

Welcome!

You are an official member of the IUS 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 setting geared to 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.

Visit us often. Know with your child 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 for the care, loving, and nurturing of your developing child. We look forward with excitement to the semester ahead!

Yours most sincerely,

The Coordinator and Staff

## **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 birthdate. 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. These are used in case we need to call you out of class 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 have experienced 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 Indiana Coalition of Campus Children's Centers (ICCCC) and a former preschool teacher. She holds a Master's degree in Elementary Education with endorsements in language arts and kindergarten.

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 three years of age and must not be over ten years of age* (Effective Fall 2000).

All that we expect of the children is that they come to the Center with respect for others and 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 that we may send you. Feel free to be a part of the school, offering comments, constructive criticisms and suggestions, as well as moral and financial support.

**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. 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.

### **CHILD ABUSE AND NEGLECT**

Indiana University Southeast Children's Center is required by law to report any and all suspected cases of child abuse or neglect.

## 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 symptoms of a possible communicable disease. (These are usually sniffles, reddened eyes, sore throat, headache and abdominal pain, plus a fever.) Please notify the Center 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.
- If 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.

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 we 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 our insurance. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

\* Please refer to the chart that follows for symptoms and when it is ok for child to return to the center!

## FINANCIAL ARRANGEMENTS

Pre-Payments are to be made at the Bursar Office (UCS 103). We do not accept any payments at the Center. Payments are due before service is provided and the remaining amounts will be posted at the Center. You should pay the Bursar Office in **advance** for childcare services and the amount will be deducted from your account. A registration fee of \$10.00 is payable at the beginning of each semester (fall, summer and spring). This fee is added to your first billing of each semester. There is no overtime charge for children not picked up by 10:00 p.m. However, consistent lateness after 10:00 p.m. will be cause to ask you to withdraw your child from the Center. Those accounts reaching a negative balance will be flagged, 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. Account balances for the week will be posted on the following Monday next to the Sign In/Out book. As you get close to using up the time for which you have pre-paid for, a personal note

about your remaining balance(s). Children's Center services will be suspended for unpaid balances until the balance is paid in full.

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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. We must have written for changes in this respect.

### **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 cannot be placed in the position of arbitrating a child's departure or parents' visitation rights.

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### **MEDICATIONS**

The Children's Center will not administer any medication including aspirin, cough drops/syrup, or prescription drugs without parents or doctor's written authorization.

For prescription drugs the container should be clearly labeled with the child's name, name of the medicine, dosage, administration frequency, and the name and telephone number of the child's physician. The medication must be in the original container as dispensed by the pharmacist.

For any medications to be administered by the Children's Center, a release form with all details mentioned above must be signed by both the parents and the Coordinator. This includes non-prescription medications as well.

### **WHAT TO WEAR TO SCHOOL**

We make a lot of art projects and we use a lot of paint! Please wear the appropriate clothing. We go outside as much as we can and the children 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 do 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**

If your child is prone to having toilet accidents, it is a good idea to have an extra set of clothing at the center. This should include a shirt, pants, socks and undergarments. No diapers or "pull-ups" are allowed to be worn by any children attending the center.

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

We consider a child 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.

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## NUTRITION

*We serve snacks* three times a day, 10:00 a.m., 3:00 p.m. and 7:30 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”! We do not allow parents or children to bring in a breakfast and eat at the center. The children and the teachers all eat at the specified times.

*Lunch* (eaten at 12:00 p.m. sharp) *and dinner* (5:30 p.m. sharp) are provided by parents we like for everyone to sit together during dinnertime and have nice conversations.

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## QUIET/REST TIME

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 rest period 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 laundry.

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## BIRTHDAYS

We celebrate birthdays during snack time. Please do not send in large cakes or cupcakes. They are very messy and time consuming. You must send **store bought** things, i.e. miniature cupcakes or cookies. The children get very excited about these special treats!

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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.

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

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## PERSONAL ITEMS

Items from home should be labeled and known that any toys brought to the center will need to be shared with the other children in attendance at the center.

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## ARRIVAL AND PICK UP

**Upon Arrival:** Parents must bring their child(ren) into the center and sign them in. We do not allow parents to drop off children at the gate.

Because we are a drop-off service, 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 Notebook. *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.

*The center closes promptly at 10:00 p.m., Monday through Thursday. Consistent lateness after that hour will be cause for dismissal.*

Our hours on Friday are different.. Very few classes are held on Fridays, therefore, we close at 1:00 p.m.

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### **DONATIONS ARE WELCOME!**

glitter	yarn	Velcro
rick-rack	ribbon	shoe boxes
paint brushes	measuring cups/spoons	cassette tapes
liquid starch	tissue paper	sand paper
food coloring	dress-up clothes	Q-tips
corn starch	aluminum foil	wax paper
Ziploc bags	facial tissues	paper plates
flour	shaving cream	books
cotton balls	extra clothes/socks	straw
felt	clear contact paper	

Families who attend the Center have donated many toys and materials. We will put your donations to good use!

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## PARENT ADVISORY BOARD

Once you have enrolled your child at IUS 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. Check with the Coordinator for more information.

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## **HOURS OF OPERATION**

**Monday – 7:45 a.m. – 10:00 p.m.**  
**Tuesday- 7:45 a.m. – 10:00 p.m.**  
**Wednesday- 7:45 a.m. – 10:00 p.m.**  
**Thursday- 7:45 a.m. – 10:00 p.m.**  
**Friday- 7:45 a.m. – 1:00 p.m.**  
(Unless prior arrangements have been made)

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## **AGES**

**Three years old (potty trained) to ten years of age.**

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## **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

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\*Pre-payments are to be paid in advance at the Information desk, located at UC 101. First you must come to the center to obtain a childcare pre-payment voucher. Then you must take it to the Information Desk for them to take your payment and for them to issue you a receipt.

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**IUS Children's Center reserves the right to deny admittance to any child whose needs cannot be met by the existing program.**

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# **My Philosophy of Education**

Everyone is entitled to a proper education. An education means advancement and without an, education, a person cannot advance; anytime or any place. Education is the backbone of a society. Those who accumulate a vast amount of knowledge are more likely to achieve and assume the leader roles of society. Individuals possessing a lack of knowledge cause themselves to struggle and to be a follower.

Children, through learning, must acquire a love of education. Having educators and a place of learning that fosters advice and companionship will help children discover the knowledge they have within themselves.

Educators should create the environment needed for children to learn. Children should be made to feel comfortable and safe in their learning environment. Most of all, children need to be seen as individuals with unique personalities that are ready to be developed.

Wanda Lawhorn  
Coordinator

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