials, classroom design, teacher activities and child-initiated activities. Structure also occurs through daily routines, which provides a natural, real-life structure.

Although room materials and ways of learning may outwardly appear to be the same in each room, the complexity and manner in which your child interacts with these materials and the way in which they are presented, change as your child grows.

Documentation, Assessment, Screening and Child Files

Quality programming is essential in all of the programs at the UWM Children's Center. As a part of our accreditation and program planning, teachers in the classrooms use the following tools to record and gather information on each child and the group of children that are in their care. This information is shared with individual families, used for curriculum planning, setting up the classroom environments, documentation of children's work and assessment for future planning.

Room Child Files, Anecdotal Records, and Assessment – Every child in the infant, toddler, and preschool and kindergarten classrooms has a child file. On a daily/weekly basis, teachers record and gather information (anecdotal records) about each of the children's interests, activities that they participate in, children that they play with, and development abilities that are demonstrated while they are at the Center. This information is shared with all classroom staff so all teachers who work in the room are knowledgeable about each child in their room and teaching can be individualized to the child's learning style.

As a part of the child's file, teachers also take photos of the children during their play and may save some of the children's artwork in order to demonstrate the stage of drawing that they are exhibiting at that time.

We ask families for activities that they see in their home that the child enjoys, new things that they are learning, things that they observe that might be more challenging for the child at that time. You are welcome to do this on a daily basis and also ask that at least on a semesterly basis, you provide information in writing to be included in your child's files. Family observation is a vital aspect of our overall assessment process. We want to know your thoughts and observations of your child's interests, strengths and social adjustment.

Within 3 months of starting at the Center, a development screening/assessment is completed on each of the children. Using the Child Development Review, developed by Harold Ireton, Ph.D., we identify the child's developmental growth at that time. Information is kept in the child's file, shared with parents and, when warranted, a more thorough diagnostic screening is suggested to the parent.

Every year, a speech and language screening (March) and vision screening (May) is offered to families of children ages 3 through 5. (Screening of younger children can also be provided.) These screenings are free at the Center and are conducted by the UWM Speech and Language Clinic and Prevent Blindness-Wisconsin.

Using NAEYC & NAA accreditation standards, The Creative Curriculum and Wisconsin Model Early Learning Standards, curriculum in each of our classrooms is planned based on observations of each child. Daily activities are play focused and are organized around the domains of learning. Much of the work of Magda Gerber, High Scope and Reggio also influence the

curriculum in our classrooms. Documentation of the children's work can be found in individual child files and seen throughout the Center in the artwork, writings and photo displays.

Individual room child files containing information about a child's activities and development while at the Center are available in each of the infant, toddler, preschool and kindergarten classrooms for you to look through at any time.

- Children are assessed by the *Master Teacher/Assistant Master Teacher/Head Teacher, using The Creative Curriculum and Wisconsin Model Early Learning Standards, collections of children's drawings, photos of the child in the classroom, and teacher observations. This information is used for developing the curriculum in the classroom and identifying your child's developmental needs and interests and planning program improvement.
- Child files containing this documentation are kept in a confidential folder in the child's classroom. Only Center staff, individual families, and those with written family permission have access to a child's file.
- Assessments are ongoing, as teachers document children's work on a regular basis. Written information is given to families during the Fall and Spring semesters, and on a daily basis teachers are available to families to talk about the child's day, interests and development. Families and staff are encouraged to collaborate to best meet the needs of each individual child.
- Assessments and screening describe for teachers and families the developmental progress of children. This information is helping in adapting teaching practices, family involvement and program development.

*Master Teachers, Assistant Master Teachers and Head Teachers have been trained on The Creative Curriculum and the Wisconsin Model Early Learning Standards. Families are welcome to look at these materials and add to it any information that they are seeing at home.

Approach to Holidays

Throughout the year, holidays represent signposts to both adults and children. Passing seasons, changes in growth and development, and cycles of weather are all part of our yearly celebrations. The Children's Center celebrates the spirit of the season – family, friendship, and goodwill – rather than particular holidays.

Although we value holidays for their fun, festivities and ability to bring us together, certain dilemmas confront us. The word “holiday” derives from “holy day” denoting the origin of most holidays in religious practice.

Staff and families at the Center represent many cultures and religions, and thus celebrate many different holidays in their homes. We want to be sensitive to and respectful of the variety of beliefs and traditions of all families and staff in our Center. Out of respect for this diversity, we do not want to assume that everyone celebrates holidays the same way or that all of us celebrate a specific holiday.

We encourage children, with their families, to share their traditions and activities with their classmates. This means that your child may be introduced to a variety of seasonal activities that other families and children are sharing in a way appropriate to that room's age group.

Cultural Diversity

A culturally diverse approach provides us with a framework for developing classroom activities that promote respect for individual differences. Here are some of the guiding principles:

- A culturally diverse curriculum is based on what we know about the stages of development children go through in developing their identities and attitudes about others.
- Children live in a diverse and complex world, interacting daily with people different from themselves. A culturally diverse curriculum is a proactive approach, which reduces prejudice and promotes inclusiveness.
- An important aspect of a culturally diverse curriculum is helping children to recognize biases and stereotypes when they encounter them in themselves and others.

Programming for Flexible/Full-Time Scheduling

Because we serve a campus community, children schedules may differ from those of others in their classroom, both in number of hours and days in attendance. High staff:child ratios help us to accommodate transitions, which occur as a result of flexible scheduling and guarantee that children's individual needs are met and quality care is provided.

Our open classroom design and our educational philosophy lend themselves well to meeting the needs of children with varied schedules. Children do not need to attend full-time to profit from the curriculum offered. While it is not possible to plan field trips that all children can take part in at the same time, frequent, short walks on campus are emphasized and we try to do planned field trips on varied days, and at varied times of the day, throughout the semester.

School-Age Programming

The Galaxy, Star and Moon Rooms serve children K-4 up to 13 years old. These school-age programs (2:30-6:00 p.m.) are designed to offer children a safe, enjoyable place to spend some of their out-of-school time. Children have many opportunities to make significant choices about how they spend their time. A wide variety of different activities are available every day including games, arts and crafts, hobbies, sports and playground activities. As a member of the classroom community, children will be encouraged to participate in establishing classroom rules and to take responsibility for the care of the room. The children have numerous opportunities to develop friendship with many children of different ages. A great deal of emphasis is placed on positive relationship skills such as cooperation and teamwork, good sportsmanship and conflict resolution.

Summer Programs

We offer a summer recreational program in the School-Age rooms to meet the special needs of children when they are out of school for summer vacation. Some of the special features of the programs are 1) Swimming: Children swim regularly at the Klotsche Center pool on campus. The staff in the program swim with the children, and a certified lifeguard is always on duty as well. 2) Field Trips: Every Thursday the children in the summer program take an all-

day field trip (9:30-3:30) on a school bus to a variety of interesting locations in southeastern Wisconsin. Typical field trips have been to Cool Waters Park in Greenfield, Barthel's Berry Farm to go strawberry picking, and Shalom Wild Life Sanctuary.

Becoming Involved in Your Child's Curriculum

In order for children to learn and grow, it is important that the adults in their lives demonstrate a respect, excitement and involvement in the activities children engage in. We encourage you to be involved in the themes and activities carried out in the classroom and to find ways to bring your personal interests, skills, and resources to these.

Keying into classroom topics and activities can also mean thinking of: 1) items you may have at home that may complement classroom activities (e.g., special book, a table loom, specialized maps, a collection of some sort); 2) guest demonstration that you or a friend or relative can provide (e.g., silk screening, dental tools, violin playing); 3) discards from your work place or places of business you come in contact with; and/or 4) field trip possibilities/contacts you may be aware of.

V. CLASSROOM ROUTINES AND PROCEDURES

Preparing For The First Day

Please visit the classroom with your child prior to their first day in the Center. Spend time in the room with your child while they get acquainted with the teachers, the children, and the new surroundings. This is especially important for your child if they have never been in a group care situation before. Prior to your child's starting, the Master Teacher may call you for an intake conference to get information from you about your child. Generally, these take 15-20 minutes.

