

**UNIVERSITY OF UTAH
EARLY CHILDHOOD EDUCATION CENTER
PARENT HANDBOOK**



University of Utah
Early Childhood Education Center
1601 University Village, East
Salt Lake City, Utah 84108

Telephone: 801.581.8058
Fax: 801.585.6916
Email: ecec@usa.utah.edu
Tax ID Number: 87-6000525

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TABLE OF CONTENTS

GETTING STARTED

OVERVIEW	(4)
MISSION STATEMENT.....	(5)
DAYS AND HOURS OF OPERATION	(6)
PARKING	(6)

YOUR CHILD'S FIRST DAY

FIRST DAY	(7)
TRANSITIONING INTO CHILD CARE.....	(7)
CLOTHING	(7)
CUBBIES	(7)
TOYS FROM HOME	(8)
SIGN-IN/SIGN-OUT	(8)
RELEASE OF CHILDREN	(8)

PARENT RESOURCES

PARENT INFORMATION AREA	(9)
HANGING FOLDERS	(9)
NAPS	(9)
PERSONNEL	(9)

CLASSROOM INFORMATION

DAILY SCHEDULE	(10)
ACTIVITY PLANS	(10)
CURRICULUM	(10-12)

DISCIPLINE

GUIDANCE AND DISCIPLINE	(13)
LIMITS OF BEHAVIOR	(13)
TERMINATION OF CARE	(13)

NUTRITION

FOOD	(14)
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PARENT'S ROLE IN THE CLASSROOM

PARENT INVOLVEMENT	(15)
PARENT TEACHER CONFERENCES.....	(15)
BIRTHDAYS	(15)
TRANSITIONS	(15)

HEALTH

HAND WASHING	(16)
ILLNESS GUIDELINES	(16)
EXCLUSION	(17)

TABLE OF CONTENTS

MEDICATIONS	(17)
MISCELLANEOUS	
EMPLOYING STAFF	(18)
PHOTOGRAPHS	(18)
FIELDTRIPS	(18)
SCHOOL-AGE CHILDREN	
AFTER SCHOOL PROGRAM	(18)
BILLING POLICIES AND PROCEDURES	
TUITION	(19)
ANNUAL ENROLLMENT FEE	(19)
PAYMENTS	(19)
LATE FEES AND UNPAID BALANCES	(19)
MISCELLANEOUS FEE	(20)
APPEALS	(20)
RETURNED CHECKS	(20)
WITHDRAWAL	(20)
EMERGENCY PROCEDURES	
ACCIDENTS/INJURIES.....	(21)
DRILLS	(21)
RELOCATION	(21)
EMERGENCY BAGS	(21)
SAFETY/GRIEVANCE POLICIES	
CHILD ABUSE	(22)
FIREARMS	(22)
COMPLAINTS	(22)
NON-DISCRIMINATION.....	(22)

OVERVIEW

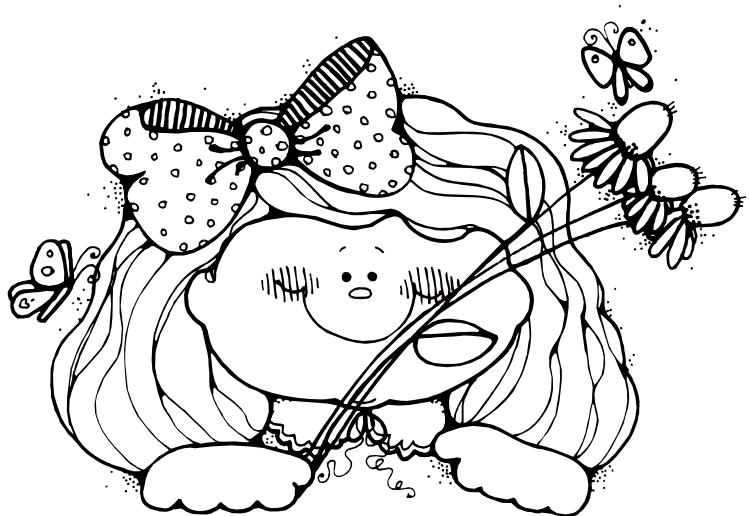
The Early Childhood Education Center (ECEC) was established in 1971 by the Department of Psychology and was housed in the West Community Center. Initial operating funds were provided by Student Affairs and the Associated Students of the University of Utah (ASUU). From its inception, University Student Apartments (USA) has supported this program as a service to our married student population. Priority enrollment and discounted tuition has been given to residents of University Student Apartments (USA), but faculty and staff of the University and community members at large have been welcome at ECEC on a space available basis.

