



Welcome!

You are an official member of the IU Southeast Children's Center family! We would like to extend an open invitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. Our doors are always open to you.

We offer a relaxed and casual, yet intentional, learning setting geared toward the needs and interests of each child and each parent who is a part of our school. We try to take into consideration individual differences and special abilities as well as family cultural patterns.

**The Children's Center's Mission Statement is:**

**As a part of Indiana University Southeast, the Children's Center provides quality care and developmentally appropriate learning programs for children of the campus community. At the IUS Children's Center a learning environment is provided that uses integrated, thematic units to keep children's interests high and tie subjects together. The curriculum has been designed to help children in their social, physical and emotional development.**

**The learning outcomes at the Children's Center are:**

- **Students will develop positive social skills and an appreciation and respect for differences in all people including backgrounds, physical characteristics, developmental level and family groupings.**
- **Students will discover how to work, play, cooperate with others and function in a group beyond the family.**
- **Students will demonstrate they can move confidently and imaginatively with increasing control and coordination and an awareness of space and others.**
- **Students will acquire fine and gross motor, cognitive, and creative skills in literacy, language, math, science, art and social studies appropriate for the developmental level.**
- **Students will use independence, self-discipline, self-esteem and confidence in decision making.**
- **Parents will be made aware of the developmental milestones for the various age groups and of various screening options available in the area.**

Visit us often. We want you to know that the Children's Center is a good place because you have been there and have seen it firsthand.

We thank you for allowing us to join with you in providing the care, love, and nurturing of your developing child. We look forward with excitement to the semester ahead!

Yours most sincerely,

The Coordinator and Staff

## **MISSION AND VISION**

As a part of Indiana University Southeast, the Children's Center provides quality care and developmentally appropriate learning programs for children of the campus community. At the IU Southeast Children's Center, a learning environment is provided that uses integrated, thematic units to keep children's interest high and tie subjects together. A curriculum has been designed to help children in their social, physical and emotional development.

As an integral component of the campus community, the Center provides:

1. A training and research site where IU Southeast students can link textbook and classroom theory with life experiences.
2. A facility where faculty can collaborate and investigate areas of early childhood development and family issues.
3. A resource where parents and staff can broaden their knowledge of parenting, early childhood and family matters.

## **CENTER PHILOSOPHY AND GOALS**

We believe that children learn through play, concrete experiences and interactions with the environment, their peers and adults. By the use of individual, small and whole group activities, plus a variety of experiences, we encourage children to develop to their full potential. It is the teacher's role to develop activities and curriculum that:

- Promote the development of independence and self-discipline.
- Encourage and foster the development of self-esteem and confidence.
- Promote the development of fine and gross motor, cognitive, and creative skills in literacy, language, math, science, art, and social studies.
- Promote the development of a safe and healthy lifestyle through physical activity, personal hygiene, safety awareness, and nutrition education.
- Promote the development of positive communication skills.
- Promote the development of positive social skills and an appreciation and respect for differences in all people including cultural backgrounds, physical characteristics, developmental levels and family groupings.

## GENERAL INFORMATION

- **All children must have immunization records on file within their first week of attendance.** They must be replaced with updated records once a year. **Childcare services will be denied** if we do not have up-to-date immunization records on file within one week of registering your child.
- We are **required** to verify each child's birth date. You must bring your child's original birth certificate (or duly attested transcript of a birth certificate) for us to photocopy.
- Each semester we will need a copy of your current schedule and emergency contact information. These are used in case we need to call you for a particular reason.

Groupings are flexible and children intermingle freely throughout the school day according to capabilities, individual interests, needs and differences.

Staff members are certified in CPR and first aid training. They participate in child care training workshops in order to remain alert to the findings of current research and the ever-changing needs of today's families. The Coordinator is a member of the National Association for the Education of Young Children (NAEYC) and a former preschool teacher. She holds a Master's degree in Elementary Education with endorsements in language arts and kindergarten and is working toward her ESL/ELL certification.

The Children's Center is open to all children, regardless of race, nationality, or creed, who may benefit from our type of program. The child must be *at least two years of age (potty trained) and may not be over twelve years of age* (Effective August 1, 2008).

