

Dear Parents,

Welcome to the Purdue University North Central Panther Cubs Child Care! We are here to meet your *short term* child care needs and to provide a memorable experience for your child.

Informality is the cornerstone around which we have designed our program. Panther Cubs Child Care offers a relaxed and casual setting geared to the interests of each child. We will strive to enhance your child's development by providing the best possible care in a sensitive, stimulating environment. We extend to you an open invitation to drop in often for informal visits. As we work toward these goals, we would appreciate your input and support. We welcome your questions and comments. We also encourage you to visit the center and participate in family events. We would like to make Panther Cubs Child Care a special part of your child's life.

We place great value on freedom to be oneself. At the child care center children will learn that they are free to make choices and, as long as they stay within the limits of consideration for people and things, they do not always have to conform.

This Parent Handbook is designed to give you information on Purdue University North Central's Panther Cubs Child Care philosophy, policies, and guidelines. By understanding them, you will help us ensure the quality of our programs.

If at any time you have questions, ideas, or concerns regarding our programs and services, please speak with me. Thank you for choosing the Purdue University North Central Panther Cubs Child Care.

Sincerely,

Marcia L. Shurr,
Coordinator

MLS/ln

PURDUE UNIVERSITY NORTH CENTRAL PANTHER CUBS CHILD CARE

PHILOSOPHY

To be a child is to play. Play is the way a child learns to give and take and make friends. Through play a child explores his world, and finds excitement and pleasure in creating and experiencing with his/her senses. The child begins to solve problem situations for himself/herself in a playful environment. Through play, a child's mind, body and emotions develop. Believing this, our goal is to organize and direct play experiences in such a way that children learn concepts which are the foundation for future success. They develop positive attitudes and feelings about themselves and their world.

STAFF

The child care center has administrative staff and child care staff. The day to day operations are managed by the center's coordinator, Marcia Shurr. Mrs. Shurr has a background in early childhood education and twenty three years experience as coordinator of the center. In addition to Mrs. Shurr, the center's staff consists of several Purdue University North Central students, many of whom are preparing to be elementary educators. All staff have previous experience and/or special training in working with children.

THE PROGRAM

Due to the nature of our child care center guidelines and facility, we offer a flexible program. Your child will be exploring various activities and interest centers. These centers will change from day to day, week to week, and sometimes from hour to hour. Housekeeping, bean bag games, reading, show & tell, sand play, Spanish class, Sign Language class, art projects, and special holiday projects and parties are just a few of our many activities. We hope that your child is motivated by our changing activities, yet feels comfortable and secure knowing that many things will stay the same throughout the year.

PARENT-CHILD CARE CENTER COOPERATION

Children benefit most from the child care center when there is good communication and cooperation between parents and center's staff. We need to know about important events that may affect your child's behavior here at the child care center. In turn, we will make every effort to keep you informed about your child's activities at the child care center. We will share information with you through monthly newsletters, monthly calendar of events, letters, and notes, as needed. We have a bulletin board with information of interest to all located near the child care center door. Personal information, including "BooBoo Reports," will be left for parents at the front desk. We welcome your calls; if a child care center staff member is not available immediately, the call will be returned as soon as possible.

Parents are welcome to visit the child care center any time. Observing your child offers an opportunity to see him/her interacting with peers, the center's staff, and the environment. Please feel free to call or stop in during your child's scheduled time. We ask that you limit the duration of your visits so that your child can return to his/her scheduled activities.

POLICIES AND PROCEDURES

I. PURPOSE

To provide convenient, high quality child care for the children of students, faculty, and staff members of Purdue University North Central.

II. LOCATION

The child care center is located in Rooms 135/139 of the Library Student Faculty Building (LSF Building) on the Purdue University North Central campus.

III. HOURS OF OPERATION

The child care center will be open when Fall and Spring semester classes are in session and during Finals Week. The child care center is closed on the officially scheduled student/faculty holidays listed below and during the Summer Sessions. The center is also closed on those days, or partial days, when inclement weather conditions make it necessary to close the campus and all of its services.