In 1972, ECEC moved to its current home in the East Community Center, and in 1989, USA took over official management of ECEC. As an auxiliary enterprise, USA operates as an essential element in support of the mission of the University and must be operated on a self-supporting basis. Revenue received must cover direct and indirect operating expenses, assignable indirect costs, debt service and capital expenditures.

Over time, ECEC's program has grown from a part-time preschool program for 3-6 year olds to a full time child care center for 2-8 year olds licensed by the State of Utah.

University Student Apartments is committed to increasing the accessibility of affordable child care to our residents and the university community, to providing a quality program for you and your child, and to continually looking for ways we can improve our services at ECEC.

University Student Apartments
1945 E Sunnyside Avenue
Salt Lake City, UT 84108
801.581.8667
www.apartments.utah.edu



MISSION STATEMENT

Our mission is to provide quality care to children in a safe, healthy, and nurturing environment. We provide a happy environment with a pleasant and comfortable atmosphere where children can build trust with the adults who care for them. They feel secure in the knowledge that they are loved and wanted, and they receive the appreciation, respect, and acceptance they need.

We believe in a developmental learning philosophy in which learning is encouraged through play. Within the program's daily schedule, each child has the opportunity to create, explore, and learn problem solving and critical thinking skills through self-initiated and teacher-directed activities. We provide an environment that is child-oriented and planned so children can develop at a rate meeting their individual needs.



DAYS AND HOURS OF OPERATION

The Early Childhood Education Center is open year-round Monday through Friday from 7:00 a.m. to 6:00 p.m.

Holidays

We are closed for the following days:

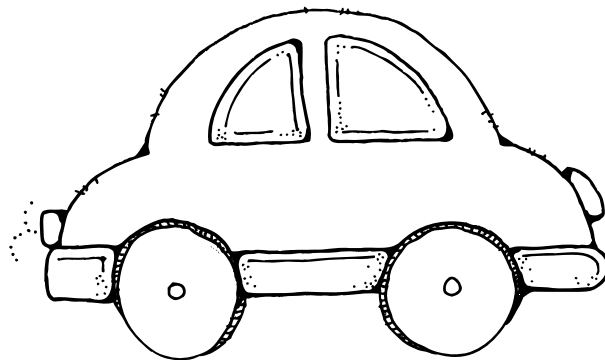
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Pioneer Day
- Labor Day
- Thanksgiving Day and the day after
- Christmas Eve
- Christmas Day
- Week between Christmas and New Year's
- University Closure Days

As a courtesy we will post reminders of upcoming closures.

PARKING

Parents should park in the Visitor's Parking stalls, if there are spaces available. You may also park in the 'B' parking stalls with your hazard lights on to indicate that you are picking up a child. Parking in the loading zone or handicap stall (without a placard) is not allowed. ECEC recommends locking your doors and keeping any valuables out of site when dropping off and picking up your child.

ECEC is located in a family apartment complex. Please obey the posted speed limits and stop signs.



FIRST DAY

On your child's first day, you will need to bring the following:

- Enrollment paper work* (This will be given to you upon acceptance into ECEC)
- A small blanket, labeled with your child's name, for your child to use during nap time
- A complete change of clothes, labeled with your child's name, that can be left at the center
- A small pillow for your child to use at naptime (optional)
- Emergency bag

*All enrollment paper work must be completed prior to your child attending ECEC. We will not be able to care for your child without the required documents.

TRANSITIONING INTO CHILD CARE

The successful transition between home and group care or an old and new program begins with preparing both yourself and your child for the change. The NAEYC booklet, "So Many Goodbyes", is included with your enrollment materials. This booklet gives you advice and tips for making a smooth transition.