All that we expect of the children is that they come to the Center with respect for others and to be themselves. What we expect of parents and guardians is that you read the operating procedures in this handbook and in other notes and newsletters we may send you. Feel free to be a part of the school, offering comments, constructive feedback and suggestions, as well as moral and financial support. *Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the university and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.*

**We reserve the right to dismiss a disruptive child. If an incident occurs with your child you will be told about the problem verbally. A written warning will be given to you if the problem continues. The next step is dismissal from the Children's Center. Your child will be allowed to return the following semester but no sooner than two months and after behavioral expectations are reviewed. At that time your child will be on a probationary status. If an incident occurs again, your child will be dismissed from the Center permanently.**

## OPEN DOOR POLICY

Indiana University Southeast Children's Center offers an "Open Door" policy. Please feel free to stop by unannounced to observe your child, eat lunch with your child or to just visit the Center. We encourage your suggestions, comments or concerns regarding the care your child receives.

## **ENROLLMENT**

Enrollment is on a first-come, first-enrolled basis, and is done every University semester (Fall: 8/25/08 – 12/12/08, Spring: 1/12/09 – 4/5/09 and Summer: 5/12/09 – 6/23/09 & 6/29/09 – 8/7/09). The Center maintains waiting lists and fills spots as they become available. The registration form is available by calling the IU Southeast Children's Center (812-941-2402). This form is also available online at our website: <http://www.ius.edu/campuslife/childrencenter/>

In making enrollment decisions, first priority is given to children and legal dependents of students, staff and faculty of the University regardless of their race, religion, gender, creed, national origin, or special needs. When enrolling your child, please make us aware of any special needs that your child may have so that we may address these needs appropriately. When enrolling new students, no preference is given to one constituent group over another for enrollment.

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## **AGES**

**Two years old (potty trained) to twelve years of age.**

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## **HOURS OF OPERATION**

**Monday - Thursday 7:00 a.m. – 8:00 p.m.**

**Friday 7:00 a.m. – 6:00 p.m.**

**As a part of the University, the Center follows the University calendar, closing for the following dates:**

**Martin Luther King Jr. Day (1/19/09)**

**Spring Break (3/22 – 3/28/09)**

**Memorial Day (5/25/09)**

**Independence Day (7/3/09)**

**Labor Day (9/7/09)**

**Thanksgiving and the following Friday (11/26 & 11/27/09)**

**Break between Fall semester and beginning of Spring semester**

**We are closed for the 2-3 weeks for the semester break in December/January. The Center reserves the right to close between IU Southeast semesters due to low enrollment. The Center will close when the University closes due to bad weather as well.**

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# FINANCIAL ARRANGEMENTS

## *FEE SCHEDULE*

	<b>Student</b>	<b>Faculty &amp; Staff</b>
<b>Registration Fee</b> (Per semester, per family, Spring, Summer, Fall)	\$10.00	\$10.00
<b>Hourly Rate</b>	\$2.50	\$3.50
<b>Weekly Rate:</b>		
<b>Part – time: (up to 4 hrs. a day)</b>	\$45	\$50
<b>Full – time: (up to 10 hrs. a day)</b>	\$90	\$100

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The Center is partially funded through Student Activity fees. Weekly pre-payments are to be made at the Bursar Office (University Center South 103). Payments are due before service is provided and any remaining balance will be posted at the Center. Fees can be paid by IU Pay on-line (a link is on the Center's website), cash, check, charge card or debit card. A registration fee of \$10.00 for the IU Southeast community and is payable at the beginning of each semester (fall, summer and spring). This fee is included in your first billing each semester. Consistent lateness with payments will be cause to withdraw your child from the Center. Accounts reaching a negative balance will have childcare services suspended and the campus account flagged until the amount due is paid.

You are required to pre-pay for your hours at the Children's Center. Pre-payment forms can be obtained at the Center or Bursar Office. Account balances for the week will be posted on the following Monday next to the Sign In/Out book. Please make checks payable to Indiana University Southeast and your university ID # on the check to ensure the correct account is credited. First, you must come to the Center to obtain a childcare pre-payment voucher. Then you must take it and your payment to the Bursar Office and they will issue you a receipt. All fees must be paid for the days a child is registered to attend. If a child is absent, fees are still due in full. Once payment is made, **NO** refunds are given.

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## AUTHORIZATION TO PICK UP CHILD

No child will be released to a person not authorized by a parent to pick the child up on the registration form. Any changes must be submitted in writing.. Any adult who will pick up the child will be required to show a picture ID and be listed on the child's registration form as authorized to pick up or have prior written authorization. **The Center will not release your child to anyone without prior written authorization or to anyone not listed on the Registration Form.**

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## CUSTODY

If there is any problem regarding custody of a child, a copy of the court document verifying legal custody must be on file with the Center. The Center will not be placed in the position of arbitrating a child's departure or parents' visitation rights.