Below is a partial list of items to **label** and bring with you on your child's first day (complete list available in your new parent folder):

- A complete change of season-appropriate clothing.
- Outdoor clothing.
- A blanket and favorite cuddly, if your child will be napping.
- An adequate supply of disposable diapers, if your child wears them.
- A lunch (labeled with child's name/date), if your child is an attendance between 11:30-12:30.

The length of time it takes for your child to feel comfortable with the room and the children and teachers in that room depends on your child's personality, past experiences, and the length of time they are scheduled. The Center's staff members will work with you to make the adjustment go smoothly. If possible, arrive early so you are able to say good-bye to your child in a relaxed manner. Rest assured that your child will be attended to and not left to cry. If you'd like, wait outside the room out of sight until you feel comfortable leaving, or call the Center later to ask how things are going.

Lunches and Snacks

Our nutrition guidelines and snack/lunch procedures are based on state licensing regulations and USDA guidelines. Ideas and suggestions for nutritious lunches are available from the office or your classroom's Master Teacher.

State licensing regulations require that children who eat lunch at child care centers, regardless of whether the parents or the center provides it, be provided a food in each of the following categories.

- Protein source, such as meat, poultry, fish, eggs, cooked dried peas or bean or cheese. (If there are no children with severe allergies to peanuts in your child's classroom, you may provide peanut butter to your child in lunches from home. If there is a child with a severe allergy to peanut butter in your child's classroom, we will notify you and ask that your child's lunch not contain peanut butter or peanut products.)
- Two servings of vegetable(s), or one vegetable and one fruit, or two servings of fruit(s);
- Cereal or whole-grain or enriched bread products;
- Grade A vitamin D milk for children between 1-2 years of age who are not on formula or breast milk, 2% milk for children over 2 years of age, unless the parent requests whole milk. (The Center provides both types of milk.) If your child is unable to drink cow's

milk, please bring in an alternative milk (i.e. soy milk, lactose-free milk, etc.) and written authorization from your child's physician.

Staff responsible for setting up lunch will check to see that children's lunches fulfill these requirements. If a child's lunch does not meet licensing requirements, the staff will supplement that child's lunch. Staff will make note of children's lunches that need to be consistently supplemented so that the staff can notify the parent(s) of this requirement and ask that lunches brought from home be complete. If you forget to send a lunch with your child, one will be provided by the Center; you will be charged for this on your child care bill.

Lunches are generally served sometime between 11:30–12:30. If your child will be leaving to eat lunch elsewhere, a piece of fruit or a similar light snack can be sent. No lunches will be served after 12:30 p.m. except in infant programs, as children are fed on their own individual schedules.

Each classroom has its own refrigerator to keep perishables cold until served and a shelf or other designated spot in the classroom for lunches that do not need to be refrigerated. Please refrain from sending your child's lunch in an oversized lunchbox that must be refrigerated. If your child's entire lunchbox/bag will be kept together in the refrigerator or on a shelf, only the outside of the container needs their name and date. If your child has a larger lunchbox, please individually label the components of the lunch (name/date) that must be kept cold and place these in the refrigerator; put the larger lunchbox on the lunch shelf. Refrigerators must be kept at 40° at all times, and even new refrigerators will not maintain this safe temperature if they are filled to capacity.

Please send food in small, covered plastic containers so food can be saved if your child eats only a bite or two. Lunch remains will be saved to take home, unless they are "spillable" items in disposable containers (juice boxes, yogurts without tightly closeable lids, etc.). This helps parents to determine what their child has eaten that day.

Our food warming space in classroom is limited. If you wish to provide your child with a warm lunch, consider sending it in a thermos; otherwise be sure to send items in microwavable containers. (Pyrex or glass is preferable for food that needs warming.) Classrooms have microwaves and they will be able to warm some items, but please keep these to a minimum. Warming a large number of items creates delays for children and takes away from time that staff can be interacting with children during the lunch period. Please only send lunch items that need to be warmed, not cooked. (We do not have the facilities to cook, and we are required to keep foods hotter than 110 degrees Fahrenheit out of children's reach). Lunches should also be sent "ready-to-serve" with meat, vegetables and fruit already cut to appropriate serving size. For infants and toddlers, fruit should be peeled and food cut small enough to swallow whole according to the child's developmental ability.

We encourage, but do not demand, that children eat their lunches in any particular order (e.g., dessert last). Generally, if children are offered small portions and a number of healthy choices, they will choose adequate diets for themselves. Children are encouraged, but not forced, to eat snacks or lunches. At no times are foods used as threats or bribes (licensing requirements).

A word of caution: More than 40% of food-choking deaths among children are a result of eating hot dogs, hard candies, nuts or grapes. The following will not be served by the Center to children under 4 years of age, and those children should not come with these items in their lunch: raw carrots, whole grapes, raw peas, hard pretzels, tortilla chips, popcorn, nuts, marshmallows, and chunks of meat that can't be swallowed whole. Hot dogs must be cut lengthwise, not coin-style, and grapes should be halved or quartered, depending on the size. Carrots must be served in sticks, not coin-style. Small Ritz Bits cheese- and peanut-buttered-filled crackers also pose a choking hazard. Do not send hard candies, cough drops or gum, as these are easily aspirated. Honey should not be sent in lunches of children under 12 months.

Children are generally hungry every few hours and eat small amounts of food a number of times throughout the day, rather than eating larger amounts three times a day. For this reason, snacks are served several times each day. They are served mid-morning and mid-afternoon, with lunch being offered sometime between 11:30-12:30.

Snacks for children aged 1-12 will consist of two of the following components (milk and water is also offered at every snack): fruit or vegetable, grain, meat alternative. Portions are dependent upon the child's age. The majority of our snacks consist of unprocessed foods, and where appropriate, whole grain flours. We substantially reduce sweeteners. We do not serve artificially sweetened products. We do not serve any products that contain peanut butter, peanuts or other nuts.

An optional early morning snack from home can be served anytime before 8:00 a.m. Please label your child's snack items so they are distinguishable from their lunch items if they are included in their lunchbox. If your child has an early morning snack at the Center on a regular basis, you may want to keep a container of cereal in the classroom kitchen. Please send this in a tightly-covered food-grade storage container; the Center is required to store foods in this manner.

Parents need to provide food, formula, and a supply of bottles/nipples from home for children in the infant rooms. These must be permanently labeled with the child's name. Bottles will be heated in crock pots for children in the infant rooms. Baby food jars must be factory sealed – if they are already opened, we will not be able to serve it. The baby food will be served at room temperature (or warmed in a crock pot, if requested by the parent). No solid food or juice will be served to children under 6 months without instructions from a health care provider and family permission.

According to licensing regulations, “formula that is prepared by the Center is of the commercial, iron-enriched type and mixed according to the manufacturer's directions.” If your child is bottle-fed, please be sure to bring in cans of commercially prepared, ready-to-feed formula labeled with your child's name OR bring in enough premixed bottles (or a quart-sized container) for your child's consumption during the day. Please also bring a small can of the ready-to-feed formula to be stored at the Center for your child for emergency use when your child has already used the bottles you supplied for the day.

If you are breastfeeding your child, you need to leave at least one serving of breast milk in our freezer to be used on an emergency basis when you will not be able to come and nurse him/her. Mothers may comfortably breastfeed their child in the classroom, the toddler naproom, or in the nursing areas attached to the infant classroom. UWM also has a Lactation Program that provides nursing mothers with clean, comfortable and private rooms to use when you are on campus. Most of you come to the Center to nurse your child, but if you are unable to come to the Center, three lactation rooms are available to you (Union, Cunningham and Engelmann Hall). The web site to get more information is <http://www.4.uwm.edu/hr/lactation/>

In infant rooms, teaching staff will wipe children's gums in order to remove food and plaque after bottle feeding.

We provide milk for lunches, and milk or juice and water for all snacks. The Center will serve infants no more than 4 oz. of juice per day. Drinking (tap) water will be offered to all children throughout the day.

Parents give permission, as part of our application process, to post children's allergies, medical conditions and any parent special requests. If your child has special dietary needs, you may want to send along snacks for your child that meet these needs if the snacks we serve don't meet those needs. If your child is on a special diet and/or must eat at specific times, be sure to notify your child's teacher.

We provide appropriately-sized utensils and drinking glasses for lunches and snacks. Please be sure to return any Center utensils that may inadvertently get packed away in your child's lunch.

