Welcome to the

USI Children’s Learning Center

The Children’s Learning Center is a function of the Pott College of Science, Engineering, and Education.

The procedures, policies, and regulations necessary for the care of your child are contained in this handbook. Please read it carefully and keep it available for reference. This handbook is designed for individuals utilizing the Center and is for information only. The Center reserves the right to add, change, or delete policies, procedures, and practices necessary for the successful operations for the Center. Questions regarding the handbook’s policies, practices, procedures, or concerns should be directed to the manager.

Mission Statement
Our mission is to provide the highest quality child care in the community and to advocate the needs of children and families in the field of education and public policy. We believe campus child care should be an integral part of the higher education system and should be designed to meet the academic, research, and service needs of both the institution and the community at large.

Program Objectives
Our objective is to offer an environment that encourages children to develop their capabilities and interests at their own pace and according to their individual needs. We offer a program which recognizes the uniqueness of each and every child and provides positive encouragement for the child’s continued growth.

Equal Access Statement
The University of Southern Indiana reaffirms its present policy of equal employment opportunity, affirmative action, and nondiscrimination with respect to recruitment, hiring, training, promotion, and treatment of persons in all organizations, services, and programs under the legal control of the trustees of the University of Southern Indiana, which shall be maintained on a nondiscriminatory basis in regard to race, sex, religion, disability, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam Era at all times. If you or your child has any special requirements of which we should be aware, please inform the Center manager.
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Nondiscrimination Statement

The USI Children’s Learning Center participates in the federal Child and Adult Care Food Program. We welcome the enrollment of all children regardless of race, religion, gender, disability, or national origin.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

It is the policy of the Indiana Department of Education not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Laws (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS § 12101,et.seq.).

Inquiries regarding compliance by the Indiana Department of Education with Title IX and other civil rights laws may be directed to the Human Resources Director, Indiana Department of Education, 151 West Ohio Street, Indianapolis, IN 46204, or by telephone to 317-232-6610, or the Director of the Office for Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1053, Chicago, IL 60606-7204
-Dr. Tony Bennett, State Superintendent of Public Instruction.

National Association for the Education of Young Children

The USI Children’s Learning Center is accredited by the National Association for the Education of Young Children (NAEYC). NAEYC Accreditation represents the mark of quality in early childhood education. To achieve NAEYC Accreditation, early childhood education programs volunteer to be measured against the most robust and rigorous national standards on education, health, and safety. Today, more than 6,500 NAEYC accredited early childhood education programs serve families around the nation.

NAEYC accredited programs invest in early childhood education because they believe in the benefits to children and families. Early childhood experiences—from birth to age 8—have an enormous impact on children’s lifelong learning and positively contribute to their health and development. Early childhood education programs with this mark of quality benefit children with greater readiness for success in school.
The Children’s Learning Center as a Lab School

A lab school is a child care center or school on a university campus that serves as a model of educational practice for students. Students studying education (or closely related subjects) spend time observing children to learn more about child development and how children learn. As they progress in their coursework, university students may begin to practice interacting with children in the classroom and implementing some of their own ideas. As they near the end of their coursework, students will have the opportunity to practice teaching under the supervision of lead classroom teachers.

While “visiting the lab,” USI students will clearly distinguish themselves from center staff. Students will also adhere to a strict code of conduct while participating in coursework at the lab school and will be closely supervised during classroom activities.

Enrollment Procedures

Application for enrollment is made through the USI Children’s Learning Center. Application forms may be requested by telephone or e-mail. The Center is a state-licensed, NAEYC-accredited facility, licensed to care for children ages two through seven years; however, only children whose birthdates do not meet the kindergarten eligibility date are enrolled during the academic school year.

Children who are eligible for kindergarten and children who have attended kindergarten, but who are not older than seven, may enroll Kindergarten Camp in the summer.

Waiting List Policies

The waiting list for the USI Children’s Learning Center operates on a first-come-first-served basis, offering the open space to the first child of the appropriate age on the waiting list. If the parent of that child declines the slot then the slot is offered to the next age-appropriate child on the waiting list. The following exceptions apply:

- USI student, staff, and faculty parents are given enrollment priority with student parents having first priority over staff and faculty parents
- Siblings of children currently enrolled are given priority.
- Names on the waiting list may be skipped in order to maintain a gender or age balance in the classrooms.
- Children of parents who are not affiliated with USI are enrolled only if space allows and priority enrollments are complete.