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## MEDICATIONS

State regulations require a copy of a written order or prescription from your physician before we can administer any prescribed or over-the-counter medications to your child. Only parents can administer over-the-counter medications without a directive from the physician. In addition, state law requires that prescription medication be delivered to us in the original container and bear the pharmacy label with your child's name, prescription number, the date it was filled, and instructions for use. Parents must fill out and sign a medicine permission form, either daily or weekly, so the staff can administer the medication. After the medication is no longer required, please make sure it is taken home. Unused and/or expired medicines will be disposed of if they are not taken home within 30 days of last of attendance.

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## WHAT TO BRING

Children make a lot of art projects and use a lot of paint! Please have children wear the appropriate clothing. The children go outside as much as possible and tend to get a little messy, so wear old tennis shoes! Provide jackets and sweaters even in early fall weather. It is much easier to take off a jacket than wish you had one to put on! Provide a suitable head covering when needed. We appreciate contributions of any old jackets or sweaters that may be too small for your child. At times, children forget to bring their coats to the Center. Please put labels on all garments, including hats, boots and backpacks. No sandals or bare feet, please.

### *Extra Clothing*

All Children will engage in messy activities and may have accidents. Please make sure that your child has a complete set of extra clothing (including underwear and socks) in a hanging plastic bag in their cubby.

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## TOILET TRAINED

**\*\* PLEASE NOTE: A CHILD THAT HAS THREE BATHROOM ACCIDENTS WILL BE SUSPENDED FROM THE CENTER UNTIL THE FOLLOWING SEMESTER. \*\***

A child is considered to be potty trained when he or she *knows* when they need to use the restroom and takes the responsibility to *go* on their own. Regular bathroom breaks and hand washing opportunities are structured throughout the Center's daily schedule.

We do not allow pull-ups for children in attendance at the Center; they are too much like regular diapers.

A child that is toilet trained is one that can ask to use the restroom and stays dry during the day.

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## NUTRITION

*We serve snacks* two times a day at, 10:00 a.m. and 3:00 p.m.. We provide healthy snacks, such as apple wedges, raisins, celery, carrot sticks, peanut butter, muffins, milk and orange juice. Occasionally your

child will have the opportunity to prepare a special food at snack time! Our favorite is “Ants on a Log”! The children and the teachers all eat at the specified times.

**Breakfast** (eaten upon arrival till 8:30 am), **Lunch** (eaten at 12:00 p.m. sharp) **and Dinner** (6:00 p.m. sharp) are **provided by parents** we like for everyone to sit together during dinnertime and have nice conversations. The Center has a microwave in which we can heat up food and we encourage meals with fruit, vegetables, 100% juice or water, cheese, yogurt; please limit the amount of “treats” in your child’s lunchbox.

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## **QUIET/REST TIME**

The Center’s quiet/rest time is observed from 1:00pm – 3:00pm. Each child is to bring a blanket and a pillow (optional) for rest/quiet time. Quiet things from home are allowed during this time; reading, drawing and/or coloring at the child’s cot are also options. Children are to remain quietly on their cots for a minimum of 30 minutes during the required daily rest times. If the child does not fall asleep, he or she may be allowed to get up and move to a place in the Center, assigned by the teacher, to participate in a group activity. When a child falls asleep, he or she will be allowed to sleep without interruption until the end of rest/quiet time. Blankets should be labeled and taken home at the end of each week for laundering.

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## **PARTIES AND CELEBRATIONS**

If you wish to bring something special, please let a staff member know. Required dietary guidelines, food restrictions and other health laws must be upheld and all items must be store bought. We suggest something nutritious: Chewy granola bars, prepackaged crackers and cheese, fresh fruit, trail mix, teddy grahams/animal crackers and 100% juices; NO homemade items can be served. Celebrations are during snack time and we ask that they are SIMPLE. When extras, like balloons and party favors are brought, it sets up expectations for parties that many families cannot afford. If needed, the Center can supply paper plates, cup and napkins.

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## **TOYS FROM HOME**

Except for toys that may be needed in the very beginning of the semester to help ease your child’s transition from home to daycare, we ask that you leave toys at home or in the car. We cannot be responsible for any toys that are brought to the Center. We ask that the children share any toys that they do bring and leave it for several days. They must label it with their name. The purpose of “show and tell” is to encourage interest in life, build self-esteem, self-image, self-discovery, awareness, and social skills, and enhances vocabulary knowledge. Staff will designate show and tell days and let parents know. On their day, each child may bring something to the Center.

*No guns, toys of destruction or war toys* are allowed at the Children’s Center.

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## **ARRIVAL AND PICK UP**

**Upon Arrival:** Parents must bring their child (ren) into the Center and sign them in. Parents may not drop off children at the gate.