Staff will wash hands before handling foods. Children will wash hands before and after eating. Face cloths will be provided during meals. Please send a napkin in your child's lunch if you wish them to have one.

Since we do not serve two meals each day, toothbrushing is optional. If a parent would like their child to brush their teeth, they can send a toothbrush in their child's snack/lunch bag. Toothbrushes will go home every day in the child's snack/lunch bag, and it will be the parent's responsibility to clean the toothbrush daily and return it.

Birthday Treats

We want birthdays to be a very special day for the children whose families celebrate birthdays. Whether or not those families bring in a treat, the classroom will acknowledge your child's special day. If you do bring in a treat, please keep in mind our practice of not serving cakes, cookies, cupcakes or other sweets.

Foods that are brought from home to share with others must be whole fruits and vegetables that are prepared at the Center or be food that is commercially prepared and in factory-sealed containers with the ingredients listed on the container. Purchased foods from a bakery, deli or restaurant are fine as long as there is an ingredient list on the label so we can verify ingredients against known allergies.

Suggestions for shared treats include:

- Fruits and veggies (must be uncut, or prepared and packaged by a commercial kitchen/store/deli).
- Factory- or bakery-sealed (not homemade) banana bread/carrot muffins/zucchini bread/whole wheat or bran muffins/cornbread. Must have an ingredient list on the label so we can verify ingredients against known allergies.
- Unopened yogurt, frozen fruit bars, cheese and crackers, string cheese.

No peanuts, peanut butter, or any products containing peanuts. Please provide enough for each child in attendance during snack time.

We'd like to offer you an alternative (or addition) to bringing treats for your child's birthday. Celebrate by bringing a book for the classroom with your child's name and birthdate inside the front cover. Gift-wrap it and we'll enjoy opening the gift and reading the book on your child's special day. (Please be sure the book follows the Center's multicultural, non-violent philosophy.)

Food Allergy Management Plan

The Children's Center has a number of children who have allergies to various foods. Allergic reactions can vary from a relatively minor reaction of itchy, watery eyes to a reaction that is life threatening. To avoid allergic reactions to foods, the Center has adopted these practices:

1. All families are asked to give the Center information on any food allergies that their child has. This information is then posted in the classroom. Families are required to complete a Health History and Emergency Care Plan form so that staff working with your child can be alerted as to the allergy and specific action to take should an allergic reaction occur.
2. Allergic reactions, specifically to peanuts and tree nuts, can cause a life-threatening (anaphylactic) reaction for individuals. The policy of the Center is to not serve any product containing peanuts or tree nuts in any of our snacks throughout the Center. When a specific classroom has a child enrolled with a peanut allergy, in addition to snacks served by the Center being "peanut free," all lunches from home for that classroom should also be "peanut free." This is to help ensure that no residue from a lunch containing peanut product is on tables, counters or utensils. Children with anaphylactic reactions to foods should have an Epi-pen at the Center at all times.
3. Families are asked to bring in their own snacks for their child when none of the Center-provided snacks meet the individual health needs of a child.
4. The practice of the Center is for children to not share lunches.
5. While we do not isolate children with allergies, we may designate a table "milk free" or "egg free," if needed to help alleviate concerns with children accidentally getting a food they are allergic to.
6. Food preparation tables and counters are washed and sanitized prior to preparing and eating foods.

7. When children eat at picnic tables, the tables are covered with a washable or disposable cloth which is changed prior to another group eating. This is to help ensure no food residue is left for other children who may have an allergy.
8. Foods that are brought from home to share with others (birthday treat, snack to share) must be whole fruits and vegetables that are prepared at the Center or be food that is commercially prepared and in factory-sealed containers with the ingredients listed on the container.

Purchased foods from a bakery, deli or restaurant are fine as long as there is an ingredient list on the label so we can verify ingredients against known allergies. (*See Lunches and Snacks in the Family Handbook.*)

9. Events such as “family potlucks” that have foods that are not supplied by the Center are not monitored by Center staff for allergens. Parents are responsible for monitoring foods eaten by their children at these events.

Diapering/ Toileting

Per Accreditation 5.A.08:

- Staff use only commercially available disposable diapers or pull-ups unless the child has a medical reason that does not permit their use (the health provider documents the medical reason).
- For children who require cloth diapers, the diaper has an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine. Both the diaper and the outer covering are changed as a unit. (Plastic pants do not meet health and safety standards for group care.) Cloth diapers cannot be rinsed by staff, as state health codes prohibit rinsing diapers in public toilets. They will be placed in a plastic bag and put in your child’s locker. Please take these home on a daily basis.

Parents of children who wear diapers are responsible for having an adequate supply at the Center. Diapers should be clearly labeled with your child’s name to avoid mix-ups. If you are out of diapers and the room uses one from an emergency supply, please be sure to return one to them.

Staff will wash hands before and after diapering each child. All children are changed as needed and checked once every 1 ½ - 2 hours. If you want staff to apply diapering ointment, please see a classroom staff for information on how your child’s diaper ointment needs to be labeled.

Potty Learning: Child care regulations do not permit us to teach children under 18 months of age to use the toilet. As soon as you and your child are ready to begin potty learning, let us know. A cooperative effort between home and Center is most effective. For the first couple of weeks, continue to send diapers in addition to extra underpants and clothes. Staff will wash hands before and after assisting children with toileting. Staff assist children in learning and carrying out habits of personal hygiene. Independence and the development of self-help skills are encouraged. As with diapers, rinsing soiled underwear is not possible (per state health codes).

They will be placed in a plastic bag and put in your child's locker. Please take these home on a daily basis.

Children learning to use the toilet at the Center are taken to the bathroom more frequently. Potty learning can be a difficult time for children and is handled sensitively, with patience, and positive reinforcement. Any suggestions that you can give us in regard to your child's individual needs are much appreciated.

The Center believes in developing positive attitudes about our bodies. In keeping with our education goals for the development of positive self-concept, teachers help supply children with the correct anatomical names for all body parts. In response to children's curiosity about their bodies, questions are answered in an age-appropriate and matter-of-fact way. In a group care setting, it is important for staff to have a consistent approach in this area.

Napping

Rest and nap periods will be provided for those children who need them. We provide a crib or cot and a sheet for each child who will be napping. Sheets are laundered at the Center weekly. If you will be bringing a special blanket for your child, please be sure it is clearly labeled with your child's name, and take it home weekly to be laundered.

Let us know what your child's napping schedule and needs are. A "nap list" will be posted in each room that has napping children, which tells you when your child napped each day.

Infant rooms nap children in their classrooms throughout the day. Programs for older children have specific nap times. These vary from younger to older age groups, as younger children usually begin napping earlier in the day than older children do. Signs on easels are placed outside naprooms between 11:00 a.m.- 4:00 p.m. to remind adults that this is a quiet zone at these times. Kindergartners rest for a half an hour on mats provided by the Center. If your kindergartner needs a longer nap, please discuss this with the Master Teacher.

The following policies are in accordance with state licensing and accreditation guidelines:

- All staff that work at the UWM Children's Center will be trained in SIDS Reduction (Sudden Infant Death Syndrome) prior to their start of employment in a classroom.
- All infants 12 months and younger must be placed to sleep on their backs. Infants who are capable of rolling over may do so on their own, but AFTER the staff has physically placed the child down on their back. (A child 12 months or older may be put in a different sleep position if they can roll over on their own.)
- Doctor authorization is needed if a child 12 months or younger is going to be placed down to sleep in a position other than their back.
- Doctor authorization is needed when using a wedge in the infant's crib
- When swaddling an infant, the swaddling blanket may not go above the child's shoulders.
- An infant's shoulders and head must remain uncovered at all times while sleeping.
- Items such as pillows, quilts, comforters, and stuffed animals are not allowed in the crib, if the infant is younger than 12 months old. If a blanket must be used it must be thin and large enough to tuck in securely around the sides and bottom of the mattress and must be below the child's shoulders.