Accommodations for Children with Disabilities

If a child with a disability requires reasonable accommodations in order to participate in the child care program, parents should refer to “Procedures for Requesting Accommodations for Enrollment at USI Children’s Learning Center.” This form is available by phone or e-mail request.
Pre-Admission

Before your child is enrolled, a short pre-admission conference will be scheduled with the Children’s Learning Center Manager. This meeting will give you and your child the opportunity to get acquainted with the Center and staff. It will also give us the opportunity to get to know you better. A materials fee is required upon confirmed admission.

Admission

A child will be admitted to the Center once the following forms are completed and returned. These forms are required to be returned at least one week prior to the child’s first day of attendance.

- Intake Agreement
- CACFP Enrollment Application for Free and Reduced Meals and attendance form
- Pink Emergency Information Card
- Physical Form with Record of Immunizations – due no later than one month after enrollment
- Application and Getting to Know Your Family survey
- Valid birth certificate to copy
- Fee Contract
- Red Alert Form
- Medication Order for non-prescription medications (optional)
- Staff Policy for Off-Site Child Care

Hours of Operation

The Children’s Learning Center is open Monday through Friday from 7:00 a.m. to 5:00 p.m. We close *only* when the entire University closes. If classes are canceled but University offices are open, the Center is *open* until 5:00 p.m. See fee schedule, included with your enrollment paperwork, for this year’s holiday closings.

Parents are welcome to observe classrooms at any time, but optimal hours are 7 a.m. - 12 p.m. or between 2 p.m. and 5:00 p.m. (Naptime occurs between the hours of 12 p.m. and 2 p.m.).

Scheduled Hours of Attendance

Parents must sign a contract for their children’s weekly hours of attendance. Each parent is responsible for the contracted weekly fee, regardless of their child's attendance.
Fee Payment

Weekly child care fees are stated in the parent contract and should be paid at the beginning of each week. Please see https://www.usi.edu/bursar/payment-faq for information on how to pay your bill. Overdue payments may result in denial of child care. Parents who qualify for 100% child care subsidy from the state are exempt from this policy.

Items to Bring the First Day:

Items to bring with your child to the Center on the first day of attendance:

- Nap items: blanket and pillow, as well as a small comfort item such as a stuffed animal or lovey. These items must all be taken home and laundered weekly.
- Complete change of clothing to be kept in your child’s cubby
- Box of tissues

Hints to Make your Child’s First Day a Pleasant Experience

Be certain to bring your child to visit the Center prior to his/her first day of attendance. He/she can meet the teachers and become familiar with the surroundings. On your first day, arrive a few minutes early to allow your child to “settle in.” Help him/her interact with the other children, and when you are ready to leave, let the teacher know. Then say a quick “good-bye” to your child and leave. If there are tears, we will comfort your child and do everything we can to ensure he/she has the best possible first day. We will contact you if your child does not adjust within a reasonable amount of time. You may call the Center any time you wish to check on your child’s well-being (812-464-1869). You may also visit your child at the Center at any time. Continual separation problems will be dealt with on an individual basis. Most of the children are fine a few minutes after their parents leave.

Program Information

Schedules

2 Year Old Classroom- Preschool 102

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00-9:00</td>
<td>Independent Play / Morning Snack</td>
</tr>
<tr>
<td>9:00-9:30</td>
<td>Morning Activity/Independent Play</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>Outdoor Play/Indoor Gross Motor Activity</td>
</tr>
<tr>
<td>10:00-11:30</td>
<td>Water Break/ Independent Play</td>
</tr>
<tr>
<td>11:30-12:15</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:15-2:15</td>
<td>Nap / Quiet Time</td>
</tr>
<tr>
<td>2:15-3:30</td>
<td>Waking / Afternoon Snack / Independent Play</td>
</tr>
<tr>
<td>3:30-4:00</td>
<td>Outdoor Play / Indoor Gross Motor Activity</td>
</tr>
<tr>
<td>4:00-4:30</td>
<td>Water Break / Afternoon Activity</td>
</tr>
<tr>
<td>4:30-5:00</td>
<td>Independent Play</td>
</tr>
</tbody>
</table>

Diapers are changed as needed. They are checked/changed a minimum of once every 2 hours.
3, 4, & 5 year olds – Preschool 103