CLOTHING

The children participate in a variety of activities during the day and should be dressed in inexpensive clothing that can be soiled or damaged without causing great concern. Please send your child to school in clothing that is comfortable, easy to manage when using the bathroom, and washable. Children are required to have an extra set of clothing for accidents.

We go outside year-round except for severe weather conditions or if the air quality is poor. Children should be dressed appropriately for current weather conditions.

Please label all of your children's clothing with his/her name.



CUBBIES

Each child is provided with a cubby to store personal belongings including an extra set of clothes, naptime materials, jackets, etc. Please check your child's cubby each day for art projects, wet or soiled clothing, etc. that needs to go home.

TOYS FROM HOME

Please do not send toys from home with your child as they are often difficult to share or may get broken. (A small stuffed toy for use during naptime is acceptable.) We provide plenty of materials and activities to engage your child during the day. Some of the classes have a show and tell day where children can bring something special from home to share. Check with your child's teacher to see when these days are scheduled.

We do allow children to bring a small soft toy for use during naptime. The toy will need to remain in your child's cubby before and after naptime.

Note: Toys that resemble weapons are not acceptable at the center at any time. ECEC cannot be held responsible for any lost, stolen, or broken toys.

SIGN-IN/SIGN-OUT

All children must be signed in and out by a parent or authorized adult daily using the ECEC computer located in the parent area. Parents and other authorized individuals will select a 5-digit PIN number to use for clocking children in and out.

RELEASE OF CHILDREN

Only those adults listed on your child care registration form will be allowed to pick-up your child.

As an additional safety measure, ECEC asks all parents to provide a "Code Word". The code word will be used in the following situations:

- In case of an emergency and you cannot reach anyone who is listed on your registration form to pick up your child, another person would be able to do so if they give the "Code Word". We will also ask to see a picture ID and will write down the name of the individual we are releasing your child to.
- If you telephone ECEC and request information regarding your child or indicate that someone else will be picking up your child from ECEC, the person answering the phone may ask for your "Code Word". This ensures that unauthorized individuals do not receive information regarding your child(ren).

Only adults 18 and older will be permitted to pick-up your child.

Children will not be released from the center if it is suspected that the person who is picking up the child is intoxicated or under the influence of drugs. We will call one of the emergency contacts listed for your child and ask them to pick-up your child.

PARENT INFORMATION AREA

Our parent information area is located in the center of ECEC. You will find the computer for signing your child in/out, parenting brochures, forms, newsletters, notices, etc. Please take a moment to look at the resources that are available. We are regularly adding new information to support the families at ECEC.

HANGING FOLDERS

Each child has a hanging file in their classroom to hold artwork, notices, payment receipts, etc. Please check your child's folder daily.

NAPS

We have naptime from 12:30 – 2:30 daily. We provide a mat and sheet for every child. Parents will need to provide a small blanket for their child to use. A small pillow is optional.

Note: Naptime materials need to fit easily in the box provided in your child's cubby. Our building has adequate temperature controls so heavy blankets are not necessary.

All children are expected to rest quietly on their mats during naptime. After 45 minutes, children who do not sleep will be given quiet activities for the remainder of naptime.

PERSONNEL

ECEC staff are qualified teachers and classroom assistants. All lead teachers have Bachelor Degrees or have earned sufficient college credit hours and experience to meet NAEYC standards. Classroom Assistants work closely with teachers to gain experience and expertise in the care of young children. Most classroom assistants are students pursuing undergraduate degrees. All staff members are required to participate in 20 hours of early childhood training annually and pass a criminal background check before working directly with the children.

We occasionally have University students working at ECEC who are completing an internship or lab practicum in conjunction with the Family and Consumer Studies Department. These students have passed a criminal background check and work under the close supervision of classroom teachers.

DAILY SCHEDULE

Each class posts a daily schedule inside the classroom. The daily schedule gives a general timeline of the events of the day. The schedule may be adjusted to meet the needs of the children. For example, outside time may be extended if the children are engaged in play and are not ready to go indoors.

ACTIVITY PLANS

Each class posts a weekly activity plan inside the classroom. The activity plan describes the special activities planned for the week, the theme or topic being discussed, and any changes that will be made to the classroom environment. Copies of the weekly activity plan can also be obtained from your child's teacher.