Because children sometimes feel uncomfortable about arriving after a lot of children are already involved in play activities, we suggest you help your child find their cubby and encourage them to play. This will make the transition into the group activities easier.

After helping your child, **please** sign the Sign-in/out Book. *It is very important that you fill out this piece of information.*

**Pickup:** If you know you will be late, please notify the Center immediately. This will allow us to reassure your child and know where you are in case of an emergency. Please make sure your child is signed out each day to help ensure our headcount is correct and prevent you from paying for additional care.

*The Center closes promptly at 8:00 p.m., Monday through Thursday and 6:00 p.m. on Friday. Consistent lateness after that hour will be cause for dismissal. Those children picked up late will be charged the hourly rate of \$2.50/\$3.50.*

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## **PARENT ADVISORY BOARD**

Once you have enrolled your child at IU Southeast Children's Center you become a member of this very important group of parents who join with the Coordinator to insure a quality environment for your child (ren). Meetings are held throughout the fall and spring semesters. Meeting dates will be posted; please check with the Coordinator for more information.

**\*We welcome parent input on ways we can better improve our staff and ways to care for your child and his/her needs.**

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## **CHILDREN WITH SPECIAL NEEDS**

The IU Southeast Children's Center accepts children with special needs. In accordance with the Americans with Disabilities Act, we try to accommodate as much as possible those children who can be served in a group setting. There are some children with special needs that require more one-on-one care than we are able to provide in our group setting. In this situation, the Center may not be the best educational setting to provide for the needs of the individual child. The Center will help contact the New Albany Floyd County School Corporation and/or First Steps to help you get the resources needed for your child to reach their full potential. The IU Southeast Children's Center will provide you with a copy of the observations and completed developmental checklist for your child at that time if needed.

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## **CHILD ABUSE AND NEGLECT**

In keeping with our philosophy of nonviolence, and in accordance with the laws of Indiana, we take the issue of child abuse very seriously. Our staff is trained in how to recognize child abuse and is required by state law

(see below) to report any suspected abuse. Additionally, we have information about domestic violence and help for domestic violence victims in our office should you need it.

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## **Information Maintained by the Office of Code Revision Indiana Legislative Services Agency**

### **Chapter 5. Duty to Report Child Abuse or Neglect**

*Sec. 1. In addition to any other duty to report arising under this article, an individual who has reason to believe that a child is a victim of child abuse or neglect shall make a report as required by this article.*

*As added by P.L.1-1997, SEC.16.*

*Sec. 2. (a) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency.*

*(b) An individual notified under subsection (a) shall report or cause a report to be made.*

*As added by P.L.1-1997, SEC.16.*

*Sec. 3. This chapter does not relieve an individual of the obligation to report on the individual's own behalf, unless a report has already been made to the best of the individual's belief.*

*As added by P.L.1-1997, SEC.16.*

*Sec. 4. A person who has a duty under this chapter to report that a child may be a victim of child abuse or neglect shall immediately make an oral report to:*

*(1) the department; or*

*(2) the local law enforcement agency.*

*As added by P.L.1-1997, SEC.16. Amended by P.L.234-2005, SEC.107.*

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## **THE HEALTH AND SAFETY OF YOUR CHILD**

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician with up-to-date immunizations.

Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be immediately isolated from the others and you will be contacted.

*Please keep your child home if he or she:*

- Has a fever or has had one during the previous 24-hour period.
- Is taking an antibiotic.
- Has a heavy nasal discharge.
- Has a constant cough.
- Has a symptom of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify the Center (812-941-2402) at once if the child does have a communicable disease.

*Your Child May Come to the Center if:*

- A cold is over, but a minor nasal drip remains.
- There has been an exposure to a communicable disease, but the Center has been notified so that the incubation period can be discussed and it can be determined on what dates your child should stay home.

\* Please refer to the chart attached for symptoms and when it is clear for child to return to the Center!

In case of accidental injury we will make an immediate attempt to contact a parent. We will notify the University Police (UP) and they will come to your class. If necessary the UP or Center will call an ambulance or paramedics. Until the arrival of a parent, an ambulance, or paramedics, the Coordinator or a Manager will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense not covered by your insurance. It is to your child's benefit that you keeping the Center up-to-date on phone numbers, emergency numbers, and other pertinent information.