Clothing

Each child must have a complete change of clothing (including socks) that should remain at the Center. These are used in the event of a toileting accident or if clothes become wet or soiled during play. All clothing should be clearly and permanently labeled with your child's name so that it can be easily found and identified. The Center does not take financial responsibility for lost items. In compliance with state health codes for public buildings, we cannot rinse soiled clothing in the toilets or sinks. Wet or soiled clothing will be placed in a plastic bag and put in your child's locker. Please take this home daily. The Children's Center does have some extra clothing that will be provided to your child if needed; if used for your child, please launder and return as soon as possible.

If your child is transferring to another room, the teachers will move their extra clothes supply to their new room. Check occasionally to be sure that your child's "extra clothes" still fit them and are appropriate for the season.

Children should be dressed so they can play comfortably and without fear of soiling clothing. Although children wear smocks for painting and waterplay, clothes sometimes become wet or soiled, regardless. Please remove drawstrings from sweatshirts and hoodies, as these are a strangulation hazard.

With the exception of the infant rooms, children's shoes are kept on at all times except during outdoor waterplay and a few special projects or games. Shoes that children wear on the playgrounds or in the gyms should be skid-resistant, secure enough around their feet to not slip off and sturdy enough to protect feet if they step on objects that can injure the sole of the foot. If children have flip-flops, clogs or other footgear that are not as protective, they should have a second pair of shoes to wear for more active play.

Your child should always be dressed for the weather. During the winter months, be sure your child has a labeled warm coat, hat, snowpants, mittens (preferably attached to his/her coat), and boots. It is critical that these clothing items be labeled, as it makes it much easier to get a large group of children dressed. Our rooms tend to be very warm in the winter, so "layers" work well. On hot summer days, sprinklers are set up, so send a labeled swim suit or extra pair of shorts and a labeled towel for your child. These should be taken home weekly to be laundered. If your child is sensitive to the sun, please send a hat and a lightweight, long-sleeved shirt.

Gyms and Play Yards

The Woodland Gym (for infants and toddlers) is located on the main floor. The Preschool Gym and the Rocket Gym (for older children) are located downstairs. Each classroom has scheduled gym time in the morning and afternoon. In nice weather, rooms usually go outside rather than to the gym. The south play yard is used primarily by younger children; the east play yard is used primarily for older children. (The Center's play yards and curbside areas are never treated with pesticides or herbicides.) During summer months, art projects, story times, snack, etc. are often conducted outdoors and larger blocks of time are spent outside.

In order to protect against heat and sun injury, the Center's play yards offer a variety of shade sources for children playing. For example, the infant/toddler play yard has multiple "house" units for children to play in, as well as two large trees that provide ample shade. Likewise, the preschool/school-age play yard offers shade to children by way of trees, a tree house, and multiple dramatic play structures.

When children are outside or in the gym, a sign is posted on the sign-in clipboard in the classroom to let you know where they are. Be sure a staff from your child's room knows that you are dropping off or picking up your child. It is important for us to keep our child checklists accurate; more than one classroom may be sharing indoor/outdoor space, and teachers as well as children from a couple of rooms may be in transition.

If your child is well enough to be here, we assume s/he is well enough to go outside. Staff-to-child ratios do not accommodate having individual children stay indoors. Outdoor play requires safe supervision, and being short an adult is unsafe. For your convenience you will want to check, as you arrive with your child, to see if children are outside before taking outerwear off of your child. Please do not assume that if there is a teacher in the classroom that your child can stay in. The teacher may be on their way out of the room or may be a Master Teacher or trying to accomplish other tasks.

State licensing requires that, except in inclement weather, all children be taken out at least once a day. Inclement weather is defined as stormy or severe weather, such as any of the following: heavy rain, temperatures above 90⁰ F, wind chills of 0⁰ F or below for children age 2 and above, wind chills of 20⁰ F or below for children under age 2. If rooms decide to go outside when temperatures exceed 90⁰ F or are below the wind-chill temperature, we limit the outdoor play to no more than 30 minutes. Children are dressed appropriately for the weather when we go outside.

The Wisconsin Department of Natural Resources notifies Wisconsin residents about unhealthy air quality using a system called Air Quality Advisory. The system includes the two main pollutants likely to cause health problems in Wisconsin -- ozone and particle pollution.

Air Quality Advisories are issued as being in the "Yellow," "Orange," or "Red" zones. The Children's Center reacts to each zone differently.

Yellow: When the Air Quality Index is in the Yellow Zone, outdoor activity will not be limited unless it is requested in writing by a child's health practitioner.

Orange: Unhealthy for sensitive groups. When the Air Quality Index is in the Orange Zone, outdoor activity will not be limited unless it is requested in writing by a child's health practitioner. If your child has a health condition that requires them to stay indoors or have limited outdoor time (asthma or allergies to pollutants), please bring in a statement from your child's health practitioner requesting to stay indoors when air quality is in the designated orange zone. Staff will be observing all children and bringing them in if there are problems. At times that may mean that a group of children will have limited outdoor play in order for us to maintain staff:child ratios.

Red: Unhealthy for everyone. When the Air Quality Index is in the Red Zone, all children will play indoors.

Field Trips and Walks

All children enrolled at the UWM Children's Center may be taken on walks on the perimeter of and within the UWM campus during their regularly scheduled time or requested extra time. Rooms taking on- or off-campus field trips are required to take a first aid kit, emergency contact information, and a cell phone, which the Center has the number to. Staff address any special concerns, such as severe allergies, and take necessary precautions before leaving.

Children in preschool rooms and older may take field trips off campus. Parents will always be notified in advance and asked to give permission for field trips that are beyond the perimeter of the campus, require transportation, and/or include the consumption of food items from an off-campus vendor.

The Children's Center only uses transportation approved by the University's Purchasing Department. When buses are used for field trips, staff members check each bus each time children get on or off the bus to be sure all children are present.

When public health authorities recommend use of insect repellents due to high risk of airborne disease, only repellents containing DEET are used and these are applied only on children older than two months. If a classroom is going on a field trip, staff will apply insect repellent no more than once a day and only with written parental permission. American Academy of Pediatrics recommends no more than 10% DEET on children.

Photographs

Classroom teachers take pictures of the children on a regular basis for documentation purposes or to record a special activity. These photographs may be of individual children or groups of children and may be displayed in the classroom, Center hallways or the lobby. We also take pictures or videotape children for staff training purposes and/or for UWM classes on child development, early childhood education or child care.

From time to time photographers from the UWM campus newspapers; The Milwaukee Journal Sentinel, Inc.; area TV or radio stations; or University News Services and Publications request permission to take pictures or videotapes children at the UWM Children's Center. These pictures may be used for a "picture page" or to accompany features on the UWM Children's Center or on child care in general.

Parents of children in the Center may take photographs of their child and the group of children with their child for their own use at home. Parents will be notified in advance of specific requests for photographs other than those mentioned here, and will be asked for permission for their child's participation. If you have any concerns about photographs of your child, please contact the UWM Children's Center director.

Toys From Home

At times your child may want to show his/her friends and teachers something from home. It is not considered “selfish” if a child does not wish others to use their personal belongings; however, any toy that is in the room must be shared by all children. Therefore, if sharing becomes a problem, your child will be asked to return his/her toy to their locker or cubby for awhile. Unless your child understands this, please limit bringing things in to special times for show only. An exception to this would be a beloved, stuffed toy that is brought to school as a security object. Other children seen to understand that this kind of item need not be shared. In older rooms, children sometimes bring toys in to gain acceptance or to increase status with others. This can create stress and promote competition in some cases. Also, do not send toy weapons or toys that promote aggression. If your infant or toddler-aged child brings a toy from home, it must be safe for children 3 years of age and younger (choking hazard).

The Center cannot be financially responsible for lost toys. Tiny things are especially hard to keep track of, so please label everything! If your child wants to bring in a CD or book to share, please give it to a teacher so it can receive special care. If you are missing an item, check the “lost and found” area in the room, gyms, and lobby.

Media In The Classroom

The use of media, such as television, films, and videotapes, is limited to developmentally appropriate programming that has been previewed by teachers prior to use. Another option for activity is always available; no child is required to view the program.

Behavior Guidance Techniques

Children are helped to understand the reasons for our rules and to develop inner controls. We believe that the best way to deal with inappropriate behavior at the Center is to prevent it. The staff attempt to prevent misbehavior by keeping the children busy and involved and by establishing consistent and clear guidelines regarding behavior.