CURRICULUM

Valuable social skills are developed by children in a group setting. Preschool children enjoy helping and participating in all activities. The teachers provide opportunities for sharing, caring, and helping. Learning experiences that respond to children's individual differences in ability and interests are planned by the teachers.

The physical space of each classroom is organized into different interest areas including Blocks, Dramatic Play, Fine Motor, Art, Books, Science, Sand and Water, and Music and Movement. Every classroom also participates in Outdoor Play several times throughout the day. Interest areas offer multiple opportunities for children to explore, discover, and grow. In each, the arrangement of furniture and the materials involves children not only in learning but also in caring for the classroom and what is in it.

These Interest areas subdivide the classroom into spaces that accommodate a few children at a time and address preschool children's preference to be in a small-group setting. With a manageable number of other children, they feel comfortable and play more positively than in larger groups. Likewise, in a smaller well-defined space, where they can concentrate on their work, children's play tends to become more complex and elaborate.

Art

The Art Area is a place filled with materials that children can enjoy on a purely sensory level. Here children can create and represent their ideas in a visual form. On a table or the floor, at an easel or a workbench, children draw, paint, knead, cut, glue, and put together unique products of their own choosing. Sometimes they simply explore the materials and enjoy the process. At other times they create designs or make something that represents a real object, place, or living thing. Creative art is another language children use to express what they know and what they feel. The Art Area is a studio for children's development.

Fine Motor

The Fine Motor Area includes manipulatives, puzzles, collectibles, matching games, and games with rules that children can play at a table, on the floor, or atop a divider shelf. These materials offer children a quiet activity that they can do alone, with a friend, with a teacher or a parent volunteer, or with a small group. Children strengthen all areas of their development as they play with fine motor materials.

Dramatic Play

In the Dramatic Play Area, children break through the restrictions of reality. They pretend to be someone or something different from themselves and make up situations and actions that go along with the role they choose. When children engage in dramatic play they deepen their understanding of the world and develop skills that will serve them throughout their lives.

Books

In the Book Area children develop the motivation and skills necessary to read and write. As they hear stories read aloud every day, look through books on their own, listen to story tapes, retell familiar stories, and make up their own stories, they also have many opportunities to grow in all areas of development.

Outdoors

Outdoor play is essential for children's health and well being. The sense of peace and pleasure children experience when they take in fresh air, feel the warmth of the sun on their backs, and watch a butterfly land gently on a flower is immeasurable. What is very evident is how much children enjoy running, jumping, climbing, and playing outdoors. The time children spend outdoors every day is just as important to their learning as the time they spend in the classroom. For teachers, the outdoors offers many ways to enrich the curriculum and support children's development and learning.

Science Area

The Science Area is a place to find answers to questions. It is a place to spark curiosity and wonder using new and interesting materials. In the Science Area, children can use their senses to touch, feel, taste, smell, and see. They can act on objects and observe what happens next. Teachers help nurture children's curiosity by joining children in the Science Area and posing questions. Children respond by using their thinking skills to investigate and explore. In the Science Area, all areas of development can be enhanced.

Sand and Water

Play with sand and water involves sensory experiences that appeal to young children. They need little introduction to playing with these materials. While sand and water play can delight the senses, it also can challenge children's minds and promote all areas of development.

Music and Movement

Music naturally delights and interests children. By including time for music and movement, we provide an outlet for children's high spirits and creative energy. Music and movement experiences help develop both sides of the brain (an important finding in recent brain research) and contribute to children's social/emotional, physical, cognitive, and language development.

Blocks

Blocks naturally appeal to young children because they feel good to the touch, are symmetrical, and invite open-ended explorations. When children construct, create, and represent their experiences with blocks, they grow in each area of development.

This information was taken from the *Creative Curriculum for Preschool*, a curriculum program used by ECEC.

Dodge, Diane Trister, Colker, L., and Heroman, C. (2002). *The Creative Curriculum for Preschool*. Washington, DC: Teaching Strategies, Inc.