7:00 - 7:30  Meet in Holding Class
7:30 - 9:00  Self-Selected Activities
9:00 - 9:15  Morning Snack
9:30 - 10:30 Self-Selected Activities/Bathroom Break
10:30 - 11:00 Outdoor Play / Indoor Gross Motor Activities
11:00 - 11:30 Story/Music Time
11:30 - 12:00 Lunch
12:00 - 2:00  Bathroom Break / Nap / Quiet Time
2:00 - 2:30  Waking / Afternoon Snack
2:30 - 3:00  Group Time / Independent Play
3:00 - 3:30  Outdoor Play / Indoor Gross Motor Activities
3:30 - 4:30  Independent Play
4:30 - 5:00  Outdoor Play / Indoor Gross Motor Activities

3, 4, & 5 year olds – Preschool 104

7:00 - 7:30  Meet in Holding Class
7:30 - 9:00  Morning Snack / Independent Play / Outdoor Play
9:00 - 9:15  Morning Meeting
9:15 - 10:30 Free Choice Activities
10:30 - 10:50 Group Time / Books
10:50 - 11:00 Bathroom Break
11:00 - 11:30 Outdoor Play
11:30 - 12:30 Lunch / Bathroom Break
12:30 - 2:00  Nap / Quiet Time
2:00 - 2:15  Waking / Bathroom
2:15 - 3:00  Outdoor Play / Indoor Gross Motor Activities
3:00 - 3:30  Afternoon Snack
3:30 - 4:00  Group Time
4:00 - 4:30  Small Group Activity / Independent Play
4:30 - 5:00  Outdoor Play / Indoor Gross Motor Activities
Staffing

The center manager oversees all activities and is in the facility for the majority of the day. When the manager is not at the center the administrative assistant is available. At least one primary teacher is in the classroom at all times. Every classroom is staffed with two teachers who are assisted by university students. All staff are trained in first aid, CPR, Universal Precautions, and screened for any past criminal history or inclusion in the sex offender registry. Staff is also screened for drug use at hire. Student workers are recognized by the state licensing agency as child care staff that is able to perform many teaching duties.

Curriculum

The Children’s Learning Center utilizes a developmentally appropriate curriculum. Developmentally appropriate curriculum means meeting children where they are at developmentally and helping each child meet challenging and achievable learning goals.

The Creative Curriculum for Preschool is the Center’s blueprint for planning and implementing a developmentally appropriate program. The Creative Curriculum’s effectiveness in helping children acquire social competence and skills needed to succeed as learners is well documented. Copies of the written curriculum guide are available in each classroom.

The Center's goals for each child enrolled are:

- To experience a sense of self-esteem
- To exhibit a positive attitude toward life
- To demonstrate cooperative, pro-social behavior
- To acquire problem-solving skills
- To expand logical thinking skills
- To acquire concepts and information leading to a fuller understanding of the immediate world
- To demonstrate skills in make-believe play
- To expand verbal communication skills
- To develop beginning reading skills
- To acquire beginning writing skills
- To enhance gross motor skills
- To enhance and refine fine motor skills
- To use all senses in learning

(Adapted from the Creative Curriculum)

These are the goals we work toward achieving with all children; however, each child grows at his/her own rate, and will be encouraged to reach as many goals as possible while enrolled in our Center.
Assessment Policy

Within the first thirty (30) days of each child’s enrollment, the classroom teachers will administer a screening of skills to determine the child’s developmental level. In addition, parents will be asked what goals they have for their children as part of their learning experiences.

Ongoing assessment is the process of observing and recording children’s work and developmental progress. At the Children’s Learning Center, teachers document each child’s growing abilities, interests, and skills in order to plan appropriate experiences and activities that will enhance development and learning for every child in the classroom. A child’s progress is documented in a portfolio through anecdotes, samples of the child’s work, photographs, and developmental checklists.

The combination of these actions will help to form a curriculum plan that meets each child’s needs.

Parent-Teacher Communications

The Children’s Learning Center newsletter is sent home on a quarterly basis. It includes information about events at the Center, as well as news from the manager and the classroom teachers.

Important notices you must immediately see are posted on the white board in the lobby, the message screen of the sign-in computer, placed in your child’s file, and/or are taped on the front door of the Center. Communication in a child care facility is a challenge. Please attempt to read messages on a daily basis.