Children sometimes hit or push each other in the process of learning how to interact socially. Learning to share and take turns can be difficult. With infants and toddlers, a simple statement of fact, “I can’t let you hurt Ruth” may be all that is necessary. Supplying children with words to use to express themselves in difficult situations is a common technique used.

Recommended procedures for handling repeated misbehavior (i.e. hitting/biting) include:

1. Patiently explaining to the child that it hurts the other child.
2. Helping the child to recognize the feelings that cause certain reactions, e.g., “He’s crying because that hurts.”
3. Giving acknowledgement for cooperative, gentle and generous actions, e.g., “You and Danny are sharing nicely.”
4. Diverting the child’s attention when s/he is becoming frustrated, and is likely to respond aggressively. The child may be directed to an area where feelings of aggression can be acted out, e.g., pounding at the workbench.

5. Asking the child to help remedy the situation. For example: If a child throws a box of puzzle pieces, he/she is asked to pick them up. If child hurts another child, he/she is asked to help comfort the other child.
6. Using “time away.” Time away is only used after the above methods have been tried. Time away refers to having a child sit away from others to help him/her to calm down. A child who needs time away is not told that s/he is bad or naughty. The child may be given a quiet activity to do. Time away lasts for only a couple of minutes and after the time away, the child is helped to become reinvolved in the room’s activities. Time away is not effective for children younger than 3, as they usually have limited understanding.

Biting is of particular concern for parents and staff working with infants, toddlers and young preschoolers. Biting, although considered a more aggressive act, is not an unusual behavior for young children; in fact, it is very natural. Young children may bite to relieve the discomfort of teething. They may bite to help gain control over an environment that in their exploration is all new to them. They may become confused over hugging and kissing, may be trying to gain an adult’s attention or trying to obtain an object. They may have an illness, be imitating others, or confused because they want another child to play with them and yet do not have the language or social skills to gain that child’s attention in another way. The child may be biting as a coping mechanism to changes in their environment or in reaction to a stressful situation.

When children have particular behavior problems such as biting, the staff’s first objective is to identify the following: What is happening with the child exhibiting the behavior (both at school and at home)? When and where did the bite occur? Who was bitten? How was it dealt with? What was the child’s response to the consequences? We then “track” this information and child (by “shadowing” them) to see if there is a pattern that helps us identify why this particular child is biting.

Parents of the child who has bitten are told about the incident(s) and events so that together staff and parents can work with the child to help eliminate the behavior. If frequency dictates, a conference is held with that parent to share information from school and home that may be helpful in our working together on this problem.

If biting continues over a period of time, the Assistant Director and/or do their own observations and meet with the Master Teacher and parents. If no solutions can be found to eliminate the behavior, we need to ensure the safety of the group and ask that the child leave the Center. This step is only taken when it is felt that all other steps have been tried and the frequency of biting has not diminished. Sometimes in these cases what the child needs is not to be in a large group situation, but to have more one-on-one in a home care environment. Usually, with maturation of a few months, the child outgrows this behavior and is able to return to the Center.

Disruptive behavior: Children experience varying difficulties at different stages of their development. While this is quite typical, it is also important that problematic behaviors not be shrugged off as being “just a stage,” as this approach prolongs and reinforces behaviors that, if left unchecked, can create major difficulties for the child, the child’s parents, and for others. Generally, with cooperative efforts between home and school, behavioral difficulties become manageable. However, after reasonable efforts by the parents and teachers have been made, if

no solution to the problem can be found, and a child's behavior continues to be disruptive to the classroom in ways which require a disproportionate amount of one-to-one attention, parents will be counseled to find an alternative child care arrangement that may be able to meet their child's needs. In these situations we need to ensure the safety of teachers and other children in the program.

Communication between home and the Center is the key to the effectiveness of any discipline approach.

Transitioning to a New Classroom

Although change can be new and exciting, it also takes time and sensitivity as children and their families leave the comfort and security of a familiar classroom environment and teachers that they know. (Parents also go through this adjustment, as they don't know the new teachers yet.) Seeing your child grow up gives you a sense of pride as you observe their growth and reflect on the milestones they made during earlier stages of development, but it is also a little sad that the childhood years are going by so quickly!

Children of all ages are aware of changes in the environment and the teachers whom they have grown attached to. Because of this, teachers from your child's current classroom help children in their transition to a new room by visiting the teachers and the room they will be moving to. We invite families to visit the new room as well! If you would like to personally speak with the Master Teacher, Assistant Master Teacher or Head Teacher, you may need to set up an appointment so they can be sure they are available.

We will take care of moving your child's extra clothes and personal items to their new locker.

Some things to think about . . .

For some children, too much talk can create anxiety. Shorter discussions and visits to the new room give them an opportunity to actually see the room. (The unknown of a new room becomes the known of concrete things they can look forward to.)

- Younger children need consistency in their lives. It is usually best to keep your family's set rituals and routines during this time so that along with change there is consistency.
- Older children can become a part of helping with the change by moving some of their own supplies to their new locker/cubby. They may want to decorate their new locker/cubby with a picture from home.
- If time allows, plan to spend some time with your child in the new room on their first day.

Children can sense how you are feeling about the change. If you are feeling comfortable, it will help your child feel more at ease also.

Progressing Through the Children's Center

Children in the UWM Children's Center make only two major classroom transitions before kindergarten while at the Center.

The infant rooms are arranged to keep infants in familiar surroundings until they are 18 months. In two rooms there is a nursery area and an older infant area. These areas share a larger room,

but have their own designated space, children and staff. Because of their proximity to the older infant group, younger infants make a “soft” transition to the older infant area at about 8 – 10 months.

At approximately 18 months children move to a toddler room. They stay in the toddler room until they are approximately 3 years old, at which time they move to a preschool room.

The Children’s Center has a full-day (including before- and after-school times) four- and five-year-old kindergarten program. Children may attend for the school year or for the full year including summer. Children who are 4 years old by September 1 of each year will move to kindergarten, either here or in another school.

The Children’s Center serves children from 4 to 13 years old in a school-age program that operates after school during the school year and full time during the summer.

Transitioning to a Different Program

Staff at the Children’s Center help families with their transition to other programs by providing general information about other schools. This information is available in the Family Resource Center. Families are also welcome to talk with our Enrollment Manager or any of the program staff. We may be able to give general information about other schools or programs, program options, where to get enrollment information, and possibly connect with other families who attend these schools.

Research Projects

From time to time, we are asked to participate in research projects conducted by UWM faculty or graduate students on children, child development, child care, or other related topics. All research projects conducted at the UWM Children’s Center will have UWM IRB (Institutional Review Board) approval and will be approved by the director of the Children’s Center. If individual children will be involved, informal consent from each family involved will be obtained.

Observers

As part of a university setting, students from a variety of disciplines ask to observe in our classrooms or conduct a small project, such as reading a book to a small group of children. The students are supervised by UWM Children’s Center personnel, and we manage the number and duration of observations to minimize disruption to classroom routines.

VI. HEALTH AND SAFETY

The health and safety of the children, families and staff are our top priority. Smoking, firearms and hazards that pose risks to children and adults are prohibited. Baby walkers are excluded.

Health Policies

As part of our licensing, each child is required to have on record at the Center a Health History & Emergency Care Plan form that is sent to each family with acceptance letters.

Health Examination and History – Children

Each child under 2 years of age shall have an initial health examination, not more than 6 months prior to nor later than 6 weeks after being admitted to a center, and a follow-up health examination at least once every 6 months after admission. Except for a school-aged child, each child 2 years of age and older shall have an initial health examination not more than one year prior to nor later than 3 months after being admitted to the center, and a follow-up health examination at least once every 2 years after admission. The health examination shall be documented on the Child Health Report (available from the receptionist) and shall be signed and dated by a physician, physician assistant or HealthCheck provider.

Information required on physical exams:

- Immunization record – for diphtheria/tetanus/pertussis, polio, Hib, Pneumococcal Conjugate Vaccine (PCV) for children through age 4, Hepatitis B, measles/mumps/rubella, and varicella (chicken pox) vaccinations, with appropriate doses for the age of the child. If not permitted by child's doctor, this must be stated. Complete the immunization record and return it to the Children's Center within 30 days (6 calendar weeks) after admission.
- Known allergies.
- Date of exam, and signature of physician.