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|------------------------|-----------------|
| 7:30 a.m. to 7:00 p.m. | Monday-Thursday |
| 7:30 a.m. to 3:00 p.m. | Friday |
| CLOSED WEEKENDS | |

CLOSED HOLIDAYS: 2009 - 2010

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|--|--|
| Monday, September 7 Labor Day | Monday, December 21 through Friday, January 8 Christmas-New Year's Holiday |
| Monday, October 12 & Tuesday, October 13 Mid-Semester Break | Monday, January 18 Martin Luther King, Jr. Day |
| Wednesday, November 25 Thursday, November 26 Friday, November 27 Thanksgiving Holiday | Monday, March 8 through Friday, March 12 Spring Break |

IV. ADMISSION AND REGISTRATION POLICIES

1. One parent must be a student, staff member, or member of the faculty of PNC.
2. A student wishing to use the child care center must have paid the Purdue University Student Service Fee for the current semester. Students who have filed formal enrollment forms for a child or children may use the child care center for a \$2.25 per hour/child fee for the first child and \$1.50 per hour for each additional child.
3. Faculty or staff members enrolling a child or children in the center must either pay a \$25 per semester charge resulting in \$2.25 per hour/child fee or pay a straight \$2.50 per hour/child fee for the first child and \$2.00 for each additional child.
4. Anyone who has not filed formal enrollment forms must complete a temporary one-day enrollment form, completed by the parent or guardian, to admit the child to the service. Only one visit is permitted under the temporary enrollment form. This form must be on file prior to

the child being served. Subsequent use of the child care center requires filing formal enrollment forms and selecting one of the payment plans stated in Section IV.2. of this handbook.

5. Children ages 2 through 7 (or up until their 8th birthday), *provided they are toilet trained*, will be accepted. Toilet trained means the child is expected to tell the staff when they need to use the lavatory and must be capable of attending to their own needs (pulling clothing up and down, wiping, etc.). Children are not allowed to wear diapers, plastic panties, or any disposable training pants (Pull Ups) in the child care center. Children must be dressed in clothes they can manage without assistance.

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| PLEASE NOTE: The child care center realizes that “accidents” will happen. However, whenever an “accident” does occur, <i>the parent will be called from class</i> to administer to their child. When a child exhibits problems, as evidenced by three (3) “accidents,” the parent will be required to make other child care arrangements until the child has been properly toilet trained. The child care center coordinator will determine when the child may return to the child care center. THIS POLICY WILL BE STRICTLY ENFORCED! |
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6. Applications will be accepted without regard to race, religion, sex, color, national origin or ancestry, or disability. The child care center is not able to handle special needs issues. Our staff is not certified to accommodate special needs.
7. Enrollment, at any time, is limited to 25 children. No advance reservations will be accepted.
8. The parent must complete, in their entirety, all required enrollment forms. Completed forms must be received prior to, or on the day of, the child's first visit to the child care center. A new (white) information card will need to be completed each semester.
9. No child will be left for longer than **four hours** of care without a half hour break period with his/her parent outside of the child care center. *This rule will be strictly enforced.* Violations of this policy will be logged and filed in the child care center and a penalty fee will be assessed. After three such occurrences, the center will require the parent to meet with the coordinator of the child care center and the Dean of Students to resolve the situation.
- 10. If a school age child is not well enough to be in school, please do not bring the child to the child care center where he/she might pass illnesses on to the other children.**
11. The center provides child care services to student parents/guardians while engaged in school related activities. The center must be aware of where the parent/guardian can be reached at all times, therefore, if the student's activity requires that the student participate in an off-campus event, the parent/guardian must leave emergency contact information with the center. This information must include the location where the parent/guardian will be, the phone number where the parent/guardian can be reached, and the reason the parent/guardian will be off-campus. A parent/guardian utilizing the child care center when they are not in their scheduled class, but are attending a school related activity (tutoring, study group, presentation, library research, computer lab, etc.), must inform the child care

center in writing on the daily sign in/sign out sheet, where they can be located in the event of an emergency.