Each classroom has an area where the day’s activities are posted and information regarding curriculum is listed. Check with your child’s teacher for the location of this area.

Confidentiality

The Center considers all information pertaining to children and families to be confidential. Center staff and students affiliated with University classes sign a form agreeing to keep any information regarding the children and families confidential.

Children’s records are kept in individual folders in a locked file cabinet in the manager’s office. Under the Family Education Rights and Privacy Act (FERPA) records related to Center children and their families, and information contained in those records, are to be shared with other staff or other University officials only if that person has a legitimate reason (i.e., on a “need to know” basis only). Requests from third parties, including outside agencies, must be evaluated by Center administrative staff, before any disclosure is made. In most cases, information cannot be disclosed to a third party without written consent from the child’s legal guardian.

Guidance Policy

Guidance at the Center is developed with support and encouragement of positive behavior through a planned environment. The indoor and outdoor classroom environments provide a variety of activities from which the children may choose. Methods include reinforcements (such as verbal acknowledgements, smiles, and pleasant attention) for appropriate behavior and positively stated
alternatives when a conflicting situation occurs.

When inappropriate behavior occurs it is dealt with immediately. Teachers try to identify the cause of the inappropriate behavior and they recognize that repeated problem behavior may be the child’s way of signaling that he/she needs help in dealing with a certain task or situation. Teachers can then modify the learning environment and/or activities to help resolve the situation.

Physical punishment of any kind is never used at the Children’s Learning Center. When the teacher sees a controversial situation arising, he/she tries to identify causes and then reacts by stating an alternative solution for the child. For example, “You can put the block here” instead of “Don’t throw the block on the floor.” If the inappropriate behavior continues, the teacher rephrases her comment to the child, reinforcing what the child should do and why, such as “Throwing blocks may hurt someone, so we don’t throw blocks in the Center. If you continue to throw blocks, you will need to choose another area to work in.” The teacher is careful to emphasize it is the behavior that is unacceptable, not the child.

When a child is being destructive to materials or harmful to another person, the child is redirected to an activity chosen by the teacher. In extreme situations, a child may need to be separated from the group and directed to an individual activity to help him/her gain control. In specific instances, such as when a child is likely to hurt himself/herself or another child, the teacher will hold the child until he/she is calm.

If a child displays repeated inappropriate behavior and shows little progress toward changing that behavior, the teachers may call upon the child’s parents to work cooperatively with them in developing strategies that will meet the child’s needs.

Any disciplinary action that warrants calling the parents will be documented and kept in the respective child’s file. If (after attempting to work with the child and the parents) the child’s behavior continues to threaten the other children, Center property, or staff; then the Center manager maintains the right to deny care. The parent may appeal this decision to the manager’s supervisor/or the Child Care Center Advisory Committee by calling the Children’s Learning Center Liaison in the Department of Teacher Education at 812-461-5378.

USI Children’s Learning Center reserves the right not to admit or maintain any child whose presence can detrimentally affect others or whose needs cannot be met with reasonable accommodation.

**Meals**

The Center offers a morning and afternoon snack. Lunch (vended by Sodexo) is served between 11:30 a.m. and noon. The Center participates in the federal Child and Adult Care Food Program (CACFP). An application for this program is included with your forms. All food served at the Center must be prepared by a State Board of Health approved kitchen, or be brought in unopened, prepackaged containers, purchased at a bakery or store.
Rest Periods

Parents are expected to provide a nap-time blanket and a small pillow. All bedding should be child-size (no sleeping bags) and should be taken home at the end of each week for washing. Your child may bring a favorite nap item (teddy, doll, etc.) for rest periods. All children participate in a rest period daily, but older children who do not sleep are allowed to choose a quiet activity after 30 minutes of rest. If you have concerns about your child resting, please discuss this with the teacher or the manager.

Clothing

Paint, play dough, water, and sand are important parts of our program, so it is most practical to dress your child in comfortable, washable clothing. Be certain to bring a complete change of clothing (shirt, pants, underwear, socks) to the Center on your child’s first day of attendance. Mark all clothing with your child’s name and send it in a zip-lock or paper bag, also marked with your child’s name. Please update your child’s change of clothing with the seasons or as your child changes sizes.