Physical Exams – Staff

Current physical exam forms for each staff must be on file in the Center (paid, volunteer, Field Placement students and student teachers).

Information required:

- Statement certifying that the individual is free from illness detrimental to children.
- Record of PPD skin test for tuberculosis, or chest x-ray.
- Statement that individual is physically able to work with young children.
- If individual has previous history of typhoid, paratyphoid, dysentery, or other diarrheal diseases, they must have a doctor's permission to work in the Center.

Exclusion for Illness

Children and staff members shall be excluded from the Center when ill.

If a child has a positive diagnosis of a communicable disease, parents must let us know. Families of exposed children shall be notified by the Center and those children shall be watched for symptoms of the disease.

Children and staff who are sick with bacterio-diarrhea, infectious hepatitis, infectious mononucleosis, tuberculosis, or strep or staph infections must have a doctor's permission to return to the Center. If your child has a communicable disease (including but not limited to: German measles, infectious hepatitis, measles, mumps, polio myelitis, ringworm, scarlet fever, whooping cough, diphtheria, and meningitis), you are responsible for reporting it to the State Health Department. Children with live lice will be sent home when the lice are discovered and may return to the Center when they have been treated. Families are responsible for checking for head lice, initiating treatment and informing the Children's Center when their child has received treatment.

Our policy is to require that a child remain at home for at least 24 hours after a parent has been requested to take the child home and until they are symptom-free. This includes, but is not limited to: diarrhea, fever, and changes in the child's normal behavior (e.g., lethargy). The child may return to the Center after 24 hours, if the symptoms disappear and their behavior indicates that they are well enough to participate in regular classroom activities. Children sent home due to a fever of 100⁰ or higher must be symptom-free for 24 hours without fever-reducing medication before returning. It is important that we enforce this policy for the safety and health of all the children in the Center.

Please do not send your child to the Children's Center if s/he is ill. We do not have the facilities or personnel to adequately care for sick children. Keeping a sick child home will also help us keep the illness from spreading to other children and staff members, and prevent your child from becoming sicker because their immunity is low. Being in a group setting can be very stressful for a child who is not feeling well and can make it more difficult to recover. If your child has a pre-existing (but not contagious), or possible "developing" illness, please alert staff to keep a closer eye on your child that day. If your child has a skin condition you know is not contagious, (i.e., eczema, prickly heat, hives, insect bites, etc.), please inform the teachers so they do not spend time needlessly trying to identify the nature of the condition.

If your child becomes ill while at the Center, you will be contacted and asked to take him/her home. If you cannot be reached, we will contact an "emergency contact" person you listed on your application form. Please do not be alarmed if a campus police officer, an employee from the Dean of Students office, or a Children's Center employee should come to your classroom to inform you that your child is ill. If you're a student and we can't reach you on your cell phone, it's our only way of notifying you and does not necessarily signify an emergency.

If a child has no fever or other symptoms of illness but displays significant behavior changes and is clearly uncomfortable and not able to participate in activities, they may be sent home.

Conjunctivitis (pink eye): We will exclude children with conjunctivitis for 24 hours after treatment is begun or until there is no inflammation or drainage.

Medications

All children with asthma must have “quick relief” medication at the Center at all times. Administering medications is a very serious responsibility. Whenever possible, parents should schedule the times that their child receives medication in such a way that they, the parent(s), are giving medication. Only in cases where it is impossible for a parent to give medications because of their schedule we will do so. Parents fill out a “Prescription Medication Form,” available in each room, which gives us their permission and instructions for administering any prescription medicine. (In the case of over-the-counter medications, parents fill out an “Over-the-Counter Medication Form, and a detailed label to attach to the medication.) Medication forms are placed in children’s files once they are done being used in the classroom.

In accordance with accreditation guidelines, the Children’s Center staff cannot administer any medication unless the following conditions are met:

- Prescription medication: Medication is in its original container, is labeled with the child’s first and last name, the date that the prescription was filled, the name of the licensed health care provider, the period of use of the medication, the name and strength of the medication, and instructions on how to administer and store it.
- Non-topical over-the-counter medication (including homeopathic): Medication is in its original container, and a written & dated instruction from the child’s health care provider accompanies the medication. The medication container must also list the expiration date of the medication, the period of use of the medication, the manufacturer’s instructions that details the name and strength of the medication, and instructions on how to administer and store it.
- Topical ointment (sunscreen, diaper ointment, etc. – including homeopathic) require that an Over-the-Counter Medication Form be filled out by parents. A new form must be filled out at the start of each semester.
- Vitamins and nutritional supplements will not be given without written instruction from your child’s health care provider (per licensing and accreditation). Instructions must state that your child receive vitamins at a certain time, and your child must be in attendance at that time.

Medicines will be placed in medicine boxes in a secure location out of reach of children (or refrigerated as needed). Our medicine boxes can accommodate only a limited number of bottles of medicine at a time. Please be sure you take medicines home with you when they are no longer needed (licensing).

Please do not send any medication with your child or in their lunchbox or leave any medicine in their locker or cubby. Be sure you give it directly to a staff person. This includes, but is not limited to, baby aspirin, diaper rash ointment, and sunscreen. Do not send cough drops, as children can easily choke on these.

Special Medical Procedure Care

To give your child the highest level of care, our teaching staff need to fully understand your child’s medical condition and be prepared for and competent in the care the child needs. If a child needs specific care for a medical condition (i.e. tube feeding), parents need to inform the

Children's Center prior to the child being left in our care. We need written information from the child's doctor in regards to the specific care your child needs, and to meet with the family.

Accidents

In the event of a minor accident at the Center, first aid supplies are available at all times. In compliance with state law, no medications are used. Scrapes and cuts are washed well with soap and water and bandaged. Ice is applied to bumps. A comforting staff member is usually the best medicine! An Accident/Sickness Report is filled out on any injury or illness occurring at the Center. It will explain how the accident happened and what first aid action was taken. This report will be kept in your child's file after you have read and signed it.

Medical emergencies rarely happen at the Center, but we want to be prepared for them if they do occur. Therefore, it is extremely important that all emergency contact forms and parent schedules are complete and up to date. We must know where to find you quickly. If you should change your plans for even just one day (e.g. skip classes and go to the Union), let us know. The sign-in sheet is a good place to indicate an alternative phone number for that day. Written permission from a parent to refer a child for medical care in case of an accident or medical emergency shall be on file at the Center. With this permission your child will receive treatment as the University deems necessary, and/or be transported to a hospital at the discretion of University Police and/or Milwaukee Fire Department paramedics or EMT's. If ambulance transport is necessary, a staff member who is familiar with your child will accompany him/her.

An accident report will also be filled out, in compliance with state law, if your child comes to the Center with a noticeable injury. This is done to assure clear communication between the Center and home, particularly if observation of the child is necessary in order to detect possible ongoing or worsening symptoms. If your child has had an accident outside of the Center, please inform staff when you arrive so they do not needlessly try to track down how a cut, burn, bruise, etc., may have occurred here when it did not. Staff fill out an accident report for injuries that have occurred at home in the same way that they record injuries occurring at the Center.

Insurance

Parents are expected to provide ample medical coverage for accidents and injuries or be financially responsible for coverage. University liability does not include medical coverage for Children's Center participants.

Fire Drills/Tornado Procedures

Fire drills are practiced at least 12 times per year. All children and staff proceed to designated areas outside of the building. In an actual emergency we evacuate to the Physics building.

Tornado drills are practiced regularly. During a tornado drill, children and staff go to designated areas on the lower level of our building.

If you happen to be in the building when an alarm rings, do not attempt to drop off or pick up your child. Proceed to the nearest exit (during a fire drill) or to the inner corridors of the basement (during a tornado drill) with your child. Everyone must evacuate the building (or go to the basement). Once you locate your child's classroom, and after an attendance check has been done, your child's teacher will let you know if you may sign your child in or out.

When we are in a situation that is truly an emergency – not a drill – you will not be able to sign in and leave your child until the emergency is resolved; however, your child may be signed out after attendance checks have been completed.

In An Emergency

The safety of the children and staff is of utmost importance. If an emergency situation were to arise during the course of the day at the Children’s Center or the University, our staff are prepared to handle it calmly and expeditiously.