V. FEES AND PENALTY FEES

1. In addition to paying the Purdue University Student Service Fee or the child care center Enrollment Fee, the center charges an hourly fee for child care, *payable in advance*:

\$2.25/hour for the first child in a family

\$1.50/hour for each additional child in a family

After the hour you will be charged according to the following schedule:

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|--------------------|--------------------|--------------------|
| 1-7 min.= \$.25 | 22-28 min.= \$1.00 | 43-48 min.= \$1.75 |
| 8-14 min.= \$.50 | 29-35 min.= \$1.25 | 49-54 min.= \$2.00 |
| 15-21 min.= \$.75 | 36-42 min.= \$1.50 | 55-60 min.= \$2.25 |

2. No money will be handled by the child care center staff. You must prepay at the PNC Finance (Bursar's) Office, SWRZ Room 127. Please make sure to bring your receipt upon arriving at the child care center. Charges will be deducted from your balance as hours are used. You must maintain sufficient credit to cover a daily ADVANCE charge for child care.
3. **Failure to pay in full at the time that services are rendered will result in the charging of a \$5 penalty fee for every offense. The child will not be permitted to return to the center until all outstanding balances and penalty fees have been paid.**
4. The parent of a child who is not picked up 10 minutes after the daily child care center closing time or the expiration of the 4 hour service rule (see section IV. 8.) will be charged a penalty fee of \$5.00 per child for every part of 15 minutes the child remains past the child care center's hours of operation. If after the time allotment, the campus police will locate the parent and the fee will still be charged. After three offenses, the child care center will no longer care for your child/children.

Example: 10 - 15 minutes - \$ 5.00

15 - 30 minutes - \$10.00

30 - 45 minutes - \$15.00

45 - 60 minutes - \$20.00

5. Failure to sign in or sign out a child will result in the charging of a \$5 penalty fee for every offense after the third offense.

VI. HEALTH

1. Sickness

Each child enrolled in Little Boilermaker Child Care must have a completed Child Health Record form, including a record of up-to-date immunizations, on file at the center.

A. Panther Cubs is a drop-off center that is not able to handle special needs issues. Our staff is not certified to accommodate special needs.

B. A child will not be accepted at the child care center with:

- 1) fever 100° or more
- 2) rashes that are wet and draining
- 3) communicable diseases
- 4) diarrhea
- 5) vomiting
- 6) severe cough
- 7) sore throat
- 8) earache
- 9) running nose
- 10) hacking cough
- 11) red draining eyes

Please keep your child at home until these symptoms are gone for 24 hours.

- C. Staff will be alert to symptoms of illness throughout the day. When a child becomes ill while in the care of the center, the parent will be immediately notified and required to make other child care arrangements. If there is a question in your mind as to the healthy condition of your child, please keep him/her home that day. Mutual concern and consideration by all works for the benefit of your child as well as the other children.
 - D. Please keep the center informed of any updates on your child's health, i.e., dates of immunizations, new allergies, or any other condition requiring special knowledge and attention.
 - E. The child care center may refuse to accept any child who, upon arriving at the center, appears ill or in a contagious state.
 - F. If the child has been absent with a communicable disease, a written statement from the physician indicating the child is no longer contagious will be required for readmission.
 - G. If a school age child is not well enough to be in school, please do not bring the child to the child care center where he/she might pass illnesses on to the other children.
2. Communicable Diseases
- A. If we become aware that your child has been exposed to a communicable disease while at the child care center, the parent will be given prompt notice.
 - B. If your child contracts a communicable disease, please notify the center's coordinator and keep him/her home while contagious.
 - C. When a child is known to have been exposed to a communicable disease outside of the child care center, the child will be excluded from attendance for the length of time prescribed by local health officer.
3. Medication
- A. The child care center staff will administer **NO MEDICATION OF ANY KIND.**
 - B. Should your child need medication while at the center, you, the parent/guardian, must administer this *outside* the child care center.

4. Insurance

- A. The parent will assume responsibility for any incurred medical expense relating to emergency treatment or care of a child while at the child care center.