GUIDANCE AND DISCIPLINE

ECEC's daily schedule, curriculum plans, classroom arrangements, and staffing patterns are designed to promote positive and enjoyable learning experiences, including respectful and trusting relationships among adults and children. When guiding children's behavior we help children learn acceptable behavior and develop inner controls. A child's age, intellectual development, emotional make-up, and past experiences will be considered in guidance, and consistency will be maintained in setting rules and limits for your child. We will use the following child guiding techniques:

- Tell the child what she/he CAN do;
- Establish eye contact when speaking with the child;
- Give choices whenever possible, but only when the child really has a choice;
- Encourage children to solve their own problems and work out conflicts;
- Re-direct a child to another activity;
- Help children learn how to join play

Limits of Behavior

Children will be given simple rules to help them understand appropriate behavior:

- You may not hurt others.
- You may not hurt yourself.
- You may not hurt equipment.

TERMINATION OF CARE

When a child engages in persistent unacceptable behavior, parents are required to meet with the teacher and Director to find a solution to the problem behavior and resolve the difficulty. Outside professional consultation or evaluation may be necessary. Occasionally a child does not adjust to the center environment or a child's repeated behavior interferes with the daily activities of the center. In such cases the center reserves the right to request the child leave the program when there is no improvement in the child's behavior subsequent to the implementation of the plan agreed upon by the parent and the teacher.



FOOD

Nutrition is a major factor in the physical, social, mental, and emotional development of children. Child care offers a good opportunity to establish nutritionally sound eating habits as well as an understanding of the relationship between food, health, and growth.

Our goal is to have a positive influence in broadening children's food experiences while being conscious of young children's tastes and appetites. Nutrition education is integrated into the program through meals and snacks, regular cooking projects, and activities in various learning centers.

We provide breakfast, lunch, and an afternoon snack. These are served at the following times:

Breakfast: 8:30 – 9:00

Lunch: 11:00 – 11:45 *

Afternoon Snack: 2:30 – 3:00 *

* School-age children attending kindergarten through second grade will be served lunch and/or snack upon arrival from school.

Your child must arrive 5 minutes prior to the ending time for meals and snacks to be served. Children will not be served outside of these meal times.

ECEC's food is provided by Valley Services, Inc. All meals and snacks meet the USDA dietary guidelines for young children.

Parents of children with special dietary needs must consult with the center Director regarding substitutions. If your child has an intolerance or allergy to a USDA Child Care Food Program required food (such as milk), a SPECIAL DIET STATEMENT FORM, must be completed and signed by your child's health care provider before we can serve your child a menu substitution.

Parent requests for religious/cultural substitutions are accommodated to a practical degree for feeding a large population of young children within government and program guidelines.

Food from home is not permitted.

As part of our curriculum, food experiences may include food items that could be considered as treats (e.g. cookies, frosting, pudding, Jell-O, etc.).

ECEC participates in the Child and Adult Care Food Program through the United States Department of Agriculture. This program helps subsidize the cost of food by providing ECEC monetary reimbursements.

ECEC does not permit discrimination based on race, color, sex, age, handicap, or national origin. Any person who believes that he or she has been discriminated against should write immediately to the Secretary of Agriculture, Washington, DC, 20250, or call (202) 720.5964.

PARENT INVOLVEMENT

Family events, training opportunities, and pot lucks will be planned throughout the year. Participation in these activities is encouraged and appreciated by children and staff.

There are several areas in the Center for parents to find information about the program and any special events that may be scheduled. The parent information area is located in the middle of ECEC and each classroom has a parent information board on the classroom door. ECEC also publishes a monthly newsletter that can be found in the parent area.

Parents are invited to participate in all areas of their child's day as a visitor or volunteer. Your visits to the center or presence on fieldtrips can be a very special treat for your child and his or her friends.

Parents are also encouraged to:

- Share special talents such as singing, playing an instrument, storytelling, etc.
- Work with children and staff in their daily activities and routines
- Donate materials such as magazines, ingredients for cooking projects, etc.

PARENT TEACHER CONFERENCES

Parent teacher conferences are held twice a year, in the spring and fall. You are also welcome to schedule a conference with your child's teacher at other times during the year. We encourage open communication between parents and staff.

BIRTHDAYS

Your child's birthday is a special day to share with friends. If you would like to provide a birthday snack for your child, please plan the date and snack with your child's teacher in advance. Due to allergies, ECEC does not allow certain foods in the center, so it is critical that you discuss options with your child's teacher. All treats or snacks must be store-bought and in the original packaging. For health reasons, we cannot permit candles on birthday cakes and an ECEC staff member must serve the treat/snack to the children in the classroom.