If your child wears the extra clothing home, please send replacement clothing the following day. If a loaned item is worn home, wash and return it as soon as possible. The Center is always in need of extra clothing (underwear, pants, shirts, hats, mittens, jackets) to loan- donations are always welcomed.

Outdoor Play

State regulations require that all children play outdoors, except when the severity of the weather poses a safety hazard, the wind-chill temperature is below twenty-five (25) degrees Fahrenheit, or there is a health-related reason documented by a physician for a child to remain indoors. Air quality and heat indexes will be monitored daily and decisions on outdoor play will be based on those reports.

Dress your child to play outdoors; being certain he/she wears a jacket, coat, mittens, boots, and/or hat, as needed. During the summer months, put sunscreen on your child before he/she comes to the Center. Staff will put on a second application later in the day, with parental permission.

Bug repellent is also important. The American Academy of Pediatrics warns that if you use a product with DEET it should not contain more than 30% DEET with 10% being sufficient for most occasions. Be sure to follow label directions and take proper precautions.

Holiday Celebrations

The Center celebrates happenings that affect the lives of every student in our Center. We celebrate the changing of seasons, a new family member, a loose tooth, favorite colors or shapes, and many other significant happenings that all children and families can relate to.

We have a wonderful mixture of cultures represented in our Center and not everyone shares the same holiday traditions. So that we do not offend any family we choose to limit celebrations to activities that everyone can participate in and enjoy. Therefore, we do not celebrate religious or secular holidays.
including but not limited to Christmas, Hanukah, Easter, Halloween, Valentine’s Day, etc.

We do encourage families to share their traditions within the classroom through books, songs, and family pictures. We are interested in learning about the diverse backgrounds of our families and will support any child’s interest in learning about a particular holiday.

**Field Trips**

The children may participate in on-campus field trips. The staff takes children’s emergency contact cards, a walkie-talkie or cell phone, and a first aid kit on every outing. Field trips are usually planned in advance and notices posted.

**Items from Home**

Items should not be brought from home for play purposes. The Center is not responsible for lost or damaged toys. Nap items are acceptable, but need to be small enough to fit in your child’s cubby.

**Health and Medical Information**

**Child and Staff Illness Policy**

Children and staff members will be dismissed from the Children’s Learning Center if the following medical conditions appear throughout the day or are present upon presentation to the center:

- Child or staff member develops a fever of 101 degrees or higher.
- They have three or more episodes of diarrhea or two or more episodes of vomiting in a 24 hour time period.
• They experience shortness of breath or difficulty breathing without medications, or symptoms continue following the use of prescribed medications.
• They have changes in behavior or appearance such as persistent crying or lack of responsiveness.
• They have nosebleeds which cannot be controlled with 15 minutes of direct pressure.
• They complain of unexplainable neck stiffness and headaches.

Children and staff with the following must have a doctor’s note clearing them of risk of transmission of any communicable disease risk before entering or returning to the Children’s Learning Center.

• Redness with drainage from eyes
• Rashes, boils or sores which are open, draining or weeping.

Children and staff members must be symptom free of illness, without the use of medications, for a period of 24 hours before returning to the Children’s Learning Center. A child may return before this period with a written physician’s release stating the child is no longer contagious and is safe to take part in group indoor and outdoor activities.

If there is a confirmed case of communicable diseases, we will notify parents in the necessary classrooms in writing. Specific illness information detailing the signs and symptoms of the illness, incubation period, and necessary course of action will be included in the document. These information sheets will be posted outside the classroom door for easy reference. We may also need to notify the Vanderburgh County Health Department of certain contagious illnesses.

* This policy also applies to all volunteers and USI student observers.

**Vaccination Policy**

State licensing regulations require all children attending the center to be up-to-date on their vaccinations. **If your child does not receive vaccines, an exemption form must be completed.** In the event of contagious disease, children exempt from vaccines may be asked not to attend the center. This is to help ensure the well-being of all children enrolled at the center.

Please help us keep our records up to date by bringing in new vaccination records after your child receives new vaccines.