VII. DAILY ROUTINES

1. Arrival – Ring doorbell

- A. Whenever entering the child care center, enter through the door to LSF 135.
- B. Children are not allowed into the child care center unless accompanied by a parent or guardian. Children are not to run ahead of their parent or guardian. Only the adult responsible for the child may sign in the child / children.
- C. It is the parent's responsibility to remove or put on a child's outerwear (hat, coat, boots, etc.). Please place all personal belongings on the hooks and in the boxes provided. Clearly mark your child's name on all clothing and belongings sent to the center.
- D. It only takes a few minutes to drop off your child. If the child is having trouble separating from you, let us help. A prolonged departure only makes it harder on you and your child.
- E. Children may bring in toys from home if they will share them. If a child will not share, the toy must be put away.
- F. "Accidents" will happen, and the child care center is not stocked with extra children's clothing. You might consider keeping extra clothing for your child in your car.

2. Child Sign In/Sign Out Sheet

- A. *Always, without exception, sign your child into the child care center.* The center's responsibility for the child begins when the child is signed in by the authorized adult and ends when the child is signed out by the authorized adult. Therefore, the authorized person must sign in (including the child's name and time of arrival) and sign out (including the initials and actual time of departure). The child will be released only to the person(s) authorized to pick up the child. If you are not the one picking up your child, you must have the person's name written in the comment section on the daily sheet. If this is not done, the child will not be permitted to leave. Any individual who enters and is unknown to the staff, will be asked to show identification (see departure section for details). A photo i.d. needs to be shown.
- B. Upon arrival at the center, be sure you and your child greet a child care staff member. When you are ready to leave with your child, please tell a staff member good-bye.
- C. Thank you for leaving any special instructions for your child's care.

3. Hourly Fee

- A. A parent will be charged an hourly fee beginning with the sign-in time recorded on the Child Sign In/Sign Out Sheet.
- B. Charges will be deducted from your prepaid balance as hours are used, according to the fee schedule outlined in Section V.1. of this handbook.
- C. You must maintain sufficient credit to cover a daily ADVANCE charge for child care.

4. Food

The child care center will neither provide a child's lunch nor supervise a child's eating of a packed lunch. Parents are not allowed to bring any food, drinks, or chewing gum into the center for their child's consumption or for storage anywhere within the Child Care Center. A parent may bring a snack to share with the class. Should your child need to eat, the parent must remove the child from the center to feed him/her. Only on special occasions will the center provide drinks and snacks for the children.

5. Outside Play

Provided there is enough supervision, the staff will take groups of children outside to play when weather permits. We will stay in close proximity to the LSF Building. When the children are playing outside, there will be a notice placed on the door to the center indicating where the children have gone. The staff will take the sign in/sign out sheet with them when they have the children outside playing. If you drop off or pick up your child while he/she is playing outside, you will sign the child in/out in the usual manner.

6. Child Behavior

Your child is expected to show consideration for other persons and things while in the center. Should a child exhibit behavior that is dangerous to him or herself, to others, or behavior which disturbs the activities in the center, the following steps will be taken:

- A. Child care center staff members will request a brief time-out for the child. Time-out requires the child to sit quietly in a chair for a few minutes before being allowed to return to the activities with the other children. This is the only method of discipline in the center.
- B. The parent will be made aware of the occurrence which will be logged and filed in the center.
- C. After three such occurrences, the center will require the parent to meet with the coordinator of the child care center and the Dean of Students to resolve the situation. It may be determined appropriate that a child be discharged from the center for the safety and well being of the child displaying the unresolved behavioral problem and the other children in the care of the center. In each instance, the child care center coordinator and the Dean of Students will determine if the child will be allowed to reenter the child care center on a trial basis.