TRANSITIONS

As your child grows older, we will take the same care transitioning to a new classroom as we did when your child first began attending ECEC. The teachers of both the old classroom and the new classroom will work with you to develop a transition plan. This will include visits to the new classroom and discussing the upcoming change with your child. The decision to move your child into the next classroom is based on your child's age, developmental readiness, and space availability in the next classroom.

HAND WASHING

Frequent and proper hand washing prevents the spread of many germs.

Children and staff wash their hands:

- Upon arrival for the day
- Before and after meals and snacks
- After using the bathroom, assisting with toileting, or diapering
- After outdoor play
- After coming into contact with bodily fluids including wiping noses and coughing
- Before and after using sensory tables
- Any time hands are visibly soiled

ILLNESS GUIDELINES

We do not care for sick children. We keep sick children out of the center so that healthy children remain healthy. Your child should remain at home when any of the following situations arise:

- The child is ill enough to require one on one attention in order to be comfortable
- The child's temperature is 101°F or higher (Please do not give your child a fever reducer and then bring them to the center. A fever is the body's basic defense mechanism to battle illness so a temperature is an indicator that a child is ill.)
- The child has profuse, thick yellow or green nasal discharge or discharge from the eyes or ears
- The child has any infectious skin disease or rash, such as fever blister or thrush
- The child has persistent, non-productive, excessively forceful, or 'barking' cough that interferes with their program day
- Vomiting illness
- Diarrhea, which is defined as an increased number of stools compared to the child's normal pattern, with increased and/or decreased stool water
- Mouth sores associated with an inability of the child to control his/her saliva
- Rash with fever or behavior change
- Infestation (i.e., scabies, head lice, pinworm), until after first treatment with a medicated product
- Impetigo, until 24 hours after antibiotic treatment has been started
- Strep throat, until 24 hours after medication has been started
- Ringworm infection, until 24 hours after medication has been started
- Chicken pox, until one week after the onset of rash, or until all lesions have dried and crusted.
- With influenza or other illnesses with fever, children shall be excluded from care until the child is without fever for 24 hours without the aid of a fever reducer

If your child becomes ill while at the center, you will be notified to come and pick up your child immediately. If we are unable to reach you, we will call your emergency contacts.

Your child will be isolated (In the office area) from the other children and made comfortable until you or one of your emergency contacts arrives.

EXCLUSION

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow the recommendations to provide information to parents of all exposed children. We will notify parents of exposed children on the same day or within 24 hours by:

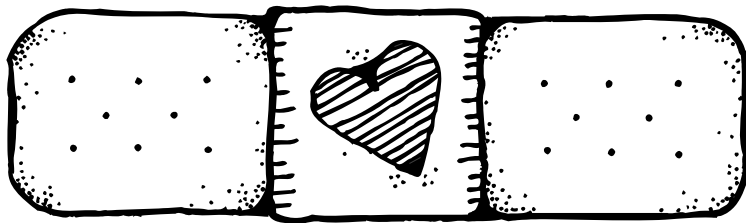
- Posting information on parent boards
- Giving written notice of the communicable disease to each parent

Parents are required by state laws to inform us within 24 hours (exclusive of weekends/holidays) when their child has been diagnosed as having any contagious disease.

MEDICATIONS

ECEC will administer prescription and over-the-counter medications with written authorization from parents. A medication release form is available in the parent information area. The form must be filled out completely before we can administer any medication. Medications must be in the original container and labeled with your child's name. We cannot administer any medications that have expired. We recommend that you ask your child's physician to prescribe a 12-hour dose of medication when appropriate. This allows you to control the administration of medication at all times. All medications must be given to a staff member upon arrival at the center and will be stored out of reach from the children. No medication should be left in cubbies.

We ask all parents to give us written permission to use sunscreen to protect their children's health.