**Medications**

The giving or application of medication, providing dietary supplements, making special variations of diet, and carrying out medical procedures shall be done only on written order or prescription from a physician. Medications prescribed for an individual child shall be kept in the original container with the pharmacy label showing the prescription number, date filled, physician’s name, directions for use, and the child’s name. Over the counter medications (i.e. cough syrup, Tylenol) can be given only with a physician’s signature. A form for your child’s physician to sign, allowing the use of specified over-the-counter medicines, is included in your enrollment packet.
Head Lice Policy

Head Lice are parasitic insects that live in the hair and on the scalp of humans. They need human blood to survive. Adult head lice make nests in the hair of the scalp, nape of the neck, or behind the ears, and feed on human blood. The sesame-seed sized insects are tiny and wingless, and lay eggs (nits) that “glue” themselves to hair shafts close to the scalp. Nits later hatch into nymphs, which are immature adult head lice. Head lice are easily spread through close head-to-head contact with children who have head lice. They can also be transferred on clothes, combs, brushes, or other personal items such as pillows, nap blankets or stuffed animals. Outbreaks of head lice have nothing to do with a family’s income, social status, or level of personal hygiene.

If a child is found to have head lice, the following procedure must be followed:

1. If head lice (live or nits) are found while the child is home, the parent must inform the center immediately. The parent must treat the child with an over the counter medication, or by a doctor’s prescription. The child must stay home for 24 hours after the lice were treated, in order for the medicine to take effect.

2. If head lice (live or nits) are found while the child is attending the Children’s Learning Center, the parents will be called immediately. The parent will take the child home, and follow the medication procedure outlined above.

3. Once the child has been treated for head lice, and no nits are found, they may return to the classroom after 24 hours. The child’s head will be checked by the classroom teacher for three consecutive days to be certain no new lice have appeared. If new lice do appear, the process for removal will begin again.

4. At all times, confidentiality will be maintained in order to protect the child’s anonymity. If head lice are found, a note will go home informing all families that head lice were present in the classroom. The child’s identity will not be released. Only the child’s classroom teachers and the center Administrators will know the child’s identity.

5. If head lice were present in the classroom, the classroom teachers must bag up all soft items, stuffed animals, throw pillows, dress-up clothes and hats and place them in a plastic bag which is tied shut. The items must be left in the bag to kill any knits that may have fallen onto them. The rugs will be thoroughly vacuumed by the maintenance staff. All of the child’s naptime belongings will be sent home to be cleaned. It is recommended that parents wash clothes and linens in the HOT water cycle (130 degrees). Then dry items on the HOT cycle for at least 20 minutes. Soak combs and brushes for 1 hour in rubbing alcohol or Lysol, or wash with soap and hot water.

6. During an outbreak watch for signs of lice, such as frequent head scratching. Nits do not cause symptoms, but they can be seen on the hair shaft. Nits are yellow-white and oval-shaped. Teach children not to share combs, brushes, scarves, hair ribbons, helmets, headphones, hats, towels, bedding, clothing or other personal items.

For further information, please contact your child’s pediatrician. If families have questions regarding head lice in the classroom, please feel free to contact your child’s teacher, or one of the center administrators.
Policy for Hand, Foot, and Mouth Disease

It is common for a fever to occur before side effects (such as blisters). The child must be fever free for 24 hours before returning to the CLC. The child is able to attend after the fever subsides, if they are comfortable and feel up to returning.

Staff Policy for Off Site Child Care

The policy regarding the Children’s Learning Center staff babysitting, transporting, or tutoring children who attend our center is as follows:

1. All arrangements between parent and staff must be private arrangements between family and the individual.
2. All arrangements must be made outside of the staff’s scheduled work time.
3. USI Children’s Learning Center is not a part of the arrangements and cannot be held responsible.
4. At no time can privately arranged care be provided at the Children’s Learning Center.
5. USI Children’s Learning Center does not make referrals or recommendations for child caregivers. A parent may bring a note requesting care and it will be posted in the staff work area where anyone interested may respond.

Parents will be asked to sign this policy at the time of their child’s enrollment.

General Information

Arrival/Departure Procedures

Check your child for signs of illness each morning. If there are any special instructions for the day, hand-deliver a written note to your child’s classroom teacher. Escort your child into the building and into his/her classroom. Make sure a staff member knows of your child’s arrival. Do not send your child into the building unescorted. It is mandatory that you sign your child in on the designated (sign-in/sign-out) computer and assist him/her in placing outdoor clothing, extra clothing, blankets, etc. in the proper place.