- D. Issues remaining unresolved after meeting with the coordinator of the child care center and the Dean of Students will be referred to the Child Care Center Advisory Board for their consideration and recommendation.
 - E. Serious disciplinary problems may result in immediate dismissal by the Child Care Director.
7. Emergency Procedures and Accidents
- A. If your child experiences an injury outside the child care center (bruise, scrape, cut, etc.), please let the staff know at the time of your child's arrival.
 - B. Child care center staff are provided training in first aid and CPR. There is a staff member trained in first aid and infant/child CPR in the center at all times. First Aid supplies are available to the child care center staff at all times. Staff will administer first aid for minor accidents such as cuts and scrapes, bloody noses, bumps, etc. In compliance with our policy, no medications are used. Scrapes and cuts are washed well with soap and water and are bandaged. An ice pack may be applied to a bump. If more attention is required, you will be contacted to take appropriate measures of care. A "BooBoo Report" will be filled out for minor accidents and incidents. A copy of this report will be left at the front desk for the parent/guardian.
 - C. In the event a medical emergency occurs, emergency personnel will be contacted first. Parents will be called next. If you cannot be reached, calls will be made to the individuals listed on your child's emergency card (in the order they appear on the card). Staff will follow our center's emergency procedures. Campus police will be called to assist with arrangements for transport of the injured child to an emergency medical facility. A staff person who is familiar with your child will accompany your child to the hospital and wait until you or an emergency contact person from your list arrives.
 - D. Emergency information for your child is kept on file at the child care center office so you can be reached in the event of an emergency. It is the parent's responsibility to keep this information up-to-date. A good time to update this information is at the start of each semester. Please let us know when there is a change in telephone numbers (home, work, or cellular phone) or in the names of persons authorized to pick up your child in the event of an emergency. We realize that most of our parents have busy schedules, it is extremely important that you keep us informed even if your schedule varies for a day, i.e., a class is canceled, etc. If you will be in a location other than the location that is on record with the child care center, you MUST indicate on that day's sign in/sign out sheet, where you can be located and/or phone number where you can be reached in the event of an emergency.
8. Extra Safety and Security Measures
- A. A doorbell has been installed for entrance to the Child Care Center.
 - B. For your child's safety, we require that you accompany your child to and from the child care center room and notify the child care worker upon your arrival and departure. Daily sign in/sign out sheets are located at the reception desk for signing in and out

times of arrival and departure of your child. Please let a child care staff member know when you are dropping off or picking up your child.

- C. The center is located in the LSF building which is equipped with a fire alarm system. Child care center staff have access to emergency weather information via the Purdue campus police.
- D. In the event of an emergency evacuation, the children will be taken to the outside play area. If this location is deemed unsafe, the children will go to the front of Schwarz Hall (inside if possible). If both locations are unsafe, check with campus police to find out where the children can be picked up. Child care center staff will have the sign in/sign out sheet with them and parents/guardians will sign the child out in the usual manner.
- E. In the event of severe weather or snow days, please listen to your local station. If the campus is announcing cancellation of classes, the child care center will also be closed.

9. PNC Student Observations

The center cooperates with the Nursing and Education sections at Purdue University North Central. Occasionally, Purdue students may be present in the center for observation of child behaviors or participation with children.

10. Departure

- A. No child will ever be released to anyone other than the parent, guardian, or parent designee who enrolled the child unless the parent, guardian, or parent designee has provided prior written authorization on the daily sign in/sign out sheet. Authorization by a parent, guardian, or parent designee on a daily sign in/sign out sheet allowing a designee to pick up a child is valid for that day only. Picture identification will be required of the designee prior to releasing the child.
- B. When picking up a child from the center, the parent or guardian, or designee authorized by the parent or guardian, must enter the correct check out time and initial the Child Sign In/Sign Out Sheet.

Revisions or additions to any part of this Parent Handbook may be made with the recommendation of the Child Care Center Advisory Board and the approval of the Chancellor. The parent will be notified, at once, of any such changes.

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Purdue University
North Central

**Little Boilermaker
Child Care**

Parent Handbook
2009 - 2010

Purdue University Non-Discrimination Policy Statement

Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of new ideas, and enriches campus life.

Purdue University views, evaluates, and treats all persons in any University related activity or circumstance in which they may be involved, solely as individuals on the basis of their own personal abilities, qualifications, and other relevant characteristics.

Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a disabled or Vietnam era veteran. The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Executive Memorandum No. D-1 which provides specific contractual rights and remedies. Additionally, the University promotes the full realization of equal employment opportunity for women, minorities, persons with disabilities and Vietnam era veterans through its affirmative action program.

See www.pnc.edu/cd/policy/index.html for more information.