If the situation warrants staying indoors, we would keep children at the Center, with no walks or field trips and no use of the play yards. If necessary, our staff would react as we do in a tornado drill, with staff and children gathering in the lower-level hallways downstairs, away from windows and doors. If it is essential to evacuate the building, all children and staff would treat it as a fire drill, gathering outside to do name checks, and if necessary, proceeding to the Physics Building.

If it becomes necessary to evacuate the campus, all staff and children would go by foot, buggy, crib - whatever means available – to the Urban Ecology Center, located at 1500 E. Park Place. To get there, staff and children would head south on Frederick to Newberry and west on Newberry to Oakland. The Ecology Center is on the far southwest end of the park at 1500 E. Park Place. You can get to the Ecology Center by proceeding through the park or continuing south on Oakland and west on Park Place. We would gather at the Urban Ecology Center in the lower-level Community Room. The Urban Ecology Center’s phone number is 964-8505.

We want you to feel assured that we and the campus police are alert to potential emergency situations. Campus police monitor on a daily basis the security of our Center and the campus. In order to prepare ourselves in the event of an emergency, we do practice monthly fire drills. We will continue to practice and follow emergency procedures that may be necessary.

Use of Scented Products

We have some children and staff who are very sensitive to the use of perfumes, colognes and other scented products. These children and staff have allergic reactions when exposed to perfumed products (difficulty breathing, not feeling well, noticeable behavior changes, etc.). Reactions to these products can last for hours.

Because of this, we request you not spray perfume or cologne on yourself or use heavily scented hair gels or hair sprays on your child before attending the Center. Staff are asked not to use these kinds of scented products on the days they will be working at the Center. Soaps, shampoos, conditioners, laundry detergents, etc. are usually not a problem because after use they are rinsed or washed off.

If your child is allergic to scented products, let their Master Teacher know.

Pets

Due to licensing and accreditation standards, we do not keep pets (except fish or other aquatic animals) at the Center. No animals are to be brought into the Center for visits.

VII. PARENT INVOLVEMENT AND COMMUNICATION

Family Resource Center

The Family Resource Center is a child-free space at the UWM Children's Center that is just for our parents! It is located on the lower level of the Center, just below the receptionist desk. It is a warm and homey space where you can come in for a quiet place to study or to use one of the computers. This is also a great reference place for parents, with parenting books and magazines. The Family Resource Center also has information and access to IMPACT 211, which is a local service that provides support for families in need of services for food, shelter, mental health, health care, legal assistance, substance abuse and much, much more.

Parent Visits

Parent visits are encouraged and enjoyed by teachers and children. You may want to read a story to your child or group of children, get involved in an activity, or familiarize yourself with the toys and materials in the room. The staff may be too busy for a relaxed conversation with you, but you will get to know some of the children and adults with whom your child spends their time. If there is a special project you'd like to do with the children, talk to your Master Teacher in advance and they will be happy to plan for it.

Conferences

Because your children's needs and concerns change so rapidly, you will want to be communicating on a regular basis with teachers as you arrive and/or depart throughout the week.

Each fall and spring semester, a parent conference form is given to all families (except kindergartners – see below) asking them to indicate if they would like a more formal conference. However, a request can be made at any time for a conference with your child's Master Teacher. S/he will be more than willing to answer any questions you may have concerning your child's adjustments, development, and activities while at the Center. The best time and means for such a conference depends on the Master Teacher and you. Your Master Teacher and you may want to set up an appointment to meet with the appropriate Program Manager, Assistant Director or the Director if more input is needed.

The kindergartens set up specific dates for formal conferences with all parents, but like all other classrooms, will set up a conference when requested by the parents.

It is our belief that parents' opinions are the barometer that indicates whether we are serving them and their children to the best of our abilities and the most reliable means of finding out how our services can be improved.

Referrals

Master Teacher, Assistant Master Teachers, and Program Managers will encourage and support families who make the primary decision about additional services their child might need. Master Teachers and Assistant Directors will share with you any observations they have made which may warrant screening, as early detection is the most critical factor in alleviating or eliminating

future difficulties. In addition, professionals may sometimes observe in classrooms to detect general behavior concerns, etc.

Information on vision, speech, hearing, and other developmental screening services available in the community can be obtained from your Master Teacher or Assistant Director. They will be happy to assist and guide you through the steps involved in obtaining such services.

The Children's Center will make referrals as needed/requested to community services such as: social service agencies, child guidance clinics, public health centers, and legal aid.

Each March, speech and language screening is offered to parents in the Center of children 3 years through 5 years of age. We work closely with the faculty and staff from the UWM Speech and Language Clinic in addressing children's developmental concerns. Please let us know if you have any particular concerns regarding your child's development.

General Home/School Communications

Parent-specific communications are generally written in the comment section of the sign-in sheet or notes are left on the lockers. Information meant for the classroom may be posted on the room's sign-in sheet. Record concerns regarding your child's specific needs for the day in the comment section of the sign-in sheet, as well as mentioning them to a staff person. For more ongoing or complex instructions or concerns, a written note from you would be helpful.

Please be aware that there are times when staff from other classrooms or Center "floaters" will be working in place of staff in the classroom because regular room staff are ill or have prearranged absences (doctor's appointments, etc.). If you have a specific question or concern, staff who are working as floaters will probably need to direct you to a staff member who is routinely scheduled in your child's classroom.

The Center puts out a weekly newsletter called the Weekly Web. Newsletters are distributed to the youngest child in the family via cubby, locker, or family folder, and is also posted on our website at www4.uwm.edu/ccc. The classrooms also have parent bulletin boards where timely and/or topical articles are posted.

Privacy and Confidentiality

Confidentiality of information about children and families will be maintained. Please share with us any information that will help us care for your child. The information you give us will only be shared with staff on a need-to-know basis.

Enrollment forms and all other information concerning the child and family will be accessible to the custodial parent(s)/guardian(s), Center staff, and our licensing agent. Information concerning the child will not be made available to anyone else without written consent of the custodial parent(s)/ guardian(s).

Families are asked to give consent on the child application to post general information about their child for staff in their child's classroom. Information posted includes child's name, birth

date, parent/guardian name(s), name(s) of siblings, pictures of their child, and special food/care requests.

Children's files which contain classroom information about screening, assessment, anecdotal records, pictures and child drawings are used by the classroom staff for curriculum development and meeting children's needs. These are readily available in the classroom to individual children's custodial parent(s)/guardian(s). These files are used by the classroom staff and are confidential to the specific family of each child.

Child Records: Children's records are confidential to the public but are "open" to the custodial parent(s)/guardian(s) of each child. Primarily these records consist of a child's application, health and immunization records, accident/illness forms and medication logs.

Mandatory Child Abuse Reporting/Support to Families

Wisconsin law provides that certain persons are mandatory reporters of child abuse and neglect; they must report if they have reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or if they have reason to believe that a child seen in the course of their professional duties has been threatened with abuse or neglect or that abuse or neglect of the child will occur. Mandatory reporters include most health care providers, social workers, teachers and child care workers.

The Children's Center works to help increase parenting skills and support to families when needed. There are support services available on campus and throughout the community that can help families when intervention is needed. Please let us know if you would like contact information.

Communication Within the Center

If at any time you have a complaint or concern, it is important that you share this with the appropriate person(s) so that we can help to resolve the situation. Often clarification of a policy or procedure is quite helpful. Sometimes miscommunications, oversights, or errors occur and we very much want to address these. Sometimes a slight adjustment in policies or procedures may be warranted.

If you have an operations-related concern (scheduling, billing, penalties, etc.), please seek the advice of the Assistant Director of Operations or the person who handles the particular area of concern you have.

If you have a concern regarding classroom practices or your child's experience in the classroom, share these with your Master Teacher, Assistant Master Teacher, Head Teacher, or Program Manager/Assistant Director. The Director is also available for consultation or for help in providing a solution.

If you feel strongly about an issue about which you feel a satisfactory resolution has not occurred, the chairperson of the Center's Review Board can place your concern on the agenda for the next Review Board meeting. (Ask the receptionist for the best way to leave a message for the chairperson.) The Review Board always welcomes fresh ideas or new approaches, as it is

their role to represent the needs of the parents in the Center. At all times we want and need to hear comments and concerns. We are a large Center, and although we try to be aware of the individual needs of all, sometimes things get missed. Please do not let your needs go unspoken. We do care and are here to help you and your child.