Children should be signed out before leaving the Center. If someone other than a person listed on your application is to pick up your child, you must let us know in writing, in advance, unless the situation requires that you phone us. If you need to give pick-up permission over the telephone, you will need to identify yourself with your identification number.

Late Fees

If a child is picked up after closing hours, a late fee is charged. (See the fee schedule included with your enrollment papers). Continuous tardiness (more than three times in a semester) on the part of the parent will require the child be withdrawn from the Center, as we respect the rights of our staff and their after-work obligations.
Child Release Policy

The Center staff reserves the right to ask an individual picking up a child not to transport the child when a clear and present danger exists. Clear and present danger is defined as, but not limited to, intoxication and substance abuse. In the event an individual is asked not to transport his/her child, the individual will be informed of the specific reason. Another designated individual can be contacted to pick up the child, other means of transportation may be utilized, or the individual may leave and return when the danger has been eliminated (if time permits). In the event a clear and present danger exists and the individual does choose to transport the child, the Center staff member will call campus security, who will notify the police.

Emergency Evacuation

In the case of a severe weather warning, extremely high winds, or other emergencies requiring evacuation, we move the children to the interior of the building away from windows. If the Center must be evacuated, children will be taken to the Health Professions Center, room 103 - 105 (building on corner of Boulevard and Clarke Lane). If campus is deemed unsafe, the Center will implement our Red Alert policy below.

Pest Control Policy

We currently have a routine pest control company that comes once a month to check and take care of any problems the center may have. Before any baits, traps or spray is done the pest control company is to let the manager/admin assistant know so that we have time to notify parents and employees of any concerns.

Red Alert

In case of a security breach on campus, a Red Alert plan will move the children off campus. As stated previously, children are transported to the lower level of the Health Professions Center if the Center is deemed unsafe. In the event of an extreme emergency, when campus must be evacuated and the safety of the children is at risk, the children and staff will be transported by the safest mode available to St. Paul’s UCC Church, located at 2227 W. Michigan (two blocks east of St. Joe); phone 812-425-1522. If traveling east is not possible, the children will be transported to the Children’s Learning Center of Mt. Vernon, 2100 W. 4th St., Mt. Vernon, IN (west of town, near the Mt. Vernon Ford Dealership on Hwy 62); phone 812-838-3312.

Parking

Use the Children’s Learning Center parking spaces (behind Children’s Learning Center) or the large lot to the side of the building when parking at the Center to pick up or deliver a child. You may not park on the street at the side of the Center when dropping off or picking up your child and please do not park in the circle blocking other parents from entering and exiting.
Summer Enrollment

The Children’s Learning Center operates on a year-round basis. If families will not be in attendance during the summer, they may either continue to pay for their child’s tuition, or withdraw and return to the waitlist. The enrollment fee must be paid each time a child enrolls or re-enrolls after withdrawal.

Change in Information

In order for us to contact you in an emergency, it is imperative you keep us up-to-date on any changes of home address, phone number, employment information, and information relating to the name and phone number of a responsible adult who may be called in an emergency when you cannot be reached. Inform your child’s teacher or the manager of any information changes.

Complaints/Concerns

If concerns are not adequately addressed by the Center staff, you may contact the Children’s Learning Center Liaison in the Department of Teacher Education at 812-461-5378.
Custody Issues

If you are the custodial parent of a child in our care, it is your responsibility to inform us of your legal status, as well as any changes in that status. By law, if custody issues arise we must follow guidelines stated in valid court orders that bear the signature of a judge and have been recorded by the court clerk.

Child Abuse/Neglect

USI Children’s Learning Center is licensed by the State of Indiana Department of Welfare. As a licensed child care center, we are required by law to report any indication or suspicion we have that a child may have been physically abused or show signs of neglect, sexual abuse, or emotional abuse. Any reporting is confidential and is maintained in your child’s file for future reference. If your child has any unusual marks or bruises, please inform the teachers or the manager before leaving the child in our care.

Helpful Phone Numbers

Children’s Learning Center  812-464-1869
Children’s Learning Center Fax 812-465-7040
Department of Teacher Education 812-465-7024
Pott College of Science, Engineering, and Education 812-464-1977
4-C of Southern Indiana 812-423-4008
Division of Family & Children Child Care Licensing Office 317-232-4469
Child Protective Services 812-425-2124
Vanderburgh County Health Department 812-435-2400
Poison Control 1-800-222-1222