EMPLOYING STAFF

It is not the mission of the center to provide child care for its clients in any location other than at the center during regular operation hours. Any arrangement for child care which does not take place at the center is strictly a private arrangement between the parents and the individual staff member. No such private arrangements shall be made for child care during the work shift of a staff member or interfere with the operation of the center or the individual's job performance. Parents and staff should understand that such arrangements are not within the course and scope of the staff member's job duties and that staff members are free to either accept or reject such requests from parents.

PHOTOGRAPHS

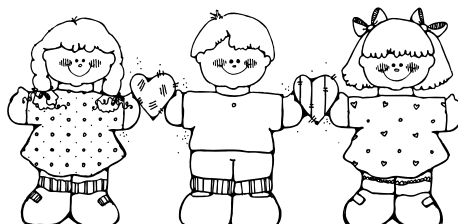
Teachers may use digital cameras to document children's activities. These photos are primarily used to document your child's progress and may be hung up for view in ECEC. They will not be shared with individuals not associated with ECEC.

FIELD TRIPS

Field trips and walks away from ECEC are a regular part of the curriculum. Children enjoy the opportunity to explore and learn from the resources throughout the community. Methods of transportation include the UTA transit system, campus shuttles, and walking. For all fieldtrips, a sign-up sheet is posted in the parent area notifying parents of the date, time, destination, and means of transportation at least 3 days in advance. Written parental permission is required before your child may participate in any field trip. Staff members carry a first aid kit, cell phone, and emergency contact information with them while on the fieldtrip. Additionally, a label is placed on each child's clothing with ECEC's name, address, and telephone number. For your child's safety, we do not put children's names on the labels. All fieldtrips are approved by the Director and are planned to ensure a positive experience for the children at ECEC.

SCHOOL-AGE CHILDREN

Salt Lake City School District provides transportation for the school-age children attending ECEC. ECEC Staff members will wait at the bus stop until children return from school and will escort the children back to ECEC. Children will not be left unsupervised at the bus stop. ECEC does not provide child care services before school for school-age children.



BILLING POLICIES AND PROCEDURES

Tuition

Tuition for ECEC child care programs is billed to each account on the first day of each month. Payment is due, without invoice or demand, on or before the first day of the month.

The first month's tuition or prorated first month's tuition is due on the date of acceptance of enrollment. The first month's tuition is non-refundable in the event the applicant cancels enrollment.

Annual Enrollment Fee

A non-refundable enrollment fee of \$30.00 is due and payable on the date of acceptance. In the event the applicant cancels the enrollment, the enrollment fee will be forfeited.

An annual enrollment fee of \$30.00 will be applied to each account on September 1st and will be due with September tuition.

Payments

Checks or money orders can be left in the drop box located in the parent area at ECEC during regular operating hours. For your convenience, there is also a drop box for checks and money orders available 24 hours, 7 days a week in the lobby at the University Student Apartments (USA) Main Office located at 1945 East Sunnyside Avenue.

Cash and credit/debit card payments cannot be accepted in the drop boxes. Payment made with cash or credit/debit card is only accepted in person at the USA Main Office, Monday through Friday between 8:00 a.m. and 4:30 p.m.

Any questions regarding payments should be directed to the USA Accounting Department at 581-8667.

Late Fees

Late fees are billed to unpaid accounts on the 8th day of each month without notice. All payments not received by the close of the business day, 4:30 p.m., on the 7th will be assessed a \$20 late fee. In addition to the late fee, an automatic two-week notice to end child care will begin on the 8th day of the month if accounts remain unpaid.

Unpaid Balance

For University of Utah students holds are placed on academic records for accounts which remain delinquent on the 22nd day of the month.

For University of Utah employees, the amount delinquent on the 22nd of the month may be withheld from the employee's paycheck. The amount withheld may include, but is not limited to, late fees, court costs, damages, or childcare fees.

Miscellaneous Fees

A late pick up fee will be assessed for any child not picked up before 6:00 p.m. Between 6:00 p.m. and 6:15 p.m., \$1.00 per minute per child will be assessed. At 6:15 p.m., it will increase to \$1.50 per minute per child and will continue to accrue at that rate until the child is picked up.

Appeals

Appeals may be made to the Early Childhood Education Center Director or through the University Student Apartments Accounting Department. All appeals must be submitted in writing.