## **SUMMARY OF PARENT RESPONSIBILITIES**

- 1.** Completing all forms for enrollment and registration.
- 2.** Keeping emergency telephone numbers and other information current.
- 3.** Informing Center staff of late arrival or pick-up and illness. 812-941-2402
- 4.** Informing the Center by 8:30 a.m. if your child will not be present for the day.
- 5.** Picking up your child's naptime blanket and pillow on Friday for cleaning, and returning it on Monday.
- 6.** Checking for notices in your child's cubby each day.
- 7.** Correctly signing your child in and out each day.
- 8.** Providing the Center with a complete change of clothing for your child.
- 9.** Making sure payments are made weekly and that your balance is current.
- 10.** Keeping communication lines between parents and the Center open to foster greater understanding concerning your child.

# Table of Contents

Ages Accepted	4
Authorization to Pick Up Child	5
Children with Special Needs	8-9
Child Abuse and Neglect	9
Common Childhood Illnesses and Infections	9-10
Custody	5
Dress	6
Dropping off and Picking up Children	8
Enrollment	4
Financial Arrangements	5
Food	6-7
General Information	3
Hours/Days of Operation	4
Illness	9-10
Late Pick-up	8
Learning Outcomes	1
Medication	6
Mission and Vision	2
Open Door Policy	3
Parent Participation and Meetings	8
Parties and Celebrations	7
Philosophy and Goals	2
Quiet/Rest Time	7
Summary of Parent Responsibilities	11
Toilet Training	6
Toys from Home	7
Welcome	1
What to Bring	6



**INDIANA UNIVERSITY SOUTHEAST  
CHILDREN'S CENTER  
REGISTRATION FORM**

CHILD'S NAME \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_ D.O.B. \_\_\_\_\_  
CHILD'S NAME \_\_\_\_\_ AGE \_\_\_\_\_ SEX \_\_\_\_\_ D.O.B. \_\_\_\_\_

(For additional space, use other side)

MOTHER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
Univ. ID #: \_\_\_\_\_ EMPLOYER \_\_\_\_\_ BUS. PHONE \_\_\_\_\_  
Additional Phone #'s (cell or beeper) \_\_\_\_\_

FATHER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
Univ. ID #: \_\_\_\_\_ EMPLOYER \_\_\_\_\_ BUS. PHONE \_\_\_\_\_  
Additional Phone #'s (cell or beeper) \_\_\_\_\_

**IN CASE OF EMERGENCY!!!!  
(other than parent)**

NAME \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
RELATIONSHIP TO CHILD \_\_\_\_\_

May the center contact EMT or Physician if unable to reach parent or other designated person? YES \_\_\_\_\_ NO \_\_\_\_\_

Child's Dentist \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_  
Child's Doctor \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

ARE THERE ANY HEALTH CONDITIONS OR ALLERGIES WE SHOULD BE AWARE OF? \_\_\_\_\_

Person(s) authorized to leave the child care center with your child:

Name : \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name : \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name : \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

**ATTENTION: A COPY OF YOUR CHILD’S BIRTH CERTIFICATE IS NEEDED!**

- ❖ There shall be no discrimination on the basis of race, color, religion, sex, national origin or handicap.
- \* Hours of operation: M – Th. 7:00 a.m. – 8:00 p.m. & Friday 7:00 a.m. – 6:00 p.m.
- ❖ You will need to attach an official copy of your class schedule. These can be obtained from the Registrar’s Office. We will accept a copy. You will also need to attach a copy of our child’s immunization records and birth certificate.
- ❖ Children must be signed in and out each day in attendance.
- \* The center shall accept only children who are at a stage of growth and development which enables them to benefit from its program, and for whose age level the center is staffed and equipped to provide. The center shall not admit or maintain any child whose needs it obviously cannot meet or whose behavior would be dangerous for other children in the center.
- \* Written permission must be given to the lead staff member by the parent before persons other than those designated can remove a child. We do cards anyone picking up a child that we are unfamiliar with.
- \*Parent-teacher conferences will be scheduled as needed or a parent may request such a conference at any time. In addition, teachers are always available for on-going communication and parents are always welcome at any and all times to observe our program.
- \* You will be notified of any significant occurrences or problems, which affect your child, including exposure to communicable diseases.
- \* The center uses a positive disciplinary approach with children. Please see attached for the IUS Children’s Center Policy Regarding Inappropriate Behaviors Between Children.
- \*I assume responsibility for all debt incurred at the IUS Children’s Center. See Payment scale attached.
- \* I agree, and by my signature give consent, that in case of an accident, injury or illness of a serious nature, my child will be given emergency medical care. I understand that I will be contacted immediately, or as soon as possible should I be away from the phone numbers given with this application.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

**\* The Children’s Center is funded through Student Activity Fees**