Private Care Arrangements

Often parents ask if Center staff are available to provide evening or weekend child care in their home. The Center does not endorse or recommend staff to parents or parents to staff. Center staff who provide such child care are doing so outside the scope of their UWM employment and, as such, UWM is not liable for any conduct within a private arrangement of this nature.

Arrangements of this sort should not be made while the staff is at the Center. In addition, please do not give out to other parents, without the staff's permission, the telephone numbers of staff who may provide private care for your child.

English Language Learning Families

Classroom staff work closely together with families to support the child's home language as well as learning the English language. We have a number of families and staff throughout the Center that are bilingual and have offered to help support us and families if a home language is one that teachers in the classroom are unfamiliar with.

Each classroom has a resource book of some common words in 11 different languages as well as the American Sign Language (ASL) sign to go with these words. This material is available to help teachers and families as we work to bridge the connection between home and school.

Classroom staff will ask you about your child's primary language so we may gain even more information about your child's language and the word they use for certain English words. (What word does your child use for Drink? Mother? Father? Bathroom? Hungry? School? Work?) The staff will make every attempt to learn these words and use your child's word/language in their interaction with them.

When more assistance is needed, UWM's Department of Foreign Languages is a rich resource to us if translation is requested by the family or staff.

UWM Children's Center Review Board

The Children's Review Board was established in 1975 to review and recommend policies, procedures, and services for the operation of the Center. Recommendations by the Board are made to the Director of the Center and the Division of Student Affairs. The Review Board draws its representation from the following categories: student, faculty, staff, and alumni parent-users of the Center, appointees by the Student Association and University appointment or elected faculty, academic and classified staff. The Director serves as ex-officio.

Review Board elections are held each spring. All parents are welcome and encouraged to run for election. Board appointments run for two-year terms and are staggered in such a way that the entire Board is not re-elected at one time.

All Review Board meetings are “open” meetings – anyone is welcome to attend. If you have any concerns, suggestions, or complaints regarding Center-wide policies or procedures, speak with a Board member in advance of a meeting and/or attend the meeting yourself. Information concerning the Board members and its meetings can be obtained in the Center’s office.

Appeals of any of the Center Policies should be directed to the UWM Children’s Center Review Board in writing.

Friends of the UWM Children’s Center

The Friends of the UWM Children’s Center at the University of Wisconsin – Milwaukee is an organization formed in 1985 to encourage community and campus involvement and support of the Children’s Center and its programs. The organization is composed of UWM faculty, staff, alumni, past/present users, students, and members of the community at large.

Friends of the UWM Children’s Center promotes interest in the Center by helping to strengthen and enrich the Center and its programs through private gifts and financial support. Fundraisers have included such things as raffles, auctions, T-shirts sales, phonathons, Entertainment Book sales, Tupperware sales, etc.

Another function of Friends is to provide organization for social functions for Center participants (e.g., ice cream socials, spaghetti dinners, pancake breakfasts).

Pick ‘N Save Fundraising

The Friends of the UWM Children’s Center has made arrangements to participate in the “We Care” program sponsored by Pick ‘N Save. By using your Pick ‘N Save Advantage Plus Savers Club Card, the “We Care” program will donate 1% of the total cash register receipts from Pick ‘N Save collected on behalf of the UWM Children’s Center. With your help, this effort can contribute a substantial amount to the support of the Center for materials and equipment. You can sign up for your Pick ‘N Save Advantage Plus Savers Club Card any time – applications are available in the Children’s Center office or at the Customer Service counter at any Pick ‘N Save store.

7/26/10

DONATIONS/VOLUNTEERS NEEDED!!
PLEASE DETACH AND POST FOR FUTURE REFERENCE

Parent donations play a large part in helping us to create positive work and play environments. Following is a list of suggestions for many kinds of donations that are always put to use and are always appreciated!

MATERIALS

Music: any kind of bell, xylophones, pan lids, rattles, CDs, CD players.

Quiet Areas: rugs (large and small in good condition), mattresses (twin or crib size in good condition), overstuffed chairs (in good condition, in a house with no cats/dogs or smokers), sofa pillows, curtains, colorful sheets, posters, lamps, rockers, soft sculptures, mobiles.

Game-Making: old sturdy gift boxes, cigar boxes, shoe boxes, magazines and catalogs, felt or flannel, contact paper, heavy tagboard, shoelaces, ice cream buckets, any kind of plastic tubs.

Plant Care: pots, soil, gravel, nontoxic seeds/plant slips/flowers from your garden.

Clay Play: rolling pins, wooden mallets, potato mashers, cookie cutters, plastic place mats, things children can impress into clay (combs, plastic hair rollers, etc.).

Sand Play: small rakes, hoes, shovels, buckets, sifters, large spoons, ladles, spatulas, jello molds.

Dramatic Play: old phones, clocks, timers, cash register, play money, doctoring things, small tablecloths, small dishpans, dish racks, small pans and bowls, plastic fruits or vegetables, small vegetable or fruit cans, doll clothes, dolls, blankets, large cardboard boxes, helmets, old formal, capes and other costumes, glasses (without lenses), goggles, plastic rollers, shavers, powder puffs and other cosmetic props, jewelry, fancy belts, aprons, masks, scarves, watches, coat racks, small dressers, purses, bags, wallets, non-working cameras, child-sized woodworking tools, small brooms, cleaning brushes, dress-up shoes (low heels, small shoe sizes).

Large Muscle: cardboard barrels, telephone cable spools, tricycles, wagons, riding toys, plastic swimming pools, hula hoops, jump ropes, Frisbees, bats, balls.

Water Play: boats, strainers, funnels, bubble pipes, watering cans, squirt bottles, spray bottles, floating animals, corks, hoses, measuring cups and spoons, ladles, oil cloth or shower curtains (smocks), egg beaters, baby bath tubs, clothespins (clips), eye droppers.

Cooking: ice cube trays, popcorn poppers, small durable plastic dishes or bowls, plastic mixing bowls, hot plates, containers for leftovers, small milk pitchers, small cake pans and bread pans, large mixing spoons, can openers, paring knives, twist ties, toasters, dish pans.

(continued on reverse)

Art: plastic shaker bottles, popsicle sticks, ribbons, lace, gift wrap, thread and yarn spools, toilet paper tubes, paper towel and gift wrap cardboard tubes, gauze, glitter, gummed labels, cupcake papers, rick-rack, tape, toothpicks, men's shirt for smocks.

Science: prisms, rock samples, lenses, scales, magnets, gears, globes, litmus paper, charts, pulleys, eye droppers.

Toys: Any toys/games your child has outgrown can be used by children in younger rooms.

Clothes: Any clothing your child has outgrown can be used for "extra clothes" supplies in younger rooms. Newborn clothing can be used as doll clothes for large dolls. (We will donate clothing we cannot use to other organizations.)

Work Environmental Recyclables: If you work in any kind of situation where things are thrown out, we may be able to use these throwaways (e.g., office, restaurant, hospital, factory).

"Taste" Experience: pomegranate, avocados, kohlrabi, kiwi, turnips, beets, lemons, yams, collard greens, matzos, bean sprouts, etc.

Note: Donations can be brought to the reception desk or to your child's room.

PEOPLE POWER (PLEASE INDICATE TO YOUR CHILD'S MASTER TEACHER YOUR WILLINGNESS TO HELP IN THE FOLLOWING AREAS):

Sewing Projects: puppets, stuffed toys, cot sheets.

Repair of equipment: puzzle pieces, play equipment, rockers, cribs.

Creation/ construction of equipment/materials: doll clothes, mobiles, curtains, bibs, etc.

Show and Tell resources or demonstrations: kite making, silk screening, play an instrument, baking bread, nature collections, occupational tools-of-the-trade, photographs, books artifacts, etc.

Carpentry/ Play Yard Upkeep: If you or a relative have a special interest in carpentry or gardening, we'd love to have you share your skills with us. Sometimes we need minor repair taken care of or something built for the classrooms. In the spring and summer, we have outdoor areas that need repair, upkeep, weeding, etc.