Returned Checks

The University does not resubmit checks. If a check is returned to Student Apartments, a \$20.00 service fee will be added to the account (including, but not limited to, checks returned for stop-payments, insufficient funds, or refer-to-maker). If a client has a second returned check, the client will be required to make payments in cash only for the next twelve (12) months. A third returned check requires a client to pay by cash only for the remainder of their child care attendance. Clients must make cash payments in person to the cashier at the Main Office.

Withdrawal

A two-week written notice for withdrawal from the center is required. Withdrawal forms are located in the parent information area. Parents are responsible for the payment of fees during the two-week period, regardless of your child's attendance during that time.

If it becomes necessary for your child to take a leave of absence from the center for a semester or during the summer, you must withdraw your child and re-apply. Your child's name will be placed on our waiting list, although we cannot guarantee an opening on your desired return date.

ECEC reserves the right to make changes to these policies with fourteen (14) days notice.

EMERGENCY PROCEDURES

Accidents/Injuries

There is at least one staff member on site at all times who is trained in CPR and First Aid. All staff members receive training in accident prevention measures and basic first aid. If your child is injured while at ECEC, you will be given an accident report to sign the same day the injury occurred. The accident report describes the nature of the injury, when it occurred, how it happened, and what type of first aid was administered. Parents will be contacted by telephone if an injury requires more immediate, emergency attention.

Drills

ECEC practices fire drills monthly and disaster drills twice a year. We practice evacuating the classrooms, meeting on the playground, accounting for all staff and children, etc. We discuss the importance of the drills with the children and talk about any fears they may have.

Relocation

If we are advised to evacuate the building because it is deemed unsafe for us to remain in our space, we will go to the University Student Apartments, West Community Center. In the event that the West Community Center is not safe for us to relocate to, we will relocate to Rice Eccles Stadium or a location determined by the University of Utah Emergency Operation Center. We will post this information on signs on our doors and gates. After arriving at the West Community Center or Rice Eccles Stadium, we will attempt to contact parents or emergency contacts for all children to notify you of where your child is located. Children will be grouped according to age and staff members will stay with the children until the Director releases them from their responsibilities. We are prepared to care for children for 72 hours, if necessary.

Emergency Bags

Every child is required to have an emergency bag. A 1-gallon sealable bag will be given to all children with enrollment materials. Parents need to provide the following items in the bag:

- Non-perishable snack(s) such as a granola bar or protein bar
- Diapers, if necessary, for 72 hours
- Picture of child's family
- Small toy or activity to help keep your child busy
- Extra set of clothes (separate from the set you will leave in your child's cubby)

The bags must be able to seal completely and lay as flat as possible. These items will help comfort your child during an emergency. ECEC has additional emergency supplies including first aid kits, water, and blankets. All emergency supplies are stored in the shed on the ECEC playground.

CHILD ABUSE

All staff follow the reporting requirements for witnessing or suspicion of abuse, neglect, and exploitation found in Utah Code, Section 62A-4a-403 and 62A-4a-411.

TOBACCO, ALCOHOL, ILLEGAL SUBSTANCES, AND SEXUALLY EXPLICIT MATERIALS

The use of tobacco or alcohol on the premises is prohibited. The use or possession of illegal substances or sexually explicit materials on the premises is prohibited.

FIREARMS

Firearms and other weapons are not permitted on ECEC premises.

COMPLAINTS

Our program and administrative staff are eager to have you share your ideas and address any concerns you may have regarding the services provided. Any suggestions, complaints, or concerns about the facility or about how your child is cared for may be directed to the Director. If you feel that your concerns are not adequately addressed, you may contact the Manager of Resident Life at the University Student Apartments Main Office.

NON-DISCRIMINATION

The University of Utah is fully committed to affirmative action and to its policies of nondiscrimination and equal opportunity in all programs, activities, and employment with regard to race, color, national origin, sex, age, status as a person with a disability, religion, sexual orientation, and status as a veteran or disabled veteran. The University seeks to provide equal access to its programs, services and activities for people with disabilities. Reasonable prior notice is needed to arrange accommodations. Evidence of practices not consistent with these policies should be reported to the Office of Equal Opportunity and Affirmative Action, 801.581.8365.

Upon request, this information is available in alternative formats, such as cassette, Braille, or large print.